



Education and Training Policy Handbook

The rules and regulations herein are considered as a reference for student admissions, registration and the education and training policy at Jubail Industrial College in accord with the education and training policy of the Kingdom of Saudi Arabia.

2016

Version 2





Education and Training Policy Handbook

Second Edition

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Information in this Handbook is current as of May 2016, and is subject to change without advance notice.

The Jubail Industrial College council reserves the right to modify or revise and update the information in this handbook.

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Decree No.

Date: 18/8/1437H

The Managing Director of Jubail Industrial College, in accordance with the power of authority bestowed on him and based on the approval by the College Council, meeting #361-6 dated 5 of January 2016, and meeting #362-4 dated 1 of May 2016 has decided the following:

1st The approval of the updated to *Education and Training Policy Handbook* attached.

2nd The *Education and Training Policy Handbook* as attached will supersede any similarly named document(s) currently in practice.

3rd All concerned should be notified of the implementation of the above from the date of issue of this decree.

JIC, Managing Director

Dr. Eid Al-Hajri

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Chapter One: Definitions

Article One:

The intended meaning of the following terms used throughout this manual are as follows:

1. **Semester System:**

This is the system in which a program of study is divided into two ‘main’ semesters of the academic year as well as the possibility of a summer session which is not considered a ‘main’ semester.

2. **Academic Semester:**

A period of time of no less than 15 weeks in which the respective academic courses are studied. The final theoretical exam period is not included in the 15 weeks of study.

3. **Summer Session:**

A duration of no less than eight weeks including both the registration and final exam periods and in which the specified number of contact hours is doubled for each respective academic subject.

4. **Study level:**

This is the indicator of the student’s academic level in accordance to the official academic degree plan.

5. **Degree Plan:**

The mandatory and elective courses that comprise the total number of credit hours required for graduation which the student must successfully pass in order to obtain a degree in his designated major.

6. **Course Load:**

The number of credit hours registered for by the student in a given academic semester.

7. **Academic Course:**

A course included in the official degree plan of each Major (or academic program). For each academic course there is a corresponding number, code, name and a complete course description detailing its content and academic level distinguishing it from other courses. An individual course file is kept by the respective department for follow-up, evaluation and continuous improvement purposes. Some academic courses may have one or more pre-requisite courses or co –requisite courses.

8. **Pre-Requisite Course:**

A course/courses which a student must successfully pass before taking a more advanced course.

9. **Credit Hours:**

The unit of measurement indicating the number of hours which a student must attend weekly throughout the academic semester. One credit hour is equivalent to one hour of

theoretical lecture or two or more practical/ tutorial weekly hours throughout the academic semester.

10. Contact Hours:

The actual specified number of weekly Theoretical/Practical/Tutorial hours taken by a student for a given course.

11. Displacement Hours (For failed courses):

The number of failed course (F, DN, or WF) credit hours which an Associate degree program student is allowed to exclude from his GPA if he successfully repeats the course. The total number of these hours must not exceed the allotted maximum of 15 credit hours.

12. Academic Program:

A program offered by the college in a specific specialization/major in which the student must successfully complete the requirements after having completing the Preparatory Year program and before obtaining an Associate's or Bachelor's degree.

13. Course-Work Mark:

Marks given to the student exemplifying the student's average from accumulated marks during the semester excluding final exams. These include Mid-term exams, research projects, assignments, practical assessments, presentations, and various academic activities related to the particular academic course.

14. Final Examination:

A comprehensive exam in any respective course given once at the end of an academic semester.

15. Final Examination Mark:

Mark obtained by the student for each academic course on the final exam given at the end of each semester.

16. Accumulated Mark:

Accumulation of marks obtained from semester course work and final exam mark for each respective subject calculated out of 100.

17. Grade:

Description of the accumulated mark obtained by the student in any given course using corresponding alphabetical letters to indicate his marks.

18. Quality Points Calculation:

Quality points are calculated for each course by multiplying the number of credit hours for a given course by the grade points corresponding to the letter grade.

19. Semester GPA:

The Semester Grade Point Average is obtained by dividing the total number of quality points earned by the student in all graded courses registered by the student in any semester by the total number of their credit hours.

20. Cumulative GPA for Preparatory Year:

The Cumulative GPA for Preparatory Year is obtained by dividing the total number of quality points obtained by the student in Preparatory Year courses by the total number of credit hours of all graded courses.

21. Cumulative GPA for Specialization Courses :

The Cumulative GPA for Major Courses is obtained by dividing the total number of quality points obtained by the student in all graded courses taken by the student in his respective major by the total number of credit hours of those respective courses whilst taking into account those hours not included in calculating the GPA (Displacement hours).

22. Transcript:

An academic record which indicates the student's performance in every course taken by the student along with the credit hours for the course and respective course codes, grades, points, semester grade point averages, and the cumulative grade in addition to any grades from any equivalent courses taken at other institutes or courses which the student has been exempted from taking.

23. Academic warning:

A major student will be given an academic warning if his cumulative GPA is less than 2.00.

24. Associate's Degree :

The degree awarded to a student who has successfully completed a level of academic study in a particular major requiring a minimum of two academic years to attain.

25. Bachelor's Degree:

An undergraduate degree awarded to the student indicating that he has surpassed the requirements of the Associate's degree in addition to completing a period of study in a particular specialization of which the duration is no less than two academic years.

26. Scholarship Student:

Refers to a student who has been sponsored by another institute/organization to complete his studies at Jubail Industrial College.

27. Visiting Student:

Refers to a student who studies in another college or university and wishes to take one or more courses at Jubail Industrial College. It also refers to a JIC student who wishes to take one or more courses at another university or college with prior approval from the concerned department.

28. Academic Advisor:

A faculty member assigned to provide academic advice to a group of students enrolled in a particular semester and assists them in their academic related issues.

Chapter Two: The Rules and Regulations for Student Admission

Article Two:

Based upon the recommendations of the Departmental Councils and other concerned parties, the College Council specifies the number of students to be admitted in any given academic semester.

Article Three:

The following conditions are stipulated for an applicant applying for admission in any program of study leading towards an Associate's Degree:

1. The applicant must be a citizen of Saudi Arabia or the son of a Saudi mother.
2. The duration of time since the obtainment of a high school diploma must not exceed five years.
3. The applicant must have received a general high school diploma (in natural sciences) with an average no lower than 'Good'.
4. The applicant must provide his results from both the general achievement exam (Tahsely) and aptitude test (Qudrat).
5. Applicants who work in the private sector or are government employees must provide a recent letter of employment from their current employer.
6. The applicant must successfully pass a medical examination.
7. The applicant must fulfill any additional conditions stipulated by the College Council.

Article Four:

The following conditions must be met by any applicant applying for a program of study leading towards a Bachelor's Degree.

1. The applicant must be a citizen of Saudi Arabia or the son of a Saudi mother.
2. The applicant must be a graduate of Jubail Industrial College and must have a cumulative GPA of no lower than 2.45 on a 4.0 scale.
3. The applicant must have an Associate Degree in science in one of the areas of specializations which will be announced.

4. The duration of time since the applicant being awarded an Associate's Degree in science must not exceed five years.
5. The applicant must pass a medical examination.
6. Applicants who work in the private sector or are government employees must provide a letter of employment from their employer.
7. The applicant must successfully pass any introductory or supplementary courses stipulated by the college council as being mandatory for admission into the Bachelor's Program.
8. The applicant must fulfill any additional conditions stipulated by the College Council.

Article Five:

Registration for a scholarship student takes place once he has fulfilled all of the conditions listed in Articles 3 and 4 in addition to obtaining approval from the Managing Director of the College and has paid the requisite academic fees.

Article Six:

Preference to applicants who fulfill the above mentioned conditions for admission into the Associate's Degree Program of study will be based upon the applicant's high school cumulative GPA, general aptitude exam and achievement test results.

Article Seven:

Preference to applicants who fulfill the above mentioned conditions for acceptance into the Bachelor's program of study will be based upon the applicant's cumulative GPA upon completion of the Associate's Degree Program.

Article Eight:

It is not the policy of the JIC to accept any applicant who was expelled from another college or university for disciplinary reasons. If it becomes evident after an applicant's acceptance that the said applicant was previously expelled from another institute, then his acceptance will be rendered null and void.

Chapter Three: Study and Enrollment System

Article Nine:

The academic year is divided into two ‘main’ semesters. Each main semester is no less than 15 weeks of study. There is also the possibility of applying to study during the ‘summer session’ which consists of no less than eight weeks of study. (The summer session is not considered a ‘main’ semester and has specific policies concerning it.)

Article Ten:

The academic program at the JIC is based upon a ‘level’ system wherein the Associate’s Degree program has a minimum of 6 levels (two preparatory levels and four major levels). However, for completion of the Bachelor’s program an additional 4 levels must be completed bearing in mind the following criterion:

1. An academic ‘level’ is equivalent to one semester.
2. A student advances through the academic course levels according to the regulations stipulated for advancing from one level to the next in concurrence with the official plan of study.

Article Eleven:

Whilst in his respective program of study, the student must adhere to the procedures related to following the official study plan and advance through the stated levels accordingly, thus allowing him to successfully attain a degree in accordance to his respective program of study.

Article Twelve:

The program of study at the College includes a preparatory year with which the student begins his studies at the college and consists of two semesters. The preparatory year is designed to prepare the student for joining a specialization program in either the business stream or technical stream. The student must successfully pass the program within three main semesters. The student’s cumulative GPA for the preparatory year program is not included with his cumulative GPA in his respective specialization program.

The conditions for successfully completing the preparatory year program are as follows:

1. Passing All English Levels A1, A2, B1, and B1+ (consistent with CEFR) with at least a ‘D’ grade in all of them.
2. Passing the preparatory year Math course.
3. Any other condition stipulated by the College Council.

Article Thirteen:

An academic advisor is assigned to a number of students to provide assistance with the following issues:

1. Assisting the advisee in selecting the most suitable academic track and providing consultation to devise a suitable academic plan to be followed in order to achieve the highest possible grades and choose the best available alternatives.
2. Following up with the advisee in meeting all requirements needed to insure his academic progress and that he fulfills graduation requirements in addition to meeting the College programs' objectives and outcomes.
3. Familiarizing the student with the academic evaluation system, important dates and calculating his GPA.
4. Helping the advisee to understand the terminology used in his degree plan (Levels/Majors/Courses, etc.).
5. Familiarizing the student with course names, codes, prerequisites, course equivalents, course sequencing and advising the student so that he achieves the best possible learning outcome.
6. Helping the student to thoroughly understand the rules and regulations of the College.
7. Monitoring his advisee's GPA in addition to advising and motivating those students with low GPA's and notifying them of the related consequences.
8. Encouraging the advisee to enhance his academic activities and benefit from the various educational resources and e-services.
9. Organizing the academic advisory process by different tools such as designing questionnaires, recording observations and conducting advisory meetings.

Article Fourteen:

After successful completion of the preparatory year program, students will be admitted to the major(s) that students select and prioritize during the second semester of the preparatory year based upon individual GPA's and the seat availability of a particular academic major.

Article Fifteen:

The College Council sets academic calendar for the entire academic year whilst taking into consideration the directives set forth by the Saudi Arabian Higher Council for Educational Affairs and the operational circumstances of the College.

Article Sixteen:

The College council has stipulated specific rules governing the transition from one academic level to the next with respect to the following:

1. Academic courses for each major are apportioned according to the different academic levels. The number of courses is specified for each academic level according to the official degree plan.
2. Students who have successfully completed all courses of a particular academic level will be registered for the courses of the subsequent academic level.
3. Students who have not successfully passed an academic course(s) will be registered for courses taking into consideration that they are given the minimum course load each semester. Students may only register for courses from two academic levels at a time.
4. The following points are taken into consideration whilst registering students:
 - A. Ensuring that the prerequisite courses needed for any course a student wishes to register for have been successfully passed.
 - B. Students are not allowed to take courses from higher levels except in the case of permitting the student to do so with the purpose of meeting the minimum course load requirements.

Article Seventeen:

The maximum academic course load allowed for a student is as follows:

1. Only twelve (12) credit hours are permitted for a full time specialization student who has been issued an academic warning.
2. 12-15 credit hours are allowed for a fulltime specialization student whose cumulative GPA is between 2.00 and 2.49.
3. 15-18 credit hours for a fulltime specialization student whose cumulative GPA is 2.5 or above.
4. The maximum course load permitted for summer term is 9 credit hours.
5. 8-12 credit hours for part-time students.

Article Eighteen:

A student who is expected to graduate during a particular semester is exempted from the official maximum course load permitted and is allowed to add additional three credit hours to the permitted maximum course load allowed provided that the student's cumulative GPA is 2.00 or above.

Article Nineteen:

A student is allowed to add or drop one or more academic courses (courses in which he received a grade of 'F', 'DN', or 'WF' cannot be dropped) within the first week of a 'main' semester or during the first three days of summer session provided that the student is in compliance with the authorized maximum and minimum course loads allowed. Preparatory Year students or full time specialization students in level one are not permitted to add or drop any courses under any circumstances.

Article Twenty:

An expected graduating student may concurrently register for only one course and its pre-requisite during the same semester or register for courses in more than two academic levels provided this fulfills the requisite coursework needed to graduate within the same semester. This exemption is based upon the recommendation and approval of student's academic advisor and the department chairman.

Article Twenty-One:

A student is permitted to substitute one course with another as per recommendation from the academic advisor and department chairman if the desired course is not offered in the department during the current or following semester. Also, the credit hours for the course being registered for must not be less than those of the course being dropped as indicated by the academic degree plan and must be from the same academic level. Only one course from the student's entire academic degree plan can be substituted.

Article Twenty- Two:

A full-time student has the right to transfer to part-time studies on the condition that the student presents an acknowledgement letter from his employer stating that he is currently employed.

Similarly, a part time student has the right to transfer to full-time studies on the condition that the student presents a job leaving certificate/resignation letter from his employer or a disclaimer from his former employer. All stated conditions for acceptance to an academic program must be met at the time of request in observance of the following:

1. New students are allowed to make the request after completing one semester of preparatory year studies.
2. In the case of submitting the transfer request at the start of the first week; the request will immediately come into effect. Registration for any course(s) is subject to seat availability.
3. In the case of submitting the transfer request at the end of the first week; the request is implemented at the onset of the next 'main' semester.

Article Twenty- Three:

The student is permitted to take some of the courses provided at Jubail Industrial College or their equivalents during the summer semester at another college or university within the Kingdom of Saudi Arabia or abroad provided that all of the necessary conditions have been met and the concerned department has approved.

Article Twenty- Four:

The courses of a visiting student will be considered according to the following guidelines:

First: For a visiting student whose home institute is Jubail Industrial College and wishes to take a course at another college/university.

1. Prior approval from Jubail Industrial College and acceptance from the college/university in which he desires to study.
2. The college/university must be an accredited institution.
3. The course which the student plans to take at another college/university must correspond with regards to the course description and content to one of the courses listed in the student's degree plan for his particular specialization at the Jubail Industrial College.
4. The credit hours for the course which the student desires to take at another institute must be equal to or more than the credit hours listed for the equivalent course at the Jubail Industrial College.
5. The College Council specifies the maximum number of courses which will be recognized for the visiting student.
6. The actual grade for courses taken elsewhere by JIC visiting students and deemed equivalent will not be calculated into the student's cumulative GPA, however the courses which the student has passed with at least a 'C' grade will be recorded on his academic transcript with a grade 'P'.
7. Any other conditions set forth by the College Council.

Secondly: A visiting student from another college/university and wishes to take course at Jubail Industrial College.

1. The student must have prior written consent from his college or university permitting him to be a visiting student and stating the courses which the student will take.
2. The visiting student must obtain the approval of the department in which he desires to study as a visiting student.

3. A visiting student is permitted to request housing inside of the College based upon availability and according to housing regulations, however the student is not to be allotted a stipend from the College.
4. Any other conditions set forth by the College Council.

Article Twenty- Five:

A full time student must complete all of the relevant preparatory year program courses within three ‘main’ semesters. Correspondingly, the minimum amount of study required to satisfy the requirements for the Associate’s Degree program is six main semesters.

However, part time students must complete the required coursework for the preparatory year within four semesters. Also, the minimum amount of study required to satisfy the requirements for the Associate’s Degree program is eight main semesters.

With regards to the Bachelor’s program, the student must satisfy all of the graduation requirements in a period not exceeding six main semesters for full time students and a period not exceeding eight main semesters for part time students. However, Mechanical Engineering Bachelor Degree students who majored in Manufacturing Engineering Technology for their Associate’s Degree are exempt from the above mentioned policy and must complete all graduation requirements in a period not exceeding eight main semesters for full time students and ten main semesters for part time students.

Article Twenty- Six:

Preparatory year students are permitted to transfer from the Technical Stream to the Business Stream provided they have authorization from the College’s Deputy of Student Affairs. Likewise, students are permitted to transfer from the Business Stream to the Technical Stream after having successfully completed the first semester of the Preparatory Year whilst fulfilling all other mandatory conditions and meeting the necessary physical health requirements.

Article Twenty- Seven:

A student may be exempted from one course or more of Preparatory year studies pursuant to the specific procedure stipulated by the College Council.

Article Twenty- Eight:

A student is permitted to change his major based upon availability and after having completed one semester of study. It is not permitted for a student to change his major after the commencement of his second semester or while he is in the Bachelor’s program or to change from the Business stream to the Technical stream.

Note: The student must meet the mandatory requirements of the specialization program which he wishes to transfer to as well as meeting any other stipulations set forth by the concerned department when announced; along with adhering to the specified academic calendar published by the College.

Article Twenty- Nine:

The Cooperative Training Program is considered a graduation requirement which the student must complete before graduating from the college. The Cooperative Training Program lasts for a minimum of 15 weeks which the student performs in an actual professional work environment and is considered the equivalent of an academic course. Before entering into the Cooperative Training Program, the student must meet the enrollment requirements as specified by the College Council for the Cooperative Training Program.

Article Thirty:

A part-time student may be exempted from the Cooperative Training Program if he is concurrently studying and working in the same area of specialization and must provide evidence of doing so in addition to a recommendation from the concerned department and the College Deputy for Educational and Training Affairs.

Article Thirty-One:

The College provides an ‘improvement’ program for Preparatory Year students who have been discontinued for failing to meet the stipulations required for passing the Preparatory year program (refer to Article 12).

A student who successfully passes this program qualifies for entering into a specialization program. The Managing Director of the College, or whomever he has dispensed responsibility to, reserves the right to accept a student into the ‘improvement’ program as per the conditions set forth by the College council.

Chapter Four: Regular Attendance and Excuses from Academic Studies

Article Thirty-Two:

It is compulsory for the student to attend lectures and practical classes and is only prohibited from taking final exams if his total absences exceed 33 contact hours in English courses for both levels I and II (or 2 out of 15 weeks for other academic courses).

Article Thirty-Three:

Absences incurred by the student whilst participating in an official ceremony or activity which the college or student is involved in are to be considered excused pursuant to the directives set forth by the Council of Ministers.

Article Thirty-Four:

The student is allowed to request taking a make-up exam of any type under the following circumstances:

1. In the case that the student is admitted to a government run hospital for overnight stay or the period specified for recuperation necessary after a medical procedure necessitating overnight stay in the hospital.
2. In the case of the death of one of the student's immediate relatives provided that the student submits a death certificate to the Student Affairs Department in a period not exceeding one week from the date of death.
3. In the case of the student participating in an official ceremony or activity which the college or student participates in.

Article Thirty-Five:

Students in Major studies may be given an academic warning based upon their cumulative GPA. The academic warnings are as follows:

First academic warning: If a student's cumulative GPA is lower than 2.00 at the end of a main semester, he will be given his first academic warning.

Second academic warning: If a student's cumulative GPA is less than 2.00 in a 2nd consecutive main semester, he will be issued a 2nd academic warning. His case will then be referred to the Academic Evaluation Committee. The Committee has the right to afford him the opportunity to improve his GPA or to recommend his dismissal from the College.

Article Thirty-Six:

A student in the Associate's Degree program for any given specialization is allowed to remove failing grades (DN,F,WF) for a maximum total of 15 credit hours (Displacement hours) from his cumulative GPA in the event that he retakes the course and successfully passes. The said failed courses will appear on his academic transcript; however they will not be calculated into his total GPA.

Article Thirty-Seven:

A student is permitted to retake a course which he has passed with a grade of 'D' or 'D+' if he has received an academic warning (i.e. a cumulative GPA of less than 2.00) and based upon recommendation from the Academic Evaluation Committee.

Chapter Five: Suspension of Studies and Withdrawal

Article Thirty-Eight:

A student is permitted to request the suspension of only one 'main' semester of study and may make this request only once throughout the duration of studies at the College. However, the student is not permitted to suspend a summer session.

Before requesting suspension of studies, the student is required to have completed a minimum of one 'main' semester and must submit the request along with an acceptable excuse to the College Deputy for Student Affairs, and get approval by the College Managing Director.

The Managing Director of the College has the right to make exclusions to the aforementioned provision.

Article Thirty-Nine:

If the student has a 'DN' grade in any course before his request for suspension of studies has been accepted; a 'DN' is recorded on his academic transcript. As per other grades, the student will be given whatever his current grade was at the time his request was authorized in conjunction with the academic calendar of that particular semester (refer to article 39).

Article Forty:

A student is allowed to request a complete withdrawal from the college or suspension of his studies under the following guidelines:

1. A student is not to be given any grade on his academic transcript if his request is made before the end of the third week of the main semester as indicated by the official academic calendar or before the end of the first week of the summer semester.
2. A student is given a 'W' grade on his academic transcript if his request is made in the period starting from the beginning of the fourth week of the main semester until the end of the eighth week as indicated by the official academic calendar or in the period between the beginning of the second week until the end of the third week of the summer session.
3. A student is given the grade 'WP' indicating 'withdrawn/pass' on his academic transcript if the student submits his request during the period starting at the beginning of week nine until the beginning of the last week of studies of the main semester as indicated by the official academic calendar or from the beginning of

the fourth week of studies until the beginning of the last week of studies of the summer session provided that the student does not have a grade lower than 'D' in all activities of the semester including the mid-term exam until the date of transaction.

4. A student is given a grade of 'WF' indicating withdrawal/failing on his academic transcript if his grade was less than 'D' in all activities of the semester including the mid-term exam and he submits the request between the beginning of week nine until the beginning of the last week of the main semester as indicated by the official academic calendar or from the beginning of the fourth week of studies until the beginning of the last week of studies of the summer session.
5. The student is given a 'WE' grade indicating withdrawn/excused if his absences have exceeded the specified limit allowed due to admittance to the hospital in addition to the period of time needed for recuperation provided that the student has not received 'DN' before his admittance to the hospital.

Article Forty-One:

A suspended semester will not be calculated as part of the time necessary to fulfill graduation requirements whatever the student's grades may be during the semester.

If a student withdraws from any semester with 'W' or 'WP' in all courses, it will not be calculated as part of the time necessary to fulfill graduation requirements. However, the semester will be calculated if he receives a grade of 'WF' or 'DN' in any of his registered courses.

Chapter Six: Discontinuation from Studies and Re-Admission

Article Forty-Two:

A student will be discontinued from the College under the following circumstances:

1. A student will be discontinued from his studies at the College automatically if he receives an 'F' or 'DN' grade or both in all of his registered courses at the end of the Preparatory year program first semester.
2. A student will be discontinued from his studies at the College automatically if he receives 'DN' in all of his registered courses at the end of the preparatory year program second semester.
3. A student will be discontinued from the College if he fails any one of the English 1, English 2 or Math courses twice.
4. A student will be discontinued if he obtains a 'D', 'D+' or 'F' in English 2 in his third semester after having previously obtained a grade of 'D' or 'D+' in English 1.
5. A student will be discontinued from his studies at the College in case that he does not complete both English 1 and 2, and Math within three 'main' academic semesters.
6. A student will be discontinued from his studies at the College automatically if he receives a 'DN' in all of his registered courses at the end of the specialization program first semester.
7. A student will be discontinued from his studies at the College by the Academic Evaluation Committee if he receives a cumulative GPA of less than 2.00 in two successive 'main' academic semesters while in the specialization program.

The Academic Evaluation Committee is entitled to afford him the opportunity to study for a third semester in an attempt to improve his GPA.

8. A student will be discontinued automatically if his cumulative GPA is less than 2.00 for three consecutive main semesters.
9. A student will be discontinued from his studies at the College in the event that he does not meet the stipulated requirements needed for graduation within the

specified time designated to finish the Specialization Program as indicated in Article 24. The Academic Evaluation Committee is entitled to grant him the opportunity of studying another semester.

Article Forty-Three:

A preparatory year student may be re-admitted and may join a specialization program after successfully completing the improvement program in accordance to Article 46.

Article Forty-Four:

A student who has withdrawn and made clearance may officially be re-admitted upon his request according to the following guidelines:

1. A student can be re-admitted after withdrawal as follows:
 - The Semester of withdrawn should be counted as one of the interval semester for full-time regular student, hence the period will be counted as (Semester of withdrawal + one more semester), after which the student will be eligible for re-admission with his previous grades and record.
 - While the Full-time regular student after an interval of four semesters (Semester of withdrawal + 3 main semester) will be eligible for an admission without his previous grades and record and will be considered as a new student who must fulfill the admission requirements of the College .
2. A Prep Year student who is dismissed from the college will be eligible for an admission as a fresh student after an interval of four semesters without his pervious grades and record. The semester he discontinued should be counted.

Article Forty-Five:

A regular student who has studied for six ‘main’ semesters and only the summer term is needed for him to fulfill all of the graduation requirements will be re-admitted without having his monthly stipend discontinued provided that his cumulative GPA for the last ‘main’ semester is not less than 2.00.

Article Forty-Six:

An improvement program student will be re-admitted as a full time student provided that he has a minimum grade of ‘C’ in every course taken in the Academic Improvement Program. The courses which the student passes in the Academic Improvement Program are added to his academic transcript.

In the case that a technical stream student gets a ‘D’ or ‘D+’ grade in Math, it is possible for him to transfer to the business stream after giving his consent to do so.

Chapter Seven: Exam and Evaluations Procedures

Article Forty-Seven:

The Educational and Training Affairs Department is exclusively responsible for the general policy regarding exam procedures and presenting them to the College Council for authorization.

Article Forty-Eight:

Two major exams are administered during the academic semester for each course: a mid-term exam and a final exam. The final exam is comprehensive as it covers what the student has learned throughout the semester.

The mid-term exam can be replaced by two major exams if proposed by the concerned department and approved by the Curriculum and Quality Assurance Department.

The student's evaluation in any particular academic course is conducted through the course work of the course as specified by the concerned academic department and approved by the Curriculum and Quality Assurance Department.

Article Forty-Nine:

The highest mark for any course is 100 points which is divided as planned by the respective departments and authorized by the Curriculum Development and Quality Assurance Department.

Article Fifty:

Students' course grades are calculated as indicated in the following diagram:

Classification in English	Classification in Arabic	Points	Numerical Scale	Grade
Exceptional	ممتاز مرتفع	4.00	95-100	A+
Excellent	ممتاز	3.75	90-94	A
Superior	جيد جداً مرتفع	3.50	85-89	B+
Very Good	جيد جداً	3.00	80-84	B
Above Average	جيد مرتفع	2.50	75-79	C+
Good	جيد	2.00	70-74	C
High-Pass	مقبول مرتفع	1.50	65-69	D+
Pass	مقبول	1.00	60-64	D
Fail	راسب	0	59 and less	F

Article Fifty-One:

The student's overall grade classification upon graduation based on his accumulated GPA is as follows:

1. **Excellent** - For GPA's from 3.50 to 4.00
2. **Very Good** – For GPA's from 2.75 to 3.49
3. **Good** – For GPA's from 2.00 to 2.74

Article Fifty-Two:

Students who are high achievers at the end of each 'main' semester will have their names posted on the honor roll based upon their cumulative averages at the end of the semester provided that the student's course load for the semester is not less than 12 hours. Academic honors are given for the following GPA's.

1. First Class Honors: GPA's from 3.75 to 4.00
2. Second Class Honors: GPA's from 3.25 to 3.74

Article Fifty-Three:

Full time students or scholarship students from government institutions who achieve academic honors at the end of a semester will be rewarded monetarily as follows:

1. A reward of 1000 SR will be given for First Class Honors.
2. A reward of 750 SR will be given for Second Class Honors.

Article Fifty-Four:

An Academic Evaluation Committee is formed at the behest of the Managing Director of the College. After approval from the Managing Director, the recommendations of the committee are to be considered in effect. The responsibilities of the committee are as follows:

1. Studying the specific situation of students whom have been issued a second academic warning in the specialization program and submitting the recommendations concerned with their specific conditions.
2. Submitting recommendations concerning the re-admission of students who have been discontinued from the specialization program for academic reasons.
3. Recommending re-admission for students who have previously withdrawn from their studies.

Article Fifty-Five:

A student has the right to submit an official grievance about the grade he was awarded for an exam and/or disciplinary measures taken against him during the examination period as a result of behavior and/or actions contrary to exam rules and regulations. A student's grievance must comply with the procedures and conditions specified by the College Council.

Chapter Eight: Transferring to the JIC

Article Fifty-Six:

A student is permitted to transfer from another institute to the College contingent upon capacity and according to the following regulations:

1. The student must be a Saudi national or the son of a Saudi mother and has attained a general high school diploma (in Natural Sciences).
2. The student must present original authenticated documents from the college or university he is transferring from. The aforementioned documents must specify the courses that the student studied along with his final grades in those courses. Also, the student must present an authentic document specifying his official student number issued to him for the academic year in which he studied at the institute.
3. The language of instruction of the institute which the student is transferring from must be English and his cumulative average must not be less than 2.00 on a 4.00 scale or 2.75 on a 5.00 scale or its equivalent on other grading scales.
4. The student must submit the transfer request at least four weeks before the beginning of the semester.
5. The student should not have been discontinued from his studies from the university or college he is transferring from for over two semesters, nor should the student have been suspended or discontinued from his studies due to disciplinary or ethical reasons. If it is discovered subsequently that the student was suspended or discontinued from his studies due to the aforementioned reasons, then his acceptance to the JIC will be canceled.
6. The student must attend placement exams or any other exams as determined by the College.
7. Transfer applicants who have successfully completed the preparatory year program at the institute which they are transferring from will have their applications reviewed even if the applicant's cumulative GPA in his specialization program is less than 2.00. However, if the student whose GPA is less than 2.00 is accepted to the JIC, only the preparatory year will be credited.
8. The applicant must produce the course syllabus for the courses in which he successfully passed obtaining a minimum grade of 'C'.
9. The transfer student who wishes to enter into a specialization at the JIC must have successfully completed English 1, English 2, and Math courses or their equivalents

in addition to obtaining the requisite final grade averages in each course as determined by the JIC.

Article Fifty-Seven:

The concerned department chairmen can consider related courses which the transfer student completed outside of the JIC as equivalents to JIC courses provided that the courses taken outside of the JIC have equal or more credit hours than JIC equivalent courses and that the transferred credit hours do not exceed a total of 10 credit hours in specialization courses.

General courses or the required courses for the preparatory year can be accepted provided that the student has obtained no less than a 'C' grade in any of those courses.

Article Fifty-Eight:

The obtained averages for transferred courses and the corresponding credit hours which the transfer student has taken outside of the JIC are not included in the cumulative GPA of the student who graduates from the JIC.

Chapter Nine: Graduation

Article Fifty-Nine:

Upon graduation, a student is awarded an Associate's Degree or a Bachelor's Degree in Science in accordance with the following procedures:

1. The student successfully fulfills all of the academic requirements of the preparatory year.
2. The student has fulfilled the specified amount of credit hours needed to obtain a specialization degree.
3. The student should have obtained a minimum cumulative GPA of 2.00.
4. The duration of study needed to fulfill graduation requirements should not exceed the specified period allowed.
5. The student should successfully complete the Cooperative Training Program in accordance with the rules and regulations described for doing so.

Article Sixty:

A graduating student receives his degree certificate or any other official document consistent with his academic transcript once he has returned books, equipment, tools, or other things which are in his possession and has carried out any other obligations he may have to the College.

Article Sixty-One:

A Student requesting a duplicate copy of his graduation certificate will be required to do the following:

1. Submit an official request to the College Deputy, Student Affairs.
2. Submit the certificate fee.
3. Provide a proof that his graduation certification has not be kept/hold by his employer if the requester is an employee of an organization.
4. Provide a copy of the newspaper announcement declaring that the certificate has been stolen/lost/damaged.

Article Sixty-Two:

A graduating student is awarded first class honors if he obtains a cumulative GPA from 3.75 to 4.00. Second class honors are awarded to a student who obtains a cumulative GPA from 3.25 to 3.74.

The conditions for obtaining first or second class honors are as follows:

1. A first class honors student must not obtain a grade less than 'C' in any course from the specialization courses taken at the College.
2. A second class honors student must not obtain a grade less than 'D' in any course from the specialization courses taken at the College.
3. A fulltime student must obtain an Associate's Degree within a maximum period of four main semesters or a maximum period of five main semesters if the student was admitted do the College during the second main semester or changed his major. A part time student has a maximum period of eight main semesters to complete all academic requirements.
4. For the obtainment of a Bachelor's Degree, a student must fulfill all necessary requirements in a maximum period of four main semesters or a maximum period of five main semesters if he was admitted to the College during the second main semester or eight main semesters for part time students Students who received Associate Degrees in Manufacturing Engineering Technology and have joined the Bachelor's Degree Program in Mechanical Engineering Technology are exempt from the above mentioned policy and must complete all graduation requirements in a period not exceeding six main semesters for full time students and nine main semesters for part time students.

Chapter Ten: General Rules and Regulations

Article Sixty-Three:

It is the student's responsibility to self-monitor his academic progress and to seek academic guidance and counseling in order to achieve the goals and ambitions of his academic life through successfully and efficiently selecting the proper academic program.

Article Sixty-Four:

This document hereby cancels all previous rules, regulations, and/or manuals related to those issues discussed therein.

Article Sixty-Five:

The College Council of the Jubail Industrial College is to recommend any necessary amendments to this manual and the course of action necessary for implementation.

Article Sixty-Six:

Implementation of this manual and the policies therein become effective immediately upon approval from the College Council.

Article Sixty-Seven:

The College Council reserves the right to interpret this manual and the policies therein. Any decisions and amended regulations issued by the College Council specifically related to the functioning of educational and training affairs which are not originally included in this manual are to be considered as an integral part of this manual and not separate from it.

Article Sixty-Eight:

The Managing Director of the College authorizes all rules, directives and procedures related to the contents of this manual upon the approval of the College Council.

Article Sixty-Nine:

Arabic language is the official language to be used in the interpretation of the Articles in this handbook.

Appendix (A)

WE (withdrawn with excuse) - This grade is given to a student if his absences exceed 33 hours of the total amount of contact hours for English 1 and 2 courses or an equivalent of 2/15 weeks in all other courses or due to a student's admittance to the hospital (sick leave also includes the recuperation time needed after the student is discharged from the hospital) provided that the student does not have a grade of DN before this time. This period is not considered as part of the stipulated time needed for completion of studies.

W (Withdrawn) – This grade is given to a student for courses which the student registered for during a given semester and then completely withdraws/suspends/ or is dismissed from the College between the beginning of the fourth week until the end of the eighth week of a main semester and from the beginning of the second week until the end of the third week with regards to the summer session.

WP (Withdrawn with Passing grade) – This grade is given for courses registered for by a student for a given semester and then completely withdraws/suspends/ or is dismissed from the College between the start of the ninth week of studies until the start of the last week of a main semester or between the start of the fourth week of studies until the start of the last week for the summer session provided that the student's grade for those courses does not fall below 'D'.

WF (Withdrawn Fail) - This grade is given for courses registered for by a student for a given semester and then completely withdraws/suspends/ or is dismissed from the College between the beginning of the ninth week of studies until the start of the last week of a main semester or between the start of the fourth week of studies and ending at the start of the last week of the summer session and the student's performance in those courses was an 'F' grade.

DN (Denial) – This grade is given to a student who is taking either English 1 or English 2 and his absences have exceeded 33 hours of the total number of contact hours of the course or his absences have reached an equivalent of 2/15 weeks of study for any other academic course.

I (Incomplete) – This grade is given to a student who has not completed the required coursework for a given academic course due to emergency situations beyond his control. It is incumbent upon the student to remove this grade from his academic

transcript before the end of the subsequent main academic semester. If the student fails to complete the coursework within the stipulated period of time, the 'I' grade then automatically becomes an 'F' grade.

AU (Audit) – This grade is given to a student for courses which he has registered for as strictly a listener without the credit hours for these courses being calculated into his final grade point average at the end of the semester nor are they calculated into the student's overall GPA (whilst considering the related regulations for doing so).

P (Pass) – This grade is given for some introductory courses and signifies that the student's performance was satisfactory. It is similarly given for courses (taken outside of the JIC) which have been deemed equivalent (whereby the student is given credit for a course taken elsewhere, but it is not calculated into his GPA at the JIC).

IP (In-Progress) – This grade is given to a student who has yet to be given an official grade due to the fact that his academic course work is still being completed. This may be the case for research projects, theses, or completion of the Cooperative Program. It is incumbent upon the student to remove this grade from his academic transcript before the end of the subsequent semester with the exception of the Cooperative Program (practical training) of which the allotted time limit to complete the necessary task work is two weeks after the completion of the program. If the required uncompleted work is not finished within the specified timeframe, the 'IP' grade will then automatically become an 'F'.

Appendix (B)

Example calculation of semester and cumulative GPA's

The semester Grade Point Average (GPA) is calculated as demonstrated in the following chart:

Course	Marks Obtained	Grade	Credit Hours	Grade Quality Points	Earned Quality Points
General Chemistry	96	A+	3	4.00	12.00
Fundamental of Physics	85	B+	4	3.50	14.00
Organization Behavior	71	C	2	2.00	4.00
Calculus I	83	B	4	3.00	12.00
English III	78	C+	3	2.50	7.50
TOTAL			16		49.50

$$\text{Semester GPA} = \frac{\text{Total Earned Quality Points}}{\text{Total Credit Hours}} = \frac{49.5}{16} = 3.09$$

(Rounded to two Decimal Places)

The Cumulative GPA is calculated as follows:

First Semester

Course	Marks Obtained	Grade	Credit Hours	Grade Quality Points	Earned Quality Points
General Chemistry	97	A+	3	4.00	12.00
* Fundamental of Physics	63	D	4	1.00	4.00
* Organization Behavior	34	F	2	0.00	0.00
Calculus I	63	D	4	1.00	4.00
English III	78	C+	3	2.50	7.50
TOTAL			16		27.50

$$\text{Semester GPA} = \frac{\text{Total Earned Quality Points}}{\text{Total Credit Hours}} = \frac{27.5}{16} = 1.72$$

Second Semester

Course	Marks Obtained	Grade	Credit Hours	Grade Quality Points	Earned Quality Points
Electrical Circuits I	82	B	4	3.00	12.00
Fundamental of Physics	81	B	4	3.00	12.00
Organization Behavior	72	C	2	2.00	4.00
Calculus I	75	C+	4	2.50	10.00
TOTAL			14		38.00
Cumulative (semesters 1 and 2)			24**		61.50***

*Not included in Cumulative GPA Calculation as per replacement credit rule (Repeated in the second semester).

**Cumulative Credit Hours do not include the repeated courses unless the failure hours exceed 15 Credit Hours.

***First semester Quality Points of repeated courses from D or D+ are deducted from the cumulative Quality Points.

$$\text{Semester GPA} = \frac{\text{Total Earned Quality Points } 38.0}{\text{Total Credit Hours } 14} = 2.71$$

$$\text{Cumulative GPA} = \frac{\text{Total Earned Quality Points } 61.5}{\text{Total Credit Hours } 24} = 2.56$$