



AMMAN – JORDAN

المستوى الذهبي

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. Deans 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)

33/1

Should a student who is not registered for one semester or more 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was due to sickness or to another compelling reason acceptable to the Faculty dean, he/she shall be deemed to have withdrawn from that university for that semester, and withdrawal provisions shall apply, and the student shall be considered as having deferred his/her studies.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 Applications must be submitted to the Department of Registration and Admission on the announced date for each semester.

Article (38)

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.

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)

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

Article (46)

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)

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

Article (48)

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

Article (49)

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