

## Study System and Levels Policy

Policy #	AA-101	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

### 1. Purpose

Distributing the graduation requirements for obtaining the academic degree into levels according to the study plan approved by the University Council.

### 2. Definitions

- 2.1. **Study Plan:** A set of compulsory, optional, and free courses, the sum of which constitutes the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 2.2. **Academic Year:** Consists of two regular semesters (Fall and Spring) and an optional summer semester.
- 2.3. **Regular Semester / Semester:** A period of time not less than fifteen weeks, excluding the registration and final exams periods, in which academic courses are offered.
- 2.4. **Summer Semester:** A period of time that does not exceed eight weeks, excluding the registration and final exam periods, in which academic courses are offered. The lecture time during which is doubled to make-up for the reduced semester duration.
- 2.5. **Academic Level:** The stage at which the student is currently enrolled based on the completed credits.
- 2.6. **Semester Course Load:** The total number of study units that a student is allowed to register for in a semester. The minimum and maximum academic loads are determined by the University Council.

### 3. Policy

- 3.1. The university system is a study system in which the academic year is divided into two regular semesters in addition to an optional summer semester, provided that its duration is calculated half the term of the regular semester.
- 3.2. The graduation requirements for obtaining the academic degree are distributed into levels according to the study plan approved by the University Council.
- 3.3. An advisory study plan is available for each program that encompasses the total list of courses available to the students according to their year of study. The plan is typically distributed over 8 regular semesters for the undergraduate level programs.
- 3.4. It is permissible to study in some colleges on the basis of the full academic year in accordance with the rules and procedures approved by the University Council, and the academic year is calculated on two regular semesters.
- 3.5. The University Council sets the rules for registration, dropping, and adding courses to ensure that students register for the minimum semester course load.



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- 3.6. The course load is defined as the number of hours a student registers in a regular or summer semester, and is determined as follows:
- A) The minimum course load limit for a regular semester is 12 credit hours, provided that the total number of credit hours registered by a student in any two consecutive regular semesters is not less than 24. This condition is relaxed in the last semester before graduation.
  - B) The maximum course load for a regular semester is 19 credit hours. However, a student is permitted to register for up to 21 credit hours with the approval of his/her Dean, if the student has maintained a minimum cumulative GPA of 4.00 out of 5.00 in all work undertaken during the preceding semesters.
  - C) The maximum course load in a summer semester is 10 credit hours. However, students who are expected to graduate by the end of the semester are allowed to register up to 13 credit hours.
  - D) The minimum course load in the graduation semester is 1 credit hour, and the maximum is 22 credit hours during a regular semester and 13 credit hours in the summer session.
  - E) The maximum course load for Students on Academic Probation is 13 credit hours in each regular semester. However, students registering on an FYP course are allowed to register for up to 14 credit hours.
  - F) The College Dean determines the student's semester course load within the maximum and the minimum limits set forth in this policy.

### 4. Related Documents

N.A

