

# Regulations for the Award of the Bachelor's Degree

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**Instructions number (1) issued by the Board of Trustees on 23/10/1995, and modifications issued by the board of trustees by decisions 2001/2002 and 4/2010.**

## Article (1) Name

These regulations shall be called the Regulations for the Award of the Bachelor's Degree at Applied Science Private University.

## Article (2) Definitions

The following terms and expressions shall have the meanings assigned to them unless the context otherwise requires:

- 2/1 President:** The University President.
- 2/2 Faculty Dean:** The Dean of the Faculty where the student is enrolled.
- 2/3 Credit hour system:** This system specifies the number of credit hours a student must complete and pass with the level established by the university as a condition for graduating from an academic major and specify the distribution of the credit hours on knowledge subjects giving the student the freedom to make his/her own schedule with the guidance of an academic counselor in accordance with the university regulations.
- 2/4 Credit Hours:** The unit credited to a student upon the successful completion of a subject and is determined as follows: one credit hour per one hour of theoretical instruction and one credit hour per at least two laboratory hours.

- 2/5 Academic year:** An academic year consists of two mandatory semesters and an optional summer semester.
- 2/6 Academic semester:** A regular semester consists of sixteen weeks including final exams while a summer semester consist of eight weeks including final exams.
- 2/7 University Requirements:** A set of mandatory and elective subjects a student must complete that form a common background for all University Students.
- 2/8 Faculty Requirements:** A set of mandatory and a set of elective subjects a student must complete as specified by the faculty council.
- 2/9 Program requirements:** A set of mandatory and a set of elective subjects a student must complete, as specified by the department's council.
- 2/10 Level of Study:** The level of study is determined by the number of credit hours with passing marks completed by the student.
- 2/11 Study Subject:** A subject taken over an academic semester and has a number of credit hours as assigned by the department.
- 2/12 Study Load:** The number of credit hours a student registers for in one academic semester.
- 2/13 Free electives:** Courses that students may freely select from the list of all courses offered at the university.
- 2/14 Study Plan:** A study plan specifies the courses required to obtain a Bachelor's degree.
- 2/15 Study duration:** The time period a student spends registered to satisfy graduation requirements.
- 2/16 University degree:** The degree awarded upon the completion of graduation requirements.

**2/17 Attendance:** The attendance of lectures and sessions required for all courses in a study plan.

**2/18 Academic Advisor:** A faculty member who guides students in the registration process.

**2/19 Final Mark:** The sum of the final exam mark and in class marks.

**2/20 Semester Average:** The average of all subjects taken in one semester not including subject outside a student's study plan.

**2/21 Accumulative Average:** The average of all subjects in a student's study plan taken to date. Subjects taken outside a student's study plan are not included in the calculations of the Accumulative Average.

**2/22 Minimum Mark:** The minimum passing grade for a subject is 50% while the minimum grade is 35%

## Article (3) Scope

The provisions of these regulations shall apply to regular students registered in all of the University Faculties.

## Article (4): Number of credit hours

The University Council of Deans shall approve study plans or their amendments leading to the attainment of the bachelor's degree at the various faculties on the recommendation of the Faculty Council based on proposals by the Department Council concerned. The minimum number of credit hours required for the attainment of the bachelor's degree shall be as follows:

4/1	Faculty of Arts and Humanities excluding Political Science	136 – credit hour
4/1/1	Political Science	132 – credit hour
4/2	Faculty of Economics and Administrative Sciences	132 – credit hour
4/3	Faculty of Law	141 – credit hour
4/4	Faculty of Engineering Excluding Architecture	160 – credit hour
4/4/1	Architecture Engineering	167 – credit hour
4/5	Faculty of Information Technology	132 – credit hour

4/6	Faculty of Pharmacy	161 – credit hour
4/7	Faculty of Nursing	135 – credit hour
4/8	Faculty of Fine Arts and Design	
4/8/1	Interior Design	142 – credit hour
4/8/2	Graphic Design	136 – credit hour

## Article (5) Course Requirements:

The study plan for each specialization in which a bachelor's degree is awarded shall include the following requirements:

### 5/1 University requirements

University Requirements: (24) credit hours, which shall include:

#### 5/1/1 Compulsory courses

Required courses (15) credit hours taken by all students, distributed as follows:

Course No.	Course Name	Credit Hours	Prerequisite
100100	Military Science*	3	-
1401110	Arabic Language**	3	Passing of skill level test
1401116	Islamic Education	3	-
1401120	English Language**	3	Passing of skill level test
140151	University Ethics	3	-

\*Non-Jordanian students may take any two subjects offered instead of Military Science and National Education.

\*\*All students must take a skill level test in Arabic and English languages. Students failing any of the tests shall register for a remediation course in the subject they failed which will be outside their study plan.

### 5/1/2 Elective Courses

Elective Courses (9) credit hours selected as follows:

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Prerequisite</b>
1401132	Entrepreneurship	3	
501114	Palestinian Problem and Contemporary Arabic History	3	
602143	Human Rights	3	
602143	Law in our Life	3	
1211110	Art Education		
1401111	Introduction to Library Science	3	
1401117	Islam and Contemporary Issues	3	
1401118	Ethics in Islam	3	
1401130	Fitness and Health	3	
1401131	Introduction to Sociology	3	
1401132	Human and the Environment	3	
1401133	Introduction to Psychology	3	
1401150	National Education	3	
1401210	Arabic Language (2)	3	101101
1401220	English Language (2)	3	104101
1501113	Arab and Muslim Sciences	3	
1501126	First Aid		
1501127	Green Energy	3	
1501128	Communications and Social media Technology	3	
1501153	Nutrition in Health and Sickness	3	
1501154	Health Education	3	
1501161	Digital Societies		

### 5/1/3

Subjects may be added or deleted from the above lists via a decision of the University Council of Deans. A committee must be formed to write a detailed description of the subject/s to be added.

## 5/1/4 Skills Tests

### 5/1/4/1

All students admitted as of the second semester of the 2008/2009 academic year must set for skill level tests in Arabic language, English language and Computer.

### 5/1/4/2

All students who fail any of the above tests must take a remedial course (099) in that subject.

### 5/1/4/3

Students who pass the three tests above will register for Arabic language skill (1), English Language Skills (1) and the appropriate computer skills course based on their major.

### 5/1/4/4

The Exams are given during the first week of the first and second semester of each academic year.

## 5/2 Faculty Requirements:

The following shall apply to the departments in the following faculties:

Faculty of Arts and Humanities	21 – credit Hours
Faculty of Economics and Administrative Sciences	24 – credit Hours
Faculty of Law	24 – credit Hours
Faculty of Engineering	25 – credit Hours
Faculty of Pharmacy	25 – credit Hours
Faculty of Information Technology	24– credit Hours
Faculty of Nursing	28 – credit Hours
Faculty of Fine Art and Design	24 – credit Hours

### First: The Faculty of Arts and Humanities:

Faculty requirements (21) credit hours.

A. Required Courses (15) credit hours:

Course No.	Course Name	Credit Hours	Prerequisite
702106	The Biography of Prophet Mohammad	3	
501101	Introduction to Political Science	3	
1401135	Principles of Scientific Research	3	
1401137	Curriculum and Methodologies of Learning	3	
1501160	Computer Skills	3	

B. Elective Courses (6) credit hours selected from:

Course No.	Course Name	Credit Hours	Prerequisite
101102	Art of Writing and Expression	3	
1401115	Rhetoric (1) / Arabic	3	
102203	Applied Grammar	3	
102110	Listening Comprehension & Speaking	3	
503116	Fundamentals of Diplomacy	3	
503282	Art of Negotiations	3	
701102	Scientific Inimitability in the Glorious Quran	3	
701105	Muslim World Today	3	

## Second: Faculty of Economics and Administrative Sciences

Faculty requirements (24) credit hours

### A. Required Courses (18) credit hours:

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Prerequisite</b>
1501160	Computer Skills	3	1501099
1401141	Introduction to Economic Science	3	
302101	Principles of Accounting (1)	3	
402101	Principles of Management (1)	3	
407101	Principles of Marketing	3	
302101	Scientific Research Methodology		
408100	Introduction to Management Information Systems	3	402101

### B. Elective Courses (6) credit hours selected from the following list excluding courses required by major.

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Prerequisite</b>
301342	Managerial Economics	3	301101
302102	Principles of Accounting (2)	3	302101
402449	Project Management	3	402101
408331	E Business	3	300104
408308	Knowledge Management	3	402101
405230	Money Markets and Financial Institutions	3	
407210	Marketing of Services	3	

### Third: Faculty of Law:

Faculty requirements (24) credit hours

A. Required Courses (24) credit hours:

Course No.	Course Name	Credit Hours	Prerequisite
601111	Introduction to Law	3	
601121	Principles of Commercial Law and Ecommerce	3	601111
602131	Administrative Law (1)	3	601111
602152	International Law (1)	3	601111
602161	Penal Code (Public Section)	3	601111
602171	Constitutional Law (1)	3	601111
701110	Introduction to Islamic Law	3	
1501160	Computer Skills	3	1501099

### Fourth: Faculty of Engineering:

Faculty requirements (25) credit hours

A. Required Courses (25) credit hours:

Course No.	Course Name	Credit Hours	Prerequisite
1501111	Calculus 1	3	
810112	Calculus 2	3	1501111
1501120	General Physics 1	3	
1501121	General Physics 1 Lab.	1	1501120*
1501220	General Physics 2	3	1501120
1501221	General Physics 2 Lab.	1	
801201	Computers Skills (2)	3	Passing Skills Test
802104	Engineering Workshop 1	1	
809201	Renewable Energy	1	-
805201	Engineering Drawing	2	
802106	Technical Writing and Engineering Ethics	1	104101+Second year level
803323	Engineering Economics and Management	3	Second year level

\*Laboratories may be taken Concurrently with corresponding subject.

### **Fifth: Faculty of Pharmacy:**

Faculty requirements (25) credit hours

A. Required Courses (25) credit hours:

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Prerequisite</b>
905120	Pharmaceutical Organic Chemistry	3	1501132/ 1501135
906120	Anatomy and Histology	2	1501141
907212	Microbiology I	2	1501141
907212	Microbiology Lab	1	*907212
907526	Pharmacy Legislations	1	907310
1501112	Calculus 1	3	
1501123	General Physics	2	
1501132	General Chemistry	3	
1501135	General Chemistry Lab	1	1501132
1501141	General Biology	3	
1501142	General Biology Lab.	1	1008100*
1501160	Computer Skills	3	1501099

\* Pre or Co-requisite

### **Sixth: Faculty of Information Technology:**

Faculty requirements (21) credit hours

A. Required Courses (21) credit hours:

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Prerequisite</b>
1501110	Calculus 1	3	
1501212	Probability and Statistics	3	1501110
1301106	Structured Programming	3	
1301108	Object Oriented Programming 1	3	1301106
1301110	Discrete Structures	3	
130127	Numerical Analysis		
1501114	Linear Algebra	3	1301108
1303265	Technical Communication skills	3	104101

### Seventh: Faculty of Nursing:

Faculty requirements (28) credit hours

A. Required Courses (28) credit hours:

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Prerequisite</b>
1501130	General Chemistry 1	3	
1501155	Biostatistics	2	
1501140	Biology for Nursing	3	
1501150	Microbiology for Nursing	2	1501140
1501152	Biochemistry for Nursing	2	1501130
1501156	Pharmacology	2	1501152
1501158	Anatomy	3	1501140
1501157	Physiology	3	1501140/ 1501158
1501250	Nutritional Science for Nursing Students	2	
1501160	Computer Skills	3	1501099

### **Eighth: Faculty of Art and Design:**

Faculty requirements (24) credit hours

A. Required Courses (18) credit hours:

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Prerequisite</b>
1211111	Art History of the Ancient Word	3	
1211112	History Modern Art	3	1211111
1211311	Aesthetics	3	1211112
1212111	Principles of Architectural Drawing	3	
1212312	History of Islamic Art	3	
1501160	Computer Skills	3	

B. Elective Courses (6) credit hours selected from the following list excluding courses required by major.

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Prerequisite</b>
1401135	Principles of Scientific Research	3	
1211100	Visual Language	3	
1212231	Photography	3	
1211308	Art Critics	3	
1212100	Art Studies In English	3	
1212113	Rendering Architecture by Computers	3	1212131

### 5/3 Department Requirements

The following required and elective credit hours determined by the relevant Faculty council shall apply:

5/3/1 Faculty of Arts and Humanities excluding Political Science	88 Credit Hours
5/3/1/1 Political Science	81 Credit Hours
5/3/2 Faculty of Economics and Administrative Sciences	81 Credit Hours
5/3/3 Faculty of Law	90 Credit Hours
5/3/4 Faculty of Engineering Excluding Architecture	108 Credit Hours
5/3/4/1 Architecture	115 Credit Hours
5/3/5 Faculty of Pharmacy	109 Credit Hours
5/3/6 Faculty of Information Technology	81 Credit Hours
5/3/7 Faculty of Nursing	80 Credit Hours
5/3/3 Faculty of Arts and Design	
5/3/8/1 Interior Design	91 Credit Hours
5/3/8/2 Graphic Design	85 Credit Hours

### 5/4 Free Electives

Zero to three credit hours.

### Article (6) Credit Hours:

#### 6/1

Each course is normally assigned three credit hours except for courses that contain laboratories where the number of credit hours may reach five. The Council of Deans can assign a higher or lower number of credit hours if necessary.

#### 6/2

Credit hours for each course shall be computed on the basis that each credit hour is equivalent to (16) class periods. Laboratory and practical hours shall be determined for each course separately, provide that each credit hour shall be equal to at least two laboratory hours.

## Article (7) Levels of study

### 7/1

Courses are classified into four levels except in the faculties of Engineering and Pharmacy where they are classified into five levels. The Prerequisites, number of lecture hours, number of lab hours and number of credit hours will be listed for each course.

### 7/2

Students registered for the bachelor's degree in the faculties of Arts and Humanities, Economics and Administrative Science, Law, Information Technology, Arts and Design, and Nursing shall be classified at the levels of first, second, third, and fourth year. While students in the Faculties of Engineering and Pharmacy are classified at the levels of first, second, third, fourth, and fifth year as follows:

	Student level	Second Year	Third Year	Fourth Year	Fifth year	Number of Credit Hours needed for graduation
	Number of hours needed					
Faculty	Economics and Administrative Sciences	33	66	99	-	132
	Nursing	32	64	96	-	135
	Law	33	67	101	-	141
	Engineering	32	64	96	128	160
	Architecture	36	72	108	144	167
	Arts and Humanities	33	67	101	-	136
	Political Science	33	66	99	-	132
	Pharmacy	33	69	102	133	161
	Information Technology	33	66	99	-	132
	Graphic Design	33	67	101	-	142
	Interior Design	33	67	101	-	136

## **Article (8) Prerequisites**

### **8/1**

A student may not register for a course without meeting its prerequisite conditions, failure to adhere to this condition will result in the disallowance of his registration and mark in the subject.

### **8/2**

A student may be allowed to register for a course and one of its prerequisite courses concurrently with approvals from the department head and the faculty dean if his/her graduation depends on it.

### **8/3**

A prerequisite condition is met if the student registers for the course and earns a mark of 36% or higher except in the faculties of Engineering and Information Technology where passing is required.

## **Article (9) Period of Study**

### **9/1 Period of Study**

The period of study for students registering for a normal load is five years for students in the faculties of Engineering and Pharmacy and four years for all other faculties.

### **9/2 Minimum Period of Study**

A student may not obtain the first university degree in a time period less than four years in the faculties of Engineering and Pharmacy and three years in all other faculties.

### **9/3/1 Maximum Period of Study**

The period of study for the bachelor's degree in Engineering and Pharmacy is not to exceed eight academic year and seven academic years for all other faculties.

### **9/3/2 Extension of Period of Study**

Student who are unable to graduate in the time period specified in article 9/3/1 above due to extra ordinary circumstances may be given one additional semester to complete their requirements.

## **Article (10) Study Load**

### **10/1 Study Load Limits**

The minimum number of credit hours registered by a student for the bachelor's degree shall be twelve (12) hours per semester. The maximum number shall be eighteen (18) hours. The maximum number may be raised an additional three credit hours by approval of the department head subject to the following conditions:

- That the student's previous semester average (first or second) is no less than 80%.
- The student's graduation depends on permission to take (21) credit hours given that the student's GPA is more than 60%

### **10/2**

The maximum student load may reach 22 credit hours if the additional hour is a laboratory or field training hour given that the student's GPA is higher than 60%

### **10/3**

A student may, with the approval of the faculty dean, be permitted to register for a number of credit hours less than the minimum number in Paragraph 10/1 above, provided that the number is not less than nine (9) hours.

### **10/4**

A student may continue to study a number of credit hours, which is less than the minimum limit, due to his withdrawal from certain courses, in special compelling cases, which must be approved by the faculty dean.

### **10/5 Final Semester Load**

In the final semester of study, a student may take any number of credits needed for graduation not to exceed the maximum number of hours set in Paragraph (1) above.

## **Article (11) Summer Load**

### **11/1**

The number of credit hours for which a student may register in the summer semester shall not exceed (9). However, the number may rise to (12), with the approval of the Department Chairperson if the student's graduation depends on permission to do so and student's GPA of 60% or more.

## **11/2**

The maximum student load in a summer semester may reach 13 credit hours if the additional hour is a laboratory or field training hour given that the student's GPA is higher than 60%

## **Article (12) Attendance**

Attendance is required for all students, according to the hours prescribed for each course in the study plan. Each course instructor will record students' attendance on specialized forms, upload the records on ASU Online weekly and submit a hard copy to the department Chairperson accompanying the results of all exams: first, second and final. The final report will be kept on record for one semester.

## **Article (13) Absences and Excuses**

### **13/1 Absence Limit**

A student may not be absent for more than 15% of the hours prescribed for the course.

### **13/2**

Every course instructor must submit the names of all students whose number of absences exceeded 15% of the prescribed hours for the course to the department Chairperson.

### **13/3**

If a student is absent for more than (15%) of the total hours in a course without a health or other compelling reason acceptable to the faculty dean, he/she shall be barred from sitting the final examination, and his/her result in that course shall be zero. The student must take the course again if it is a required course. In all cases, however, the failing grade shall be computed into the student's semester and cumulative average for purposes of warning and dismissal from the Faculty.

## **Article (14) Excused Absence**

### **14/1**

If a student is absent for more than (15%) of the hours specified for a certain course, and if such absence was due to sickness or to another compelling reason acceptable to the Faculty dean, he/she shall be deemed to have withdrawn from that course, and withdrawal provisions shall apply, and the dean shall inform the Director of Admissions and Registration. The word (Withdrawn) shall be entered against the course in the student's academic record. Students representing the Kingdom or the University at official activities shall be permitted to be absent for no more than (20%) of course hours.

### **14/2**

Sick reports must be issued by the student-clinic physician at the University or by a clinic approved by him, or by a hospital accredited by the University. The report must be submitted to the Faculty dean within a period not exceeding two weeks from the date of the student's absence. In other compelling cases, the student must provide evidence to that effect within one week from the date of the student's return to class.

### **14/3**

Faculty deans, Heads of departments, faculty members, lecturers, and the Director of Admissions and Registration shall be responsible for executing these attendance provisions.

## **Article (15) Absence form Final Exam**

### **15/1**

A student who is absent from a final examination without a sick report or other compelling reason acceptable to the Faculty dean will be assigned a score of zero for the examination.

### **15/2**

Sick leaves for students, with out of hospital treatment, is limited to five days and is to be submitted within two days from the end of the leave. While in hospital treatment is to be submitted within four days after the end of the leave.

### **15/3**

A student who is absent from a final examination with an excuse accepted by the Faculty dean, must take a make-up exam during the subsequent semester. Otherwise, a grade of zero shall be given for that examination and the final result shall be computed accordingly.

### **15/4**

A student who is absent from the final exam with an accepted excuse, and does not take the make-up exam in the time set in Paragraph 3, may be considered withdrawn for the course if his class work passing and he/she did miss the assigned make up exam with an accepted excuse.

## **Article (16) Course Outline**

Each faculty member prepares a course outline which contains a description of the subject matter, course objectives, course outcomes, time table, grading policy, texts and references.

## **Article (17) Grade Calculation**

### **17/1**

The final grade for each course shall be the total of the marks for the final examination and semester work.

### **17/2**

Course work includes the following:

#### **17/2/1**

Verbal exams, reports, term papers

#### **17/2/2**

Semester work in each course shall include at least two written tests which must be announced to the students at least one week prior to the dates on which they will be held. Each of the two tests should count for 25% of the semester grade unless students were assigned additional semester work which may include: oral examinations, reports, and research papers. The additional work should count for 10 – 20% of the semester's grade upon a

decision of the faculty council. Corrected test papers, reports and research papers shall be returned to students.

### **17/2/3**

Final examination in each course shall be held once at the end of the semester. It shall be in writing and shall cover the entire course content and shall receive 50% of the final grade for the course. However, the grade of the final examination may include practical and oral tests, or reports for which a certain percentage shall be allocated. Final examination papers shall not be returned to the students.

### **17/3**

The grade distribution for laboratory courses or courses that has lab components is to be approved by the faculty council upon recommendation of the departmental council.

## **Article (18) Exam Preparation**

The course instructor must provide the secrecy needed for exam questions and is the sole responsibility for all aspects of the process from typing, copying, and storing in accordance to the following rules:

### **18/1**

Typing should be done using the faculty resources and in special cases the university resources can be used.

### **18/2**

Printing should be done using the faculty resources and in special cases university resources can be used.

### **18/3**

The original and copies of exam papers must be kept in a sealed envelope in a secure location.

### **18/4**

The course instructor must undertake all the actions above and may not delegate any except in special circumstance and with departmental approval.

## **Article (19) Exam Correction**

The course instructor shall be responsible for correcting examination papers and monitoring exam attendance.

## **Article (20) Grading Policies**

### **20/1 In-term tests**

#### **20/1/1**

Test papers shall be returned to students no later than one week after the date on which the test was held (three days in respect of the summer semester) and should be uploaded on ASU online.

#### **20/1/2**

Appeals are accepted upon return of the test papers.

#### **20/1/3**

The course instructor must submit a grade roster to the department chairperson no later than two weeks after the date on which the test was held (five days in respect of the summer semester) and should be uploaded on ASU online.

#### **20/1/4**

Test scores are considered final one week after return of the test paper.

### **20/2 Final Exams**

#### **20/2/1**

Final exam papers are kept at the faculty office for one semester.

#### **20/2/2**

Final exam proctors are to be member of the same department, in special circumstance the department chairperson may choose proctors for outside the department with consultation with the faculty dean.

## **Article (21) Grade Calculations**

### **21/1**

The grade for each course is calculated and recorded as a percentage. The number of credit hours for the course must be listed.

### **21/2**

The final grade for each course shall be calculated on the basis of one hundred, approximated to the nearest whole number.

### **21/3**

The semester and accumulative averages are calculated to the nearest decimal.

## **Article (22) Grade Submission**

### **22/1**

The course instructor shall be responsible for reviewing the grades, entering them in the relevant rosters and cards and handing them in to the Department.

### **22/2**

Final grade lists for each course, with all necessary details, shall be forwarded to the Department for analysis and subsequent submission to the Faculty dean for approval by the Faculty Council no later than (72) hours from the date of the final examination for approval by the department council within (24) hours from the submission of the last results.

### **22/3**

The department chairperson submits the semester grades to the faculty dean for approval by the faculty council within (24) hours from submission. Grades shall then be sent to the Department of Admissions and Registration. Results may not be announced before they have been received by the Department of Admissions and Registration.

### **22/4**

The Department of Admission and Registration must announce the grades in the appropriate manner within (48) hours from receiving them.

## Article (23) Grade Categories

### 23/1 Grades are categorized as follows:

Grade		Letter Grade
90 – 100%	Excellent	A
80 – 89%	Very Good	B
70 – 79%	Good	C
60 – 69%	Satisfactory	D
50 – 59%	Weak	E
0 – 50%	Fail	F

### 23/2 Cumulative averages shall have the following values:

Range	
92 – 100	Excellent with honor
84 under 92	Excellent
76 under 84	Very Good
68 under 76	Good
60 under 68	Satisfactory

## Article (24) GPA Calculations

### 24/1

The semester and accumulative averages are calculated by multiplying the number of credit hours for each course by the course grade and then dividing by the total number of credit hours for all courses included in that average.

### 24/2

In case of failure grades less than (35) are converted (35), which is the minimum mark. All other grades are recorded as reported by the course instructor.

### 24/3

All grades are included in the student's academic record.

## **Article (25) Grade Appeals**

### **25/1**

A student may apply for a review of his final examination paper to the Faculty dean concerned within a maximum period of thirty days following the announcement of results. The review process shall be restricted to material error in adding up grades, or failure to correct a question in part or in full a committee composed of the Faculty dean, the Department chair, and the course instructor shall review examination papers.

### **25/2**

A student may apply for a review of the calculations of her/his grade to the faculty dean concerned within a maximum period of thirty days following the announcement of the result. The Dean and the course instructor are to review the calculation process and make corrections if needed.

### **25/3**

The student is responsible for a fee of five Dinars for each grade review application.

## **Article (26) Course Add and Drop**

### **26/1**

A student shall be allowed to drop courses in which he/she has been registered or add new courses within the first five teaching days (excluding holidays) of the first and second semesters, and within the first three teaching days (excluding holidays) of the summer semester. Courses from which a student has withdrawn will not be entered into his/her academic record.

### **26/2**

Bearing in mind the provisions of Paragraph (1) of this Article, a student shall be permitted to drop one or more courses within a maximum period of up to the end of the eighth week of the first and second semesters, and the end of the fourth week of the summer semester. In such case, the course shall be entered into the student's record, and the word (withdrawn) shall be placed against it. A course from which a student has withdrawn shall not be included in the number of hours studied by the student with respect to success, failure or graduation requirements. However, if the student does not withdraw during the set period, the course instructor shall enter the result in the student's academic record. A student may not drop a course in which

he/she has exceeded the number of allowed absences. The number of hours for which a student is registered may not, as a result of withdrawal, fall below the minimum academic load permitted by these Instructions except by a decision from the Faculty dean.

## **Article (27) Incomplete and withdrawal**

### **27/1**

The word withdrawn shall be entered into the student's record against each dropped course.

### **27/2**

The word Incomplete shall be entered into the student's record against each course the student fails to finish one of its requirements or is absent from the final exam.

### **27/3**

The student must eliminate his/her incomplete status in conformity with the provisions of Article (15) before the end of the subsequent semester excluding the summer semester.

### **27/4**

Once an incomplete grade is resolved cumulative and semester averages will be re-calculated retroactively to the time when the incomplete was awarded for the purposes of placement on probation or dismissal.

## **Article (28) Academic Honor**

### **28/1**

The President shall place the name of students attaining a semester average of (90%) or above on the University honor list selected from students on the faculties honor lists.

### **28/2**

The Dean shall place the name of students attaining a semester average of (84%) or above on the Faculty honor list and this shall be entered into his/her record, provided the student has taken no fewer than (12) credit hours during the semester.

## Article (29) Probation dismissal

### 29/1

A student shall be placed on probation if his/her cumulative average falls below (60%) at the end of any semester except for the first and summer semesters. The Department of Admissions and Registration shall notify the student thereof in writing at his/her most recent address known to the University.

### 29/2

A student who is placed on probation must eliminate the reasons which have led to his placement on probation within a maximum period of three semesters following the semester in which his/her performance had led to such placement.

### 29/3

If the student is unable to eliminate the reasons which had led to his/her placement on probation according to Paragraph (2) of this Article, he/she shall be dismissed from the specialized major in which he/she is enrolled.

### 29/4

A Student who is unable to eliminate the reasons which led to his/her placement on probation according to Paragraph (2) of this Article, and has attained a cumulative average of (59.5-59.9%) or has successfully completed (75%) of the credit hours shall continue to be on probation for one more regular semester.

### 29/5

Students dismissed from specialized major because of academic reasons may be accepted in a remedial study subject to the following conditions:

- A. If the student's accumulative average is between 55% and 60% he or she is given **four** semesters to raise his/her average to 60%. If the student fails to do so he/she will not be allowed to continue unless the student has completed more than **75%** of the required hours for his major **and** has an accumulated average of at least (59%). In this case the student is given **two more** semesters to raise his average to the minimum acceptable average (60%). If the student fails to do so he/she will be dismissed.
- B. If the student's accumulative average is between (50%) and (55%), the student is given one semester to raise his/her average to above

(55%). In this case the student is given the student is given three more semesters to raise his/her average to the minimum acceptable average (60%). %. If the student fails to do so he/she will not be allowed to continue unless the student has completed more than **75%** of the required hours for his major **and** has an accumulated average of at least (59%). In this case the student is given **two more** semesters to raise his average to the minimum acceptable average (60%). If the student fails to do so he/she will be dismissed.

C. In both cases above student's load may not exceed 15 credit hours. Except for students who can graduate at the end of that particular semester, in this case the student is treated as a regular student if his/her accumulative average can reach 60%.

## **Article (30) Dismissal from major**

### **30/1**

A student shall be dismissed from his/her department if he/she has attained a cumulative average of under (50%) in any semester except the first semester and the summer semester, having studied no fewer than (12) credit hours which are part of his/her average.

### **30/2**

A student who is dismissed from his/her department according to the provisions of Paragraph (1) of these Regulations may apply for transfer to another University department before the start of the subsequent semester. However, if the student is not accepted by any other department, he/she shall be finally dismissed from the University.

### **30/3**

A student may not be accepted in a major he/she has been dismissed from.

## **Article (31) Repeated Courses**

### **31/1**

A student must retake courses that he/she failed if the course is compensatory. However, a student may take an elective or free elective course in lieu of an elective or free elective course for which he/she had

received a failing grade. In addition, a student may retake any subject with a grade of (60%) or lower. In all cases the new grade will be counted in his/her accumulative average.

### **31/2**

If a student repeats a course, the hours relating to the course shall be included only one time in the total number of hours required for graduation.

### **31/3**

If a student takes more elective or free elective courses than required by his/her study plan the courses with the higher grades will be counted.

## **Article (32) Deferment, Cessation of Studies and Withdrawal from the University**

### **32/1**

A student may defer his/her studies at the University before the start of semester for reasons accepted by the concerned party as follows:

- A. Faculty dean: For a deferral period not exceeding four semesters (two years), whether intermittent or continuous.
- B. Dean's council: For a deferral period exceeding four semesters and not exceeding six semesters, whether intermittent or continuous.

### **32/2**

Deferment for a new or transfer student may be permitted only after the lapse of at least one semester from commencement of study.

### **32/3**

A student who does not register or defer his/her studies shall be subject to paragraph (1) of Article (33).

### **32/4**

The deferment period shall not be considered as part of the maximum period for graduation.

## **Article (33) Discontinue of Study**

### **33/1**

Should a student who is did not registered for one or more semesters without obtaining a deferral of study he/she shall lose his/her place at the university. The council of deans may accept his/her application for reacceptance, and if he/she is accepted in the same department, his/her academic record shall be fully maintained, provided that he/she completes all graduation requirements in accordance to the current academic plan. In this case, the previous period of study shall be counted for him/her within the maximum number of years for graduation.

### **33/2**

A student who is absent for more than (15%) of the hours for all semesters courses, and if such absence was due to sickness or to another compelling reason acceptable to the Faculty dean, he/she shall be deemed to have withdrawn from that university for that semester, and withdrawal provisions shall apply, and the student shall be considered as having deferred his/her studies.

### **33/3**

A student may apply to the Faculty dean for withdrawal from all courses in which he/she has been registered in any semester. After approval by the Faculty dean, the student shall be considered as having deferred his/her studies. However, the student must submit such an application at least four weeks prior to the date of the final examinations.

## **Article (34) Transfer from one Department to another within the University**

### **34/1**

A student may transfer to another major in the university if A place is available in the major to which he/she wishes to transfer and his/her average in the general secondary certificate is within the acceptable range in the year he/she was accepted by the university or in the year of intended transfer.

### **34/2**

When a student transfers to another department, courses selected by him/her from among the courses which he/her has studied in the department from

which he/her is transferring shall be counted for him/her and shall be included in the study plan of the department to which he/she has transferred. Grades for these courses shall be included in the student's cumulative average.

### **34/3**

Applications for transfer shall be submitted to the Department of Admissions and Registration.

### **34/4**

Applications for transfer shall be subject to approval by a committee consisting of: the Faculty dean, Department chairperson and the Director of the Department of Admission and Registration.

### **34/5**

Transfer student will be considered as new students as far as deferral, probation and dismissal for major.

### **34/6**

The student shall be responsible for the difference in fees when transferring into a major with higher fees.

## **Article (35) Transfer from another university**

A student may transfer from other universities if there is an available seat in the major and shall be submitted in accordance with the following conditions:

### **35/1**

The student must meet the conditions of admission to the University and his/her average in the general secondary certificate or equivalent is within the acceptable range in the year he/she was accepted by the university or in the year of intended transfer.

### **35/2**

The student must be transferring from a recognized university, university institute, or university college.

Courses studied and passed by the student at his university shall be accepted in the light of the study plan of the department which he wishes to join at Applied Science Private University given that the number of credit hours for the course at the university from which he is transferring is not less than the number of credit hours at Applied Science University.

### **35/3**

Must have been in regular attendance at the previous university.

### **35/4**

Must not be on behavior suspension from the last university he/she has attended.

### **35/5**

One semester shall be deducted from the maximum number of years for graduation against every (15) credit hours counted for a transfer student whether from within or outside the university.

## **Article (36) Transfer Credit**

The following conditions must apply for students transferring to Applied Science private University for graduation purposes:

### **36/1**

A student must study at least (50%) of the total credit hours and enroll for the number of regular semester that are required by Article (9) and Paragraph (35/5) of these regulations which must contain the last two semesters of study.

### **36/2**

Credit hours studied before 7 years shall not be computed as part of the total credit hours of the student's study plan, except for university requirements and free electives.

### **36/3**

Courses previously studied by the student at another university or universities shall not be included in his cumulative average at Applied Science Private university.

### **Article (37) Transfer Application**

Transfer Applications must be submitted to the Department of Registration and Admission on the announced date for each semester.

### **Article (38) Requirements for Bachelor's Degree**

The bachelor's degree shall be awarded to a student after he/she has met the following requirements:

#### **38/1**

Must have passed all courses required under the study plan prescribed for the bachelor's degree in his/her department.

#### **38/2**

Has attained a cumulative average of not less than (60%) in all courses.

#### **38/3**

Must have been a regular student for at least the minimum period required and within the maximum number of years for graduation stipulated in Article (9) of these Regulations.

#### **38/4**

Transfer student must satisfy Paragraph (1) of Article (36) of these regulations.

## **General Rules**

### **Article (39) When is the degree awarded**

The bachelor's degree diploma shall be awarded at the end of each semester.

### **Article (40) Course Substitutions**

#### **40/1**

If the probability of a student's graduation in a regular semester ( first or second but not summer) is dependent on only one required course which is not offered in the graduation semester or is in conflict with another required course or has been failed by the student at least twice, his/her Faculty dean may, after taking the opinion of the department chair, permit the student to take an alternative course from the same department as the replaced course and in special circumstances the alternative course may be selected from the list of the elective courses for his/her particular specialization and shall inform the Director of Admissions and Registration thereof.

#### **40/2**

If the probability of a student's graduation in a regular semester, first or second, is dependent on only one elective course that the student cannot register in, for a reason out of his/her control, his/her Faculty dean may, after taking the opinion of the department chair, permit the student to take an appropriate alternative course, and shall inform the Director of Admissions and Registration thereof.

#### **40/3**

The council of Deans may allow a student to register for a second alternative course given that it is at the same level and number of credit hours as the original course.

#### **40/4**

If the student passes the Alternative course but did not graduate, he is exempt from taking the original course, however, if the student fails the Alternative course and the original was offered in the next semester, then he must take the original course and the repeat course policy does not apply.

## **Article (41) Minimum Limit for graduation semester**

Where a student needs fewer than (9) credit hours in his/her graduation semester, he/she may enroll for only the hours needed.

## **Article (42) Student progress**

### **42/1**

The specialization department and the Department of Admissions and Registration shall be responsible for the following up on the student's academic progress, and for ensuring that he/she has fulfilled the requirements for graduation.

### **42/2**

All students must fill a graduation intention application at their departmental office one semester prior to their graduation semester in order to make sure that all graduation requirements are met.

## **Article (43) Second Degree**

If a student holding a bachelor's degree from Applied Science Private University in a certain specialization wishes to study for a bachelor's degree in another specialization at the University, he/she must submit an application to the Department of Admissions and Registration. His/her application will be considered in light of conditions of acceptance in the new specialization. It shall then be referred to the Faculty dean concerned for calculation of the courses passed which fall within the study plan of the new specialization. One semester shall be deducted from the maximum number of years for graduation against every (12) credit hours.

## **Article (44) Credit Hours Earned Outside Applied Science Private University**

### **44/1**

Applied Science Private University students shall be permitted to study one summer semester for no more than 9 credit hours at another recognized university outside of Jordan. These hours shall be credited if the courses are passed and the grades attained therein shall not be included in the student's cumulative average subject to the following conditions:

- A. The student must have successfully completed no less than (36) credit hours at Applied Science Private University.
- B. That the student takes these courses outside the last two semesters of his/her graduation.

### **44/2**

Applied Science Private University students can be permitted to study at another recognized university inside of Jordan under the following conditions:

If the probability of a student's graduation is dependent on only one or two required courses for no more than 6 credit hours which are not offered in the graduation semester or are in conflict with other required courses and have no alternative courses.

### **44/3**

In all cases the student must obtain prior written approval from the Faculty dean concerned, provided that not more than (50%) of the total credit hours be allowed for him as stated in Article (36) of these regulations.

## **Article (45) Certificate of Clearance**

The student must obtain an attestation of clearance from the University in order to complete graduation formalities.

### **Article (46) No Claim of Ignorance**

No student may claim ignorance of these Regulations, or of University publications or of information posted on the University notice board in connection with these Regulations.

### **Article (47) Date of Degree**

The bachelor's degree diploma shall bear its due date.

### **Article (48) Exceptions to these regulations**

The University Council of Deans shall resolve matters arising in respect of the implementation of these Regulations.

### **Article (49) Responsibly for enforcement of regulations**

The President, the Deans of faculties, and the Director of Admissions and Registration shall be responsible for executing the provisions of these Regulations.

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