

Academic Advisor

- Each student is assigned an Academic Advisor who is one of the faculty members and may continue with the student for the whole study duration. The academic advisor is responsible to follow-up with the student and assists him in selecting courses each semester.
- The academic advisor may in addition ask student to repeat courses which he/she already passed or ask him to register in additional courses to raise his/her accumulative GPA to graduation requirements.

Course Drop, Add and Withdraw

- Students may add, drop, or exchange courses with other courses in the first two weeks from the beginning of the semester, with refundable fees (in case of drop).
- Add/Drop course should not violate the minimum and maximum number of credit hours registered per semester.
- Add/Drop course(s) can be done during the first week of the summer semester.
- Students may withdraw from any course within the first 8 weeks of the semester, or the first four weeks of the summer semester. Tuition fees are not refundable in such cases.
- Withdrawn courses are not indicated as a fail.
- Withdrawn course receives a (W) indication/grade and allows the student to register for the course (full attendance and performance of class activities including examinations) in a following semester, provided that the full course fees are paid.

Course Improvement and Repetition

Students may repeat courses to improve grades, to satisfy the minimum passing requirement, according to the following rules: -

- The student gets assigned the after-improvement course grade; given a cap of B+ (maximum grade) to be indicated in student's transcript.
- The student is allowed to improve up to five courses during his/her study duration. This applies with the exception of courses aiming to get out of the academic-warning zone, or to satisfy the graduation requirements.

Appeals

- A student is allowed to appeal for course-grade reviewing within a week from grade announcement, and after paying the required fees.
- In case of general complaints, a committee that includes the course instructor is responsible to review the students' grades.

Field Training

Students are required to fulfill a total training-duration of up to 12 weeks in industrial or service facilities, related to the student's program, as follows: -

- The student training is divided into 4 weeks each summer at the end of the first, second, and third levels.
- The student Training for 6 weeks is allowed in only one summer during the study duration.
- The student Field training is evaluated on pass/fail basis and does not count in the accumulative GPA calculation.
- ***Calculation of the Grade Point Average (GPA)***
- **Point System:** Course points - achieved by the student - equal the number of credit hours of this course multiplied by the course grade points. The total points are equal to the sum of the courses' points, that the student successfully completes each semester.
- **Semester GPA:** is equal to the total points achieved by the student in the courses taken each semester, divided by the total number of credit hours of these courses.
- **Cumulative GPA** - at the end of any semester - is equal to the total points achieved by the student in all courses studied by the student, divided by the total number of credit hours of these courses.
- **The graduation cumulative GPA is calculated (after passing all the graduation requirements) by dividing the sum of all points of studied courses by the sum of credit hours for these courses. The student cannot get the degree unless he achieves a GPA of at least 2.0.**

Academic Warning and Dismissal

If
accumulative GPA
per semester is <2.0

Academic Warning: In such a case, students will not be allowed to register more than 12 credit hours in the following semester until they revoke the academic warning.

If accumulative
GPA is < 2.0 in
6 consecutive
semesters:
excluding
summer semester

Dismissal: The Council of the Faculty of Engineering and Technology may allow the student under question to have a last registration opportunity for 2 consecutive semesters. The student can raise his/her cumulative GPA to 2.0 and achieve the graduation requirements; if he/she has successfully completed at least 80% of the total number of credit hours required for graduation. Students will be dismissed if they fail to achieve the graduation requirements during the maximum study duration, which is ten years from the date of commencement of studies.

Grades of the Credit Hours based Courses

Percentage	Grade	Points
97% and higher	A+	4.0
93% to less than 97%	A	4.0
89% to less than 93%	A-	3.7
84% to less than 89%	B+	3.3
80% to less than 84%	B	3.0
76% to less than 80%	B-	2.7
73% to less than 76%	C+	2.3
70% to less than 73%	C	2.0
67% to less than 70%	C-	1.7
64% to less than 67%	D+	1.3
60% to less than 64%	D	1.0
Less than 60%	F	0.0

Student Status

Student status and the study levels relative to the number of credit hours that the student completes are

Study level	Student status	% Of completed credit hours
General (0)	Freshman	< 20%
First (1)	Sophomore	20-40%
Second (2)	Junior	40-60%
Third (3)	Senior-1	60-80%
Fourth (4)	Senior-2	80-100%

- For the final exam, the minimum passing grade is 30% of the total grade. If the student fails to achieve that, irrespective of the total grades he earned in the course, he will receive F grade in the course.