

ACADEMIC REGULATIONS

Students and Student Guidelines

Student Academic Load

A student admitted to and enrolled in a degree program usually registers for 15 to 19 credits each semester. The required minimum load for all students is 12 credits per semester, and the maximum load is 20 credits per semester. Under special circumstances, a student with a cumulative GPA of 3.25 or better may secure the permission of his or her dean to register for up to 22 credits in any one semester. Students will be assessed SR 1875 per credit hour over the maximum load of 20 credits per semester.

The minimum graduation requirements for a bachelor's degree vary from 120 to 139 credits depending on the program of study. Samples of study plans are provided in this catalog for each program. The degree programs have been designed to be completed in four years. However, some students may require additional time.

Residence Requirements

Residence requirements for degree completion at PMU (defined as those courses which must be completed at the university) are set by the academic departments. However, it is generally expected that the final two years will be completed at the university.

PMU residence requirements must be fulfilled regardless of the number of hours transferred from other institutions. These requirements are in addition to the University Core course requirements which must also be taken at PMU.

Categories of Students

Full-time Students

To be considered on full-time status, a student must carry a minimum course load of 12 credits per semester, with the normal load being 15. Under special circumstances, the dean of the school or college may allow students to drop their course load below 12 credits.

Part-Time Students

Enrollment as a part-time student is restricted to the following:

- PMU staff members who are pursuing a degree (approval of the employee's director is required).
- Students who need fewer than 12 credits to complete an undergraduate degree (approval of the academic advisor is required)
- Students who are granted permission by their dean.
- Students who are enrolled as auditing, non-degree or visiting students.
- Students who are working while enrolled.

Time Limit on Duration of Study

Students must complete all degree requirements within eight years of admission to PMU as an undergraduate student. The eight-year period includes leave time from the university. A student in good academic standing is allowed no more than two consecutive semesters of leave. A student who leaves the university for more than two consecutive semesters must submit a new application for admission to the Office of Admissions.

Grading System

The grade point average (GPA) is computed on a four-point scale. The following grading system is used at PMU:

A+	4.00 grade points
A	3.75 grade points
B+	3.50 grade points
B	3.00 grade points
C+	2.50 grade points
C	2.00 grade points
D+	1.50 grade points
D	1.00 grade points
F	0 grade points
WF*	0 grade points

*Administrative Withdrawal Fail

Grades not calculated in the grade point average are

I	Incomplete
IP	In Progress
AU	Audit
EX	Exempt; no credit
TR	Transfer; credit counted
W	Withdrawal
N	No grade
P	Pass; credit counted
AW	Administrative Withdrawal

The student's GPA is calculated in the following manner:

The numerical value of each letter grade earned is multiplied by the number of credit hours the course is worth. This yields a figure known as "quality points." The sum of the student's quality points is divided by the total number of credit hours. The final figure is the GPA.

University Guidelines for Lateness and Attendance

Attendance and participation in all class, studio, workshop, and laboratory sessions are essential to the process of education at PMU. Students benefit from the lectures and discussions with their instructors and fellow students. Lateness

or absence hinders progress for the individual and the class and affects the student's grade.

A regular student should attend all classes and laboratory sessions. A student may be discontinued from a course and denied entrance to the final examination if his or her attendance is less than 85% of classes and lab sessions assigned to each course during the semester. A student who is denied entrance to an examination due to excessive absences will be considered as having failed that course.

University guidelines for lateness and attendance are as follows:

- The specific application of the attendance guidelines is at the instructor's discretion. In general, however, the following guidelines apply:
- In the event a student misses 15% of the sessions in a class for any reason, the instructor may initiate withdrawal of the student from the course. If approved by the dean of the student's major, the withdrawal is implemented.
- If the withdrawal is initiated before the end of the tenth week of class, a grade of W is entered on the student's record. This grade is not calculated in the GPA.
- If the withdrawal is initiated after the tenth week of class, a grade of WF is entered on the student's record and is be calculated in the GPA.
- In order to encourage student attendance and to minimize withdrawals, instructors are to keep attendance records and to draw students' attention to attendance requirements.
- Instructors need not give substitute assignments or examinations to students who miss classes
- Three occasions of lateness count as one absence. Lateness is defined by the individual instructor.

Examinations

Final and common examination schedules are published by the Office of the Registrar in advance of examination week. If a student is scheduled for more than two examinations in one day or has a time conflict with common examinations, then the student must report to the Office of the Registrar by an announced deadline to make the necessary adjustments.

Academic Courses

Course Value

All courses are valued in credits. Normally, each credit represents 50 minutes of class instruction or 120 to 180 minutes of laboratory experience per week for the semester. A three semester credit hour course typically meets for three 50 minute sessions per week. A four semester credit hour course typically meets for three 50 minute sessions plus one 120-to-180 minute laboratory session.

Class Periods

Except for laboratory, workshop, and specialized design and studio courses, classes ordinarily meet three days per week in 50-minute sessions or two days per week in 75-minute sessions. The university operates on a five-day schedule from Saturday through Wednesday. The university is closed for the weekend on Thursday and Friday with the exception of certain Executive MBA courses, which are offered on Thursdays. The university also may be open on Thursdays during examination periods.

Independent reading or research courses, study projects, internships, and similar kinds of study opportunities meet according to the special arrangements of the college, department or faculty members concerned.

Courses are offered at the discretion of the department. Students should check with the respective academic departments for information on when courses will be offered.

PMU Course Numbering System

A common system for naming courses is applied throughout all academic programs at PMU.

Each course title begins with four letters that indicate the subject matter of the course.

A few examples are: CHEM for Chemistry, ACCT for Accounting, MEEN for Mechanical Engineering, COSC for Computer Science, and IDES for Interior Design.

The letters are followed by four numbers:

- The first digit indicates the earliest year a course may be taken. A number 1 course may be taken at any time.
- The second digit indicates credit hours. Most courses carry 3 hours of credit. Courses with laboratories typically carry 4 hours of credit. A small number of courses carry 1 or 2 hours of credit.
- The third digit indicates a course that is part of a group or family of courses. For example, the three general math courses are assigned the number 1 and the four calculus courses are assigned the number 2. More advanced math courses are assigned the number 3.
- The fourth digit serves only to differentiate courses from one another within a family. For example, the four calculus courses are numbered 1, 2, 3, and 4. The two economics courses are numbered 1 and 2.

Course Descriptions and Syllabi

Descriptions of courses currently offered in the university curriculum are listed by course number and college at the end of this catalog in the section titled

PMU Course Offerings. Nonrecurring topics courses are published each semester in the schedule of classes.

Course syllabi are available from the individual course instructor, department, or program offices. They include course goals and objectives, content and topics, instructional material and resources, the method of evaluation, the meeting time and place, credit hours and prerequisites.

Course Prerequisites

Courses above the introductory level require a minimum background of knowledge, as indicated by prerequisite courses cited in individual course descriptions. Titles and numbers listed refer to courses offered at PMU.

Equivalent courses satisfactorily completed at other institutions may also meet prerequisite requirements by transfer credit. Students should consult the head of the appropriate academic unit for more information. Students are responsible for entering the class with the required competence.

In general, courses should be taken in an order of increasing difficulty. Credit may not be granted for a lower level course once a more advanced course has been completed. Courses in which a grade of D or F was received do not satisfy prerequisite requirements. Specific details for different degree programs are available in the deans' offices.

Meeting Degree Requirements

Performance Expectations

Each college within the university requires minimum standards of academic performance from its students. Typically, these requirements include maintaining minimum grade point averages (GPA) for various categories of courses, including:

- PMU's Core Curriculum
- courses from the Core Curriculum that specific majors require beyond the minimum
- courses from the college that are common to all majors within the college
- courses within the major academic discipline

The required GPA for each category is established by the individual college.

In order to graduate, all students at PMU are required to maintain an overall GPA of 2.0.

Individual colleges within the university may also require national or international standardized tests for graduation. Students should inquire of the dean's office regarding such requirements.

Repeating Courses

A student who receives a D (1.0) or F (0.0) in any course is required to repeat the course and to achieve the required grade point average for that category of course. In the case of an elective, the major department may allow the student to select another elective.

Students may repeat a course one time, with additional repeats allowed at the discretion of the faculty. However, no more than 10 repeated courses are allowed over the student's career at the PMU.

After the first repeat, prior grades count toward the student's GPA. For example: A student who receives a D followed by an A will have the D erased and replaced with the A on the transcript. A student who receives an F followed by a D followed by an A will have the F erased, and both the D and the A will be averaged into the GPA.

Students repeating courses are required to participate in tutoring and remediation programs offered by the college faculty and the Learning Resources Center.

Incomplete Grades and Make-Up Examinations

The work for a course must be complete on the day the semester ends. No incomplete grade (I) is given as a final grade in any course unless there is a compelling medical or other such emergency certified in writing by a medical or other professional. In the case of unexcused incomplete work, a grade of F is given for any missing work (such as papers or quizzes), and the total course grade is computed accordingly.

A student will be allowed to make up incomplete work only in exceptional cases and emergencies (as noted above). In these cases, the student must receive written approval of the instructor, chair, and dean. The incomplete work must be made up before the end of the next semester. Beyond this period, a grade of I granted to the student reverts into a grade of F.

It is the responsibility of the student to find out from his or her professor the specific dates by which requirements must be fulfilled. The instructor's deadline for submitting incomplete grades to the Registrar is 72 hours after the date of any make-up examination.

Academic Probation

Placement on Probation

Students will be placed on academic probation at the end of any semester in which their cumulative GPA is below 2.0. Students on probation have one semester in which to achieve a non-cumulative GPA of 2.0 or higher. If they do so in their subsequent semester, they are removed from academic probation. Failure to do so results in dismissal from the university.

Removal of Probation and Dismissal

Probation will be removed at the end of any semester in which the student attains a cumulative GPA of 2.0. A student may be dismissed if he or she fails to remove his/her probation by the end of the second semester on probation. Actions involving academic probation and dismissal are entered on the student's permanent record.

Reinstatement

Students who left the PMU not in good standing and have been out of the university for no more than two semesters may submit a written request for reinstatement to the Office of the Registrar. The request should outline activities since leaving PMU that contribute to the student's academic development. Courses taken at another institution during this interim period are not transferable.

Students who have been out of the university for more than two semesters must submit a new application for admission to the Office of Admissions. Dismissed students may also be considered for reinstatement.

Study at Another Institution

An enrolled student who wishes to take courses at another university for transfer credit to PMU must receive approval from his or her dean. The decision to credit the course taken by the student in another institution will be based on the careful analysis of the course content and the student's performance in the course.

It is recommended that students receive approval before taking a course. In unusual circumstances, however, students will be allowed to petition for credit after they have taken a course at another institution.

The host institution must be recognized by the Ministry of Education of its country and must be accredited. It must provide learning experiences similar to those offered by PMU.

Academic Support and Assistance

Academic Advising

Academic advising is an essential element of the educational process. PMU requires advisor-student conferences at least once per semester. Students are assigned academic advisors who help them in selecting their course of study and in planning their schedules. Their advisors also approve their schedules each semester. However, students are responsible for selecting their courses, meeting course prerequisites and adhering to university policies and procedures. The advisor assists the student in obtaining a well-balanced education and in interpreting university policies and procedures. Students may also consult faculty, department or program chairs, program coordinators, and deans.

Learning Enrichment Services

In addition to information services and resources traditionally associated with a campus library, the Learning Resources Center provides learning enrichment services to ensure the student success in the university's learning-centered approach to education.

- Academic support services for both males and females.
- Collaboration among professional staff, faculty, and students to deliver tutoring and other academic support services.
- Non-credit classes that focus on mastery of learning skills.
- Specialized support centers in mathematics, reading, and writing.

- Peer tutoring to build learning skills, leadership skills, and teamwork.
- A diagnostic program to identify students' needs for developing learning skills and to propose appropriate assistance.

Complete information for PMU community about LRC services and resources is available on the center's Web site (www.pmu.edu.sa), in print publications, and on electronic bulletin boards located in the building.

Student Records

Student Responsibility

Students are responsible for their behavior, academic or otherwise, at PMU. The university expects that students behave as mature members of the academic community and adhere to the highest standards of personal and academic integrity.

Students should keep their own records of all transactions with the university.

It is also recommended that students keep copies of all materials submitted in fulfillment of course work.

Permanent Record

A permanent record, reflecting academic achievement, is maintained in the Office of the Registrar for each student who registers at the university.

Students' Privacy Rights

Students have the right to:

- Inspect and review information contained in their educational records. The university is not required to provide (or allow the making of) copies of these documents.
- Request changes or updates to their personal data.
- Consent to disclosure, within the extent of KSA laws, personally identifiable information from education records.

Documentation

All transcripts and other documents from other institutions are the property of PMU and, as such, are under the control of the Office of the Registrar. The university is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to PMU for admission or credit transfer become the property of PMU and cannot be returned to the student or forwarded to other institutions.

Transcripts

Students may obtain transcripts of their academic records from the Office of the Registrar. Transcripts will only be released with a signed request from the student concerned. The university will issue only complete transcripts, not parts of the student record. The university will not make copies of transcripts on file from other colleges or universities.

Names on Diplomas and Degrees

The names of PMU students on diplomas and degrees will be spelled in English exactly as they appear on the student's passport or identity card. If a name on a passport or an identity card does not appear in English, then the spelling of the name will be printed according to the personal preference of the student concerned.

Enforcement of Academic Regulations

Student Petitions and Appeals

Petitions

Students may petition the Office of the Vice Rector for Academic Affairs for exceptions to academic policies of the university. Petitions are received by the Vice Rector's office through the Office of the Registrar.

Students who think they want to petition the Vice Rector or are advised to consult first with the Registrar to determine whether a petition is actually required in their case or whether the matter can be handled through those offices.

The petition requires the Registrar's signature in order for it to be transmitted to the Vice Rector for Academic Affairs. It should be noted, however, that the Registrar's signature does not necessarily mean that the Registrar recommends approval by the Vice rector, but merely that the Registrar has been consulted in the petitioning process. The Registrar is free to comment more fully on the matter, either on the petition form or in a separate letter, and may wish to add attachments. Other signatures may be appropriate in certain types of petitions, e.g., the university physician, a member of the Counseling Services staff, a course instructor, etc.

Appeal of a Grade

Students are entitled to objective, professional evaluation of their academic work and to fair, equitable treatment in the course of their academic relationships with members of the faculty. These criteria are observed by the members of PMU faculty as a part of their professional responsibilities. Misunderstandings have traditionally been resolved, informally, in discussion between students and faculty members, and this manner of resolving problems is deemed appropriate in this academic community.

Should students believe they have a legitimate grievance that has not been reconciled by such private conversation, they may pursue the matter by consulting with the department chair or associate chair and/or dean of the college in which the course is offered. Each college may have its own internal method of dealing with these matters.

After having exhausted all these means to resolve the matter informally and having found the grievance still unreconciled and still believing the grievance to be legitimate, the student may file a petition with the Vice Rector for Academic Affairs, setting forth a full, fair account of the incident or circumstances giving rise to the grievance.

Alternately, if, in the judgment of the dean of the college and the Vice Rector for Academic Affairs, the grievance is of such gravity or its resolution would have such impact on the welfare of students generally, or on the conduct of professional responsibilities in the university as to require even more formal safeguards for the aggrieved student and faculty member involved, the Vice Rector for Academic Affairs shall prescribe an appropriate procedure consonant with the university's mission.

Appeal of Other Academic- Related Issues

In the event that a student wishes to discuss an issue pertaining to a course, instructor or other academic-related issues, he or she may direct his/her concern to the chair of the department and/or dean of the college/school. If the issue continues to exist, the student may choose to file a petition with the Office of the Vice Rector for Academic Affairs. Petition forms are available from the Office of the Registrar.

Student Academic Honesty and Integrity

Statement of Principle

PMU expects all students to engage in all academic pursuits in a manner than is above reproach and to maintain complete academic honesty and integrity in their academic experiences both in and out of the classroom. The university may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to cheating on an examination or other academic work, plagiarism, collusion, and/or the abuse of resource materials.

Definitions

“Cheating” includes, but is not limited to:

1. Copying from another student’s test paper, a laboratory report, other report, computer files, data listings, and/or programs.
2. Using, during an examination, materials not authorized by the person giving the test.
3. Using, during an examination and without authorization, a calculator programmed with formulas or course information that the student is expected to know.
4. Collaborating, without authorization, with another person or persons during an examination or in preparing academic work.
5. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test.
6. Substituting for another student, permitting any other student, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or in the preparation of academic work to be submitted for academic credit.
7. Bribing another person to obtain an unadministered test or information about an unadministered test.
8. Purchasing, or otherwise acquiring and submitting as one’s own work, any research paper or other writing assignment prepared by an individual or firm. (This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.)
9. Changing an answer on a test that has already been graded and then requesting a correction from the instructor.

10. Participating in any activity or action that affords an unfair academic advantage to the student.
11. Using all or part of any work developed or produced for credit in one course and submitting it for credit in another course without the instructor's approval.
12. Participating in acts which limit the ability of another student to perform to the best of the student's ability in a course.
13. Assisting another student to be academically dishonest.

“Plagiarism” means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for academic credit. Plagiarism includes, but is not limit to:

1. Failing to properly acknowledge a statement, idea, or statistic made by another individual in the body of the work,
2. Taking a whole section of someone else's work and placing it in the body of your own work without properly acknowledging the contributor,
3. Representing someone else's entire work as that of his or her own.

“Collusion” means the unauthorized collaboration with another in preparing work offered for academic credit.

“Abuse of resource materials” means the deliberate mutilation, destruction, concealment, theft or alteration of materials (including library materials) provided to assist students in the mastery of course content.

“Academic work” means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement for a grade.

Disciplinary Procedures for Academic Dishonesty Cases

All academic dishonesty cases must first be considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she shall assign the penalty. The faculty member shall also notify the student of their right to appeal the decision to the department dean and, if needed, to the Vice Rector for Academic Affairs. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond to the charges, and the right to an impartial disposition as to the merits of the case. After the completion of the academic process, the academic officer making the final disposition of the case may refer the matter to the Vice Rector for Student Affairs for any additional disciplinary action that may be appropriate, as in the case of flagrant or repeated violations.

In the case of flagrant or repeated violations, the Vice Rector for Student Affairs may take additional disciplinary action. The procedures for handling cases of academic dishonesty by the Vice Rector for Student Affairs shall be the same as those established for handling other campus disciplinary cases.

Grievance and Appeal Procedures for Students

1. It is the policy of PMU to receive, process, and resolve student grievances in a fair and prompt manner and to assure that students receive equity and justice in their association with the University.
2. This grievance policy and procedures are established for students for use in cases not otherwise covered by the policies of the University. Applicants for admission are also covered by these grievance procedures.
3. Grievances shall consist of matters of disagreement or dissatisfaction arising out of circumstances wherein the student believes that there has been an infraction, breach, or misinterpretation of a University policy, rule, or regulation. Only one subject matter may be covered in any one grievance.
4. Students should first attempt to resolve all disputes with the person who made the initial decision. All grievances not resolved at the appropriate lower level shall be presented in writing within three class days to the Director of Campus Life and shall contain a clear and concise statement of the grievance by indicating the applicable policy, rule, or regulation that is alleged to have been violated, the date the incident took place, the person or persons involved, the issue involved, and the relief sought.

5. The Director of Campus Life will investigate the grievance and will notify both parties in writing of the decision within five days of the conclusion of the investigation.
6. Grievances not satisfactorily resolved with the Director of Campus Life may be appealed to the Vice Rector for Student Affairs. Such appeals must be submitted in writing within ten class days of the decision rendered by the Director of Campus Life. The Vice Rector for Student Affairs will review all of the evidence from the initial investigation and may conduct additional interviews as needed. A written decision will be made by the Vice Rector for Student Affairs within five days following the final meeting with the parties involved and a copy of the decision will be sent to both parties and to the Director of Campus Life.
7. Grievances not satisfactorily resolved with the Vice Rector for Student Affairs may be appealed to the Rector of the University. This appeal must be made within ten days following the decision by the Vice Rector for Student Affairs. The Rector will review all of the information from previous investigations and may conduct additional interviews as needed. The decision by the Rector of the University is final and binding on all parties. A copy of the written decision will be provided to all parties involved.
8. Failure of a student to process his or her grievance to the next step within the specified time limit shall constitute an abandonment of the grievance.
9. Failure of University personnel to give an answer within the prescribed time limit authorizes the student to submit his or her grievance to the next step.
10. There can be an extension of the time limits in any step, if mutually agreeable.
11. No student shall be disciplined, penalized, or otherwise prejudiced for exercising the rights provided for in this grievance procedure.

Grade Grievance and Appeal Procedures for Students

1. The assignment of a grade in a course is the responsibility of the faculty member and is based on the professional judgment of the faculty member. Except for issues of computation or discrimination, the faculty member's grade determination is final.
2. Students having a grievance concerning a grade in a course should make every effort to resolve the issue with the faculty member who assigned the grade. Faculty members should attend to the concerns of the student and explain the basis for the grade assigned.
3. Should a student be unable to resolve the grievance with the faculty member, the student may appeal to the dean of the appropriate academic college. If the faculty member in question is the dean of the college, the student should present the grievance to the Vice Rector for Academic

Affairs. The student must present a written statement and provide compelling evidence (examinations, papers, etc.) that demonstrate why the grade should be changed. The written grievance must be submitted no later than (30) days from the conclusion of the semester in which the incident occurred.

Graduation

Graduation

Normally, the university confers degrees at the end of the spring semester. Candidates for degrees file an "Application for Graduation" form in the Office of the Registrar during the registration period of the last expected term of study. Only after an application for graduation has been filed can the Office of the Registrar begin processing the necessary information for final certification for graduation. Students who fail to complete all degree requirements by the end of the term for which they apply to graduate need not reapply for graduation. Their previous application will be automatically forwarded to the following semester.

Participation in the Commencement Exercises

Only students who have successfully completed degree requirements and have no "holds" on their records by the end of the term for which they have applied to graduate are certified for conferral of a degree. In witness of the degree conferred, the permanent record of the graduate is appropriately noted with a statement and date of graduation before his or her diploma is released.

Only degree candidates whose academic records indicate that they satisfy degree requirements and have no financial transcript holds are permitted to participate in commencement ceremonies.

University Honors and Awards

Dean's List

The Office of the Registrar issues a dean's list of honor students at the end of each semester. To be placed on the dean's list, a student must:

- Have registered and completed a minimum of 15 hours in the semester
- Have at least a semester 3.5 GPA
- Be in good academic standing
- Rank in the top ten percent of students in his or her college
- Have no failing grades in any of his/her courses during that semester
- Have no incomplete grades
- Have no disciplinary action against him/her

Graduation Honors

PMU grants Latin honors at graduation. To be eligible for graduation honors, students must have completed at least 60 credits required for their degree in residence at the PMU and have achieved the requisite GPA. These are Summa Cum Laude:3.90 GPA; Magna Cum Laude: 3.70-3.89 GPA; Cum Laude: 3.50-3.69 GPA. Latin honors are listed in the commencement program and on the student's diploma and permanent record.