

COLLEGES OF APPLIED SCIENCES

ACADEMIC REGULATIONS

28th August 2007

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Article 1: Introduction

These academic regulations have been created to promote the development of the Colleges of Applied Sciences in an orderly manner within the understanding of today's academic environment.

Regulations Related to Admissions

Article 2: Admission into the College

Admission into the College will be through the Higher Education Admission Centre. Entry requirements into the College will be as stated in the documentation of the Higher Education Admission Centre, according to approved procedures and policies.

Bachelor Programmes might require that students complete a Foundation Programme. The duration of such a Foundation Programme is of two semesters.

Students admitted into the Foundation Programme of the College may be required to sit for an English placement test at the beginning of the first semester.

Neither a Semester Grade Point Average, nor a Cumulative Grade Point Average is calculated for the Foundation Programme. Instead, a "P" or "NP" (Pass/Not Passed) will be assigned on the transcript.

Students failing the Foundation Programme will be allowed only two consecutive semesters based on the academic calendar, to achieve the objectives of the Foundation Programme as described in the Foundation Programme Specifications, without having to withdraw from their respective College.

The status of students during this period will be the same as for students who have postponed their study. However, this period will not be counted towards the maximum of two semesters allowed for formal postponement of study.

Students failing to achieve the objectives of the Foundation Programme after this period will have their enrollment withdrawn.

Article 3: Change of College

Students admitted to and registered in a given College, may apply for admission (transfer) to another College of Applied Sciences.

Admission to another College is subject to the following conditions:

1. A study place is available in the college where the student is requesting to be transferred to;
2. Justifications for the requested transfer are submitted and approved by the Student Transfer Committee, in accordance to existing policies.
3. Requests for transfer must be submitted by the respective student to the Dean of the College in which the student is admitted.

A Student Transfer Committee is to be established. The committee will be responsible for studying students' requests for transfer from one College to another, taking decisions and informing the concerned parties accordingly. The committee will meet before the end of each semester.

Should the request for transfer be accepted, all the academic records of the student will be taken into consideration, unless the student is also applying for a change of programme.

The College cannot be held responsible for students not completing their programme of studies within the Maximum Study Period, as a result of unforeseen consequences caused by the transfer from one college to another.

Article 4: Change of Programme and Major

Students admitted to and registered in a given programme, may apply for admission to a different programme within their College, or may apply for admission to a different major within their programme.

Change of programme or major is subject to the following conditions:

1. A study place is available in the programme or major where the student is requesting to be transferred to. Students on normal progression are given priority in the allocation of study places.
2. Justifications for the requested transfer are submitted and approved by the Change of Programme and major Committee.
3. Requests for a change of programme or major must be submitted by the respective student to the Dean of the College, no later than the first week of each semester.

A Change of Programme and major Committee, presided over by the Dean of the College, is to be established in each College. Membership of this committee includes the Heads of Departments relevant to the concerned programmes and the Head of the Admission and Registration Department, or his/her deputy. The committee will be responsible for studying students' requests for transfer from one programme or major to another, taking appropriate decisions and informing the concerned parties accordingly.

Students who have been awarded approval for a change of programme will see the following changes to their transcripts:

- Courses that are relevant to the new programme or major will be included in both the transcript and the GPA calculations;
- Courses that are not relevant to the new programme or major will be included in the transcript but not in the GPA calculations;

The new transcript and GPA calculation are to be confirmed by the relevant Head of Department and Head of Admission and Registration Department.

The total duration of studies for both the old and the new programme should not exceed the maximum duration.

Article 5: Transfer Credits

Transfer credit (TC) is credit awarded in course(s) for which the applicant possesses postsecondary qualifications (such as successful completion of a college, university or professional association course), if after assessment by the appropriate authority, it is deemed that the work covered is equivalent in content or objectives to the corresponding course(s) of study at the Colleges of Applied Sciences. In order to be considered for Transfer Credit, the grade earned in the previous institution must be sufficient to ensure continuing progress at the Colleges of Applied Sciences; thus a minimum 'C' grade is required.

Transfer to the Colleges of Applied Sciences is subject to the following conditions:

1. Adjustment to entry requirements into the College.

2. A study place is available in the College where the student is requesting to be transferred to.
3. The student must finish two semesters at least and has got grade (C) in the GPA.
4. The College will be responsible for studying students' requests for transfer.
5. The student must study 50% at least of total credit hours in the College.
6. Credits awarded through this status are counted towards the degree but are not included in the GPA calculations.
7. If a student wishes to register for a course for which he/she has already received transfer credit in order to earn a grade in the course, the original 'TC' will remain valid until the formal withdrawal period ends, after which the grade earned will take precedence.

Article 6: Credit Earned through Challenge Examination

An applicant's academic and/or work history may suggest that he/she has the knowledge and/or skills equivalent to a prescribed course in his/her degree plan. In such cases a student may apply to take a challenge examination which is a comprehensive assessment covering all course components and objectives.

The privilege of taking a challenge examination must be based on documented academic work or work experience, or upon other demonstration that the requisite knowledge has been acquired. This may include an interview, an oral or written examination, or a demonstration of practical skills. No supplemental privileges are allowed. A student who earns a grade below 'C' will not be awarded credit and must register in the course.

All grades, including 'D' or 'F' will be recorded though none will be included in calculating the GPA.

Challenge examinations must be requested within the first year of study in the student's credit programme.

Article 7: Visiting Candidates from Other Institutions

Omani and non-Omani citizens may apply to take credit courses at the College for completion of their degrees at other Higher Education Institutions (HEI). The original HEI must sponsor the candidate in writing and specify the courses to be taken. Registration may be restricted on the basis of English competency, spaces available, previous academic results, etc. All regular academic policies will apply to these "visiting" students.

Article 8: External Studies

Degree candidates from the College may be granted permission to take credit courses at other recognized institutions towards their degree requirements here. Prior to a student's departure, the College issues a letter to the student identifying the exact courses and credits that can be taken in the other institution and their role or equivalence in the degree plan. A maximum of 30 credits hours may be transferred towards graduation in this manner.

Approved credits passed with a grade equivalent to a "C" at the College will be recognized. The student will be subjected to all the academic rules and regulations of the host institution and is responsible for any fees, travel costs, etc. associated with their studies away. Official Transcripts from the host institution will be required to complete the process.

Regulations Related to Registration

Article 9: Study Method

The College shall follow a semester calendar, with an autumn and a spring semester each of fifteen weeks plus two weeks for examinations, and a summer semester of seven weeks plus one week for examinations.

In some cases, activities such as industrial training are scheduled between semesters. Such activities must be identified with a course code on the transcript, may carry credit and must be listed in the respective Programme Specifications.

Article 10: Degree Plans

The Admissions and Registration shall submit to students the most recent version of the approved degree plans and typical study plans.

Article 11: Academic Advising

Following admission to the College, each student shall be assigned an academic advisor whose role is to:

- help the student discover his/her potential and capabilities;
- approve the student's choice of courses each semester in accordance with these Regulations;
- assist the student in exploring alternative paths to the degree if for any reason the normal pace of the degree is disrupted;
- advise the student on other matters affecting his/her studies.

The advisor must approve a student's proposed registration each semester and help develop a recovery plan for students on academic probation in consultation with the relevant Head of Department, the Head of Admissions and Registration, and the Dean. A student may be re-assigned to a new advisor selection/change of major.

Article 12: Course Load

In regular semesters, a student shall be allowed to register for a maximum total load of 18 credits. In summer semester, a student shall be allowed to register for a maximum total load of 9 credits.

A student's course load status may be extended up to 21 credits during a regular semester, if:

- the student's semester GPA on a full course load in the two preceding semesters was at least 3.00, or
- the student's cumulative GPA is at least 3.00, or
- it is the student's final semester.

Students on academic probation shall be required to reduce their load to a maximum of 13 credits during a regular semester.

In regular semesters, students shall register for a minimum of 12 credits unless it is the student's final year or the student gets exemption from this Minimum Load by the Dean of the respective College.

Article 13: Registration

Registration is the process by which a student selects courses according to the guidance of his/her advisor and formally enrolls in those courses.

Information regarding the schedule, location and deadlines of the registration period and timetables shall be given to students and advisors in advance of the scheduled registration period.

Students who are out of phase cannot be guaranteed a conflict free schedule of courses in their degree plan.

Students may be prevented from registering in courses or programmes for reasons including but not limited to:

- lack of space,
- timetable conflicts,
- incomplete admissions,
- outstanding book loans,
- specific academic pre-requisites not being met.
- academic or disciplinary sanctions.

Students are responsible for ensuring that they have fulfilled the published pre-requisites. Failure to observe this may result in that course registration being withdrawn. The guidance of the advisor should be heeded. Students enrolled in their graduation semester may be allowed to enroll simultaneously in a course and its pre-requisite course.

Registration shall end on the last working day before classes begin. Late registration up to two weeks beyond that date shall be permitted only with the approval of the Head of Department, the Head of Admissions and Registration, and the Dean.

In some cases a student may have reason to attend classes but formally waive his/her right to evaluation and grading in the course. Such a student is described as having audit status and may not participate in tests, assignments, or the final examination.

The College reserves the right to cancel registration in courses where there is insufficient enrolment. This minimum may vary by college/department according to department size.

Priority will be given in individual courses where space is limited in the following order:

- students in their final year of study who need access to a required course;
- students who need access to courses designated in their major area of study;
- students with the greatest number of credits earned towards the degree;
- students repeating the course.

Exceptions to any of these conditions may be made only in unusual individual circumstances approved by the Head of Department, the Head of Admissions and Registration, and the Dean.

Article 14: Change of Registration

Students wishing to change their registration (withdraw from a course, add a course, or switch one course for another) may do so during the first week of scheduled classes with no effect to their transcript.

Valid reasons for a change in registration include timetable conflicts, cancellation of courses, or any other reason approved by the Dean.

A student wishing to withdraw from or add a course must seek approval of his/her advisor and the relevant Head of Department. Permission to add a course may be granted provided there is room in the course and it is within the student's course load maximum.

No courses may be added after the first week of classes except in unusual individual circumstances approved by the Head of Department, the Head of Admissions and Registration, and the Dean.

A student wishing to withdraw from a course after the first week of classes but prior to the end of the eighth week of classes for autumn and spring semesters, or prior to the fourth week of classes for summer semesters, will be given a 'W' grade beside the appropriate course on his/her transcript.

A "W" grade is only awarded if the student did not exceed the allowed absences. Under such circumstances, the grade for this course will not be included in the GPA calculations.

A student discontinuing a course after the eighth week of classes for autumn and spring semesters, or after the fourth week of classes for summer semesters, will be given a 'F' grade beside the appropriate course on his/her transcript.

If a student withdraws from all courses in a semester, the student's study in that semester is considered postponed and the semester will be subtracted from the Postponement of Study period allowed according to these Regulations.

Article 15: Attendance Regulations

It is the student's responsibility to be punctual and to attend all classes for which he/she has registered. Failure to attend classes without approval for whatever reason is considered as part of the percentage missed.

The course instructor is to record attendance and absence in the students' evaluation register.

The course instructor is to issue an oral warning to a student if his/her period of absence exceeds 5% of the total contact (teaching) hours of the course.

The course instructor is to issue a written warning through the Admissions and Registration Department if the student's absence exceeds 10% of the total contact hours of the course, independently of whether the student's absence is with or without a legitimate reason.

The course instructor is to inform the Admission and Registration Department as well as the Dean if a student's absence exceeds 20% of the total contact hours. If there is no legitimate reason for the student's absence, the Dean of the College informs the course instructor that the student is no longer permitted to sit the examinations relevant to that course. The Dean also instructs the Admissions and Registration Department that the student is to be assigned Grade 'F' on that course.

If the Dean approves the student's reason for absence as legitimate, the student is considered to have withdrawn from that course.

A student who does not attend one of the announced examinations of the course has to submit a document supporting his/her reason for absence to the instructor of the course, within three days after the ending of his/her absence, in order to enable the instructor to arrange a re-sit examination for the student.

A student who is absent from the final examination of a course, is to be assigned Grade 'I' (Incomplete) and has to submit a document supporting his/her reason for absence to the Dean of the College, within a week after the examination. If the Dean approves the reason for absence, the Dean notifies the relevant Head of Department who informs the course instructor to arrange a re-sit examination for the student, within two weeks of the start of the semester subsequent to the semester in which the student has not sat for the exam.

If the student does not submit his reason for absence to the Dean of the College within the afore-mentioned period or if the Dean does not approve the student's reason for absence, the course instructor is to assign a zero mark in the final examination from which the student was absent and a final grade for the respective course according to the student's total semester marks and his/her achievement of course objectives.

A student who is absent from a final examination with an approved reason is to be regarded to have withdrawn from the course if he/she does not sit the final examination within the two-week period specified above. In this case, the course instructor in charge of the course is to assign a zero mark in the final examination of the course from which the student was absent and to assign a final grade for the respective course according to the student's total semester marks and his/her achievement of course objectives.

The student's semester average and aggregate average are to be calculated without taking into consideration the course or courses which bear a Grade 'I' (Incomplete).

A student who is expected to graduate within the coming semester and has entered an examination without being able to complete it on an approved reason, has the right to take the examination on a new date to be specified by the Dean of the College.

Absence for approved extra-curricular activities:

- a student's instructors and advisor should be involved in granting permission to participate in extra curricular activities based on a student's academic performance;
- approval of instructors should be obtained in advance of the event and the Dean of the college may have to be consulted;
- a compulsory attendance policy is to be maintained with a balance between granting permission for absences due to legitimate reasons and taking undue advantage of a flexible policy, particularly by weaker students.

Absences due to late additions of a course during the change of registration period will NOT count toward the absenteeism limits.

Article 16: Postponement of Study

Postponement of study may be granted for a maximum of two semesters, either consecutive or not, upon approval by the Dean of the College in consultation with the Head of Admissions and Registration. Supporting documentation from relevant authorities may be required.

The period of postponement of study will not be counted towards the maximum number of years of studies.

Extension of postponement beyond two semesters may be granted in exceptional circumstances.

Postponement is not normally granted during the first semester of studies. However, such postponement can be granted under exceptional circumstances, subject to the submission of supporting documentation by the student and the approval by the Ministry, based on the recommendation made by the College Council.

A student desiring to postpone his/her studies must submit a corresponding request to the Dean of the College, no later than one week after the start of the semester. The Dean will inform the relevant Head of Department, the Head of Registration and Admission, the Head of Student Affairs and the academic advisor of the student and any other concerned party of the request made and whether it has been approved.

Requests for postponement submitted after the first week of the semester will be dealt with by the College Council, who will inform all concerned parties of the decision made.

When a postponement has been approved, special grades of 'OP' will be entered and the date of postponement noted on the transcript.

Postponement will not be granted merely to avoid failing grades.

Re-admission after postponement of studies will be considered only at the beginning of a new semester under the customary procedures for registration.

If a student does not return to the College after the approved postponement period, his/her enrolment shall be withdrawn.

It is the responsibility of the student or his/her family to notify the College of any request for extension of the postponement of studies.

Article 17: Withdrawal from the College

i) Voluntary Withdrawal:

A student contemplating full withdrawal from the College must consult his/her advisor prior to formalising his/her decision in order to ensure that all alternatives are considered.

In certain cases the Head of Admissions and Registration together with the student's relatives may act on behalf of the student in completing the withdrawal process. Typically this would occur in cases involving death, serious injury or illness, or formal requests to do so.

It is essential that upon leaving a student completes a Withdrawal Form. This form properly documents his/her permanent record at the College.

A student who withdraws from the College will have the notation "Official Withdrawal-Date" placed on his/her transcript with a 'W' in each course.

The effective date of withdrawal is the date of approval by the Head of Admissions and Registration.

ii) Required Withdrawal:

A student who does not meet the conditions for removal of academic probation shall be required to withdraw from the College.

A student not able to complete his/her studies within the Maximum Study Period, shall be required to withdraw from the College. If the number of remaining credit hours required by the student for graduation exceeds the number of credit hours allowed per semester, the student will not be entitled to register into the last semester.

The result of disciplinary action may also lead to required withdrawal, as described in the executive document of the principal code for the Colleges of Applied Sciences.

Upon approval by the Dean, the Head of Admissions and Registration will issue the notice of withdrawal to the student. In such a case, the student will be awarded a 'W' in each unfinished course and the transcript will be notated "Required withdrawal: disciplinary reasons/or/academic standing".

iii) Unofficial Withdrawal:

Students will be considered to have withdrawn unofficially and will be removed from the registration roll if they:

- withdraw de facto by failing to register after initial acceptance, or
- are continuously absent from all courses without notification for more than 20% of the semester, or
- do not register by the end of the change of registration period for two consecutive semesters (the semester of unofficial withdrawal counting as the first).

An unofficially withdrawn student will be awarded 'F' grades and the transcript will be notated "Unofficial withdrawal - estimated date".

iv) Re-admission after Withdrawal:

A student's readmission after withdrawal will be considered under the following conditions:

- the absence period must not exceed two semesters;
- the student has to prove that his/her absence was justified;
- there must be a vacant place in the College;
- the student must have had good records before his/her absence.

In this case, the absence period will be considered a postponement period.

Students who wish to be re-admitted into the College after having withdrawn unofficially must submit a new request for admission in order to be considered for enrollment into the college. Should the student's request for re-admission be approved, the student will be granted the right to preserve his/her full academic register or be given the choice of courses to be counted according to his/her present study plan.

In cases where a student is re-admitted into a different programme, an equivalence of the courses studied previously with those which are within the student's new study plan will be made. The relevant Head of the Department, in coordination of the student's Admission and Registration Department, will be responsible for this equivalence of courses. The grades of the courses for which the equivalence was made, will be counted towards the student's cumulative Grade Point Average in his/her new programme of studies. The remaining courses taken by the student for which he/she did not get equivalence in his academic records will also be shown in the student's transcript.

Regulations Related To Student Progression and Assessment

Article 18: Programme Specifications and Course Outlines

Programme Specifications:

Each programme shall have a Programme Specification for distribution to students at the beginning of their studies.

The following elements must be included in the Programme Specifications:

- Name of the degree and corresponding majors;
- Description of the programme and corresponding majors;
- Attributes and skills of Graduates;
- Completion requirements, including specific information on the number of credit to be achieved as: (i) college requirements courses, (ii) core and elective courses within the programme field, and (iii) core and elective courses within the major specialisation;
- Distinctive features of delivery;
- Assessment regime;

Course Outlines:

Each course shall have a current course outline for distribution to students at the beginning of each semester.

The purpose of a course outline is to provide students with essential administrative information about the course and to guide them in achieving the learning outcomes for the unit.

Included in the course outline must be the following elements:

- course alphanumeric code, title, pre-requisites and co-requisites, contact and credit hours, and calendar description
- instructor's name, office location and office hours for consultation
- course prescriptor
- statement of Learning Outcomes to be achieved
- main topics
- teaching/learning approaches (e.g. labs, case studies, field work, role-playing etc)
- requirements for successful completion of the course and grading scheme (A-F, P/NP etc)
- schedule of tests, quizzes, papers, assignments etc and the portion of the total grade each is worth

- text(s), additional references and any required materials
- any special conditions or requirements (e.g. attendance, travel, penalties for late assignments etc).

Article 19: Credit Hours Calculation

The credit hour is a quantitative measurement of time assigned for the study of a course. It is translated in practice into the number of learning hours for the course in a full study term. The evaluation of credit hours in the study plan is determined as follows:

- One credit hour is assigned to at least 15 lectures, the duration of each lecture being fifty minutes;
- One credit hour is assigned to 15 practical or field sessions, the duration of each session being 2 or 3 hours;
- One credit hour is assigned for every 3 hours of self-directed study that students are expected to carry out on a weekly basis to complete their final year project work.

Article 20: Examiners Committee

Examiners Committee for a particular programme is chaired by the corresponding Programme Director and comprises of the relevant Heads of Departments in each College.

The Committee is convened at the end of each semester, after the period set aside for final examinations and prior to the meeting of the Council in each College. The aim of the Committee is to:

- ensure consistent standards of quality within the programme and across all Colleges, by reviewing the performance for each student enrolled into the programme;
- ensure that all evaluation and grading is performed in a fair and equitable manner, and in accordance with these Regulations.

The Committee makes recommendations with respect to students' final grades to the Council of the College. Approval of the final grades of students is the responsibility of the Council of the College.

Article 21: Evaluation and Grading

Evaluation and grading of student performance shall be based on the grade point average (GPA) system.

Normally a final grade in any given course is based on continuous evaluation of the achieved Learning Outcomes. This implies therefore that assessment is determined more by the fulfillment of stated criteria rather than by solely comparative achievement within a class.

In a standard length course there shall be at least three components contributing to the final grade. No single component of a course evaluation may exceed 60% of the final grade. Where there is a final examination, it must account for 40-60% of the final grade.

Article 22: Grades (with Numeric Value)

Letter grades shall be used to describe the achievement level attained within a particular course. A final semester grade shall be based on continuous assessment throughout the

semester as well as a final examination. A final examination is customary but may not be considered necessary in certain types of courses.

Grade Descriptions

The grades (with numeric value) for undergraduate courses are described as follows:

A Exceptional performance; all intended Learning Outcomes for the course were achieved in a consistently outstanding manner.

B Very good performance; the majority of the intended Learning Outcomes for the course were achieved (at least two-thirds) in a consistently thorough manner.

C Satisfactory performance: at least the majority of intended Learning Outcomes for the course were achieved in satisfactory manner.

D Minimally acceptable performance: less than the majority but more than the minimum required Learning Outcomes for the course were achieved; Learning Outcomes were attained at a minimally acceptable level.

F Unacceptable performance: minimum required Learning Outcomes for the course were not achieved; Learning Outcomes were not attained at a minimally acceptable level; no credit earned.

FW Failure to meet the attendance requirement, no credits earned.

FSP Failure with Supplementary Privilege -

An 'FSP' - Failure with Supplemental Privilege' may be awarded to a student in a course where all portions of the course have been evaluated and one has been failed (usually but not restricted to the final examination), and in the opinion of the instructor, with the approval of the Head of Department, a second chance at that component will result in the minimum passing grade.

The awarding of an 'FSP' shall occur generally where the course in question is not readily available until a year hence and where the student has completed at least 50% of the credits in his/her degree programme. It shall not be given if the student is already on probation or about to be placed on probation based on current semester performance.

The 'FSP' shall be treated as an 'F' until the grade earned following the supplemental assessment is recorded. The FSP will remain on the transcript but will be replaced in the GPA calculation by the supplemental grade. An 'FSP' shall be cleared as quickly as possible after the examination schedule, but no later than the end of the following semester (including the summer semester).

Any 'FSP' not cleared within this period shall automatically convert to an 'F' in the semester record. Exceptions due to unusual circumstances will be handled on an individual basis.

A student with an 'FSP' in a course which is pre-requisite to a course he wishes to take shall only be allowed to register in that course under exceptional circumstances and with the approval of the respective Dean.

Grade Scale

Each of the grades described above shall carry a numeric value for the purpose of computing a weighted average on a 4-point scale. These values are described in the table below:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F, FSP, FW	0.0

Article 23: Grade Designations (Without Numeric Value)

The following grade designations shall form part of the overall Colleges of Applied Sciences grading system, but shall not carry numeric value.

I (x) - Incomplete

The 'Incomplete' grade shall be used when two basic conditions have been met:

- a) The student has a passing level in the course work which he/she has completed by the end of the course; and
- b) The student has been prevented by circumstances beyond his/her control, such as illness, accident or family emergency, from completing all the course requirements on time.

An 'Incomplete' grade is not intended to give an extension to a student who has completed all elements of a course with failing status, nor is it designated for a student who simply does not complete requirements on time. It is not an option that may be elected by the student.

The student shall submit his/her request for an Incomplete Grade, with inclusion of all relevant documentation, for approval by the Dean. The student shall be informed in writing, of the condition(s) for completion, specifying a final submission date as soon as possible and no later than 2 weeks into the following semester.

The instructor shall specify to the student and the Head of Admissions and Registration the grade to which the 'Incomplete' shall be changed into, if the completion date is not met. Allowable incomplete grades are as follows: I(D), I(D+), I(C-), I(C), I(C+), I(B-), I(B), I(B+), I(A-), I(NP), I(F). Unless a new grade is submitted to the Head of Admissions and Registration, that default grade shall replace the 'Incomplete' designation at the end of the following semester.

W - Withdrawn

A 'W' shall be assigned to a student who withdraws formally from a course.

TC - Transfer Credit

A 'TC' shall be awarded to a student who has been granted credit from elsewhere. These credits shall contribute to the total required for graduation in a particular degree programme, but shall not contribute to the grade point average.

AU - Audit

An 'AU' shall designate a course registration with audit status. This status must be declared at the time of registration.

P/NP - Pass/Not Passed

A 'P' shall be assigned for a course that is not graded on the A-F scale, but does carry credit value in a degree programme.

IP - In Progress

'IP' shall be assigned in a course such as project, practical or a multi-semester course in which the student is registered, but which is still in progress at the time of grade reporting or transcript production. The 'IP' grade is intended only for use in such circumstances and is not to be confused with Incomplete grade designations.

OP - Officially Postponed

'OP' shall be assigned to a course in which the student is registered when he/she has been officially granted permission to postpone the semester.

Article 24: Calculation of Grade Point Average

The Grade Point Average (GPA) is a weighted average that summarises each of the two levels of activity: the semester and the cumulative work to date.

a) The Semester GPA is calculated on the courses taken within a given semester;

The Semester GPA shall be based on all courses taken in the corresponding semester and shall be calculated as follows:

The numeric value of the grade earned in each course is multiplied by the number of credits for that course. This result is called the grade points earned in that course. The sum of the grade points earned in that semester is divided by the total credits attempted during that semester. In these calculations, only courses with numeric value grades are considered. The resultant quotient is the Semester Grade Point Average.

b) The Cumulative GPA is calculated on all courses taken to date, inclusive of all semesters. This is a single total calculation (not the average of averages).

The Cumulative GPA shall be based on all courses taken and all credits attempted to date and shall be calculated as follows:

The numeric value of the grade is multiplied by the number of credits for the course. The result is called the "grade points earned". The total grade points earned are divided by the total credits attempted. In both cases only courses with numeric-value grades are considered. (Please note that in such a computation, 0 (F, FSP, FW) is a numeric value). The resultant quotient is the (Cumulative) Grade Point Average.

The grade designations I(x), W, P, NP, IP, TC, AU and OP are not calculated in these averages.

Example

Course	Credit	Grade	Numeric Grade Points	Value of Grade
BUSN1000	3	A	4.0	12.0
ENGL1111	4	B	3.0	12.0
MATH1000	2	C+	2.3	4.6
ARAB1100	3	F	0.0	0.0
ENGL2111	3	I(D+)	-	-
ENGL999	0	P	-	-

Total credits attempted = $3+4+2+3 = 12$

Total grade points earned = $3.0 \times 4 + 4.0 \times 3 + 2.3 \times 2 + 0.0 \times 2 = 28.6$

Grade Point Average = $28.6/12 = 2.383 = 2.38$

Total credits earned = $3+4+2$ (credits for BUSN1000, ENGL1111, MATH1000)

Notes The average is calculated to 3 decimal places and rounded to 2 using standard rounding rules.

At the end of each semester a semester GPA will be calculated, along with a cumulative GPA which totals all credits attempted and earned to date.

Article 25: Grade Changes

All grades other than 'FSP' and 'Incomplete' and 'IP' shall be considered final once formally approved by the Council of the College, and ratified by the Academic Council.

Final grades may be changed only if there has been an error in computation, transcription or following a formal appeal process.

No final grade can be revised by examination or the submission of additional work after the end of the semester.

Article 26: Progression Standards

The progression standards shall be as follows:

- a) A student who achieves a minimum Grade Point Average of 2.00 on both semester and cumulative averages, as well as any required minimum grade(s) in specified course(s), is in normal status and may proceed in his/her degree programme.
- b) A student who achieves a minimum Semester Grade Point Average of 3.00 on two consecutive semesters OR a Cumulative Grade Point Average of 3.00 may be eligible to take credits in excess of the normal course load as defined by the college. Such a student's course load status will be considered extended.
- c) A student who achieves a semester Grade Point Average of less than 2.00 will be placed on probation in the following semester. In such a case the student must have a documented interview with his/her academic advisor before registering for the next semester, and any corrective measures noted. These may include discussion or any of the following:
 - reduction of course load;
 - postponement of a course to a subsequent semester;
 - or any other recovery plan prioritising failed or prerequisite courses.

A student on probation shall be required to reduce his/her course load to 13 credits or less, unless the student is in his/her final semester and needs an additional course to complete the requirements for graduation.

A student who completes two consecutive semesters on probation shall be given a warning notice reminding him/her of the final remaining semester within which to achieve a cumulative GPA of at least 2.00. A student who fails to fulfill this condition will be required to formally withdraw from the College. The parents of students that are on probation for two consecutive semesters will be informed by the Dean of the College of the situation.

A summer semester does not count as a semester for the probationary status. If a student fulfils during the summer semester the requirements, he/she is placed on normal status in the following semester.

Students previously on probation and who return to that status will have 2 not 3 consecutive semesters to achieve normal status.

Article 27: Repeated Courses

A student must repeat any failed course that is required in the degree programme. Where the degree programme identifies choices or substitutes, a student may replace a failed course with one of these. Any course that is repeated must be repeated in its entirety. A student may also repeat a course in which a passing grade of 2.00 or less has been earned, subject to the availability of places in the course.

In all cases of repeated courses, all grades earned shall appear on the transcript but the most recent grade only shall be used in the calculation of the Grade Point Average (even if it is lower than the original grade).

Passed courses may be repeated once, failed courses twice. Further attempts require special permission.

A student who fails a course more than once should explore other options such as registering in an allowable substitute as approved by the HoD; change of major; or transfer.

Article 28: Academic Achievement

The College shall recognise those students who achieve high academic standing in their programmes on a semester basis (minimum of 15 credits in courses with grades of numeric value) by publishing a Honours list.

Students must achieve either a semester GPA of 3.70 or higher, or a cumulative GPA of 3.60 or higher, for their names to be included in the Honours list. Students who have been expelled, warned and/or penalized for misconduct will not qualify for this distinction, even if they achieve the required grade.

Students whose names are displayed on the Honours list will receive a letter of recognition signed by the Dean of the College.

Article 29: Final Examinations

At the end of the scheduled teaching period two weeks are set aside for final examinations. A final examination is different from other assessments tasks in any of the following aspects:

- All course material may be covered rather than a portion or partial accumulation as could be the case in other assessments
- weight: accordance with course description;
- duration: up to 3 hours.

A final assessment may take a form other than a written final examination: for example, oral presentation, seminar, project demonstration, etc.

The decision to hold a written final examination should be made on a course-by-course basis with no blanket decision imposed upon all courses in a college. The requirement for a final examination shall be clearly described in the Course Outlines distributed to students at the beginning of the semester. If multiple sections of a course exist, a course coordinator should ensure that the final examination is the same for all sections.

For final examinations, the examiner shall be assisted by a co-examiner, appointed by the Head of Department. The co-examiner shall be responsible for ensuring that examination papers are in accordance with the intended Learning Outcomes for the course, are clear in meaning, free of mistakes, of reasonable length and of proper standard. Any unresolved differences of opinion on this issue shall be referred to the Head of Department for resolution.

For written final examinations, the following conditions apply:

- all examinations will be scheduled within the time period designated for examinations as approved in the College Calendar of Events. No examinations may be scheduled outside that period.
- any students who have more than two examinations in one day or more than three in two consecutive days may notify their Assistant Dean so that an alternative can be explored. In considering such cases the examination with the highest enrolment must take priority.
- examinations must be scheduled into a secure venue that allows for adequate invigilation.

- no student may leave the examination room during the first half hour (30min) from the start of the examination. A student arriving more than 30 minutes after the start of the examination is considered absent.
- a student who hands in the paper is deemed to have completed the examination.
- a student arriving late but within the stated time limit has the same scheduled finish time as the other students
- if a student is absent for what is considered a valid and unavoidable reason by the instructor/course coordinator, that instructor/course coordinator will devise a make-up examination.
- no student may be re-examined for the purpose of changing a grade other than FSP.

Lists with final grades must be handed to the Head of the Department in order to be discussed by the Department Council. Approved lists must be sent to the Admissions and Registration Office. A copy of the final grades lists must be sent to the Dean for approval by the College Council and a copy must also be sent to the Ministry. Each student is issued a transcript listing of the grades s/he obtained in each of the courses that s/he enrolled in as well as his/her grade average for the semester.

Students' answer papers for final exams are kept at the Admissions and Registration Office for two semesters in case they are needed for reference.

Article 30: Appeals

A student is entitled to submit a written request for reappraisal of his/her final grade in any of the courses within two weeks of its announcement.

Reappraisal must be conducted by a committee chaired by the Dean and comprising the relevant Head of Department and the concerned Course Instructor and another staff member from same major. In case of his/ her unavailability, the Course Instructor is represented by another staff member from the concerned department, as selected by the Dean.

The result of the reappraisal must reach the Admissions and Registration Office no later than a week after the date of submission of the request.

The College Council must be informed of the outcome of all appeals.

Regulations Related to Graduation

Article 31: Degree Requirements

Requirements for completing a diploma or a degree shall be stated in the respective Programmes Specifications for each year of entry (cohort) as the total number of credits needed with specific instructions regarding College, Programme, Major and Minor credits, electives and other specific requirements.

Students registered in the College are classified into second, third or fourth year if they have successfully completed a minimum of (33) or (66) or (99) credit hours respectively, within the study plan.

Degree requirements are classified into three groups:

a) College Requirements

All degree plans include at least 6 credits in College Requirements courses.

b) Programme Requirements

These are courses required of all students in a particular Programme, and may fall into two categories:

- Core Programme courses that must be successfully completed by all students enrolled in a particular programme.
- Elective courses specified by the College, from which the student may make a selection according to the corresponding Programme Specifications.

c) Major/Minor (Specialisation) Requirements

These are courses required for the Specialisation, and may fall into two categories

- Courses which must be completed by all students as part of the degree plan for their Major.
- Elective courses from which the student may make a selection according to the corresponding Programme Specifications.

Only credits earned in courses which fall within the degree plan for the specialisation shall be counted towards the total required for a degree. A graduation average is calculated based on the said credits.

Article 32: Course Substitutions

In exceptional circumstances a Dean, in consultation with the department Head, may allow a student to fulfill a programme requirement with course substitutions. A course can be replaced by another one as a substitute or equivalent to it in order to meet the graduation requirements. The substitute course and the equivalent course are to be interpreted as follows:

- The substitute course is the course which is similar to the original one and close to it in terms of content, academic level and knowledge depth;

- The equivalent course is the course that covers half of the original course within the same specialization and similar to the components of the original course and its academic level.

Article 33: Changes to Study Plans

Every effort is made to maintain the structure of the programme of study described in the degree plan. However changing circumstances may require a revision/ change to the study plan. Any such changes must be approved by the Dean in consultation with the Head of the Academic Department, Head of Admissions and Registration and will be communicated in writing through publications, registration, and course outlines, and are binding on students in terms of graduation requirements.

Students repeating a failed course are bound by any revision to course content, credits, or hours made to that course.

Article 34: Duration of Study

Once having begun a programme of study, students are expected to complete their degrees within a reasonable time frame as follows:

Total Credits	Qualification	Usual Study Period	Maximum Study Period
60-70	Diploma	2 years	3 years
120-140	Bachelor	4 years	6 years

Article 35: Requirements for Graduation

In order to qualify for graduation, students shall

- have completed the curriculum requirements of their degree programmes with a minimum grade point average of 2.00, and
- have fulfilled any additional requirements specified by the degree plan
- Students with outstanding debt to the College, such as library or equipment loans etc. will not be given their degree until such time as these are cleared.

Article 36: Classification of Degrees

Degrees awarded shall be classified based on the graduation grade point average earned on all courses within the degree plan according to the following scheme:

Final GPA 3.50 - 4.00 Excellent (Distinction)

Final GPA 3.00 - 3.49 Very good (Merit)

Final GPA 2.50 - 2.99 Good (Credit)

Final GPA 2.00 - 2.49 Pass