Important Information for Faculty Members on the New “Campus Life & Ethics” Course 3400105

1. The Campus Life & Ethics is a compulsory zero-credit hour (equivalent to one-credit hour) course which students must take in their first semester at the University. It is a pass/fail course.

2. For the purpose of advising, orienting, and supporting all incoming new students at the bachelor’s level as of the year 2017/2018, and in order to facilitate their engagement in campus life in a manner that enables them to fulfill their potential and establish positive relations with their peers and with the academic and administrative staff, the students will be distributed among faculty members in the first semester of their enrollment, so that each faculty member and 5-8 students will form a “university family” equivalent to one course section.

3. The students will be distributed among faculty members according to a mechanism agreed upon by the University Requirements Coordination Office and the Registration Department.

4. To facilitate the first meeting, which is expected to happen in the second week of the semester, it is suggested that the faculty member announces a proposed time on a note on his/her office door with his/her email written on it. During the first meeting, the faculty member agrees with his group (“family”) on a permanent meeting in a suitable place on campus (the faculty member’s office, a meeting room, a vacant study hall, etc).

5. The faculty member meets with the students once a week for one hour, and the meeting will be treated as a formal class in terms of attendance/absence.

6. The course steering committee has prepared the learning material for the course, composed of one text for each week, to be prepared by the students beforehand and then discussed in an atmosphere conducive to interaction, in which the faculty member plays the role of the facilitator, encouraging students to feel comfortable to voice their opinions. The learning content will be posted on the University website for easy access. [Please see below].

7. In addition to reading and discussing a text a week, each student will be expected to prepare and submit two reports either on two visits or two activities inside or outside the campus (university museum, library, public lecture, cultural event, the parliament, the Royal Cultural Center, etc.) to be agreed upon beforehand with the faculty member.

8. Additionally, each student will complete and submit by the last two weeks of the semester one project (designing a website, writing a research paper on an issue, reporting on a social problem, conducting a voluntary initiative and describing it fully, an artwork, a creative work, campus or societal initiative, an interview with an achiever, an awareness campaign, etc.) The project is to be agreed by the faculty member, and it can be an individual or group project.

9. The student passes the course based on attendance and participation in discussions, in addition to the two reports about the two visits/activities, and the project.

10. Assessment scheme is as follows: Attendance and participation 40%; reports on two visits/activities 30%; semester project 30%. Passing grade: 50.
11. A student is to miss no more than 3 meetings. Those who miss 4 and above will be disqualified from continuing the course. Attendance/absence will be recorded as of the second week – unless student registers later, in which case it will be taken as of the date of his/her registration.

12. The weekly meeting is an opportunity for the faculty member to get to know about the students' talents on the one hand, and to advise and guide them on the other. At the same time, the students will get to know more about the faculty member's academic, research, and other achievements.

13. You will be provided with other details, as deemed necessary, by the University Requirements Coordination Office, which can be reached at the following email: h.khawaldah@ju.edu.jo  Dr. Hamza Khawalda

14. Below are the course description, learning outcomes, and study plan.

15. After you agree on a meeting with the students, the first text to be discussed in the first formal meeting is the University Strategic Plan which is available on the website, on the main page, under About UJ. The rest of the material for the rest of the weeks will be presented to you by the University Requirements Coordination Office.

Course Description:

Students admitted to the university will be allocated to faculty members, based on a mechanism validated for this purpose, in order to help them adapt to university life academically, psychologically, culturally and socially. The module taken by students in their first term at university aims at developing the student personality by guiding them on how to employ resources and opportunities available at the university in their ethical, social, personal development, which enhances their positive thinking and ethical behavior, and deepens adequate understanding of the rules and general behavioral regulations. This course introduces the university's vision, mission and strategies in addition to the rules, regulations, academic honor code and student's rights and duties. The course also aims at introducing the students to extracurricular activities and different platforms that shape their experiences and develop their creative and leadership skills. Students have an hour meeting once a week with a faculty member to discuss an issue or a subject suggested by the module steering committee and to organize two credit hours worth of pertinent activities and duties performed by students depending on themselves.
Course Aims:

1. Acquainting students with the university mission, bylaws, and students’ rights and duties.
2. Providing students with all relevant information about university facilities, activities, and all venues of students’ engagement in life on campus.
3. Enabling students to adjust to campus life psychologically, academically, and socially.
4. Enhancing students’ values, participatory spirit, creativity, and positive thinking.
5. Orienting students to voluntary work and to thinking about their career path.

Learning Outcomes:

Upon completing this course, the students will be able to

a) Fully acquainted themselves with the university mission, bylaws, and students’ rights and duties.
b) Know all relevant information about university facilities, activities, and all venues of students’ engagement in life on campus.
c) Adapt psychologically, academically, and socially to university environment.
d) Respect the value systems and codes of conduct and deal with others accordingly.
e) Work individually as well as with a team and shoulders responsibilities ably.
f) Hone their expression skills and opinions on a variety of issues through discussions and presentations.
g) Initiate voluntary tasks and campaigns.
h) Deal with the university community effectively and responsibly.
i) Make use of campus opportunities to enhance and fulfill themselves.

Study Plan:

<table>
<thead>
<tr>
<th>Week</th>
<th>Material to be discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Meeting &amp; Introduction</td>
</tr>
<tr>
<td>II</td>
<td>Introducing the course: aims, study material, logistics</td>
</tr>
<tr>
<td>III</td>
<td>Discussing University Strategic Plan (on website)</td>
</tr>
<tr>
<td>IV</td>
<td>Discussing “Campus Life &amp; Ethics” text</td>
</tr>
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<td>V</td>
<td>Discussing “Students’ Code of Conduct”</td>
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<td>VI</td>
<td>Most Important Bachelor Degree Regulations</td>
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<td>VII</td>
<td>Discussing “Self-Reliance” text</td>
</tr>
<tr>
<td>VIII</td>
<td>Presenting reports about two visits/activities</td>
</tr>
<tr>
<td>IX</td>
<td>Discussing “Coping with University Studies” text</td>
</tr>
<tr>
<td>X</td>
<td>Discussing “Volunteerism &amp; Social Work” text</td>
</tr>
<tr>
<td>XI</td>
<td>Discussing “Positive Thinking” text</td>
</tr>
<tr>
<td>XII</td>
<td>Discussing King’s Discussion paper</td>
</tr>
<tr>
<td>XIII</td>
<td>Handing in and presenting students’ projects</td>
</tr>
<tr>
<td>VIX</td>
<td>Students results</td>
</tr>
</tbody>
</table>
I. First Text to be discussed (Week 3): Strategic Plan

Vision:
A university excelling in pedagogy, research, and innovation and advancing in global standing

Mission:
Providing students with fulfilling learning experiences, conducting knowledge-producing research, and building firm societal ties, within an environment conducive to creativity, innovation, and entrepreneurship; making efficient use of resources and forging fruitful partnerships.

Values:
Transparency
Fairness
Tolerance & Openness
Loyalty
Civic Engagement
Good Governance

Strategic Priorities:
1. World-class academic staff and students
2. Advanced learning & teaching
3. Robust knowledge-generating research
4. Sustainable campus environment & high institutional efficiency
5. Effective social development
6. National, regional, and international strategic partnerships

For more details, please see the full text on the website.
II Second text to be discussed: Challenges of Campus Life (Week 4)

Campus Life:

[Below are testimonies of a number of students from several countries regarding their campus experience. Read and discuss with your teacher, giving your opinion of them and sharing your own thoughts about your campus experience]

First Testimony

"While it is common to hear people say that high school will be the best years of your life, you can make your student years in university, in my opinion, even better. Here, I share my ... tips for making the most of your university experience.

1. Take a proactive role in your learning

This may be an obvious point, but we students have a tendency to forget the importance of learning during our university years – especially in the midst of managing deadlines, trying to moderate our caffeine intake, and dragging our heels and sleep-deprived selves to our morning classes.

During your university years, you have the chance to taste-test different programmes, learn from experts in diverse fields and explore your passions to tailor your academic and career paths. So keep track of your deadlines, don’t start that paper at 3am the day it is due; do attend classes and tutorials regularly, and take a proactive role in your education.

Learning during your university years doesn’t have to be restricted to your classroom, either. If that course on art history conflicts with your schedule, consider enrolling in a free digital course from online platforms ...
2. Get engaged

Despite what you may think, university isn’t all about hitting the books. Along with taking advantage of the numerous learning opportunities that are now accessible to you, enrich your student life by getting involved outside the classroom.

These years represent one of the only times that you will have the chance to indulge freely in your hobbies and connect with people from a spectrum of diverse educational and cultural backgrounds — virtually at your front door. To make the most of student life, don’t be afraid to push your comfort zone, try new things and meet new people.

You’d be surprised at how many opportunities there are for students to get involved on campus.... Enjoy playing music or singing? Consider becoming a member of your university’s band or choir. I also encourage you to not just restrict yourself to campus activities. Your local community is a great resource for opportunities to get engaged and contribute to a greater cause while doing something you love.

Personally, the activities I pursued outside lecture hall taught me valuable lessons and skills that I would have otherwise never had the opportunity to challenge and hone had I stayed holed up with my books on the fifth floor of my campus library.

3. Go abroad

Something that I regret not having done during my university years is going on exchange or volunteering internationally. The case of wanderlust hits all students at one time or another, and university can be one of those rare times that you can get paid to indulge it.

This isn’t just about getting the chance to go on a glorified vacation, either (although that is an obvious attraction) — you can apply to gain experience on an international internship, go on exchange to take a course at a foreign university, learn a new language and so on, all of which are things that can make your professional portfolio more competitive in an increasingly global job market.
4. Take care of your body

Just like point 1, this is an obvious tip but also one that we tend to give low priority. Sleep well, exercise and eat healthily. The bottom line is that you can’t do something well if you’re half-asleep, feeling lethargic or working on an empty stomach.

5. Don’t be afraid to ask for help

If you ever feel overworked, stressed or just in need of advice or a friendly ear, your university likely has a plethora of resources on campus.

My five tips for enriching your university life are not exhaustive and may not be feasible for every student at their respective school. Of course, that doesn’t mean that you can’t still find opportunities and ways to make the most of your university experience. Generally, I would recommend that you approach your university’s academic counsellors, talk with them about different opportunities available at your school, and ask them what you can do to get engaged on your campus or connect with other students.

For many students, university is the first time they’ve moved away from their parents. That means nobody is going to tell you to wake up on time for class or do your reading.

In other words, as a university student, you essentially have free rein over how you want to spend your day, every day. It can be challenging to manage things on your own but also exciting as you begin to figure out who you are or who you want to be. University is the time when you realise your independence, mature (a little), learn invaluable lessons and begin to identify your own personal values and beliefs." (Justine Baek)

Second Testimony

"People go to university for a variety of reasons: it might be for a degree, or it is simply the next step in life, or your parents expect it of you, or you want to make the most out of life. Whatever the reason, the university experience is different for everyone.

Professors, friends and parents are important parts of having the best university experience. Professors are crucial in challenging you to do better and to bring out your best in class. Friends are your supportive base, the ones who understand what you are going through – because they are probably going through the same – and root for you.
Parents are the ones who love you unconditionally, believe in you and encourage you when you are at the brink of giving up.

First and foremost, you have to think about how to do well in your academic studies. Regardless of the different reasons people go to university, these are very important. The basic things we hear every day are very true:

- You need sleep. I cannot emphasise that enough. Once you get at least eight hours of sleep, everything falls into place. You start your day energised and refreshed.

- Also, breakfast is such an important meal and the easiest meal to skip, but do not skip it.

- It is also important to attend classes and talk to your professors. It challenges you to do better.

Last but not the least, work while you are in school. It can be an internship; it can be joining a club as an active member such as treasurer or vice-president, or a part-time job. Whatever it is, build your résumé because when you graduate and you venture into the job field they ask for your experience as well as your degree. They go hand in hand. Get experience in your field while you are still in school, volunteer, be an intern. Whatever it is, get the work experience so that when you graduate you are well-rounded. You can look back at your university experience knowing that you made the most out of it. You know how to balance academic study, social life and work; you will realise that your time-management skills have improved. Look at that, a plus for you!

University makes you grow, and you learn more about yourself every day. You can have it all with the university experience. Believe that anything you want, you can make it yours and you will get the most out of life in general. Create an experience of a lifetime at university and be you!” (Mobollai Edun)

**Third Testimony**

"The transition from high school to university is one of the biggest you'll ever make. What should you expect from your first year at university?

While the freedoms that come with leaving home for the first time will occupy most students' thoughts when it comes to their first year of university, the reality of studying at the undergraduate level quickly dawns on many for whom the experience will be quite often a shock from the confines of the school classroom."
The first few weeks at university are amongst the busiest of a young adult's life anyway, but the challenge of new learning styles and independent study can add to what is already a very full plate of activities for most.

Put simply, university is very different from school in terms of what is expected either in the classroom or the laboratory.

While high school instructors both teach and ensure that work is completed with the intention of achieving a basic level of education, the role of university lecturers and professors is largely to provide students with a framework and the skills from which they can explore their academic subject.

Dr David Brown, Reader of American History at the University of Manchester and an experienced teacher of first year undergraduate students believes that many of the most obvious pitfalls in adjusting to studying at university can be avoided.

'All universities now offer study skills support, helping students adjust from how they studied at school to what we expect in the classroom as a first year. The key is to understand that lectures offer only a basis from which to understand a particular subject – the tip of the iceberg if you like and the real heart of a topic comes in the form of independent study and the opportunity to discuss your views in either lectures or a tutorial.'

Another major difference between university and the school classroom is the amount of time receiving face-to-face tuition. First year students enrolled in an arts or humanities degree typically spend a maximum of 12 hours a week in class, while engineering or science students can expect no more than 20 hours a week, leaving more than enough time for life outside of the classroom.

But successful students will very quickly recognize that such 'down time' should be at least partially invested in preparation, research and work in labs, to make the most of the academic part of their university experience.
III. Third text to be discussed: Students’ code of Conduct (Week V)

University of Jordan Student Code of Conduct

Issued by the Council of Deans, decision No. (167/2017) 6/3/2017 according to Article (17/B/12) of the Jordan Universities’ Law No. (20) of 2009 and its modifications

Article (1): This code shall be called the University of Jordan Student Code of Conduct and shall take effect from the date of issuance.

Article (2): The University of Jordan is an old and distinguished academic edifice, committed to noble human values and seeks to strengthen and consolidate them among university students and employees. In its attempt to provide students with a unique learning experience, to guide them to conduct research, produce knowledge, build strong community bridges and effective partnerships, the University of Jordan embraces the values of creativity, innovation, excellence, tolerance, and openness.

Article (3): The Student Code of Conduct applies to all students of the University. It outlines and documents the University's expectations of students regarding the conduct at the academic and non-academic levels, thus contributing to building the student's personality and making him/her able to shoulder responsibility within a framework of respect, honesty and responsible freedom.

Article (4): This Code aims to explain the rules of conduct acceptable to students and to help them understand the consequences of violating these rules in the educational environment and help them to make responsible decisions. The student should inquire and enrich his/her information about the University's laws, regulations, and instructions through several sources:

- University website
- Deanship of Students Affairs
- Offices of Academic Advising
- Deans Assistants for Students Affairs
- Students Legal Affairs Office
- Staff Members
- Students Union
- University officials each according to his/her specialty
Article (5): The University of Jordan expects its students to adopt noble human values, especially honesty, loyalty, integrity, love, tolerance, love of work, and helping others, as well as expects them to adhere to ideal and ethical principles and prepare them to become committed individuals capable of creating a better society. It also seeks to instill and establish in them the academic and ethical principles and norms.

Article (6): Students of the University of Jordan must adhere to the principles of personal integrity, scientific honesty and respect for the rights, dignity and identity of others in the classroom, laboratories, library and on campus and during the activities held by the university on and off campus.

Article (7): The University of Jordan encourages freedom of expression and exchange of ideas and opinions, but does not permit any violation of the ethical principles of conduct or any form of violence, harassment, discrimination and violation of academic integrity.

Article (8): Students admitted to the University of Jordan must abide by the laws, regulations, instructions, values, traditions and rules of the University, including the right of the University to take disciplinary action against any student violating such legislation.

Article (9): The student must realize that his/her ignorance of the rules governing the university's conduct and this code of conduct does not absolve him of responsibility, and that ignoring and violating it will make him to penalties stipulated in the Student Disciplinary Regulation at the university and to legal accountability before the law.

Article (10): The forms of misconduct listed below are not exhaustive and the student will be subject to disciplinary action if he/she commits any of the acts listed below or violates one of the principles mentioned in the introduction to this Code.

1. Unacceptable Academic Conduct, including, but not limited to:

   1. Deliberate abstaining from attending lectures. Students should not boycott lectures, hold side conversations, eat, drink, and use their mobiles or any unauthorized use of electronic devices.

   2. Cheating, attempting to cheat or participating in cheating in exams including mobiles is prohibited. Cheating involves providing or obtaining information during the examination or taking the exam in lieu of the examinee.

   3. Plagiarism: using the ideas or expressions of others without documenting them, i.e., mentioning the person and/or source from which these ideas or expressions are taken. Students must document the information they use when they are referencing people's work.
4. Dishonesty: Students are expected to act with honesty and integrity in all their actions at the university. Dishonest behaviors include, but not limited to:
   • Falsifying official documents, such as medical reports.
   • Claiming individual or collective action to obtain privilege or benefit.
   • Illegal copying of software.
   • Involvement in bribery of any kind.
   • Providing false information.

2. Non-academic misconduct:

1. (Disrupting and hindering academic activities): Students of the University of Jordan are entitled to express their views to the University administration in an organized and civilized manner. Any student or group of students, including the Student Union Council, may not call for suspending the study without the approval of the University administration. The University President is the only authorized person to suspend the study, and it is strictly forbidden to disturb the lectures, seminars, courses, exams because of a student demonstration, sit-in or strike or to prevent students, faculty, and administrators from attending their lectures or going to their offices.

(Distributing and disseminating unacceptable materials) The distribution and dissemination of materials on campus such as data, publications, posters and audiovisual materials must be pre-approved and must be stamped by the Deanship of Student Affairs. Posting of inappropriate or inflammatory remarks on social media offensive to the University, its reputation or its employees and may cause conflict or sedition, is prohibited.

2. Theft: It is strictly forbidden to steal from students, from others on campus or from any activity conducted by the University off campus, including the unauthorized use of any University equipment and services (such as telephones, photocopierys or computers). Possession of stolen property is also forbidden.

3. Vandalism/ intimidation / endangering public safety: Students are expected not to threaten but maintain the safety of others and protect university property including offices, classrooms, laboratories, library, halls, gardens and squares. Misappropriating University property includes, but not limited to,

   A) Participating in acts of sabotage and deliberate destruction (such as spraying paint or painting on the walls) of property and trees on campus or during university off-campus activities.

   B) Littering (throwing empty bottles, cigarette butts, food cans, etc.) in non-designated locations on campus.
C) Tampering with and/or destroying fire alarms, firefighting equipment, or other safety devices.
(D) Destroying or attempting sabotage of private property.
(E) Possessing private property without a prior permission of the owner or person legally authorized to take care of it.
(F) Unauthorized accessing, copying of keys, or using of university premises without a prior permission.
(G) Participating in campus activities and parading on campus individually or collectively without a prior permission and wearing masks or full head and face cover.
(H) Performing military or paramilitary activities on campus.
(I) Setting Fire for no reason on campus.

4. Causing and inflicting psychological or physical harm: Any acts that lead to any psychological or physical harm, including, but not limited to:
A) Use of force that causes injury to persons, attempts to use force, incites violence and harms others on campus or during any off-campus activity outside the campus.
(B) Participate directly or indirectly in intimidation, coercion, extortion, bribery, bullying, harassment, threatening to use force, harming others on campus, or any activity outside the campus.
(C) Participate in any physical assault, including assault on others.
(D) Participate in any conduct that constitutes danger or injury to others (such as intentional arson or causing rioting).
(E) Participate in any activity that jeopardizes the safety and health of individuals or acts in a manner that degrades, insults, or otherwise prevents the individual from pursuing his/her academic studies.
(F) Participate in a hunger strike on campus whether actual or fabricated, voluntarily or involuntarily.
(G) Possess, use, or distribute dangerous weapons or materials, such as explosive devices, hazardous chemicals or dangerous substances or any of the instruments designed to cause bodily harm or threaten to cause bodily harm on the campus or any off-campus activity. It also includes the use of crackers and fireworks. Tools and devices that use and simulate weapons and that endanger or threaten the life of a person are also considered weapons.
(H) Take, promote or possess any narcotic and/or alcoholic substances on campus or off-campus activities.

5. Discrimination: The University of Jordan prohibits discrimination on grounds of race, color, religion, age, sex, marital status, disability, illness or nationality. This includes intimidation, insulting or threatening others orally or in writing by electronic means.
6. Harassment: Any act or statement that violates honor and dignity, insults modesty, or violates the good conduct, ethics and behavior on or off campus, is strictly prohibited. This includes, but not limited to, sexual harassment, verbal conduct of a sexual nature, using university IT facilities to display inappropriate and indecent videos or pictures.

7. Smoking, alcohol and drugs: Students are not allowed to take alcohol or drugs on campus. Smoking is not allowed inside the University buildings.

8. Computer Use: Access to computer protected accounts at the university or any other computer functions, the deliberate transfer of computer viruses, as well as the use of IT facilities to access inappropriate websites and create and post offensive webpages, are not permitted.

9. Misconduct in the library: Any disruptive work that hinders the safe and effective use of the library by employees and visitors is prohibited.

10. Other examples of misconduct:
- Criminal behavior and violation of laws and regulations.
- Refusal to show ID and relevant documents upon request to security staff.
- Bringing any kind of animals to the campus without a prior permission of the competent authority at the University.
- Taking someone else's property without a prior permission
- Inviting preachers or speakers to the University without a prior written permission.
- Giving public information on behalf of the University without a prior written permission
- Organizing or holding any activity or event at the University without a prior written permission
- Using University property without a prior written permission
- Organizing gatherings or races on campus without a prior written permission
- Organizing gatherings, races, or activities off campus without a prior written permission
- Using the University name, logos, units or facilities for any purpose without a prior written permission.
- Disrespecting the customs and traditions of the Jordanian society.
Article (11): The faculty members and the administrative body are responsible for implementing the provisions of this code of conduct.

IV Fourth text to be discussed:  
Most important Bachelor Degree Regulations (Week VI)  

(Unofficial Translation)

Regulations for the Award of the Bachelor's Degree at the University of Jordan  
Issued by the Council of Deans, decision (345/2017) 23/5/2017 as stipulated in Paragraph (A)  
of Article (3) of the bylaws of granting academic degrees, honorary degrees, and certificates  
at the University of Jordan

Article (1): These regulations shall be called Regulations for the Award of the Bachelor's Degree at the University of Jordan and shall take effect as of the academic year 2017/2018.

Article (2): The following words and expressions shall have the meanings hereby assigned to them unless the context otherwise indicates:  
The University: The University of Jordan  
The Council: The Council of Deans  
The Dean: The Dean of the Faculty where the student is enrolled  
The Faculty: Any faculty at the University  
The Department: Any department in any given faculty  
The Regular Semester: The first or second semester of each scholastic year

Article (3): These regulations shall apply to regular students enrolled for a bachelor's degree excluding the students of the Faculty of Medicine and Faculty of Dentistry where special regulations apply to them.  
Study Plan

Article (4): The Council or a committee authorized by it shall approve the study plans that lead to the attainment of the bachelor's degree at the various faculties based on the recommendation of the Faculty Councils and proposals by the Department Councils.
Article (5): A- Study plans are based on the credit hour system
B- Each course is assigned three credit hours. The Council can assign a higher or lower number of credit hours if necessary.
C- Credit hours for each course shall be computed on the basis that the weekly lecture, seminar, or electronic session is equivalent to one credit hour. Laboratory and practical hours shall be determined for each course separately. In all cases, each credit hour shall be equal to at least two practical hours or laboratory hours except in special cases as decided by the Council.

Article (6): The minimum number of credit hours required for the attainment of the bachelor’s degree shall be (132) credit hours, excluding the following faculties where the minimum number of credit hours shall be as follows:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>138</td>
</tr>
<tr>
<td>Engineering</td>
<td>(160) excluding Architecture (171)</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>(160) excluding Dr. of Pharmacy (210)</td>
</tr>
</tbody>
</table>

Article (7): A-The study plan for each specialization in which a bachelor’s degree is awarded shall be distributed as follows:
University Requirements: (27) credit hours of the total credit hours of the study plan.
Faculty Requirements: At least 15% of the total credit hours of the study plan.
Department Requirements: At least 60% of the total credit hours of the study plan.
B- The study plan may include a maximum of (6) credit hours of free electives.

Article (8): The study plan for each specialization in which a bachelor’s degree is awarded shall include the following courses:
A) Preparation Program Requirements (0-15) credit hours (will be outside the study plan), which shall include:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>3201099</td>
<td>Basics of Arabic</td>
<td>3</td>
</tr>
<tr>
<td>3201100</td>
<td>Arabic Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>3202099</td>
<td>Basics of English</td>
<td>3</td>
</tr>
<tr>
<td>3202100</td>
<td>English Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>1932099</td>
<td>Basics of Computing</td>
<td>3</td>
</tr>
</tbody>
</table>
At the beginning of the first semester in which students are admitted to university, all students admitted must take placement tests in Arabic, English, and computing, prepared or adopted by the University. Based on the results, the student may either take one or more courses or will be exempted from all and move to compulsory or elective University Requirements and other courses from the study plan, as follows:
1. A student is exempted from studying "computer basics" if he/she obtains a mark not less than 50%.
2. A student is exempted from studying Arabic or English if he/she obtains a mark not less than (75%) in the exam mark. If they score 50-74%, they should study Arabic Language Skills or English Language Skills as appropriate.
3. The student fails if he/she obtains in the placement exam less than 50%.
4. Basics of Arabic and Basics of English are prerequisites for Arabic Language skills and English Language Skills respectively.

A student may not enroll in a course without having passed the prerequisite.

B- University Requirements:

1. University requirements form a common ground for all university students. They aim to increase the student's ability to learn effectively and enable him/her to have understanding and analytical skills, critical thinking, and communication skills, and to master reading, writing, speaking, and debate. Moreover, they enrich his/her knowledge in the fields of civilization, human, social, scientific and technical knowledge, and enhance their understanding of their nation's civilization and thought.

2. University Requirements for all specialties consist of (27) credit hours, distributed as follows:
First: Compulsory Courses (18) credit hours:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200100</td>
<td>Military Science</td>
<td>3</td>
</tr>
<tr>
<td>3400100</td>
<td>National Culture</td>
<td>3</td>
</tr>
<tr>
<td>3400101</td>
<td>Learning &amp; Research Skills</td>
<td>3</td>
</tr>
<tr>
<td>3400102</td>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>3400103</td>
<td>Introduction to Philosophy and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>3400104</td>
<td>Human Civilization</td>
<td>3</td>
</tr>
<tr>
<td>3400105</td>
<td>Campus Life and Ethics</td>
<td>Zero credit, one-hour weekly meeting</td>
</tr>
</tbody>
</table>
Second: Elective courses, (9) credit hours selected from the following three groups, one course from each group, provided that all of them should be selected from outside the specialization.

First Group:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0400101</td>
<td>Islam and Current Issues</td>
<td>3</td>
</tr>
<tr>
<td>3400107</td>
<td>Great Books</td>
<td>3</td>
</tr>
<tr>
<td>2300101</td>
<td>Arab-Islamic Civilization</td>
<td>3</td>
</tr>
<tr>
<td>2300102</td>
<td>Jordan History &amp;Civilization</td>
<td>3</td>
</tr>
<tr>
<td>3400108</td>
<td>Jerusalem</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Group:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000102</td>
<td>Legal Culture</td>
<td>3</td>
</tr>
<tr>
<td>0300102</td>
<td>Environmental Culture</td>
<td>3</td>
</tr>
<tr>
<td>1100100</td>
<td>Physical Culture</td>
<td>3</td>
</tr>
<tr>
<td>0400101</td>
<td>Islamic Culture</td>
<td>3</td>
</tr>
<tr>
<td>7201000</td>
<td>Health Culture</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Group:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1600101</td>
<td>Entrepreneurship and Creativity</td>
<td>3</td>
</tr>
<tr>
<td>2200103</td>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>1600100</td>
<td>Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>1900101</td>
<td>Social Media</td>
<td>3</td>
</tr>
<tr>
<td>2000100</td>
<td>Appreciation of Art</td>
<td>3</td>
</tr>
<tr>
<td>3400106</td>
<td>Special Project</td>
<td>3</td>
</tr>
</tbody>
</table>
3. The following shall be taken into account regarding military science:
First: The Military Science course is a compulsory course for Jordanian students and elective for non-Jordanians (3 credit hours), computed as part of the credit hours required for his/her graduation and in the GPA. Non-Jordanian students who do not choose this course shall take any alternative course.
Second: A student is exempted from studying the Military Science course in one of the following cases:
1. If he/she has successfully passed it at a public or private university.
2. If he/she graduates from one of the Jordanian military colleges (Military Wing at Mu’tah University, Royal Military College, Army Officer Cadets Faculty) or any foreign military college equivalent to them.
3. The Department of Higher Education at the Directorate of Education and Military Culture shall be consulted to make sure that the student concerned meets the conditions of exemption stipulated in this Article and in the previous one.
C. Faculty Requirements:
Representing at least 15% of the total credit hours of the study plan. These include: the group of courses needed by all students of the faculty to provide them with a common knowledge base relevant to the general field of specialization. It also includes complementary courses, which are not required to be offered by the faculty or one of its academic departments.
D. Department Requirements:
Representing at least 60% of the total credit hours of the study plan. They shall be divided between compulsory requirements and electives, taking into consideration the following:
1. Department Requirements, consisting of compulsory and elective courses that cover the various aspects of specialization in a balanced manner.
2. The Department shall distribute credit hours between compulsory and elective courses.
3. The departments shall take into account in their plans enhancing their relationship with the other support disciplines within the same college in particular and with the other specializations in the university in general.
4. The department can draw up its study plan to include a minor specialization from either inside or outside the faculty.
5. The faculty or department may propose a joint specialization that includes a number of disciplines at the faculty or university level.
E. Community Service Requirements shall be organized on bases issued by the Council for this purpose.
F. Each course is normally assigned (3) credit hours; in special cases, this may be less, to one hour, or more, up to a maximum of six (6) credit hours.
Article (9): A- The study plan shall include the following:
1. It shall include University and Faculty Requirements, and the Department compulsory and elective courses.
2. A course description shall be given to each course in accordance with the credit hours assigned to it.
3. Each department provides an advisement plan, divided into 8, 10, or 12 semesters (excluding the summer semester), according to the specific semesters required by the major.
B- The GPA shall be calculated on the basis of the courses included in the study plan of the student’s specialization.
C- A student who has not completed graduation requirements is allowed - for the purpose of raising his/her GPA to the required minimum - to study additional courses from his/her study plan, in addition to the required credit hours.
D. The additional course stipulated in paragraph (c) of this Article shall be canceled for the student who is studying it in his/her graduation semester if his graduation depends on cancelling it because of the low grade obtained in it.

Article (10): A- The compulsory and elective courses shall be from the department, and some courses may be given by another department or departments. This shall be done after a careful examination of the subject by the concerned departments.
B- Each course from the compulsory study plan courses shall be offered at least once in each academic year.
C- The study plan electives shall be offered at least once every three semesters.
D- Each study plan specifies the number of credit hours prescribed for different requirements within the lower and upper limits.

Article (11): A- Courses are classified into four, five, or six levels.
B- Prerequisite and corequisite (if relevant) courses shall be stipulated.
C- Each course shall be given a number indicating its level.
D- Next to each course, the number of lectures, of weekly laboratory hours, applied hours, and credit hours shall be recorded.
E- A student may not enroll in a course without having taken the prerequisite for that course. Otherwise, his/her enrollment as well their grade for the course shall be annulled.
F- A student may take a course and its prerequisite simultaneously if he is repeating the course or his graduation depends thereon.
F- In all cases, Engineering students (excluding Architecture and King Abdullah II Faculty of Information Technology students) may not enroll in a course without having passed the prerequisite for that course.

Period of Study and Study Load
Article (12): A- 1. The period of study for students registering for a normal load is eight semesters or four scholastic years, excluding Engineering and Pharmacy, ten semesters; and the Doctor of Pharmacy program, twelve scholastic semesters.
2. The period of study for the bachelor’s degree should not exceed seven years for all faculties; and in Engineering and Pharmacy, eight years; and the Doctor of Pharmacy program, nine years.
B- Each regular semester shall be (16) weeks including the examination period, and each summer semester (6) weeks including the examination period.
C- 1. The minimum number of credit hours registered by a student for the bachelor’s degree (study load) shall be twelve (12) hours per semester. A student may, with the approval of the faculty dean, be permitted to register (9) credit hours, excluding a student whose graduation requires a number of credit hours less than the minimum, or the student where no courses are available from his/her study plan.
2. The maximum number of credit hours registered by a student for the bachelor’s degree (study load) shall be eighteen (18) hours per semester, excluding the Doctor of Pharmacy program where the load shall be (19) credit hours.
3. The maximum student load may reach (22) credit hours in the following cases:
First: If the student’s graduation in the following semester depends on the permission to take (22) credit hours.
Second: If the student’s previous semester average is not less than 3 points.
Third: If the student’s graduation depends on permission to take (22) credit hours, and if the training semester is his graduation semester, the student is permitted this number of credit hours in the regular semester immediately preceding it.
4. The maximum student load in the summer semester shall be (9) hours and must not be exceeded for any reason.
5. The maximum study load of a student who transferred from regular to special is (15) credit hours in the regular semester and (6) credit hours in each summer semester.
D- Registered students to obtain the first university degree shall be classified at four, five, or six levels: first, second, third, fourth, fifth, or sixth year if they successfully complete not less than (30, 60,90, 120,180) credit hours, respectively.
H- A student who is enrolled in one program at the university may enroll in two undergraduate programs at the same time, provided he/she got accepted in the program. In this case, the courses which fall within the study plan of the new specialization will be calculated on special conditions issued by the Council.
Attendance
Article (13): A- Attendance is required for all students in all lectures, discussions, practical hours and field training, according to the hours prescribed for each course in the study plan.

B- A student may not be absent for more than (15%) of the hours prescribed for the course.

C- If the student's absence (which is unexcused by the faculty dean) exceeds (15%) of the total hours in a course, he/she shall be deprived of undergoing the final examination. He/she is given a (zero) in that course, and shall re-study the course if it is a compulsory course. In all cases, the failing grade shall be calculated into the student's semester and GPA for reasons of warning and dismissal.

D- If a student is absent for more than (15%) of the hours specified for a certain course, and if such absence was due to sickness or to another compelling reason acceptable to the Faculty dean, he/she shall be deemed to have withdrawn from that course, and withdrawal provisions shall apply, and the dean shall inform the Director of Admissions and Registration. The word (Withdrawn) shall be entered against the course in the student's academic record. Students representing the Kingdom or the University at official activities or those whom the Dean of the Faculty is convinced of their excuses shall be permitted to be absent for no more than (20%) of course hours. If one exceeds it, he/she shall be considered withdrawn and on whom withdrawal provisions shall be applied. Students who participate in training or games to represent Jordan abroad, upon the recommendation of the Union of that game in Jordan and with the approval of the Dean of the College concerned, shall be permitted to be absent for no more than (25%). If one exceeds it, he/she shall be considered withdrawn and on whom withdrawal provisions shall be applied.

E- Students whose absence (without an acceptable excuse) exceeds 15% shall be disqualified from completing the course upon the recommendation of the course instructor and the approval of the Dean of the faculty. The Director of Admission and Registration shall be informed thereof.

F- Sick reports must be issued by the student-clinic physician at the University or by a clinic approved by him, or by a hospital accredited by the University. The report must be submitted to the Faculty dean within a period not exceeding two weeks from the date of the student's absence. In other compelling cases, the student must provide evidence to that effect within one week from the date of the student's return to class.

G- Absence shall be calculated from the first lecture at the beginning of the semester. The absence of new students who have been admitted after the commencement of teaching shall be calculated from the date of admission.

H- The student shall not be considered enrolled in a course unless he/she pays the courses fees. Upon the approval of the University President, the payment of the fees
may be postponed for a period no longer than eight weeks in the regular semester and two weeks in the summer for students who cannot pay the fees on time for reasons beyond their control.
I- Faculty deans, Heads of departments, faculty members, lecturers, and the Director of Admissions and Registration shall be responsible for executing these attendance provisions.
Examinations, Grades, Averages

Article (14): A- The Council shall issue the rules governing the evaluation, participation, semester work, preparation of tests and examinations, evaluation and analysis, and the method of converting grades into letters and the distribution of grades among students.
B- The grades shall be calculated and recorded for each course in letters, showing the number of credit hours.
C- The final grade for each course shall be the total of the marks for the final examination and semester work.
D- The general framework and dates of examinations shall be as follows:
   1- Pure theoretical courses and theoretical courses that include a practical part: first: 60% shall be allocated to semester work, provided that one midterm exam shall be held in the seventh, eighth or ninth week of the semester, and shall be allocated (30%) of the total mark of the course. 30% shall be allocated to short and oral tests, exams, practical tests, reports, homework, training, research, and other semester work included in the plan. All these works shall be returned to students immediately after their correction. Midterm exams shall be returned within a maximum period of two weeks after conducting of the exam.
Second: 40% shall be allocated for the final exam and shall cover the entire course content; it may include a practical part.
   Third: Practical Courses: The Council of the concerned departments shall indicate how to distribute the marks to be placed for these courses, provided that they secured the approval of the Faculty Council.
E- Seminars, research, graduation projects, engineering laboratories, clinical and practical tests with credit hours shall be excluded. Each faculty council shall decide the requirements for success and the methods of evaluating the level of student achievement in each of them. The Director of Admissions and Registration shall be notified of this at the beginning of the semester.
**Article (15):** Where a course is taught in several sections, or taught by several instructors, the Department chairperson will entrust one of the course instructors to act as a course coordinator who oversees the tests and examinations to determine the evaluation policy and writes course reports, in cooperation with the teachers of the course.

**Article (16):** Written test papers shall be returned to students and feedback on computerized tests shall be discussed no later than two weeks as of the day of the exam. A week after giving back the test papers to the students, their grades shall be sent to the Deanship of the Faculty and the Department shall keep a copy thereof. The mark shall be final and may not be changed.

B- Final exams grades shall be announced to the students. Exam papers shall be kept in the Dean’s office for one semester, then destroyed by an agreement between the Dean of the Faculty concerned and the Director of Admissions and Registration.

C- Final grade lists for each course, with all necessary details, shall be forwarded to the Department for analysis and subsequent submission to the Faculty dean for approval by the Faculty Council. This copy is kept in the faculty. The list of final grades shall be sent in letters only to the Director of Admission and Registration for announcing.

D- The course coordinator or instructor shall be responsible for reviewing exam papers pertaining to the course, reviewing the grades, entering them in the relevant rosters correctly.

**Article (17):**

A- A student who is absent from an announced semester test, excluding the final exam, shall provide evidence supporting his absence, within three days of the last day of absence. If the instructor accepts the excuse, he/she must give the student a make-up test. If the teacher does not accept the excuse, the student shall receive a grade of zero for the test.

B- Any student who is absent from the final examination without an acceptable excuse to the dean shall receive a grade of zero.

C- Bearing in mind the provision of Article (13/F) of these regulations, the Dean of the Faculty shall inform the course instructor of his/her approval of the student’s excuse in order for the instructor to give the student a make-up exam. The make-up exam shall be conducted in the first week of the subsequent semester.

E- If the student postpones his/her study for the semester next to his/her absence from the final exam, he/she must sit for the make-up examination in the first week of the first semester he goes back to university.

F- The word (Incomplete) shall be entered into the course record for any student who is absent from a final examination with an acceptable excuse.

G- If the student fails to discuss the graduation project or cannot complete the graduation project with an excuse approved by the Dean, it is permissible - with the
approval of the Department Council - to consider the student's mark in this course Incomplete.

**Article (18):** 1- A student may apply for a review of his final examination paper in any course within a maximum period of two weeks following the announcement of results. In this case, the Dean shall investigate the matter by composing a committee consisting of: the Dean or his deputy, the head of the department, the teacher of the course or one of its teachers. The committee must make sure that there are no uncorrected questions, or mistake in adding up grades, or an objective error in correcting the exam according to the answer key, then it must correct the error, if any, and send it to the Dean.

2- The student shall pay JD. 3 for each grade review application.

3. The grade review application form shall not be approved unless the grade review receipt is attached. The date on the receipt shall be credited, regardless of the date of the arrival of the application to the Admission and Registration Department.

4. In the event of an error in the semester work, a committee chaired by the Vice President concerned and the membership of the Dean and the Head of the Section concerned shall decide on this matter.

**Article (19):** A- The minimum passing grade in each course shall be (D).

B- Grades shall be written in letters according to the points set out next to each one:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>.75</td>
</tr>
<tr>
<td>F</td>
<td>Zero</td>
</tr>
</tbody>
</table>
Semester average and GPA shall have the following ratings:

<table>
<thead>
<tr>
<th>Range</th>
<th>Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-3.65</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.64-3.00</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.50-2.99</td>
<td>Good</td>
</tr>
<tr>
<td>2.49-2.00</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Below 2.00</td>
<td>Weak</td>
</tr>
</tbody>
</table>

C- The semester average and GPA shall be calculated by multiplying the grade for each course included in the average by its credit hours and dividing the results by the total number of credit hours.

D- The semester average shall be the average of grades, whether passed or failed, which are taken by the student and included in the study plan of his/her department.

E- Bearing in mind the provisions of Paragraph (C) of Article (21), the GPA is the average of the grades in all courses taken by the student, whether passed or failed, until the date the average is calculated. The courses included in the study plan shall be calculated.

F- The average shall be calculated to the nearest two decimal places.

Warning and Dismissal from Specialization

**Article (20):** A- A student shall be given a warning if his/her GPA falls below (2 points) at the end of any semester regardless of the number of credit hours registered by the student in that semester excluding the summer semester.

B- 1- A student who is given a warning must eliminate the reasons which have led to this warning by raising his/her GPA to (2 points) and above within a maximum period of two semesters following the semester in which his/her performance had led to such placement (without the summer semester which falls within that period).

2- If the student is unable to eliminate the reasons which had led to his/her warning according to Paragraph (B/1) of this Article, he/she shall be dismissed from the specialized major in which he/she is enrolled, excluding students who have successfully completed (99) credit hours or more, including the courses that have been counted for him/her from another academic institution and included in his/her study plan.

3. The student shall continue on probation if he/she obtains a GPA of (1.99-1.95) points and shall not be dismissed.

4. A student dismissed from regular study because his/her GPA falls below (2) points shall be transferred to special study. In this case, he/she shall be given one regular semester to raise their average to (2) points, the minimum acceptable grade. If they fail to do so they will be dismissed from the university, unless they are able to raise their GPA after this semester to (1.75) points and above, then they will be given a regular
second semester to raise the GPA to (2) points and above. If they fail they will be dismissed from the university, unless they are able to raise their GPA to (1.90) points and above, they will continue to study for a third regular semester and if they fail to raise their average to (2) points, they will be dismissed from the university.

5. A student who has successfully completed all graduation requirements according to his/her study plan, at a grade of not less than (1.95) points, shall be allowed to study one exceptional semester to raise his/her GPA, provided that he has not received disciplinary punishment, excluding written warning. The first and second summer semesters are deemed one regular semester for this purpose.

C- A student shall be dismissed from his/her specialization if he/she earns less than (one point) in the GPA at the end of any regular semester of the year after the first semester of joining the university unless he/she has already been dismissed from another specialization in the university, he/she will be completely dismissed from the university.

D- If the student in a semester has an incomplete result and has been under penalty of dismissal for a low GPA, he/she will be dismissed from conclusively after the completion of the marks of the course of that semester. The exam will be completed in the first week of the next semester. The student shall be dismissed from the end of the previous semester, ie, the semester in which he did not raise his GPA to the required minimum.

E- If a student transfers from one specialization to another within the university and is dismissed from the new specialization, he/she shall be finally dismissed from the University, and shall not be accepted again at the University.

F- A student may be re-admitted in the same specialization provided that he/she is not dismissed from the University for academic or behavioral matters. In this case, he may not be re-accepted. If he/she is re-accepted for other reasons the student retains his former academic and behavioral records excluding the results of the proficiency examination. And the first semester is not considered a new semester as is the case with new students.

G- The Director of Admissions and Registration shall issue the academic warning decisions and the dismissal to the special study and the dismissal from the specialization. The final dismissal decisions of the University shall be issued by the Council upon the recommendation of the Director of Admissions and Registration.

H- The declaration of the decisions of warning and dismissal to the special study and the dismissal from the specialization and the final dismissal from the university and any other academic matters concerning the students on the bulletin board at the faculty of the student is considered a notification in the legal sense.

Course Repetition
Article (21): Bearing in mind the provision of Article (31), the student shall repeat every compulsory course in his/her study plan in which they obtain a failing grade (D-) or (F).

B- A student may repeat any course in his/her study plan in which they obtain (D+) and below for the purpose of raising their GPA.

C- 1- If a student repeats a course, the higher grade attained in the course shall be the one included in the calculation. If the two marks are equal, the result of the new course shall be calculated.

2- The higher grade shall be calculated only in the two semesters average and the GPA.

D- If a student repeats a course, the credit hours of the course shall be included only one time in the total number of hours required for graduation.

E- If the student studies an elective course and fails then studies another course in order to complete the requirements of his/her study plan, the compensatory course shall be regarded as a repeated course in terms of calculating the semester grades and GPA. This shall be applied after the student has studied the compensatory course directly provided that the student confirms in writing that the course is compensatory and that he will not return to the study of the compensated course again unless he fails in the compensatory course.

F- The course or courses that are taken by the student outside the university shall not be calculated if the student has already studied it in the university.

Withdrawal from courses and semester

Article (22): Students shall be allowed to drop and add during the period specified in the university calendar at the beginning of the semester. Courses from which a student has withdrawn will not be entered into his/her academic record.

Article (23): 1- A student shall be permitted to drop one or more courses within a maximum period of (14) weeks from the start of the regular semester and 5 weeks from the start of the summer semester.

2- Withdrawal in this case shall be done electronically by the student according to the program prepared for this by the Admissions and Registration Department. The electronic registration stands as a proof of that.

3- The number of hours for which a student is registered may not, as a result of withdrawal, fall below the minimum academic load permitted by these regulations.

B- A student whose excused absence is more than (15%) of the total hours for all the semester courses shall be deemed to have withdrawn from the semester. The word (Withdrawn) shall be written in his record. He will be considered to have postponed his studies in respect of the semester concerned.
C- A student may apply to the Faculty Dean for withdrawal from all courses in which he/she has registered in that semester. After the approval of the Dean, the student shall be considered as having postponed his studies, provided that he/she has submitted such application within a maximum period of (14) weeks from the start of the regular semester and 5 weeks from the start of the summer semester.

Postponement

**Article (24):** A- Bearing in mind the provision of Paragraph (H) of this Article, the period of postponement shall not exceed six scholastic semesters whether continuous or intermittent.
B- A student may postpone his/her studies at the University before the start of the semester for reasons accepted by the concerned party in accordance with the following:
   A. Faculty Dean: to postpone for a period not exceeding four semesters, whether intermittent or continuous.
   B. Faculty council: to postpone for a period exceeding four semesters and no more than six semesters, whether intermittent or continuous.

C- If the semester has ended, and the student has not enrolled or postponed for that semester, his registration at the universities shall be considered canceled unless he submits a compulsory excuse accepted by the concerned party in accordance with the following:

1. The Faculty Council: If the interruption of study does not exceed one semester.

2. The Deans Council: If the interruption of study exceeds one semester. If the concerned part accepts the student’s excuse, the interruption shall be considered postponement, and shall be calculated within the maximum limit for postponement.

D- Bearing in mind the provision of Paragraph (B) of Article (22) postponement for a new or transfer student may be permitted only after the lapse of at least one semester in the program in which he/she got enrolled.

E- If the student is subject to disciplinary punishment including cancellation of registration of all courses or any other requirements such as community service he/she enrolled in a semester or temporary dismissal for one semester or more, this semester/semesters shall be considered postponed and shall be calculated from within the maximum limit for postponement, and the maximum limit for the postponement period may be exceeded only for the purpose of implementing disciplinary punishment.
F- The postponement period shall not be considered as part of the maximum period for graduation.

G- The relevant chairperson shall be informed of the decision to postpone.

Transfer

Article (25): A- A student may transfer to the University including the university branch in Aqaba to the same specialization at his/her university, or to a similar specialization if there is an available seat in the major and shall be submitted in accordance with the following conditions:

1. His/her average in the general secondary certificate or any equivalent is within the acceptable range in the year he/she was accepted by the university or in the year of the intended transfer.

2. The student must be transferring from a recognized university, university institute, or university college. If the student is transferred from an official Jordanian university, he must be accepted in accordance with the general admission rules issued by the Higher Education Council.

3. The student must have successfully completed at his/her university no less than (36) credit hours of the subjects of their study plan. Grades attained therein shall not be included in the student’s GPA.

B- The transfer from any public university to the University branch in Aqaba shall be completed after the student finishes at least one semester. Credit hours completed successfully according to the study plan of the specialization to which the student is transferred shall be calculated but grades attained shall not be included in the student’s GPA in the University branch in Aqaba.

C- The student must successfully complete at least half the number of credit hours required for graduation at his/her university, according to the prescribed plan when the student is accepted, including half the number of hours of specialization.

D- The student must have been in regular attendance at the previous university.

E- The transfer student shall be treated as a new student for the purpose of transfer.

F- A committee called the (Student Transfer Committee) shall be formed from one of the Vice Presidents, the Dean of the faculty to which the student is transferred and the Director of Admission and Registration to consider applications for transfer in accordance with the applicable conditions and according to set procedures.

G- Applications for transfer shall be submitted to the Admissions and Registration Department and the decision shall be approved or not approved by the Student Transfer Committee.
H- The courses studied by the student at another university shall be electronically credited. If this is not possible, the concerned department teaching these courses shall credit them according to applicable regulations for crediting courses.

I- To credit the courses taken by the transfer student, the period since the courses have been taken should not exceed seven years from the date of the last semester at the university to the date of admission to the University, and the grade shall not be less than (C) or (60%) or any equivalent in that course or courses.

J- Bearing in mind the provisions of Article (29/C) of these regulations, if a student in his/her first year of the university is accepted as a new student, and this student has successfully studied subjects at another university, university faculty, community college, university institute recognized by the University, and the courses are included in the study plan of their specialization, not more than (50%) of these courses shall be credited in the study plan to which they transfer but grades shall not be included in the their semester and GPA.

K- If the student is accepted at the University as a new student, and this student has studied the courses within the requirements of obtaining a degree before admission to the university, and these courses have been within the study plan of the new specialization in which he/she has been accepted, these courses are credited by the academic departments concerned with teaching these courses. In this case the provisions of the external transfer shall apply to the student in terms of time period and the nature and number of credit hours necessary for graduation.

Article (26): A- A student may transfer to another major in the university if a place is available in the major to which he/she wishes to transfer and his/her average in the general secondary certificate or competitive average is within the acceptable range in the year he/she was accepted by the University or in the year of intended transfer.

B- Applications for transfer in accordance with the provisions of Paragraph (A) of this Article shall be submitted to the Admission and Registration Department on the forms prescribed for this purpose. In any case, the transfer shall be done only once.

C- The Student Transfer Committee stipulated for in Paragraph (F) of Article (25) of these regulations shall decide on applications for transfer of students from one specialization to another.

D- 1- When a student transfers to another department, courses selected by him/her from among the courses which he/she has studied in the department from which they are transferring shall be credited for them and shall be included in the study plan of the department to which he/she has transferred. Grades for these courses shall be included in the student's GPA.

2- 2 - If the student studied in the specialization to which he/she is transferred a course he had already studied in the specialization from which he/she is transferred, and did
not want it to be calculated at the time of transference, the course shall be treated as a repeated course.

E- 1- If a student has interrupted his/her studies for one semester due to lack of registration or dismissal from the specialization and wishes to transfer to another specialization at the university, his interruption of this semester shall be deemed as postponement done for the completion of the transfer procedures.

2- A student who has been dismissed from a major or has not been officially enrolled in a major in which he/she has been accepted and wishes to transfer to another specialization and his/her interruption of study has exceeded for more than one semester and has not completed the required transfer procedures shall be deemed dismissed from the university.

3- A student who has been dismissed from a specialization (due to a low GPA of less than one point, or before the final dismissal of the university and during the special study period) may be transferred to another specialization only once if he/she meets the conditions in Paragraph (A) of this Article.

Article (27): A- One semester shall be deducted from the maximum number of years for graduation against every (15) credit hours calculated for a transfer student whether from within or outside the university.

B- Transfer students will be considered as new students for the purpose of postponing, warning and dismissal from major.

Article (28): A- Regular students who study at the university are allowed to study no more than (36) credit hours at another official Jordanian university, including the graduation semester. These hours are calculated as follows:

1- The student has completed at least 36 credit hours at the university and his/her GPA is not less than two points (2).

2- The student must obtain a prior written approval from his/her department Council and the Dean to study the required courses.

3- To pass these course with a mark not less than (C) or (60%) or any equivalent.

B- A regular student in his studies at the University who has completed a study of at least (36) credit hours at the University and a minimum of (2.5) GPA may be allowed to study at least two semesters at a recognized university outside Jordan, including the graduation semester, provided that the number of credit hours studied during the two semesters is not more than thirty-six (36) credit hours. These hours shall be calculated if he/she passes with a mark not less than (c) or (60%) or any equivalent thereof, and shall not be included in the student’s GPA.
C- Students of departments that have special regulations or binding agreements with other parties or universities shall be excluded from the provisions stipulated in Paragraph (B) of this Article.

D- In all cases, the total number of hours credited to the student shall not exceed 50% of the total number of credit hours in his or her academic plan, whether transferred from another university and/or studying courses outside the University according to the provisions of articles (28/A) and (28/B).

Requirements for Bachelor's Degree

Article (29): The bachelor's degree shall be awarded to a student after he/she has met the following requirements:

A- 1- Must have passed all courses required under the study plan prescribed for the bachelor's degree in his/her department.

2- Has attained a GPA of no less than (2) points.

3- Has completed other requirements required under the study plan prescribed for the bachelor's degree.

B- The transfer student and the new student whose courses have been calculated must successfully complete at the University at least half the number of credit hours required for graduation according to the approved study plan, and at least half the number of credit hours of the department's specialized courses.

C- The graduate student must be registered in the graduating semester. If the student is enrolled in all subjects in an official university in the graduation semester, he must pay insurance fees at the University of Jordan.

General Provisions

Article (30): Students are not allowed to register for practical or field training or graduation projects at any other university

Article (31): A- 1- If the probability of a student's graduation is dependent on only one required course (or two) which is not offered in the graduation semester or is in conflict with another required (compulsory or elective) course his/her Faculty Dean may, after taking the opinion of the Department Chairperson, permit the student to take an alternative course, and shall inform the Director of Admissions and Registration thereof, taking into account the prerequisite of the alternative course.

2- The Council or whoever is authorized by it, for health reasons or compelling circumstances, can allow the student to study one or two alternative subjects

B- If the probability of a student's graduation is dependent on his passing a course which he had previously taken and failed three times or more, he/she may, with the approval of the Faculty Dean on recommendation of the Department Chairperson concerned, be permitted to take an alternative course similar to the substituted course in terms of content, level and number of credit hours.
C- In all cases, the student may not study more than two alternative subjects, provided that they do not fall within the University elective requirements.

D- If the student has exhausted the period allowed to obtain a bachelor's degree and it was theoretically possible to terminate the graduation requirements by studying one additional regular semester, the Dean may agree to grant him/her this opportunity upon the recommendation of the head of the relevant department and the Director of Admissions and Registration.

E- If the student has exhausted the period allowed to obtain a bachelor's degree at the end of the second semester, the first summer semester shall be deemed an extension of the second semester in this case.

**Article (32):** A- The Faculty Council may, on the recommendation of the Department Council and the Director of Admissions and Registration, agree to replace two courses with two English courses - Basics of English and English language skills for students who have not studied English in the General Secondary Faculty Certificate.

B- The Faculty Council to which the student belongs, upon the recommendation of the Department Council and the Director of Admissions and Registration, may agree to replace some courses with computer skills and principles of statistics for blind students.

C- The Dean of the College to which the student belongs, upon the recommendation of the Director of the Language Center, may approve the enrollment of a student who holds a foreign nationality and a foreign high faculty certificate in Arabic courses for speakers of other languages (1530099), and (1530100) and to register other courses instead of the ones taught in Arabic in the study plan.

**Article (33):** If a student is accepted in a specialization, and had already studied some courses as special study at the university and were part of his study plan in the specialization in which he got accepted, the courses he/she chooses are credited and the grades are included in his/her GPA, taking into account the following:

A- The number of student's approved credit hours shall not exceed thirty-six (36) credit hours.

B- One semester shall be deducted from the maximum number of years for graduation against every 15 (fifteen) credit hours.

C- If the student studied in the specialization in which he/she has been accepted a course he has studied in the special study, and did not want it to be calculated at the time of acceptance, the course shall be treated as a repeated course.
Article (34): If the student studies an alternative course for a course in which he has already failed, the substitute and the substituted courses shall be treated as a repeated course in terms of their grades.

Article (35): The student is allowed to study no more than (18) credit hours of the courses offered at the University on top to the requirements of his/her study plan, but the grades will not be included in his/her semester and GPA.

Article (36): A- The bachelor's degree diploma shall be awarded at the end of each semester.  
B- With the provisions of Article 9 (C) of these regulations, a student who has successfully completed graduation requirements may not postpone graduation for the purpose of raising his/her GPA.

Article (37): A- The Council shall resolve matters where no provision has been made in these regulations. 
B- The Council shall issue "the conditions for course equivalency for courses studied by students in other universities".

Article (38): The President, the deans of faculties, and the Director of Admissions and Registration shall be responsible for executing the provisions of these regulations

Article (39): These Regulations (Regulations for the Award of the Bachelor's Degree at the University of Jordan) are issued via decision No. (1781/2014) of 15/12/2014 and any other decisions in this regard.