

## Course Rules

1- Students may add, and/or drop any course before the deadline (the end of 2<sup>nd</sup> week in the fall and spring semesters or the end of the 1<sup>st</sup> week in the summer semester) without having the course appear on the student transcript and at no additional cost.

2- Students can cancel their registration for all courses in the semester after the approval of the Dean. In case of total cancellation for two consecutive semesters, the approval of the Faculty Council is required for re-admission.

3- Final examinations are held during the final week of each semester.

4- Students can withdraw from any course before the withdrawal deadline (end of 10<sup>th</sup> week of the fall and spring semesters or end of 4<sup>th</sup> week in the summer semester), and a grade of “W” indicating Withdrawal will appear for that course on the student transcript.

#In case of canceling any course registration during the first 2 weeks of the fall or spring semesters or during the first week of summer semester, students are entitled to a full refund. Otherwise, the following rules apply:

Semester	Time Frame	Deducted Amount
Fall & Spring Semesters	End of 3 <sup>rd</sup> week	20%
	End of 4 <sup>th</sup> week	30%
	End of 5 <sup>th</sup> week	50%
	After 5 <sup>th</sup> week	100%
Summer Semester	End of 3 <sup>rd</sup> week	20%
	End of 4 <sup>th</sup> week	30%
	End of 5 <sup>th</sup> week	50%
	After 5 <sup>th</sup> week	100%

5- In order to be able to sit for the relevant final exam, the attendance rate must be at least 80% in any course. Otherwise, a Withdrawal Failure “FW” grade will be awarded for that course, which will appear on the student transcript.

6- Students who were not able to attend the relevant final course examination or fulfill some of the course requirements because of conditions beyond their control can apply to receive an incomplete grade "I" . This is only feasible if they have attended and completed at least 80% of the course requirements and after the approval of the course instructor and the Faculty Council. The course requirements (examination, etc...) must be met by the end of the first 2 weeks of the following semester. Otherwise, a grade of "WF" will appear for that course.

7- "I" & "W" grades and the related credit hours equivalence are excluded from the total credit hours earned and from the GPA calculations.

8- Students may register again in any course(s) to improve their GPA and the higher grade will appear for that course on the student's transcript, and it will be considered as an extra course.

10- Students may register in courses from outside their departments, faculty or the university as long as it is part of the curriculum and approved by the academic adviser, coordinator, the Faculty Dean and the University President. Such courses will be included in the GPA calculations.

11-Postgraduate students are not allowed to enroll in more than one University Degree at the same time.

12-Students who obtain a grade below "C" in a given course with a CGPA less than 2.33 are issued a warning and their registration in the program is cancelled if a grade of below "C" is obtained in three courses.

13-Courses done five years ago are not taken into consideration.

14-The GPA is derived by dividing the total grade points (for all completed courses) by the total number of credit hours taken.

15-The evaluation for the thesis and the research work per semester will appear as Satisfactory "S" or Unsatisfactory "U" on the student transcript and both are excluded from the GPA calculations.

## Course Evaluation Methods

<b>Grade</b>	<b>GPA</b>	<b>Percentage</b>	<b>Evaluation</b>
A	4.00	95-100	Very high caliber graduate
A <sup>-</sup>	3.67	90-94	
B <sup>+</sup>	3.33	85-89	
B	3.00	80-84	Satisfactory level for postgraduate studies
B <sup>-</sup>	2.67	75-79	
C <sup>+</sup>	2.33	70-74	
C	2.00	65-69	
C <sup>-</sup>	1.67	60-64	Not at a level suitable for postgraduate studies
F	0.00	0-59	Fail
I*	-		Incomplete
W	-		Withdrawal
AUD	-		Listener (Audit)
FW	-		Forced Withdrawal
S	-		Satisfactory
U	-		Unsatisfactory

I\* Students must sit for the course examination by the end of the first 2 weeks of the subsequent semester.