

## ❖ The General Regulations for Awarding the Bachelor's Degrees Issued by the Deans' Council in accordance with Law No.15 For Awarding Academic Degrees and Diplomas at Jordan University of Science & Technology

### ▪ Article 1

These regulations shall be cited as: **The Amended General Regulations for Awarding Bachelor's Degrees No.1 for the year 1987**, and shall be effective as of the beginning of the academic year 2008/2009.

### ▪ Article 2

These regulations shall be applicable to the full-time students registered for obtaining the Bachelor's Degree in one of the following faculties or specializations:

- The Faculty of Engineering
- The Faculty of Pharmacy
- The Faculty of Nursing
- The Faculty of Agriculture
- The Faculty of Veterinary Medicine
- The Faculty of Science & Arts
- The Faculty of Computer & Info. Technology
- The Faculty of Applied Medical Sciences
- The Faculty of Architecture & Design

### ▪ Article 3

The Deans' Council shall ratify the study plan leading to the award of Bachelor's Degrees in the faculties and specializations specified in article (2) of these regulations following the recommendations of the concerned Faculties' Councils, and the suggestions of the Councils of the relevant Academic Departments.

### ▪ Article 4

The study plan of each specialization that awards a Bachelor's Degree shall consist of the following requirements:

#### A. University requirements (25 C.H) specified by the Deans' Council & distributed as the followings:

1. Compulsory Requirements			16 C.H	2. Elective Requirements			9 C.H
Line No.	Code	Course		Line No.	Code	Course	
801012	ARB101	ARABIC LANGUAGE	3	401000	NUR100	HEALTH PROMOTION	3
821000	HSS100	CULTURE & UNIVERSITY CONDUCT	1	631770	NF177	FOOD PRESERVATION ( <i>IN ENG.</i> )	3
811111	ENG111	ENGLISH LANGUAGE (1)	3	181040	PH104	COMMUNITY HEALTH & NUTRITION	3
811121	ENG112	ENGLISH LANGUAGE (2)	3	301041	PHAR104	DRUGS & MEDICINAL PLANTS IN JORDAN	3
841000	MS100	MILITARY SCIENCES (3)	3	182002	PH200	FIRST AID	3
1741000	CIS100	COMPUTER SKILLS (4)	3	662110	VM211	ANIMAL-HEALTH	3
801011	ARB101A	"PRINCIPLES OF ARABIC LANGUAGE"(5)	3	662120	VM212	PET ANIMAL CARE	3

1. Prerequisite: passing in Eng. (99) or attaining a minimum grade of (50%) in the Proficiency Test.
2. Prerequisite: studying Eng. (111) or attaining a minimum grade of (80%) in the proficiency test, or a minimum score of (500) in TOEFL.
3. Non-Jordanian students are permitted to study any of the elective courses instead of this course.
4. Students who hold (ICDL) or "Cambridge International Diploma in IT" are exempted from studying this course.
5. Non-Arab students, except those who studied in Arabic schools, are permitted to study ARB 101A- principles of Arabic Language instead of ARB101.

VM213	ANIMAL CARE & BEHAVIOR	3	822120	HSS212	ARAB SOCIETY ( <i>IN ENG.</i> )	3	
ARB200	APPRECIATION OF LITERARY TEXTS	3	822130	HSS213	INDIVIDUAL AND SOCIETY ( <i>IN ENG.</i> )	3	
HSS105	FRENCH LANGUAGE	3	822160	HSS216	INTERNATIONAL GLOBAL ISSUES	3	
HSS106	GERMAN LANGUAGE	3	822221	HSS221	PRINCIPLES OF PSYCHOLOGY ( <i>IN ENG</i> )	3	
821140	HSS114	FEKEH	3	822220	HSS222	CREATIVITY AND PROBLEMS SOLVING	3
821150	HSS115	ISLAM AND RECENT PROBLEMS	3	822240	HSS224	LEADERSHIP AND COMM. SKILLS	3
821160	HSS116	ECONOMIC SYSTEM IN ISLAM	3	822310	HSS231	HISTORY OF SCIENCES IN ISLAM	3
821211	HSS121	PRINCIPLES OF SOCIOLOGY	3	822420	HSS242	INFORMATION AND RESERCH ( <i>IN ENG.</i> )	3
821260	HSS126	PRINCIPLES OF PSYCHOLOGY	3	822500	HSS250	THE HISTORY OF MUSIC ( <i>IN ENG.</i> )	3
821270	HSS127	EDUCATIONAL TECHNOLOGY	3	824290	HSS429	THE SCIENCE OF CHILDREN BEHAVIOR	3
821280	HSS128	NATIONAL EDUCATION	3	612000	AP200	FARM ANIMAL PRODUCTS AND PRODUCTION	3
821311	HSS131	ISLAMIC CIVILIZATION	3	1111000	P.T100	WELLNESS& LIFESTYLE	3
821321	HSS132	THE HISTORY OF JERUSALEM	3	971030	ES103	ENVIRONMENT PROTECTION	3
821330	HSS133	CIVILIZATION AND RECENT CULTURES	3		ME102	INTRODUCTION TO RENEWABLE ENERGY	3
	HSS135	ISLAMIC CULTURE	3	252113	ME211	INTRODUCTION TO AUTOMOBILE MECHANICS	3
	HSS137	HUMAN RIGHTS	3	642000	NR200	NATURAL RESOURCES AND HUMAN	3
821411	HSS141	INTRODUCTION TO ECONOMICS	3	622000	PP200	HOME GARDENS	3
821420	HSS142	LIBRARY AND INFORMATION RESEARCH	3	622010	PP201	BEE KEEPING	3
821511	HSS151	INTRODUCTION TO MANAGEMENT SCIENCES	3		PP202	JORDAN'S NATURAL PLANTS	3
821611	HSS161	CONTEMPORARY PROBLEMS	3		CHE191	INTRODUCTION TO NANOTECHNOLOGY	3
821660	HSS166	MAN AND SCIENCE	3				
821211	HSS211	PRINCIPLES OF SOCIOLOGY ( <i>IN ENG.</i> )	3				

**B. The Faculty Requirements:** They include compulsory courses studied by all the students of the faculty and/or courses to be chosen by the students of the faculty from courses approved by the Faculty Council as stipulated in the study plan of each specialization.

**C. The Department Requirements:** They include compulsory courses studied by all students enrolled in a specialization offered by the Department and elective courses to be chosen by the students from number of courses specified by the Department's Council which include the specialization requirements as stipulated in the study plan of the Department/ Specialization.

#### ▪ Article 5

**A.** A student may register a course and its prerequisite in the semester in which he is expected to graduate. At the same time the student who successfully completes all the required Credit Hours except the Training Hours to be completed in the following semester, shall be treated as a student who is expected to graduate.

**B.** With due consideration to paragraph **(A)** of this article, a student may not register for any course without studying its prerequisite, on condition that he shall not withdraw from the course or fail in it due to absence, otherwise his registration and grade in the course shall be considered void.

**C.** With due consideration to paragraph **(A)** of this article, the student in the Faculty of Nursing may not register for a course offered by this Faculty unless he passes its prerequisite. Otherwise his registration and grade in the course shall be considered void.

**D.** If a course has co-requisite, the student must register both courses concurrently. Otherwise his registration and grade shall be considered void.

**E.** With due consideration to the provisions of articles (17) and (18) of these regulations, the student is not permitted to register any course if it is not listed in his study plan. Otherwise his registration and grade shall be considered void.

▪ **Article 6**

The maximum required Credit Hours according to the study plan, the average and maximum duration of study for each Bachelor's Degree are as follows:

**A.**

Faculty/Specialization	Maximum Credit Hours	Average Duration (Years)	Maximum Duration (Years)
▪ <b>Faculty of Engineering</b>	159	5	7
▪ <b>Faculty of Computer &amp; Info. Technology</b>			
○ Computer Engineering	160	5	7
○ Network Engineering & Security	160	5	7
○ Computer Science	130	4	6
○ Computer Info. Systems	130	4	6
○ Software Engineering	130	4	6
▪ <b>Faculty of Applied Medical Sciences</b>			
○ Dental Technology	132	4	6
○ Allied Dental Sciences	129	4	6
○ Medical Laboratory Sciences	138	4	6
○ Paramedics	137	4	6
○ Occupational Therapy	133	4	6
○ Optometry	135	4	6
○ Physiotherapy	138	4	6
○ Radiologic Technology	137	4	6
○ Audiology	132	4	6
○ Speech Pathology	132	4	6
○ Audiology & Speech Pathology	144	4	6
▪ <b>Faculty of Pharmacy</b>			
○ B.sc in Pharmacy	162	5	7
○ Pharm D	219	6	8
▪ <b>Faculty of Nursing</b>			
○ B.sc in Nursing	134	4	6
▪ <b>Faculty of Science &amp; Arts</b>	130	4	6
▪ <b>Faculty of Agriculture</b>	130	4	6
▪ <b>Faculty of Veterinary Medicine</b>	166	5	7
▪ <b>Faculty of Architecture a&amp; Design</b>			
○ Architecture	169	5	7
○ Urban Planning	160	5	7

The above paragraph (A) applies to the students enrolled as of the beginning of the academic year 2008/2009.

- B.** The academic year comprises two semesters of (16) weeks each, and an optional (8) weeks summer semester including the exams periods of the three semesters. The closing date of the second semester is considered the end of every academic year as far as the period of study, and the maximum permitted duration for the award of Bachelor's Degrees for each specialization/faculty as stipulated in the regulations.
- C.** The theoretical courses/ seminars are assessed on the basis of one lecture per week for the period of (16) weeks, is equivalent to one Credit Hour, while the laboratory/ Practical applications hours are assessed for each course on the basis of one Credit Hour is equivalent to three laboratory Hours unless the nature of the course requires different hours. However, in all cases one Credit Hour shall not be less than two laboratory/ practical hours.
- D.** The student is responsible for his study load which is commensurate with his abilities and comprehension. The advisor should review the student's record and advise him to register only the courses included in his study plan, and which are commensurate with his abilities and study progress. However the followings should be taken in consideration:
- 1.** With due consideration to the maximum duration for the award of the Bachelor's Degree (paragraph (A) of this article), the Bachelor's Degree student should not register less than (9) Credit Hours, and a maximum of (18) Credit Hours during the first and second semesters. However the maximum Credit Hours may reach (21) Credit Hours providing the fulfillment of one of the following conditions:
    - i.** That the student's cumulative average is not below (80%).
    - ii.** That the student's graduation depends on permitting him to register (21) Credit Hours in that semester. **(The semester preceding training is considered "The Graduation Semester" in case the student has successfully completed all other courses in that semester).**
  - 2.** A student is permitted to register, or continue studying, less Credit Hours than the specified minimum as a result of his withdrawal from certain courses due to justified causes subject to the approval of the Dean of the student's Faculty providing that the student's study duration to obtain the Bachelor's Degree shall not exceed the maximum duration as specified in paragraph **(A)** of this article. In this case, the Dean of the Faculty shall notify the unit of Admission & Registration in writing or electronically.
  - 3.** If a student needs less than (9) Credit Hours for graduation, then in this case, he may register only the needed Credit Hours in accordance with his study plan.
  - 4.** The maximum load for a student shall not exceed (10) Credit Hours in the summer course. However the student's load may reach (12) Credit Hours in a summer course in case he is expected to graduate in the end of the semester providing that the courses to be registered are offered in that semester (since the summer courses are optional for the faculty staff). In such cases the Dean of the Faculty shall notify the unit of Admission & Registration accordingly in writing or electronically.
  - 5.** A student registered for the Bachelor's Degrees shall be placed at 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> year level if he has successfully completed not less than (33), (66), (99), (132), or (165) Credit Hours respectively.

## Attendance

- **Article 7**
  - A.** The student is required to attend all the registered courses. The instructor shall register attendance or absence on special record to be handed over to the Head of the Department offering the course at the end of every semester, and it will be kept until the end of the following semester.
  - B.** A student is not permitted to absent himself more than (10%) of the hours required for each course.
  - C.** A student who absents himself more than (10%) of the total number of hours required for each course without medical or compelling excuse acceptable to the Dean of the Faculty that offers the course, shall be precluded from taking all other examinations of that course, and shall be given the minimum grade of **(35% precluded due to absence)**, which shall be calculated in the student's average, unless he has already withdrawn from the course within the period specified in paragraph **(B)** of Article No. (12) of these regulations.
  - D.** A student who absents himself more than (10%) of the hours required for a course due to medical or compelling cause accepted by the Dean of the Faculty, may not absent himself more than (20%) of the course's required hours.
  - E.** If a student absence exceeds the average of (20%) of the registered courses because of an accepted excuse, the student's Faculty Council may consider him **"Withdrawn"** from all the courses (without reimbursement of the tuition and fees). In this case the student's study shall be considered **"Postponed"** that semester, and the Dean of the concerned Faculty shall notify the Admission & Registration Unit accordingly in writing or electronically before the beginning of the final exam.
  - F.** In case a student is absent for a period not exceeding (25%) of the practical training period because of compelling or medical excuse accepted by the Dean of the Faculty, the Dean may permit the student to compensate the period of his absence providing that the technical requirements of training are not affected, and the training is not in hospitals or clinics which is supervised by faculty members.
  - G.** The medical excuse should be in a form of medical report issued by The University Health Center or the student's Clinic in King Abdullah I University Hospital.  
The report should be presented to the Dean of the Faculty that offers the course within a period not exceeding two weeks from the student's absence, or in unexpected exceptional circumstances, within one week after the cause is over.
  - H.** The course instructor, the Heads of Departments, and the Dean of the Faculty that offers the courses, shall be responsible for carrying out the aforementioned regulations of attendance.

## Examinations

- **Article 8**
  - A.** The final exam grade for every course shall be computed to the nearest integer number.
  - B.**
    - 1.** The final grade of each course represents the sum of the final exam grade and the semester's works grade, except in some courses the final result shall be **"Pass"** or **"Fail"** as stipulated in the study plan.
    - 2.** The final exam for every course shall be held once at the end of the semester. It must be written (or through computer) covering all the course's material and (40%) of its grade shall be allocated to the final exam grade. However the final grade may partly include in certain percentage verbal or practical exams or reports.

3. The semester's works for every course include two written exams (or through computer) to be announced to the students in the beginning of the semester. The first exam shall be held during the 6<sup>th</sup> and 7<sup>th</sup> weeks (the third week in the summer semester), while the second during the 10<sup>th</sup>, and the 11<sup>th</sup> weeks (The 6<sup>th</sup> week in the summer exam). The written exams papers shall be returned to the students no later than one week from the date of the exam.

In addition to the written exams, the semester's works may include verbal or practical exams or reports wholly or partly as determined by the Department's Council. The exam papers, reports and research papers after correction shall be returned to the students and discussed with them.

The semester's works which precede the final exam shall be handed over to the Head of the Department at least one week prior to the beginning of the final exam.

4. The semester's results shall be announced no later than the beginning of the (13) weeks of the semester in order to correct any possible errors before sending them to the Admission & Registration Unit, after which no grade shall be amended.
5. The courses of seminars researches, laboratories, field works, projects and clinical could be excluded from the above paragraph (3). In this case the Deans' Council of the concerned faculty determines the method of assessing these courses providing that the assessment method shall be announced to the students in the beginning of the semester.
6. Any student who absents himself from an announced semester's exam without medical or compelling excuse acceptable to the Dean of the Faculty offering the course, his grade shall be counted (**Zero**) in that exam and it shall be calculated in the final results.
7. Any student who absents himself from an announced semester's exam shall present an excuse acceptable to the Dean of the Faculty offering the course within one week after the cause is over. In this case the course instructor in coordination, with the Head of the Department, shall hold a **make-up exam** equivalent in type and form to the questions of the exam from which the student was absent. The make-up exam shall be held within one week after the excuse is accepted.
8. In case a student absents himself from a final exam, he must present his excuse no later than one week prior to the date of the final exam.
9. The course instructor, and after completing the correction of the final exam papers, shall announce to the students a guide for the correct answers and the method of distributing the grades for every question. He shall also hand over the exam papers to the Head of the Department offering the course, who in turn shall deliver them to the Faculty Deanship to be kept there.

**C.**

1. The course instructor shall inform his students at the beginning of every semester, the method of assessing the course's grades.
2. The course instructor is responsible for correcting the exam papers of his course, as well as revising and recording the grades in the course's transcripts and handing it over to the concerned Department Head no later than (72) hours from the date of the course's exam to be discussed by the Department Council, and later to be finally approved by the Faculty Council within (24) hours.

3. The Dean of the Faculty offering the course or his representative shall hand over the final results of all the offered courses in his faculty to the Admission & Registration Unit directly after taking the final decision in its regards.

**No final grade shall be announced before it is handed over to the Admission & Registration Unit.**

- D. The student may appeal in writing to the Dean of the Faculty concerning his final grade within the maximum period of two weeks after announcing the results of the course and paying the appeal fee. The Dean shall discuss the appealed results with the course's instructor and the Head of the Department. In such cases the following action shall be executed:

1. The Dean forms a special committee in which the course's instructor is not a member. The committee reviews and verifies the proper correction of the exam paper.
2. The committee follows in its correction the instructor's ideal answers.
3. The committee then submits its recommendations to the Dean who in turn recommends to the Deans' Council to take the proper action as recommended.
4. The same committee shall be assigned to review any further appeals.

- E. The exam papers, the reports, and the research papers shall be discussed with the students after their correction and finalizing recording the grades properly in the transcripts, while the final exam papers, shall be kept in the Deanship of the Faculty for a period of one semester to be reviewed if necessary, and then to be dealt with as instructed by the Dean of the Faculty.

**F.**

1. If a student fails to fulfill the requirements of any course, or was absent from the final exam because of medical or compelling cause acceptable to the Dean of the Faculty offering the course, the designation of "**Incomplete**" shall be entered to his record of that course.

The student has to work towards removing the "**Incomplete**" notation no later than two weeks after the beginning of the following semester including the summer semester. Otherwise, only the summer semester's grades shall be entered to his record of that course.

However, in case the absence cause was acceptable, then a substitute exam equivalent in type and level of questions shall be held in coordination with the Head of the Department in writing or electronically.

2. The student who has an "**Incomplete**" notation is not privileged to postpone the following semester/year only after removing the incomplete notation within the period specified in paragraph (1) of this article. Otherwise the Admission & Registration Unit shall enter to his record of the course only the total grades obtained in the semester.

**G.**

1. The minimum "**Pass Grade**" in any course shall be (50%), and the minimum Final Grade shall be (35%).
2. The courses' grades shall be classified as follows:

Grade	Rating	Arabic Code	English Code
90 - 100	Excellent	أ	A
80 - 89	Very Good	ب	B
70 - 79	Good	ج	C
60 - 69	Acceptable	د	D
59 - 50	Weak	هـ	E
Less than 50	Fail	و	F

## 3.

- i. The “**Cumulative Average**” shall be classified as follows:

<b>Cumulative Average</b>	<b>Rating</b>
Distinguished	92 -100
Excellent	84 - Less than 92
Very Good	76 - Less than 84
Good	68 - Less than 76
Acceptable	60 - Less than 68

- ii. With due consideration to the provisions of Articles (9) and paragraph (E) of Article (17) of these regulations, the Cumulative Average represents the average of the grades of all studied courses (whether Pass or Fail) stipulated in the study plan as Department, Faculty or University requirements providing that only the highest (9) Credit Hours grades attained in the Elective Courses, up to the date of computing the average, shall be computed to the cumulative average. In case a student has in some courses an “**Incomplete Notions**” the cumulative average shall be computed after removing such notations. However, the cumulative averages shall be considered retroactive as of the date the student attains the incomplete notation as far as placement on probation, dismissal or any other situations that may arise.
- iii. In case a student studies a course from which he was exempted, the attained grade shall be computed to his semester and cumulative average, while if he fails he shall repeat studying the course.
4. The semester’s average represents the average of all courses studied in that semester.
5. With due consideration to Article (9) of these regulations, any of the aforementioned averages, is computed by multiplying the grade of each course, included in the computation of the average, by its Credit Hours then dividing the sum over the total number of the Credit Hours.
6. All averages are computed to the nearest decimal.
7. The Dean shall place the name of the student who obtains a semester’s average of (85%) or more on **the Faculty Honor List**, and such notation shall be entered to the student’s academic record unless he/she was previously placed on probation, or his study load was less than (12) Credit Hours in that semester.
8. The university president issues every semester “**A University Honor List**” which includes the names of the students who attained semester’s average of (90%) or more from the list of students who were already placed on “**The Faculty Honor List**”.
9. The student who attains the highest general average compared to all other graduates in the same batch, shall be honored as the “**First Student in the Faculty**” providing that his actual years of study do not exceed the average duration as specified in paragraph (A) of Article (6).



## Repeating Courses

### ▪ Article 9

With due consideration to Article (5):

- A.** The student is permitted to repeat a course which he has already studied in the university, providing that the new grade shall be allocated in computing his average disregarding which grade is higher.
- B.** In case of restudying a course the Credit Hours allocated to that course shall be considered only once in calculating the number of Credit Hours required for graduation.
- C.** If a student repeats a course or its equivalent (according the Transitional Accredited Study Plan) the new grade shall be allocated in his cumulative average, and all the grades shall be recorded in his transcripts providing that the previous grade of the repeated course shall be replaced by the notation "**Repeated**".
- D.** However no student is permitted to repeat any course in which he already succeeded twice.

## Placement on Probation

### ▪ Article 10

- A.** A student is placed on probation if his cumulative average was less than (60%) at the end of any semester except the first after his enrollment, or the first registered in the new specialization, or the summer semester. Admission and Registration Unit shall notify the concerned department and the student of his placement on probation in writing or electronically to the latest address kept in his file.  
The Head of the Department shall assign an instructor as a special advisor to help the student academically, and to advise him to overcome the difficulties which have led to his low cumulative average.
- B.** The student who is placed on probation must remove that notification within a maximum period of two semesters (not including the summer semester) following the semester in which his grades led to his placement on probation.
- C.** With due consideration to the provisions of paragraphs (D & E) of this article, if a student fails to remove the probation notification in accordance with paragraph (B) of this article, he shall be dismissed from the Department/ Faculty in which he was enrolled.
- D.** Any student shall be excepted from dismissal from the Department/ Faculty in accordance with paragraph (C) of this article, if he has successfully completed according to his study plan (not including any repeated or additional courses) (99) Credit Hours in the faculties of Nursing, Science & Arts, Agriculture, Applied Medical Sciences, and the programs of Computer Science, Computer Information Systems and Software Engineering, OR (132) Credit Hours in the faculties of Engineering, Architecture & Design, Veterinary Medicine, and the programs of Computer Engineering, Network Engineering & Security, Pharmacy, OR (165) Credit Hours in Pharm.D program.
- E.** Any student who attains cumulative average of (59.5%) shall not be dismissed. However, in this case he shall keep the status of probation.
- F.** Any student shall be dismissed from his faculty if he has studied at least (12) Credit Hours, and his cumulative average was below (50%) in any semester except the summer, or the first after enrollment, or the first after registering in a new specialization.
- G.** Any student whose duration of study exceeds the maximum permitted duration as specified in paragraph (A) of article (6) of these regulations, shall be dismissed from the Department/ Faculty according to his enrollment.
- H.** Any dismissed student from the Regular Program due to his low cumulative average of less than (50%-59.5%) of exceeding the maximum permitted duration of study shall be

permitted to enroll in the Parallel Program, providing that he raises his cumulative average to the required minimum average within two semesters including the summer semester.

However, in this regards the followings shall be applied:

1. If he raises his cumulative average, he shall be permitted to remain enrolled in the Parallel Program.
2. If he fails to raise his cumulative average, he shall be dismissed in accordance with the new status of his dismissal, and paragraphs (C+D) of this article shall apply to him.
3. The provisions of paragraph (C) of this article shall be applied to the students enrolled in the Parallel Program.

#### ▪ **Article 11**

- A. A student who has been dismissed from the Department/Faculty in accordance with paragraph (C) of Article (10) of these regulations may apply for re-admittance to the university except to the Department/Faculty from which he has been dismissed.
- B. If a student was readmitted to the university, then the provisions of Articles (16 & 17) of these regulations shall be applied.
- C. With due consideration to paragraph (C) of Article (10), if the readmitted student is dismissed from the new Department/Faculty in accordance with Article (10) of these regulations, he shall be finally dismissed from the university, and shall not be permitted another admittance.
- D. With due consideration to the provisions of Articles (10 & 11) of these regulations, all dismissals from the Faculty, the Department or the University shall be decided by the Deans' Council based on the recommendation of Admission & Registration Unit. The Admission & Registration Unit shall notify the student of his dismissal decision in writing or electronically to his last address available in his file.

### **Withdrawal From and Addition of Courses**

#### ▪ **Article 12**

- A. Any student may withdraw from registered courses or add new ones, within the first week of the first and second semesters, or within the first three working days of the summer semester according to the official academic calendar, providing that the courses from which he withdraws shall not enter in his academic record. In this case the paid tuition fees shall be reimbursed.
- B. With due consideration to the provisions of the aforementioned paragraph (A) of this article, any student may withdraw from a course within a maximum period of thirteen weeks from the beginning of the first, or second semester, or within the first six weeks from the summer semester.  
In these cases the notification of "**Withdrawn**" shall enter his academic record beside the course. However, the credit hours of the course shall not be computed within the studied credit hours in respect of success, failure and graduation requirements. In this case, the course's tuition fees shall not be reimbursed.

Moreover the registered credit hours may not be less than the minimum study load (as specified in these regulations) as the result of withdrawal unless the Dean of the Faculty approves that.

- C. If any student is considered withdrawn from all the courses registered in any semester in accordance with paragraph (E) of Article (7) of these regulations, his study in that semester shall be considered postponed and the semester shall be computed from the permitted duration of study as stipulated in paragraph (B) of Article (13) of these regulation. A notation to that effect shall be documented in his academic record.

## **Postponement of Study, Loss of University Seat, and Withdrawal from the University**

- **Article 13**

**With due consideration to Articles (16 & 17) of these regulations:**

**A. Postponement of study**

1. A newly enrolled or transferred student is not permitted to postpone his study only after at least one semester from his enrollment in the university.
2. A student who has "**Incomplete**" notation is not permitted to postpone his study only after removing the "**Incomplete**" notation, otherwise only the semesters' grades shall be recorded to him.
3. A student may postpone the study for a period not exceeding four successive or interrupted semesters upon the approval of the Faculty Council. In some cases and upon the approval of the Deans' Council, the postponement period may be raised to a maximum of six semesters.
4. The student shall submit his postponement request to the Dean's Office within a period not exceeding (13) weeks as of the beginning of the first or second semester in order to be discussed in the Faculty Council. The Dean shall notify the Director of Admission & Registration, The Dean of Students' Affairs, The Student's Advisor, and any other concerned authority of the decision.
5. The postponement period shall not be counted from the maximum permitted period for graduation, or removing the probation status.
6. The semester following the student's dismissal, due to misconduct penalty, shall not be counted from the maximum permitted period for graduation.

**B. Losing the seat in the university**

The student shall lose his seat in the university in the following cases:

1. If a full time attendance student does not register for one semester or more without obtaining a written approval of postponement from the concerned Dean, he shall then lose his seat in the university. In case of compelling excuses the student may submit a request to the Faculty Council to consider this period as part of the permitted postponement period as stipulated in paragraph **(A/3)** of this article.
2. If a full time attendance student fails to register for one semester or more without receiving the written postponement approval of the concerned Dean, and without presenting an excuse acceptable to the Dean of the Faculty, he shall lose his seat in the university. Also the student shall lose his seat in case his absence exceeds the approved postponement period.

3. The student who loses his seat in the university may apply for readmission. Once accepted in the same program new university number will be designated to him, and he shall maintain his academic record in full (grades, average and academic status) provided that he shall complete the graduation requirements in accordance with the study plan which was implemented at the time of his readmission in the university. In this case his past study period shall be counted for the purpose of computing the maximum permitted period of graduation. However, if the student's admittance in another department was approved, then the provisions of Article (16) of these regulations shall be applied.
4. If a student resumes his study after four years or more, his previous academic records shall not be considered.
5. In all cases the student who loses his university seat twice shall not be permitted to resume his study.

### C. Withdrawal from the university

1. If a student wishes to withdraw from the university he shall submit a withdrawal request to the Admission & Registration Unit. In this case the notation of "**Withdrawn from the University**" shall be recorded in his records. The Dean of the student's faculty shall be notified accordingly.  
In case the student wishes to be readmitted to the university he shall submit new admission application to the Admission & Registration Unit. In case he is accepted in the same program a new university number shall be designated to him, and he shall maintain his previous academic records in full (grades, average, and academic status) provided that he completes the graduation requirements in accordance with study plan which was implemented at the time of his re-admission. The student's past study period shall be counted for the purpose of computing the maximum permitted period for graduation. However, if the student's admittance in another department was approved, then the provisions of Article (16) of these regulations shall be applied.
2. If the student has incomplete notation and wishes to withdraw from the university, the semester's grades shall be allocated in his record, unless he removes the "**Incomplete**" notation.

## Transfer from other Universities

### ▪ Article 14

- A. The application for transfer shall be submitted to the Admission & Registration Unit providing that the applicant's average fulfills the requirements of the **Competitive Admittance** in the year his certificate was attained.
  1. The availability of a vacancy in the Faculty.
  2. The student might be transferred to JUST only from a University, University Institute, or University College accredited by JUST.
  3. The student's previous study should be in a university/ (s) that adopt in its regulations full time attendance, which must be certified by presenting a document proving the student's attendance for at least (80%) of the study period.
- B. The University President issues the transfer approval and notifies the Director of Admission & Registration Unit accordingly.
- C. With due consideration to Articles (16 & 17) of these regulations, the Admission & Registration Unit sends the approved applications to the Dean of the concerned faculty for the purpose of equalizing the studied courses in accordance with the study plan of the program to which the student was admitted.

## Changing the Specialization

### Conditions of changing the specialization:

#### ▪ Article 15

The student may change his specialization if he meets the following requirements:

1. The student's average in The General High School Certificate (Tawjihi) must meet the competitive grades of the new specialization at the year the certificate was obtained.
2. The admittance average of the specialization to be changed should be higher than the admittance average of the specialization to which the student shall be admitted.
3. The change of specialization is permitted only once all through the period of study.
4. Scholarships students must provide the scholarship sponsor's approval of changing the specialization.
5. The decision for changing the specialization is decided by the university president, and is subject to the available vacancies.
6. The requests for changing the specialization shall be submitted to the Admission & Registration Unit by the students studying in both the Regular and the Parallel programs.
7. The requests shall be submitted according to the following time-table:
  - **The First Semester:** During the second half of January every year.
  - **The Second Semester:** During the second half of July every year.
8. The Arab students may change their specialization to another that requires lower average for admission.
9. The Sons of the University Academic and Administrative staff may change their specialization to another that requires lower average for admission.
10. The students who hold foreign certificates and were admitted in the Regular program may change their specialization to another that requires lower average for admission.
11. The students registered in the Parallel Program may change their specialization if they meet the minimum average requirements depending on the available vacancies.
12. Admission & Registration Unit shall undertake executing all the necessary actions in this regards.

## The Equivalency of the Credit Hours Studied in JUST

#### ▪ Article 16

- A. The student shall not permitted to transfer from one Department to another in the same faculty, neither from one faculty to another in the university, unless he is granted a new admission.
- B. If a student who is granted a new admission, has previously studied certain courses in another Department/Faculty in JUST he shall submit to the Admission & Registration Unit within a maximum period of two weeks from the date of his admittance, a request for the equivalency of the courses which he has studied in the Department/Faculty from which he was transferred. The decision for the equivalence of any course shall be in accordance with the study plan of the Faculty/ Department to which he was readmitted . However, the student may choose one of the following options:
  1. To count in his records the courses which he studied in his former Faculty/Department with grades (70%) or more providing that the courses are included in the study plan of the Faculty/Department to which he was admitted, and that it shall not enter in computing the year average (all such grades shall be recorded as exempted courses). In this case the maximum permitted duration of study shall be reduced with an

average of one semester for every (12) credit hours of courses that he passed successfully.

2. To count in the student's records all the courses which he studied in his former Faculty/ Department whether the results were "**Pass**" or "**Fail**" providing that they are included in the study plan. In this case the courses' grades shall be counted in computing his year average, and an average of one semester for every (12) credit hours passed successfully shall be deducted from the maximum permitted duration of study.
  3. To be treated as a new student without considering any of the studied courses.
- C. In case a student fails to submit his request to the Admission & Registration Unit within the period specified in paragraph **(B)** of this article, then paragraph **(B/3)** of this article shall be applied to him.
- D. With due observance to this article, no course can be equalized if it has been studied previously since more than seven years.

### **The Equivalency of Credit Hours Studied Outside JUST**

#### **Article 17**

With due consideration to Article (20) of these regulations, the University President shall form "**The Committee of Courses' Equivalency**" for the new students who have studied courses outside JUST. The committee shall inform the Admission and Registration Unit with its decisions promptly in order to finalize the admission procedure in due time and according the following regulations:

#### **A. The Credit Hours studied before admittance to JUST:**

The student who has studied number of courses in an accredited university before his admittance to JUST, may submit a request to the Dean of the Faculty for the equivalence of these courses providing that each course's average is (70%), or grade Good, or above.

#### **B. The Credit Hours studied after admittance to JUST:**

1. The student who wishes to study a course/courses after his admittance to JUST, during a summer semester in **a Jordanian Public University**, must obtain the approval of the Dean of his faculty in advance and in coordination with the Dean of the Faculty that offers the course/courses providing that the total number of credit hours registered inside and outside JUST shall not exceed JUST the permitted study load. In this case the Admission & Registration Unit shall be duly informed in writing or electronically.
2. The student who wishes to study a course/courses after his admittance to JUST, during a summer semester in **a non-Jordanian Public University**, must obtain in advance the approval of the Dean of his faculty, and in coordination with the Dean of the Faculty that offers the course/courses providing that the total number of credit hours registered inside and outside JUST shall not exceed JUST the permitted study load. In this case the Admission & Registration Unit shall be duly informed in writing or electronically.
3. The student who has successfully studied number of Credit Hours as stipulated in paragraphs **B1** & **B2** of this article, may submit a request to the Dean of his faculty and in coordination with the Dean of the faculty that offers the course for the equivalence of these courses providing that the grade of any course is not less than the minimum passing grade in JUST.

#### **C. The equivalence of the Credit Hours in the Bridging program:**

(for further information regarding the equivalency of Bridging Programs Credit Hours, please check with the Unit of Admission & Registration).

- D. However in all cases the equalized Credit Hours studied outside JUST must not exceed the following number of Credit Hours:
  1. (60) Credit Hours for the faculties of Applied Medical Sciences, Nursing, Agriculture, Science & Arts, and the programs of Computer Science, Computer Information Systems and Software Engineering.
  2. (75) Credit Hours for the faculties of Engineering, Architecture & Design, Pharmacy, Veterinary Medicine and the programs of Computer Engineering and Network Engineering & Security.
- E. The student is exempted from studying the equalized course which he has studied outside JUST providing that its grades shall not be included in computing his yearly average.
- F. The permitted duration of study is reduced one semester for every (12) equalized Credit Hours.
- G. The Credit Hours studied outside JUST during the period of the student's postponement of study, or withdrawal, or loss of university seat, shall not be allocated to the student's record.

### **The Equivalent Courses**

- **Article 18**

**A course is considered equivalent to another if that is stated clearly in the Study Plan, or in the Transitional Study Plan, and also in case the Course Description corresponds another Course Description offered in another faculty.**

- A. The student may register the equivalent course instead of the original providing the approval of the Dean of the student's Faculty and in coordination with the Dean of the Faculty that offers the course in the following two cases:
  1. In case the original course is not offered during that semester.
  2. In case a contradiction, that cannot be avoided, occurs in the time schedule of the registered courses.
- B. The equivalency of any course shall be applied to all the students of the Faculty, and to all similar cases.
- C. The equivalent course must have the same, (or more) Credit Hours of the original course.
- D. The student may study more than one course to meet the equivalency of the original course.

### **The Alternative Course for Students Expected To Graduate**

- **Article 19**

- A. If a student whose expected graduation depends on completing only one compulsory, or elective course which he cannot register, because neither the course nor its equivalence is offered, or due to a contradiction in the registered courses that cannot be solved, or because of compelling reasons, then the Dean of the student's Faculty and upon the recommendation of the Head of the Department, may approve replacing the course with one (or more) course(s) related to the student's specialization. The alternative course must be of the same level (or higher) and has the same number of Credit Hours (or more). In such a case the Director of Admission & Registration Unit shall be notified before the end of the "**Withdrawal & Addition**" specified period. (Effective the Summer Semester of 2010/2011).

- B.** The Deans' Council, in cases that he finds compelling, may agree that a student studies an alternative or second alternative course (in the same semester) providing that the alternative course is of the same level (or higher) and has same number of Credit Hours (or more). The Director of Admission & Registration Unit shall be notified accordingly before the end of the "**Withdrawal & Addition**" specified period.
- C.** If a student studies an alternative course, he shall not be entitled to register more than (18) Credit Hours in the graduation semester, or in the semester in which he is expected to graduate preceding the Training Semester, unless that course represents the last permitted course within the permitted duration for graduation as specified in paragraph (A) of Article (6) in these regulations.
- D.** However the student may be permitted to register one alternative course in the summer semester providing that the course is offered in that semester, and that it fulfills the conditions of an alternative course as stipulated in the regulations.
- E.** In case a student studies a course as an alternative to another previously studied, the grade of the original course shall enter in the computation of the student's cumulative average. However the followings shall be applied:
  - 1.** If the student fails in the alternative course, its grade shall not be counted in the student's cumulative average of the semester in which he studied the alternative course.
  - 2.** If a student fails to graduate due to his failure in a course within his study plan (not the alternative course), or because of attaining a cumulative average less than (60%), then the grade of the alternative course shall be computed in his cumulative average, and the student shall not be required to re-study the original course.

### **The Requirements for Awarding the Bachelor's Degrees**

- **Article 20**

The Bachelor's Degrees shall be awarded upon the fulfillment of the following requirements:

- A.** Passing all the courses set in the Study Plan.
- B.** Attaining a minimum General Average of (60%).
- C.** The fulfillment of the graduation requirements within the permitted duration of study as stated in the regulations.
- D.** Being registered as a full time attendance student in JUST for the last two semesters including the graduation semester, providing that he has completed studying at least (60) Credit Hours in JUST.

- **Article 21: The Achievement Test**

(The Achievement Test is suspended at present.)

- **Article 22**

A student may postpone his graduation for a period of one semester including the summer semester for the purpose of raising his cumulative average after the approval of the Dean of his faculty, and before the graduation resolution is issued by the Deans' Council. The student, in this case, must take in consideration the regulations in regards of courses' repetition and the maximum permitted duration for graduation.

- **Article 23**

The student must obtain the university clearance statement before starting his graduation procedures.



- **Article 24**

The graduation certificate is awarded upon the fulfillment of all the requirements at the end of every semester. However, the graduation ceremony is held only once at the end of the second semester.

- **Article 25**

The Bachelor's Degree shall bear the date of the student's qualification for graduation.

### **General Provisions**

- **Article 26**

**A.** The Head of the Department and the Academic Advisor are both responsible for following up the student's academic performance to ensure that he has fulfilled all the graduation requirements. they shall keep him informed of his study performance regularly.

**B.** Any student candidate for graduation at the end of semester must submit an application at the concerned department no later than the end of the specified period of "Withdrawal & Addition" of that semester. The concerned department shall review the student's performance in any coordination with Admission & Registration Unit to be sure that the student has fulfilled all the graduation requirements.

- **Article 27**

Any student is not excused for his ignorance of these regulations, or on the grounds that he missed reading the university and faculty publications, the announcements posted on the bulletin boards, the university website, and the student's electronic circulations regarding these regulations.

- **Article 28**

The Dean's Council decides upon the cases that are not covered in these regulations, and upon any complications may arise thereof.

- **Article 29**

The University President, the Deans of the concerned Faculties, and the Director of Admission and Registration Unit shall be responsible for the implementation of all the provisions in these regulations.

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