Regulations for the Award of the Bachelor’s Degree

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 |
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:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>100100</td>
<td>Military Science*</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>1401110</td>
<td>Arabic Language**</td>
<td>3</td>
<td>Passing of skill level test</td>
</tr>
<tr>
<td>1401116</td>
<td>Islamic Education</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>1401120</td>
<td>English Language**</td>
<td>3</td>
<td>Passing of skill level test</td>
</tr>
<tr>
<td>140151</td>
<td>University Ethics</td>
<td>3</td>
<td>-</td>
</tr>
</tbody>
</table>

*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:

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

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:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Arts and Humanities</td>
<td>21 – credit</td>
</tr>
<tr>
<td>Faculty of Economics and</td>
<td>24 – credit</td>
</tr>
<tr>
<td>Administrative Sciences</td>
<td>Hours</td>
</tr>
<tr>
<td>Faculty of Law</td>
<td>24 – credit</td>
</tr>
<tr>
<td>Faculty of Engineering</td>
<td>25 – credit</td>
</tr>
<tr>
<td>Faculty of Pharmacy</td>
<td>25 – credit</td>
</tr>
<tr>
<td>Faculty of Information Technology</td>
<td>24 – credit</td>
</tr>
<tr>
<td>Faculty of Nursing</td>
<td>28 – credit</td>
</tr>
<tr>
<td>Faculty of Fine Art and Design</td>
<td>24 – credit</td>
</tr>
</tbody>
</table>
First: The Faculty of Arts and Humanities:
Faculty requirements (21) credit hours.
A. Required Courses (15) credit hours:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>702106</td>
<td>The Biography of Prophet Mohammad</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>501101</td>
<td>Introduction to Political Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1401135</td>
<td>Principles of Scientific Research</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1401137</td>
<td>Curriculum and Methodologies of Learning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1501160</td>
<td>Computer Skills</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>101102</td>
<td>Art of Writing and Expression</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1401115</td>
<td>Rhetoric (1) / Arabic</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>102203</td>
<td>Applied Grammar</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>102110</td>
<td>Listening Comprehension &amp; Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>503116</td>
<td>Fundamentals of Diplomacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>503282</td>
<td>Art of Negotiations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>701102</td>
<td>Scientific Inimitability in the Glorious Quran</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>701105</td>
<td>Muslim World Today</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
**Second: Faculty of Economics and Administrative Sciences**

Faculty requirements (24) credit hours

A. Required Courses (18) credit hours:

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

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>301342</td>
<td>Managerial Economics</td>
<td>3</td>
<td>301101</td>
</tr>
<tr>
<td>302102</td>
<td>Principles of Accounting (2)</td>
<td>3</td>
<td>302101</td>
</tr>
<tr>
<td>402449</td>
<td>Project Management</td>
<td>3</td>
<td>402101</td>
</tr>
<tr>
<td>408331</td>
<td>E Business</td>
<td>3</td>
<td>300104</td>
</tr>
<tr>
<td>408308</td>
<td>Knowledge Management</td>
<td>3</td>
<td>402101</td>
</tr>
<tr>
<td>405230</td>
<td>Money Markets and Financial Institutions</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>407210</td>
<td>Marketing of Services</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
**Third: Faculty of Law:**

Faculty requirements (24) credit hours

A. Required Courses (24) credit hours:

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

**Fourth: Faculty of Engineering:**

Faculty requirements (25) credit hours

A. Required Courses (25) credit hours:

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

*Laboratories may be taken Concurrently with corresponding subject.
Fifth: Faculty of Pharmacy:
Faculty requirements (25) credit hours
A. Required Courses (25) credit hours:

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

* Pre or Co-requisite

Sixth: Faculty of Information Technology:
Faculty requirements (21) credit hours
A. Required Courses (21) credit hours:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>1501110</td>
<td>Calculus 1</td>
<td>3</td>
<td>1501110</td>
</tr>
<tr>
<td>1501212</td>
<td>Probability and Statistics</td>
<td>3</td>
<td>1501110</td>
</tr>
<tr>
<td>1301106</td>
<td>Structured Programming</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1301108</td>
<td>Object Oriented Programming 1</td>
<td>3</td>
<td>1301106</td>
</tr>
<tr>
<td>1301110</td>
<td>Discrete Structures</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>130127</td>
<td>Numerical Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1501114</td>
<td>Linear Algebra</td>
<td>3</td>
<td>1301108</td>
</tr>
<tr>
<td>1303265</td>
<td>Technical Communication skills</td>
<td>3</td>
<td>104101</td>
</tr>
</tbody>
</table>
### Seventh: Faculty of Nursing:
Faculty requirements (28) credit hours

#### A. Required Courses (28) credit hours:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>1501130</td>
<td>General Chemistry 1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1501155</td>
<td>Biostatistics</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>1501140</td>
<td>Biology for Nursing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1501150</td>
<td>Microbiology for Nursing</td>
<td>2</td>
<td>1501140</td>
</tr>
<tr>
<td>1501152</td>
<td>Biochemistry for Nursing</td>
<td>2</td>
<td>1501130</td>
</tr>
<tr>
<td>1501156</td>
<td>Pharmacology</td>
<td>2</td>
<td>1501152</td>
</tr>
<tr>
<td>1501158</td>
<td>Anatomy</td>
<td>3</td>
<td>1501140</td>
</tr>
<tr>
<td>1501157</td>
<td>Physiology</td>
<td>3</td>
<td>1501140/1501158</td>
</tr>
<tr>
<td>1501250</td>
<td>Nutritional Science for Nursing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>1501160</td>
<td>Computer Skills</td>
<td>3</td>
<td>1501099</td>
</tr>
</tbody>
</table>
Eighth: Faculty of Art and Design:
Faculty requirements (24) credit hours
A. Required Courses (18) credit hours:

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

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>1401135</td>
<td>Principles of Scientific Research</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1211100</td>
<td>Visual Language</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1212231</td>
<td>Photography</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1211308</td>
<td>Art Critics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1212100</td>
<td>Art Studies In English</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1212113</td>
<td>Rendering Architecture by Computers</td>
<td>3</td>
<td>1212131</td>
</tr>
</tbody>
</table>
5/3 Department Requirements
The following required and elective credit hours determined by the relevant Faculty council shall apply:

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

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:

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

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

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

Course work includes the following:

Verbal exams, reports, term papers

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 my 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>80 – 89%</td>
<td>Very Good</td>
</tr>
<tr>
<td>70 – 79%</td>
<td>Good</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>50 – 59%</td>
<td>Weak</td>
</tr>
<tr>
<td>0 – 50%</td>
<td>Fail</td>
</tr>
</tbody>
</table>

23/2 Cumulative averages shall have the following values:

<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 – 100</td>
<td>Excellent with honor</td>
</tr>
<tr>
<td>84 under 92</td>
<td>Excellent</td>
</tr>
<tr>
<td>76 under 84</td>
<td>Very Good</td>
</tr>
<tr>
<td>68 under 76</td>
<td>Good</td>
</tr>
<tr>
<td>60 under 68</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

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 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 rewarded 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 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 register 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 weather 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.
Contents
Article (1) Name .......................................................................................... 1
Article (2) Definitions .................................................................................. 1
  2/1 President .................................................................................................. 1
  2/2 Faculty Dean .......................................................................................... 1
  2/3 Credit hour system ............................................................................... 1
  2/4 Credit Hours ......................................................................................... 1
  2/5 Academic year ...................................................................................... 2
  2/6 Academic semester ............................................................................. 2
  2/7 University Requirements ................................................................... 2
  2/8 Faculty Requirements ......................................................................... 2
  2/9 Program requirements ......................................................................... 2
  2/10 Level of Study ..................................................................................... 2
  2/11 Study Subject ..................................................................................... 2
  2/12 Study Load ......................................................................................... 2
  2/13 Free electives ..................................................................................... 2
  2/14 Study Plan .......................................................................................... 2
  2/15 Study duration ................................................................................... 2
  2/16 University degree ............................................................................... 2
  2/17 Attendance ........................................................................................ 3
  2/18 Academic Advisor ............................................................................ 3
  2/19 Final Mark .......................................................................................... 3
  2/20 Semester Average ............................................................................. 3
  2/21 Accumulative Average ...................................................................... 3
  2/22 Minimum Mark .................................................................................. 3
Article (3) Scope .......................................................................................... 3
Article (4): Number of credit hours .............................................................. 3
Article (5) Course Requirements: ................................................................. 4
  5/1 University requirements ...................................................................... 4
    5/1/1 Compulsory courses ....................................................................... 4
    5/1/2 Elective Courses ............................................................................ 5
    5/1/3 ......................................................................................................... 5
    5/1/4 Skills Tests .................................................................................... 6
    5/1/4/1 .................................................................................................. 6
Article (11) Summer Load ................................................................. 16
11/1 .................................................................................................. 16
11/2 .................................................................................................. 17
Article (12) Attendance .................................................................. 17
Article (13) Absences and Excuses .................................................... 17
13/1 Absence Limit ........................................................................ 17
13/2 .................................................................................................. 17
13/3 .................................................................................................. 17
Article (14) Excused Absence .......................................................... 18
14/1 .................................................................................................. 18
14/2 .................................................................................................. 18
14/3 .................................................................................................. 18
Article (15) Absence form Final Exam .............................................. 18
15/1 .................................................................................................. 18
15/2 .................................................................................................. 18
15/3 .................................................................................................. 19
15/4 .................................................................................................. 19
Article (16) Course Outline .............................................................. 19
Article (17) Grade Calculation .......................................................... 19
17/1 .................................................................................................. 19
17/2 .................................................................................................. 19
17/2/1 .............................................................................................. 19
17/2/2 .............................................................................................. 19
17/2/3 .............................................................................................. 20
17/3 .................................................................................................. 20
Article (18) Exam Preparation ............................................................ 20
18/1 .................................................................................................. 20
18/2 .................................................................................................. 20
18/3 .................................................................................................. 20
18/4 .................................................................................................. 20
Article (19) Exam Correction ............................................................. 21
Article (20) Grading Policies .............................................................. 21
20/1 In-term tests ............................................................................ 21
Article (21) Grade Calculations .............................................................. 22
  21/1 .................................................................................................. 22
  21/2 .................................................................................................. 22
  21/3 .................................................................................................. 22

Article (22) Grade Submission .............................................................. 22
  22/1 .................................................................................................. 22
  22/2 .................................................................................................. 22
  22/3 .................................................................................................. 22
  22/4 .................................................................................................. 22

Article (23) Grade Categories .............................................................. 23
  23/1 Grades are categorized as follows: ........................................... 23
  23/2 Cumulative averages shall have the following values: ............ 23

Article (24) GPA Calculations .............................................................. 23
  24/1 .................................................................................................. 23
  24/2 .................................................................................................. 23
  24/3 .................................................................................................. 23

Article (25) Grade Appeals ................................................................. 24
  25/1 .................................................................................................. 24
  25/2 .................................................................................................. 24
  25/3 .................................................................................................. 24

Article (26) Course Add and Drop ....................................................... 24
  26/1 .................................................................................................. 24
  26/2 .................................................................................................. 24

Article (27) Incomplete and withdrawal ............................................... 25
  27/1 .................................................................................................. 25
  27/2 .................................................................................................. 25
  27/3 .................................................................................................. 25
Article (35) Transfer from another university .................................................. 30
35/1 .................................................................................................................. 30
35/2 .................................................................................................................. 30
35/3 .................................................................................................................. 31
35/4 .................................................................................................................. 31
35/5 .................................................................................................................. 31
Article (36) Transfer Credit ................................................................. 31
36/1 .................................................................................................................. 31
36/2 .................................................................................................................. 31
36/3 .................................................................................................................. 31
Article (37) Transfer Application .......................................................... 32
Article (38) Requirements for Bachelor’s Degree ...................................... 32
38/1 .................................................................................................................. 32
38/2 .................................................................................................................. 32
38/3 .................................................................................................................. 32
38/4 .................................................................................................................. 32
General Rules ................................................................. 33
Article (39) When is the degree awarded ............................................. 33
Article (40) Course Substitutions .......................................................... 33
40/1 .................................................................................................................. 33
40/2 .................................................................................................................. 33
40/3 .................................................................................................................. 33
40/4 .................................................................................................................. 33
Article (41) Minimum Limit for graduation semester .................................. 34
Article (42) Student progress ................................................................. 34
42/1 .................................................................................................................. 34
42/2 .................................................................................................................. 34
Article (43) Second Degree ................................................................. 34
Article (44) Credit Hours Earned Outside Applied Science Private University .... 35
44/1 .................................................................................................................. 35
44/2 .................................................................................................................. 35
44/3 .................................................................................................................. 35
Article (45) Certificate of Clearance ..................................................... 35
Article (46) No Claim of Ignorance ......................................................... 36