



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-1432

Rules and Regulations of Undergraduate Study and Examinations

20/06/1442
02/02/2021



In the name of Allah, the Most Gracious, the Most Merciful.

The executive rules of undergraduate study and examinations are a key reference for instructors and students at the Saudi Electronic University, as it clarifies the academic regulations and instructions to be observed. These executive rules are based on the Rules and Regulations of Undergraduate Study and Examinations issued by the Higher Education Council decision No. / 45888, dated 11/23/1423.

These executive rules are based on Article (20) of the Higher Education Council System, Article (52) and Article (41) of the Rules and Regulations of Undergraduate Study and Examinations.

The approval to update these executive rules for the Rules and Regulations of Undergraduate Study and Examinations was issued by a decision of the University Council on its seventh meeting for year 2021, held on 02/02/2021.

Wish you all the best...





Definitions

Article 1

Academic year

Two main semesters and a summer semester, if any.

Semester

A period of time not less than 15 weeks during which the academic courses are studied, while registration and final examination periods are not included.

Summer semester

A period of time not exceeding 8 weeks, not including registration and final examination periods, and the time assigned for each course is doubled.

Academic level

It indicates the study level for plans according to the approved study plan.

Study plan

It is a set of core, elective, and free courses. The total of its credits constitutes the graduation requirements that the student must successfully pass to obtain the degree for the specified specialization.

Course

A course within the approved study plan in each major (program), and each course has a number, a code, a name, and a detailed description that distinguishes it from other courses in terms of content and level, and an allocated file kept by the department for the purpose of follow-up, evaluation, and development. Some courses have one or more prerequisites or synchronic courses.

Credit

Weekly theoretical classes of no less than 50 minutes, clinical classes of no less than 50 minutes, or practical classes of no less than 100 minutes.

Academic warning

The notice given to students because their GPA is below the minimum set forth in these regulations.

Midterm score

It indicates the student's achievement during a semester, including exams, research projects, and curricular activities.

Final exam

An exam of the course is held once at the end of the semester.

Final exam mark

The mark obtained by the student in the final exam of each course.

Final score

The total midterm work score plus the final exam mark of each course calculated out of one hundred.





Grading system

A representation of the percentage or letter grade of the final score obtained by the student in any course.

Incomplete Grade

A grade that is temporarily recorded for a course that the student is unable to complete its requirements by the deadline. Its abbreviation in the academic record is IC.

In-progress grade

A grade that is temporarily recorded for a course that requires more than one semester to complete. Its abbreviation in the academic record is IP.

GPA

It is the average of the total points obtained by students by the total units enrolled in all courses in any semester. Points are calculated by multiplying the unit assessed by the weight of the grade obtained by the student in each course they studied. See Appendix B.

Cumulative GPA

It is the average of the total points obtained by the student in all the courses they have studied since joining the University by the total credits prescribed for those courses. See Appendix B.

Overall grade

It is meant to score students during their studies at the University.

Academic load

The total academic credits that a student is allowed to register in a semester. The minimum and maximum of the academic load are determined according to the executive rules of the University.

Executive rule 1

The following terms, wherever they appear, shall have the stated meanings:

- 1- Academic record: A statement of the student's academic performance, including the courses he/she studied, the study credits, scores, midterm and final GPA, the cumulative GPA, and the academic warnings, if any.
- 2- Academic advisor: a faculty member and the like who is assigned to supervise, advise and follow up on students during their study at the University.
- 3- Clinical course: a period of time during which the student practices on clinical cases (medical or nonmedical) in a specific specialization so that each study credit corresponds to a week of training.
- 4- Deletion: the student's failure to continue the academic year or semester in which they were registered with an acceptable excuse while calculating the period of deletion within the regular graduation period.
- 5- Postponement: the student did not register for courses for the year or semester in which the study is postponed upon the student's request, and the postponement period is not calculated within the regular graduation period.





- 6- Drop-off: the student's failure to enroll in any academic courses for any year or semester without notifying the University, or not providing an excuse for studying the semester or postponing it.
- 7- Terminating the registration: terminating the student's study at the University due to dismissal, withdrawal, or drop-off.
- 8- Minimum academic load: it is the number of academic credits registered by the student during the semester, including no less than (12) for the semester, and (20) for the whole year. As for the clinical courses of health colleges, the minimum academic load is (9).
- 9- Maximum academic load: It is the number of academic credits registered by the student during the semester, provided that it does not exceed (20) credits for the semester and (40) for the whole year.
- 10-On-campus class: it is a class that is provided face to face to students similar to traditional education.
- 11-Recorded lecture: it is the lecture that is recorded electronically and is available to students through various e-media.
- 12-Virtual class: it is the class that is provided online to students in the model of synchronic education, during which students directly communicate with a faculty member.
- 13-Joint Program: it is a program offered by the Saudi Electronic University in partnership with distinguished and pioneering universities or entities. Part of which is implemented at the University while the partner entity carries out the other part.

New Students Admission

Article 2

The University Council determines the number of students who can be admitted in the next academic year, based on the proposal of college councils and relevant bodies at the University.

Executive rule 2

In coordination with faculties and relevant bodies at the University, the Deanship of Admission and Student Affairs determines the number of students who can be admitted, the dates for opening admission and receiving applications, as well as announcing the results, notifying the accepted students of the results, conditions and procedures for admission including admission tests or personal interviews, if any.





Article 3

In general, the following are required for undergraduate admission :

- a. To obtain a high school diploma or its equivalent from inside or outside the Kingdom
- b. No more than five years have passed since obtaining a high school diploma, and the University Council may make an exception from this condition if there are convincing reasons.
- c. To be of good conduct.
- d. To successfully pass any test or personal interview deemed by the University Council
- e. To be medically fit.
- f. To provide employer's approval of study if the applicant is employed at any public or private institutions,
- g. To fulfill any other conditions determined by the University Council and announced at the time of submitting applications.

Article 4

The ranking between applicants who meet all the conditions is based on their high school diploma certificate scores, the personal interview, and the admission tests if any.

Executive rule 3

The ranking between applicants who meet all the conditions is based on their high school diploma certificate scores and its equivalent and any other criteria approved by the University Council for admission in each semester or academic year.

Study system

Article 5

Students make progress in study according to the executive rules approved by the University Council. And study plans are designed equivalent to at least eight semesters for undergraduate.





Executive rule 4

Students make progress in study according to the courses they successfully passed within the approved study plan. And they are candidates for graduation if they fulfill the graduation requirements.

The study plans of the colleges determine the courses and its credits (core - elective - free) distributed over the different semesters, and each level determines the number of its study credits as required by the approved study plans.

Article 6

In some colleges, study may be a year-based system, according to the rules and procedures approved by the University Council. The academic year is calculated at two levels.

Article 7

An academic system in which the academic year is divided into two main semesters. And there may be a summer semester, provided that its duration is calculated as half the duration of the primary semester. The graduation requirements for obtaining the degree are distributed into levels according to the study plan approved by the University Council.

Level system

Article 8

The University Council decides the rules for registration, deletion, and addition of courses within the levels of the approved study plan to ensure that students register for the minimum academic load.

Executive rule 5

1- The student's academic load is related to the cumulative GPA. The College Council may make an exception, when necessary, provided that the minimum of the academic load does not exceed more than two chances while obtaining the academic degree, and students should not register less than (9) credits anyway, according to the following table:

Cumulative GPA	Credits	
	Semester-based system	Year-based system
less than 1	12 credits max.	20 credits max.
1 to less than 2.5	15 credits max.	25 credits max.
2.5 to less than 3.5	18 credits max.	35 credits max.
3.5 and over	21 credits max.	40 credits max.





Graduates are also allowed to register (24) credits maximum per semester.

2- The Deanship of Admission and Student Affairs determines the academic calendar for registration, deletion, addition, and tuition fees.

3- (Registration for classes):

- Early registration begins during the summer vacation or the first semester, according to the academic calendar, and registration is for the next semester.
- Registration confirmation: during the week preceding the beginning of the semester, according to the academic calendar.
- Cancellation of early registration: The student's registration is considered canceled, and the student is deemed to have dropped off, if three days have passed since the beginning of the semester without confirming the registration for all courses. Thus, a notice is given (dropped off study due to the lack of registration confirmation). In this case, students may submit a request for postponing this semester during week 1. If they do not do so, the previous notice shall be changed to drop-off study.

4- Students, who did not register early during the registration confirmation period, shall have the opportunity to add and delete according to the approved study plan of the college and within the limits of the permitted study load.

5- (Registration for the summer semester):

- The college determines the courses willing to provide in the summer semester, provided that this shall be done in five weeks before the end of the second semester.
- The maximum number of credits in the summer semester is (9), and graduates may register no more than (12).
- Students are allowed to delete the summer semester after submitting the application online according to the academic calendar

Attendance and study deletion

Article 9

Regular students must attend theoretical and practical classes. They shall be denied attending the final exam if their attendance average is less than the percentage determined by the University Council, provided that it is not less than 75% of the theory and practice classes for each course during the semester. Students who are denied the final exam due to absence are considered to be failing the course and graded (DN).

Executive rule 6

Students shall be denied the final exam of a course if their attendance average is less than 75% of the classes for each course during the semester or the year for year-based





courses. This is carried out by a decision of the College Council or its authorized representative who provides the course, and their grade shall be recorded as (denial).

Article 10

The College Council or its authorized representative may make an exception by lifting the denial and allowing students to attend the exam, provided that students shall bring an excuse accepted by the Council. The University Council determines the attendance average, provided that it is not less than (50%) of the classes specified for the course.

Executive rule 7

The College Council or its authorized representative may lift the denial and allow students to attend the exam if they bring an accepted excuse. Their attendance average is not less than (50%) of the classes specified for the course.

Article 11

Students who are absent from the final exam will be graded zero, and their grade in that course is calculated upon the scores of the mid-term work.

Article 12

If students are unable to attend the final exam of any course due to a forced excuse, the College Council may, in cases of extreme necessity, accept their excuse and provide them with a make-up exam within a period not exceeding the end of the next semester, and the grade they obtain shall be given after having such exam.

Executive rule 8

Final exam absence excuses shall be accepted in the following cases:

- 1- Submitting excuses online according to the academic calendar.
- 2- Excuses must meet the terms and conditions for accepting excuses approved by the Vice Presidency for Academic Affairs in coordination with the colleges and the Deanship of the First Common Year.
- 3- Students shall be given one opportunity to take the make-up exam, and if they are not able to attend such exam on the scheduled time for them due to a forced excuse, the University President or his authorized representative may allow them to take the make-up exam within a period not exceeding the end of the semester. If the semester has passed and they did not make the exam, the course grade is replaced by (E) and is calculated within the semester and cumulative GPA, based on the recommendation of the college council providing the course.





Article 13

- a. Students may withdraw from study in such a semester without being considered failed if they bring an excuse acceptable to the body authorized by the University Council, within a period of time determined by the executive rules approved by the University Council. Students will be graded (W) and this semester is calculated with the duration required to complete the graduation requirements.
- b. Students may withdraw from one or more courses in the semester with an excuse according to the executive rules approved by the University Council.

Executive rule 9

- a. Students may withdraw from study according to the following rules:
 - 1- Students may withdraw from study in a semester or year without being considered failed, with the right to refund the tuition fees for the semester in which the withdrawal is requested if they submit an excuse accepted by the Deanship of Admission and Student Affairs before the end of the third week of the beginning of the semester or year according to the academic calendar. New students of the First Common Year or the first common semester are an exception.
 - 2- Students may withdraw from study in such semester or year without being considered failed, although they are not entitled to refund the tuition fees for the semester in which the withdrawal is requested, if they submit an excuse accepted by the Deanship of Admissions and Student Affairs, yet after the end of the third week of the semester or year according to the academic calendar. New students of the First Common Year or the first common semester are an exception.
 - 3- If Students of the year-based system withdraw from the study, the results of the courses of the semester-based system and students succeeded in it shall be taken into account regarding calculating it.
 - 4- Students of the semester-based system can withdraw from study for two consecutive semesters or three separate ones. Withdrawal from the summer semester shall not be calculated with the times of withdrawal for the semester.
- b. Students may withdraw from one or more courses according to the following rules:
 - 1- Students may withdraw from one or more courses without the right to refund tuition fees, if they submit an application before the end of week 8 of the semester or year, according to the academic calendar. New students of the First Common Year or the first common semester are an exception.
 - 2- Students who withdraw from one course or more shall be graded (W).
 - 3- The number of credits left shall not be less than the minimum academic load (12 credits).





- 4- The concerned college council or the body authorized shall consider cases of withdrawal from courses for those whose study load is less than the minimum (after withdrawal) and those who were unable to register the minimum academic load.

Students, except new ones, may also withdraw from the University with the right to refund the tuition fees for the semester in which withdrawal is requested before the end of week 3 of the beginning of the semester or year according to the academic calendar. However, if they submit such a request after the end of its date according to the academic calendar, they shall not have the right to refund the tuition fees.

Postponement and drop-off

Article 14

Students may submit for postponement of study due to an excuse accepted by the body authorized by the University Council, provided that the postponement duration does not exceed two consecutive semesters or three non-consecutive ones maximum throughout their study at the University. After that, their enrollment shall be dismissed. The postponement period is calculated within the period required to complete the graduation requirements.

Executive rule 10

Students of the semester-based system may submit for postponement of study before the end of week one according to the academic calendar, provided that they do not have courses registered in the semester for which the postponement is requested.

Article 15

If regular students drop off study for a semester without requesting a postponement, their enrollment shall be dismissed. The University Council has the right to dismiss the student's enrollment if they drop off for a shorter period. As for affiliated students, their enrollment shall be dismissed if they are absent in all the final exams for that semester without an acceptable excuse.

Executive rule 11

If regular students drop off study for a semester without having an excuse or postponement, their enrollment shall be dismissed.

Article 16

Students shall not be considered to have dropped off study for the semesters they are studying as visitors at another university.





Re-enrollment

Article 17

Students whose enrollment has been dismissed can apply for re-enrollment with previous their number and their record, according to the following rules:

- a) To apply for re-enrollment within four semesters from the date of dismissal.
- b) The concerned college council and the relevant authorities shall agree to re-enroll the student.
- c) If four semesters or more have passed since the student's dismissal, they may apply to the University as a new student without referring to their previous academic record, provided that they meet all admission requirements announced at the time. The University Council has the right to make an exception according to regulations issued by it.
- d) Students may not be re-enrolled more than once, and the University Council may make an exception, if necessary.
- e) Dismissed students shall not be re-enrolled if they have been academically dismissed.

Executive rule 12

The university council may re-enroll the student if the period of dropping out exceeds four semesters, according to the following conditions:

1. Students must apply for re-enrollment online during the fifth semester, provided that they shall resume study in the next semester.
2. The period of dropping out shall not exceed the regular period of study from the date of dropping out.
3. The dropping out shall be upon an excuse accepted by the College Council.
4. The student must have successfully passed (50%) of the approved academic plan courses.
5. The student's cumulative GPA should not be less than (1) out of (4).

Article 18

Students shall not be re-enrolled if they have been dismissed from the University due to academic or disciplinary reasons or dismissed from another university for disciplinary reasons.

Graduation

Article 19





Students graduate after completing the graduation requirements successfully according to the study plan, provided that their cumulative GPA shall not be less than D. The college council, upon the recommendation of the concerned department council, may determine appropriate courses that the student shall study to raise his/her cumulative GPA when passing courses but failing the GPA minimum.

Executive rule 13

- 1- Upon graduation, each graduate is granted a document stating their graduation from the University, their full name, university number, ID or residence number, the college, the degree, the major, the final grade, and the date of granting the degree. The document is signed by the Dean of Admission and Student Affairs and issued in Arabic and English.
- 2- Damaged or lost documents may be reissued or printed in soft copy in accordance with the regulations and procedures set by the concerned body.

Dismissal

Article 20

Students shall be dismissed from the University in the following cases:

- a. If they receive at most three consecutive warnings due to the drop of their cumulative GPA (2 out of 5 or 1 out of 4) and based on the recommendation of the College Council, the University Council may give a fourth chance to those who can improve their cumulative GPA by studying the courses available.
- b. If they do not complete the graduation requirements within a maximum period of half the period specified for their graduation in addition to the duration of the program. The University Council may give an exceptional opportunity to students to complete the graduation requirements with a maximum not exceeding double the regular period specified for graduation.
- c. For exceptional cases, the University Council may manage the conditions of students to whom the provisions of the previous two paragraphs apply by giving them an exceptional opportunity that does not exceed two semesters at most.

Affiliation

Article 21





The University council, according to the college recommendation that adopts the principle of affiliation in some colleges, and the University Council sets the rules and procedures according to the following:

- a. The number of credits required for graduation of the affiliated student shall not be less than the credits of the regular student in the majors available for affiliation.
- b. The affiliated student is treated in terms of admission, assessment of grades, transfer, dismissal, re-enrolment, etc, as a regular student except for face-to-face lectures.
- c. Based on the proposal of college councils, the University council sets the necessary rules for evaluating the performance of affiliated students.
- d. It is stated in the academic record, graduation document and certificate that the student is studying (by affiliation).

Final exams

Article 22

The college council to which the course is affiliated determines the grade for the semester project of not less than (30%) of the course final grade -based on the suggestion of the department council.

Executive rule 14

- 1- The University adopts the grading out of 4.
- 2- The study plans determine the grades assigned to the course work and include any of the different tasks of the interactive, simultaneous, and direct courses and other course requirements, provided that the grade is not less than 30% and not more than 70% of the final grade.
- 3- Health colleges whose plans include an annual system may hold second-round exams according to the regulations set by the college council.

Article 23:

- a. Course work grades are calculated as one of the following: oral or practical exams, research, or other types of classroom project, or all or some of them, and at least one written exam.
- b. At least two written exams.





Article 24

The college council to which the course is affiliated may include the final exam in any practical or oral exam course, and it determines the grades to be allocated from the final exam grades, according to the recommendation of the department council.

Article 25

Upon the recommendation of the course instructor, the department council that gives the course may allow the student to complete the requirements of any course in the following semester, and the student is given an incomplete grade (L) or (IC) in his/her academic record, and only the grade after completing the requirements of that course is calculated within the GPA or cumulative GPA, and if one semester has passed and the grade did not change in the student's record for not completing it, it will be replaced by a failed grade (E) or (F) and it is calculated within the GPA.

Executive rule 15

1. Health colleges whose plans include an annual system may hold second-round exams according to the regulations set by the college council.
2. The study plan specifies the necessary controls for courses that do not require submission of exams and are coded (HD, ND) (NP, NF).
3. The student is given (M) (IP) grade for the course that requires more than one semester, provided that the study load is divided into two semesters.

Article 26:

Courses of seminars, research, practical or field nature may be exempted from the article rules (22, 23, 24) or some of them. This is by a decision of the College Council based on the recommendation of the department council that teaches the course. The College Council determines the assessment of the student's achievement in these courses.

Grades

Article 27:

If the research courses study requires more than one semester, the student is given a continuing grade (C) or (IP), and after finishing the course, the student is given the obtained grade. In the case of not completing the course in the specified time, the department council may approve the recording of an incomplete grade (L) or (IC) in the student record.





Article 28:

The student's grades in each course are calculated as follows:

Grade range	grade	Symbol	Point out of 5	Points out of 4
95 - 100	Exceptional	A+	5.0	4.0
90 to less than 95	excellent	A	4.75	3.75
85 to less than 90	superior	B+	4.5	3.5
80 to less than 85	Very Good	B	4.0	3.0
75 to less than 80	Above Average	C+	3.5	2.5
70 to less than 75	Good	C	3.0	2.0
65 to less than 70	High Pass	D+	2.5	1.5
60 to less than 65	Pass	D	2.0	1.0
to less than 60	Fail	F	1.0	0

Article 29:

The general grade of the cumulative GPA upon students' graduation based on their cumulative GPA is as follows:

1. (Excellent): if the cumulative GPA is not less than 4.50 out of 5.00 or 3.50 out of 4.00.
2. (Very Good): if the cumulative GPA is from 3.75 to less than 4.50 out of 5.00 or from 2.75 to less than 3.50 from 4.00.
3. (Good): if the cumulative GPA is from 2.75 to less than 3.75 out of 5.00 or from 1.75 to less than 2.75 out of 4.00
4. (Pass): if the cumulative GPA is from 2.00 to less than 2.75 out of 5.00 or from 1.00 to less than 1.75 out of 4.00

Article 30:

The First Honorary Degree is given to students with a GPA from (4.75) to (5.00) out of (5.00) or (3.75) to (4.00) out of (4.00) upon graduation. The Second Honorary Degree is





given to students with a GPA from (4.25) to less than (4.75) out of (5.00) or (3.25) to less than (3.75) out of (4.00) upon graduation.

The following is required to get the First and Second Honorary Degree:

- a) The student has not failed in any course studied at the University or another university.
- b) The student completed the graduation requirements in a period of maximum, the average between the minimum and the maximum time to stay at their college.
- c) The student should have studied at the University not less than 60% of the graduation requirements.

The Final Exam's Procedure

Article 31:

The college council may form a committee that cooperates with the departments in organizing the final exams work. Its tasks will be to review the grade sheets and submit them to the relevant committee within a period not exceeding three days from the course exam date.

Article 32:

The college council may decide to apply confidentiality on the final exams' procedures.

Article 33:

The course instructor sets the exam questions, and based on the Department Head recommendation (when necessary), it is permissible to place whoever is chosen by the college council.

Article 34:

Course instructors correct the final exam papers for their courses. The Head of the Department may allow one or more specialists (if needed) to join in correcting the papers. The college council may assign the correction to someone else when necessary.





Executive rule 16

The grades are detailed, including the coursework and the final exam by the course instructor- or whoever corrected them- in the rosters allocated by the Deanship of Admission and Student Affairs paper or electronic.

Article 35:

The corrector lists students' final exam grades in the grade roster and signs them; then, it is approved by the Head of the Department.

Article 36:

A student can not have more than two exams in one day, and the University Council may make an exception.

Article 37:

Students are not allowed to enter the final exam after half an hour has passed, and they are not allowed to leave the exam before half an hour of the beginning of the exam.

Article 38:

Cheating or attempting to cheat or violating the instructions and rules of exams' procedures are matters that students will be punished for according to the Student Disciplinary Regulations issued by the University Council.

Article 39:

The College Council that teaches the course, if necessary, may approve the re-marking of the answer sheets within a period not exceeding the beginning of the exams of the next semester.

Executive rule 17

1. Students who want to re-correct the answer sheet must submit an electronic application to the College Dean or the authorized representative within two weeks from the date of announcing the results according to the regulations and rules set by the Deanship of Admission and Student Affairs.
1. The College Council shall decide or requests for re-correcting within a period not exceeding the beginning of the final exam for the next semester.

It has the right to:

- i) Whether the student's request is accepted or not.
- ii) If the application is accepted, the college council selects a committee or a faculty member to re-correct.





When the answer sheet is re-corrected, the Council will consider the result and take the final decision.

Article 40:

Based on the recommendation of the concerned department council, the college council determines the duration of the final written exam, provided that it is not less than one hour and not more than three hours.

Article 41:

The university council sets the regulations for final exams procedures in alliance with the rules in articles (31-40).

Student Transfer

Transfer from one University to another:

Article 42:

Transfer from outside the University may be accepted according to the following rules:

- a- The student must have studied at an accredited college or University.
- b- The student should not have been dismissed from the transferring University for disciplinary reasons.
- c- The student must fulfill the transfer conditions set by the University Council.

Executive rule 18

the College Council may allow transferring students from another accredited university as the following:

1. the nature of study at the college or university depends on the regularity methods or system similar to what is followed in the Saudi Electronic University.
2. The number of study units shall not be less than (60%) of the academic units of the program plan.
3. Applying course equivalency rules on transfer students.
4. The student did not drop out of the college from which he wishes to transfer.
5. The GPA when transferring shall not be less than (2.00) out of (4.0).
6. The student must apply for the transfer electronically at least five weeks before the beginning of the semester to which he wishes to transfer.
7. Any other conditions determined by the College Council.





Article 43:

The college council will equalize the courses studied in another university based on the departments' recommendations that teach these courses. It is recorded in the student's academic record, and it is not included in the GPA.

Executive rule 19

The college council will equalize the courses that the student has studied in another university based on the departments' recommendations. Then it is recorded in the student's academic record, and it will not be included in the GPA. In coordination with the faculties, the University Vice Presidency for Educational Affairs may determine the terms and conditions for equivalence of university courses.

Article 44:

If it becomes clear after the transfer that the student was dismissed for disciplinary reasons, the registration will be canceled from the date of the transferring acceptance.

Article 45:

Students may transfer in any semester from one University to another according to the procedures and dates announced at the University to which he is transferred in the light of the general transfer requirements.

Transferring from one college to another within the University:

Article 46:

students may transfer from one college to another within the University according to the regulations approved by the University Council.

Executive rule 20

1. The college council may approve the transfer requests from other colleges within the University according to the following:
 - a) Students do not transfer before passing the First Common Year.
 - b) Students did not drop off the college they wishes to transfer from.
 - c) The GPA shall not be less than the limit determined by the college council and shall not be less than 1 out of 4 upon transfer.
 - d) The transfer request must be submitted electronically at least five weeks before the beginning of the semester.





e) Any other conditions determined by the college council.

2. Students studying in a college with an annual system will transfer to one of the university colleges at the end of the first year when scoring a GPA less than 2 out of 4 in the courses specified by the college council according to the approved plans for each college.
3. transferring between the colleges is allowed twice during the study period.

Article 47:

All courses previously studied by students transferred from one college to another shall be recorded in the academic record, including semester and cumulative grades throughout their studies at the University.

Transferring from one major to another within the college:

Article 48:

Students may transfer from one major to another within the college, upon the approval of the Dean of the College and according to the regulations set by the university council.

Executive rule 21

To transfer from one major to another, please follow:

1. Students must submit an online request to change their major before the beginning of the semester, as announced by the Deanship of Admission and Student Affairs.
2. Fulfilling the conditions for the major to which they to transfer.
3. The transfer shall be twice for all study periods.
4. Any other conditions determined by the college council.

Article 49:

All courses previously studied by a student shall be recorded in the academic record, including semester and cumulative grades throughout their study at the University.

Visiting Student

Article 50:

A visiting student is a student studying some courses at another university, or in one of the branches of the University without being transferred, and the courses studied are equivalent according to the following conditions:

- a) Pre-approval from the college to study.
- b) The study should be in an accredited college or university.
- c) The course studied outside the University must be equivalent or (equal) in its vocabulary to one of the courses included in the graduation requirements.





- d) If the visiting student is studying in a branch of the University to which the student belongs, he/she must be treated as in Article (47).
- e) The University Council determines the maximum percentage of credit hours that can be calculated from outside the University for a visiting student.
- f) The grade of courses equivalent to a visiting student from the other university is not calculated within the cumulative average, and the courses are recorded in the academic record.
- g) Any other conditions set by the University Council

Executive rule 22

In regards to Saudi Electronic University students wishing to study as visitors to another university, the following must be taken into account:

1. Students must have completed the First Common Year program requirements before applying to study as a visitor to another university.
2. Apply electronically according to the academic calendar.
3. The University or college in which the student wants to study as a visiting student should apply the regular method or the same system followed in the Saudi Electronic University.
4. Pre-approval must be obtained from the college where the student is studying with specifying the course and an official letter from the Deanship of Admission and Student Affairs.
5. The maximum number of credits that can be calculated from outside the University is (40% of the total graduation units of the SEU).
6. The Deanship of Admission and Student Affairs gives the visiting student an academic number during his studies at the University.

General Rules

Article 51:

This regulation replaced the previous regulations governing study and examinations applicable at the university level.

Article 52:

The University Council shall set executive rules in a manner that does not conflict with the rules of these regulations.

Article 53:

The Higher Education Council has the right to clear this regulation.





الجامعة السعودية الإلكترونية
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