



Registration, Admission, and Transfer to the Bachelor of Arts and Education Program, Specialization in Educational Psychology (Preparatory and Secondary Levels)

-Program Admission Requirements:

- 1- The student must hold a high school diploma or its equivalent.
- 2- The student must meet the admission requirements set by the Supreme Council of Universities, as stipulated in the Executive Regulations of the Universities Organization Law.
- 3- The student must be available to study full-time at the college.
- 4- The student must pass the college's entrance examinations to verify their suitability for the teaching profession.
- 5- The student must pass a medical examination to confirm their physical fitness to practice the teaching profession.
- 6- The college council determines the admission requirements for special programs – after approval by the university council – according to the nature of the program.
- 7- The college may accept students at the undergraduate level who have obtained a bachelor's degree or its equivalent from colleges or institutes recognized by the Supreme Council of Universities. The level and division in which the student is enrolled and the courses from which he is exempted in each case shall be determined by a decision of the college council after taking the opinion of the relevant departments. This decision shall apply to graduates of the college who wish to enroll in a division different from the division from which they graduated. Students who were enrolled in the college before the application of this regulation may also enroll in it according to conditions determined by the college council, in accordance with the conditions of each college.

-Regulations Governing Program Completion:

- The college's academic system is based on credit hours, and the program is divided into four levels.



-Each level includes two main semesters (fall and spring), each lasting (15) weeks.

The college council may decide to hold an optional summer semester, lasting (8) weeks, in which the number of credit hours a student is allowed to register for may not exceed nine.

The levels of study are determined by the number of credit hours successfully completed in each level, as follows:

Level 1: From (0) to (41) credit hours.

Level 2: From (42) to (80) credit hours.

Level 3: From (81) to (117) credit hours.

Level 4: From (118) to (132) credit hours.

To advance to the next academic level, a student must complete the minimum number of credit hours required for that level.

Transfer in the Credit Hour System:

After approval by the College Council and based on a proposal from the Department Council, a student may transfer a number of credit hours previously completed at another college/institute or university, provided that these credit hours are among the requirements for obtaining the degree and that the student has passed them with a grade of at least (B) or its equivalent, subject to the following conditions:

-The total transferred credit hours must not exceed 30% of the total credit hours required for obtaining the degree.

-The transferred credit hours must not have been credited towards another certificate or degree.

-Credit hours transferred from another university are not included in the calculation of the cumulative grade point average (CGPA).

Language of Instruction:

The language of instruction in all academic departments is Arabic, except for foreign language programs and specialized programs (English, French, and German), where instruction is in the language of the



program. With the approval of the College Council, some courses in these programs may be taught in Arabic.

Based on a decision by the College Council, some courses in various programs may be taught in English.

Attendance:

- The course instructor is obligated to record student attendance in practical lessons and practical exercises. This recording is done using attendance sheets prepared by the college for this purpose.

-A student who is absent from 25% of the course's teaching hours without a valid excuse will be notified of their failure in the course.

-Cases of absence due to compelling reasons will be referred to the Student Affairs Committee as an exception. If the excuse is accepted, a copy of the acceptance letter will be sent to the course instructor, and the student will be permitted to take the exam and complete the course requirements.

-A list of students barred from taking the exam will be prepared at least one week before the start of practical exams. This list will be approved by the Vice Dean for Student Affairs, and a copy will be given to the academic advisors.

- A student barred from taking the exam due to absence will be considered to have failed the course and will receive a grade of "DN" unless they provide an acceptable excuse that is approved by the Student Affairs Committee and the College Council. - Mandatory obligations (such as military service or detention pending investigation) are not considered a period of absence from studies

Assessment and Examination System:

Students are not permitted to advance to the next level if they receive a grade of (F) in more than four credit hours in the previous level.

The final grade includes the final exam grade and the coursework grade (which includes periodic, oral, and written exams, applications, research



papers, essays, and the midterm exam). Grades are distributed according to the course schedules for each semester.

The midterm exam is held in the seventh week, during the same lecture times, for a duration determined by the course instructor. Its grade is included in the coursework grade.

The final written exam is held in the last two weeks of the semester according to a schedule prepared by the College's Vice Deanship for Education and Student Affairs, approved by the Education and Student Affairs Committee, and ratified by the College Council.

The final written exam is allocated only two hours per course. Written exam committees consist of at least three faculty members, one of whom must be a professor or associate professor. The formation of the exam committees is approved by both the department and college councils.

If the course includes oral, practical, or applied exams, these are administered by a committee of three members, one of whom must be a faculty member. By teaching, provided it is approved by the department council.

-A student who is absent from a midterm exam, periodic exam, practical exam, or applied exam will receive a grade of "zero" for each exam missed, and their absence will be recorded. A student absent from the final exam will be considered absent from the course.

-A student will fail the course if they obtain less than 30% of the final written exam grade, regardless of their coursework grades. This will be recorded in their GPA.

-A student will fail the course if they obtain less than 60% (F) of the total course grade, without prejudice to the previous paragraph.

-A student will receive an "Incomplete" (IC) grade if they are unable to take the final exam or complete some of the course requirements due to compelling reasons accepted by the department council and approved by the Student Affairs Committee and the college council. This is conditional upon the student having attended at least 75% of the course lectures. The student must take the exam or fulfill the course requirements within two weeks of the start of the following semester. If



the course requirements are not fulfilled within the following two weeks, the student will be considered absent from the course. After the specified time, the student is considered to have failed and is automatically withdrawn, receiving a grade of (FW). The student is then eligible to re-enroll.

-A student cannot pass any course if they receive a grade below 60%. If the course is required, the student must retake it. If it is an elective, the student may choose an alternative course.

- Courses in which a student receives a grade of (FW), (W), or (IC) do not count towards their academic credit. - A student may re-enroll in any course they have previously passed to improve their GPA, after deducting the credits and credit hours already assigned to the course. - When a student fails a course, they receive a grade of (F). If the student fails a course repeatedly, the grades and credit hours are not included in the cumulative grade point average (CGPA) or the semester grade point average (GPA).

Course Assessment Rules:

1 credit hour = 50 points distributed as follows:

-60 %of the total score is for the final written exam.

-40 %of the total score is distributed among coursework: practical, periodic theoretical, and applied exams, research papers, and essays, as per the course requirements.

-To pass the final exam, a student must achieve a minimum of 60% of the total score.

-The point system for each credit hour is based on one of the following grading criteria:

Students may withdraw from a course before the end of the twelfth week of the spring and fall semesters or the sixth week of the summer semester, after completing a withdrawal form signed by their academic advisor. In this case, the student will not be credited for the course, and a "Withdrawn" grade will be recorded on their academic transcript.



-Students are not permitted to take the final exam unless they have attended at least 75% of the course's teaching hours. If a student's absence exceeds 25% of the total teaching hours for a course, they will be notified that they will be barred from taking the final exam, and their academic record will be marked as "Forced Withdrawal" from the course.

-A student will receive an "Incomplete" grade if they are unable to take the final exam for a course or complete some of its requirements due to compelling reasons accepted by the college council, provided they have attended and completed at least 75% of the course requirements. They must take the exam within two weeks of the start of the following semester. If this is not achieved, they will receive a "Forced Withdrawal" grade.

-All grades obtained in courses across all attempts will be recorded in a student's academic record and will be included in the calculation of their cumulative grade point average (CGPA) for all semesters.

- A course will not count towards the required hours for a student to obtain a degree. If the course is core, the student must retake it. If it is an elective, the student may take an alternative course. The grades obtained across all attempts will be included in the calculation of the CGPA for all semesters. (Grade Point Average is abbreviated as GPA)

-If a student is dropped from the program, they are not eligible to re-enroll in the same program or specialization.

-A student is not permitted to register for a course if they have a prerequisite; they must first pass the prerequisite.

- A student may withdraw from a course after registration if called up for military service. A "Withdrawn for Military Service" grade will be recorded on their academic record, and this period will not be counted towards the validity period of the course.

The cumulative grade point average (GPA) is calculated as follows:

-Course grade points are equal to the number of credit hours for the course multiplied by the course grade points.



-GPA for each academic level is equal to the sum of the grade points for all courses divided by the total credit hours for all courses completed by the student in that academic level.

-CGPA is equal to the sum of the grade points for all courses divided by the total credit hours for the program.

One credit hour equals 50 points, distributed as follows:

-60 %of the grade is for the final written exam.

-40 %of the grade is distributed among coursework: practical exams, periodic theoretical and applied exams, research papers, and essays, according to the course requirements.

- To pass the final exam, a student must achieve a minimum of 60% of the total grade.

The grade system for each credit hour is based on one of the following:

Grade Points	GPA	Percentage	Student Status	
A+	4.0	4.0% 97% or higher	Excellent	Pass
A		93% to less than 97%		
A-	3.7	3.7% 89% to less than 93%	Very Good	
B+	3.3	3.3% 84% to less than 89%		
B	3.0	3.0% 80% to less than 84%		
B-	2.7	2.7% 76% to less than 80%	Good	
C+	2.3	2.3% 73% to less than 76%		
C	2.0	2.0% 70% to less than 73%		
C-	1.7	1.7% 67% to less than 70%		



D+	1.3	1.3% 64% to less than 67%	Pass	
D	1.0	1.0% 60% to less than 64%		
F	0.0	0.0% less than 60%	Poor	Failure