



REGULATIONS FOR THE AWARD OF THE DIPLOMA/HIGHER DIPLOMA DEGREE AT THE COMMUNITY COLLEGE

SECTION 1 : Definitions

Article 1

These regulations are called Award of the Diploma/Higher Diploma Degree Regulations at Community College. They shall come into effect as of the beginning of the academic year 2007/2008.

Article 2

These regulations apply to regular, registered students working for a diploma/higher diploma degree.

Article 3

Unless the context denotes otherwise, the following terms and phrases shall be taken in the senses given next to them:

University	:	The University of Sharjah
Chancellor	:	The University's Chancellor
Council	:	Council of Deans
College	:	Community College
Dean	:	Dean of Community College
Department	:	Academic department concerned
Registrar's Office	:	Department of Admission and Registration

SECTION 2 : Study Plans

Article 4

The Council shall approve the study plans leading to the award of the Diploma/Higher Diploma degree in the specializations offered by Community College upon the recommendations of the College and Department councils.

Article 5

- The languages of instruction at the college are Arabic and English. The Council shall specify the language of instruction in each Department.
- The Council may permit the use of some other language if the nature of the course(s) calls for it.

Article 6

- (a) The College shall follow the credit-hour system as the basis for its educational system. The academic year shall be divided into two semesters, and the study plans organized accordingly.
- (b) Credit hours for each course in the study plans shall be calculated so that one theoretical class hour is equal to one credit hour. Practical hours are calculated so that each credit hour is equivalent to at least two practical hours.
- (c) The academic year shall be divided into two semesters, each lasting for sixteen weeks. An eight-week summer session may also be offered. The Chancellor may, upon the recommendation of the Council, shorten the semester provided that the number of class hours for each credit hour is no less than fifteen. Periods of time reserved for advising, registration, and final examinations shall not be considered part of the duration of the semester.

Article 7

The minimum requirements for the award of the diploma/higher diploma degree in the various specializations offered by the College shall be as follows:

- Diploma degree in the specializations offered by the college: 72 credit hours.
- Higher diploma degree in the specializations offered by the college: 90 credit hours.

Article 8

The credit hours required for the award of the diploma/higher diploma degree in all specializations offered by the college shall be distributed as follows:

1. University requirements: a maximum of 21 credit hours.
2. College requirements: 9 – 21 credit hours.
3. Specialization requirements: a minimum of 39 credit hours distributed as follows:
 - Compulsory specialization requirements
 - Elective specialization requirements.
4. Free electives
5. Practical training as stipulated in the study plan in force.

Article 9

- (a) For each course, a course description specifying its objectives, contents and outcomes shall be written, which accurately reflects the number of credit hours allocated to it.
- (b) Courses in the study plan shall be divided into different graduated levels in accordance with the number of years needed to complete the program.
- (c) Prerequisite or concurrent courses shall be specified for each course.
- (d) Theoretical and practical hours for each course shall be specified.
- (e) Students shall not be allowed to register in a course without having studied its prerequisite. In cases where this happens, the Registrar's Office shall cancel the course and inform the parties concerned. However, a student may, upon the approval of the Dean and the recommendation of the Department and the academic advisor, enroll concurrently in a course and its prerequisite if he/she expects to graduate in the same semester or if he/she has studied the prerequisite and failed in it, or if he/she sat for the final exam of the prerequisite course but did not pass the course.
- (f) Each course shall be given a number denoting the College, the Department, the level, the area of specialization, and the number of the course in the series.

Article 10

- (a) Each Department shall prepare a model plan divided into at least four or more semesters in accordance with the requirements of the study plan in each specialization.
- (b) Compulsory courses in the study plan shall be offered in accordance with the model plan at least once a year.
- (c) Elective courses in the study plan shall be offered in accordance with the model plan at least once in every period of four semesters.

SECTION 3 : Duration of Study and Academic Load

Article 11

First: Minimum and Maximum Duration of Study to Obtain Community College Diploma/Higher Diploma Degree

- (a) The minimum residency requirement for the student at Community College is:
 - four regular semesters to obtain the diploma degree.
 - five regular semesters to obtain the higher diploma degree.
- (b) The minimum residency requirement for students transferred from the University of Sharjah, another university, another community college, or higher/intermediate institute is:
 - two regular semesters to obtain the diploma degree.
 - three regular semesters to obtain the higher diploma degree.
- (c) No student may spend more than:
 - eight regular semesters to obtain the diploma degree.
 - ten regular semesters to obtain the higher diploma degree.
- (d) Periods of permissible withdrawal from the college shall not be calculated as part of the duration of the student's study.
- (e) Each fifteen credit hours in the student's study plan transferred from within the University or from another university shall count for one semester.

Second: Minimum and Maximum Academic Load

- (a) The minimum load per semester shall be twelve (12) credit hours, the maximum eighteen (18). Under certain circumstances, the maximum may reach twenty-one (21).
- (b) The minimum load may be less than twelve (12) credit hours if he/she needs less than twelve (12) credit hours to graduate.
- (c) Under certain circumstances the College Dean may exercise his/her discretion to increase the minimum load to fifteen (15).
- (d) When necessary, and upon the recommendation of the academic advisor, the Dean may lower the load to Nine (9) credit hours.
- (e) The maximum load may reach twenty-one (21) credit hours in any of the following cases:
 - 1. if a student obtains an CGPA of no less than 3.60 (i.e., excellent);
 - 2. if this load is necessary for graduation at the end of the same semester.
- (f) The maximum load in the summer session shall not exceed two courses or a maximum of 7 credit hours. A student may enroll in three courses or a maximum of 10 credit hours if his/her CGPA is no less than 3.60 or if this can lead to his/her graduation at the end of the summer session.

Third: Students registered as candidates for the diploma/higher diploma degree shall be divided into the following levels:

First year: 00-33 credit hours.

Second year: 34-72 “ “

Third year: more than 72 credit hours.

SECTION 4 : Attendance

Article 12:

- (a) Students shall attend all theoretical lectures, laboratory hours, and training sessions. They shall also participate in research sessions and sit for all examinations required in the courses in which they are enrolled.
- (b) If a student's absences exceed 10% of total hours designated for one or more courses without an acceptable excuse, the instructor of the course shall issue a warning. If the absences reach 15% without an excuse acceptable to the College, the instructor shall issue a final warning with the Dean's approval.
- (c) If absences reach 20%, the student shall be barred from sitting for the final examination(s). If the absence is caused by ill health or some other cause acceptable to the Dean, the student shall be given a withdrawal mark (W) in his/her transcript. All such cases shall be reported to the Registrar's Office. However, students who represent the country or the University in official activities shall be allowed up to 25% absences.
- (d) All absences, whether with or without an excuse, are calculated as part of allowable absences.

SECTION 5 : Examinations, Grades, and Averages

Article 13

FIRST: TEACHING AND EVALUATION

- (a) The instructor shall prepare a detailed syllabus specifying the objectives, outcomes, content, teaching methods, evaluation, references, and additional readings required. The syllabus shall be handed out to students at the beginning of the semester and shall be kept in the course files in the college.
- (b) The Department shall appoint a coordinator for multi-section courses taught by more than one instructor. The coordinator shall prepare the syllabus and appoint dates for the uniform examinations in cooperation with the other instructor(s) of the course.

SECOND: EXAMINATION QUESTIONS SHALL BE PREPARED IN THE LIGHT OF THE FOLLOWING INSTRUCTIONS:

- (a) the examination questions should be in line with the objectives and outcomes stated in the syllabus.
- (b) the examination questions should be commensurate with the time allocated for the examination.
- (c) the course instructor, who teaches the course by himself or in coordination with his/her colleagues in case the course is taught by more than one instructor, should prepare the examination questions in a clear and straightforward way and should specify the mark allocated to each question.
- (d) the examination questions should be varied enough to measure the students' aptitude and skills in terms of recall, comprehension, application, and analytical skill.
- (e) the examination questions and the answers to them should be in the language in which the course is taught.

THIRD: ANSWER SHEETS OR BOOKLETS

- (a) The Council shall, upon the recommendation of the College and the academic departments, prepare procedures for documenting and storing final-examination answer sheets or booklets and for keeping them for a period of no less than four regular semesters, after which they shall be destroyed under the supervision of a committee formed by the College Council for this purpose.
- (b) The instructor of each course shall consult with his/her department's Chair to determine the form of the answer sheets or booklets suitable for the course and to put together the necessary instructions.
- (c) The instructor of the course shall keep the results of all his/her examinations for one regular semester.

FOURTH: EVALUATION OF STUDENTS' PERFORMANCE

- (a) The final grade in any course shall consist of the grade obtained in the final examination plus all the other grades obtained during the semester.
- (b) The general framework for examinations shall be as follows:
 - 1. Purely or mainly theoretical courses:

- 40-50% shall be reserved for the final examination, which shall be in writing, covering the entire contents of the course and realizing its objectives and outcomes and held at the times announced in the University calendar.
 - 50-60% shall be given to course work consisting of two written examinations, reports, research papers, quizzes, and any other tasks. The relative weight of each of these two examinations and other tasks shall be determined by the concerned department. The first examination shall be held in the sixth week of the regular semester or the third week of the summer session, and the second shall be given in the twelfth week of the regular semester and the fifth week of the summer session.
2. Practical courses:
The College Council shall, upon the recommendation of departmental councils, determine the distribution of grades and inform the Registrar's Office of the procedures followed.
- (c) The above regulations shall not apply to courses that have a special nature of their own. Such courses and the methods of evaluation in them shall be specified by the College Council upon the recommendation of the Department Council. The Chancellor shall be informed of all decisions in this regard fully explained and justified.
- (d) The Department Council shall approve the method of evaluation for each course separately in accordance with the following:
1. that the components of the course and its objectives are taken into consideration.
 2. that self-instruction is duly recognized and evaluated so that students may be encouraged and motivated to engage seriously in this kind of activity.
 3. that evaluation can be objectively implemented and fully documented, especially with reference to students' participation in class and other activities.
 4. That the evaluation achieves the academic and Scientific objectives and outcomes of the course.
 5. that the evaluation procedures can be used in future to develop the educational process as well as student performance.
- (e) The instructor shall be responsible for correcting the examination papers of the course he/she teaches, recording final grades in letters and percentages correctly.
- (f) Course examination sheets or booklets shall be returned to students within one week after the date of the examination and, a week later, the grades shall be reported to the Department's Chair.
- (g) Final grades for each course shall be calculated and recorded in letters, and the number of credit hours allocated for the course shall be specified.

FIFTH: The College Council shall establish policies and procedures to be followed in evaluating examinations in courses offered by the academic Departments in the College.

SIXTH: The instructor of each course shall correct the answer sheets or booklets of the final examination and submit the results fully documented in letter grades and percentages to the Department Chair within forty-eight hours of the date of the examination. The Chair shall then submit the

results to the College Council for approval. The documents submitted shall include the following:

- (a) final examination sheets or booklets.
- (b) examination attendance sheet.
- (c) five copies of the final examination questions.
- (d) the grades, with fractions rounded to the nearest integer.
- (e) all extra, unused answer sheets or booklets.
- (f) a report on the results including:
 - 1. the number of students enrolled in the course.
 - 2. the number of students allowed to sit for the examination.
 - 3. the number of students failing to attend the examination.
 - 4. the distribution of grades and their percentages.
 - 5. the percentages of failing and passing grades.
 - 6. the number of students getting incompletes or forfeiting the right to attend the examination, and the percentages thereof.

Faculty members shall enter the grades electronically and directly into the registration system. The Registration and Admission Department shall document the results and announce them to students.

SEVENTH: RESPONSIBILITIES OF THE DEPARTMENT CHAIR

The Department's Chair shall

- (a) receive the documents relating to the final examination from the instructor.
- (b) make sure that the number of answer sheets or booklets corresponds to the number of students attending the examination.
- (c) submit all documents related to all final examinations to the Dean as soon as they become available.
- (d) Prepare for the Dean a report on the examinations with an analysis of the results. The report shall include the following:
 - 1. the number of students enrolled in the course.
 - 2. the number of students permitted to sit for the examination.
 - 3. the number of student who were absent.
 - 4. the distribution of grades and the percentages thereof.
 - 5. the percentages of passing and failing grades.
 - 6. the numbers and percentages of students getting incompletes and those barred from sitting for the examination.
 - 7. three copies of the final examination questions.

EIGHTH: MONITORING EXAMINATION RESULTS

The College Council shall study the comprehensive reports prepared by the academic Departments on the examinations in order for the College to monitor, develop, and improve the educational process.

NINTH: REVIEWING FINAL EXAMINATION ANSWER SHEETS OR BOOKLETS

A student may submit a written petition to the Dean of the College which offers the course within two weeks after the grades have been posted to have his/her final examination answer sheets or booklet reviewed. The petition shall be submitted through the Registrar's Office after payment of a fixed fee. If the petition is granted, the review shall be conducted by a committee formed by the Department's Chair consisting of himself/herself and two other members of the Department, one of whom shall be the instructor of the course. The review shall ascertain whether or not there is a material error in adding up the grades allocated to each question, copying the components of the grade, or forgetting to correct a question partially or wholly. If such an error exists, the instructor of the course shall correct it, and the corrected result shall be approved in accordance with standard procedures.

Article 14

- (a) No student shall be allowed to sit for the final examination without having settled all his/her financial obligations to the University.
- (b) If a student fails to attend a final examination without an excuse acceptable to the Dean of the College that offers the course, the student shall be considered to have failed in that course.
 1. If failure to attend the final examination is caused by ill health or some other compelling circumstances acceptable to the Dean of the College that offers the course, the student shall be given a grade of Incomplete. The Dean shall notify the Registrar's Office of this grade.
 2. Any student who has been given an Incomplete must remove this mark from his/her record within two weeks after the commencement of the next regular semester by sitting for a special examination given to him/her in arrangement with the instructor of the course and the Department. The result shall be submitted to the Registration and Admission Department within this period. Otherwise, the Registrar's Office shall give the student an F for the course in question.
 3. If the reason for not attending the examination mentioned in (b1) above still exists, the College Council may allow the student to withdraw from the course(s) in question and have a mark of W in his/her record.
 4. The mark obtained to remove the Incomplete shall be recorded in its proper place in the semester in which the course was taken.
 5. If the graduation of a student depends on removing an Incomplete Grade of a course, the student shall be considered a graduate of the semester in which s/he removes the Incomplete grade.

Article 15

- (a) The minimum passing letter grade is D.
- (b) Letter grades shall be calculated as follows:

%	Letters	Grade Points
90-100	A	4
85-89	B+	3.5
80-84	B	3
75-79	C+	2.5
70-74	C	2

(c) CGPA Grade point averages shall be designated as follows:

<u>GPA</u>	<u>Designation</u>
<u>3.60+</u>	<u>Excellent</u>
<u>3.00 – 3.59</u>	<u>Very Good</u>
<u>2.50 – 2.99</u>	<u>Good</u>
<u>2.00 – 2.49</u>	<u>Satisfactory</u>
<u>Less than 2.0</u>	<u>Unsatisfactory</u>

- (d) The averages listed above are obtained by multiplying the points obtained in each course by the number of credit hours allocated for the course and then dividing the result by the total number of credit hours of all the courses.
- (e) The semester average consists of the average of all points obtained in all the courses studied in that semester regardless of whether the student has passed or failed in any of them. The student shall have a cumulative grade point average by the end of his/her second semester at the College.
- (f) In addition to what is stated in Article 16 of this By-law, the accumulative grade point average at any point in time is the aggregate of points obtained in every course studied up to that date regardless of failing or passing.
- (g) The CGPA is rounded to the nearest two decimal digits.
- (h) Names of distinguished students shall be listed in three lists: Chancellor's list, Dean's list and List of the Deans of Students' Affairs (males/females) in accordance to the regulations and by-laws of honor lists at the University.

SECTION 6 : Academic Warnings and Termination of Studies

Article 16

- (a) Article (16) shall apply to all students enrolled in the academic programs award Diploma / Higher Diploma's degree.
- (b) A student is placed on academic probation if at the end of a semester the student's GPA falls below 2.00. Students who incur the first probation must remove the probation status within the following semester.
- (c) A student on academic probation must observe the following regulations:
 1. The maximum study load for a student on probation is 12 credit hours. However, the load may be increased to fifteen upon the recommendation of the student's academic department and in coordination with the Registrar's Office if this can lead to the graduation of the student in the same semester. The maximum study load may also be increased to 13 credit hours if one of the courses taken is a 4-credit course or is a 1 credit required lab course.
 2. The student must register through the academic advisor only. Students on probation are not given access for on-line registration.
 3. The student must repeat failed courses within 2 semesters from receiving the failed grades. The student may also have to repeat courses with grade below "C" as advised by his/her academic advisor.
 4. The student may not take a course unless he/she passes all specified pre-requisite(s) of the course.

- (d) Second probation status is attained when a student fails to remove the first probation within the following semester. Students with two consecutive probations and whose CGPA is 1.80 or above have the following two choices:
- (a) Continue in the same program but take into consideration the consequences of paragraph (e). The student shall sign a written document to this effect.
 - (b) Change major: Courses and CGPA related to new major will be determined once a student gains acceptance in the new major. If the adjusted CGPA for the new major is equal or more than 2.00, then probation status will be removed as the student starts in the new major. However, if the adjusted CGPA for the new major is below 2.00, then probation status remains in effect in the new major.
- (e) A student will be dismissed from the College upon the decision of the Deans' council in the following cases:
1. If a student receives two consecutive probations in his major and his CGPA is less than 1.80
 2. If the student receives a total of three probations while studying in the college
 3. If the CGPA of a student drops to below 1.0 point more than once during his study at the College.
- (f) Summer sessions shall not count in terms of academic probations.
- (g) The Registration and Admission Department shall inform the student and his department the decision of giving him an academic probation or dismissal from the University. A copy of either decision shall be kept in the student's file.
- (h) If a student completed more than (45) credits with a CGPA of (1.95) or above, and received the third probation, he shall be given chance to study one more exceptional semester in order to raise his CGPA to meet the required level.

SECTION 7: Repeating Courses

Article 17

- (a) Students shall repeat all compulsory courses in which they have failed.
- (b) Students shall enroll again in the elective courses in which they have failed or in substitute courses listed in the study plan in force. In such a case the substitute course/s shall be considered a repeated course of the course in which the student failed in terms of calculating the semester and the cumulative averages.
- (c) To improve their CGPA, students may repeat a course they have already passed with an average of no more than C+.
- (d) No course may be repeated more than once if a student has obtained the passing grade .
- (e) When a student repeats a course, the higher grade is counted for him.
- (f) In all cases, all courses taken and grades obtained by a student shall be included in his/her academic record, with special mark attached to courses which he/she failed or repeated, and which do not count for purposes of calculating his/her CGPA.

- (g) When a course is repeated, the credit hours allocated to it are calculated only once for purposes of graduation.

SECTION 8: Drop and Add

Article 18

- (a) A student may, upon approval of his/her academic advisor, drop or add a course or more within one week after the commencement of a regular semester or three days after the commencement of the summer session.
- (b) A student may, upon approval of his/her academic advisor, drop a course or more within a period of ten weeks after the commencement of the regular semester or a period four weeks after the commencement of the summer session. In such cases a mark of (W) for withdrawal without failure is recorded in the student's academic record. If the student does not withdraw within the time limits mentioned, he/she shall be committed to the course, and, in any case, a student may not be registered for less than nine credit hours in any regular semester.

SECTION 9: Deferral of Admission

Article 19

- (a) Any student admitted into a College shall register at the beginning of each semester within the time limit stated in the University's calendar. In the special registration card prepared for this purpose, he/she shall, upon approval of his/her academic advisor, list the courses he/she will be studying and which are part of the study plan in the specialization he/she has been admitted into.
- (b) The Registrar's Office may decide to defer a student's admission upon his/her request and upon payment of all fees for the semester in which he/she was admitted and for one semester or a maximum of two semesters. Such a deferral shall be justified by a compelling excuse rendering completion of registration procedures impossible. This shall be done within a period of four weeks after the commencement of the semester in which the student has been admitted, and the College concerned shall be duly notified. If the student does not register afterwards, his/her admission shall be canceled.
- (c) Taking the provisions of paragraph (b) above into consideration, the new student's admission shall be canceled if he/she does not register in the semester in which he/she is admitted and if he/she does not request deferral of admission.

SECTION 10 : Suspension of Registration and Withdrawal from the University

Article 20

- (a) The Registrar's Office may, upon the request of a student who has been a regular student for at least one semester, suspend his/her registration and keep his/her grades obtained before the suspension if there is a compelling reason for doing so. The decision shall be taken within a period not exceeding four weeks after the commencement of the semester in which suspension of registration is to take effect. The student's College shall be notified of the decision.
- (b) If the reason for suspending registration continues after the period of four weeks mentioned in paragraph (a) above, the decision shall rest with the College Council. The Registration and Admission Department shall be notified.

Article 21

- (a) If a student temporarily discontinues his/her studies at the College without requesting suspension of registration within the four-week period mentioned in Article 20, his/her registration shall be suspended as a matter of course by the Registrar's Office. This decision shall not contravene attendance regulations. Grades obtained before the suspension takes effect shall be kept on record, and the student's College shall be notified of the decision.
- (b) The College Council may allow a student whose registration has been suspended in accordance with the provisions of paragraph (a) of this article to register again if the temporary discontinuation of studies was caused by compelling circumstances. The Registrar's Office shall be notified of this decision.
- (c) Suspension of registration taking effect in accordance with Articles 20 and 21 shall not exceed two continuous or discontinuous semesters throughout the student's candidacy for the diploma's degree. Semesters in which the student is given a withdrawal without failure by the College Council shall constitute part of this period of two semesters.
- (d) If the period of suspension mentioned in paragraph (c) above exceeds the two-semester limit, the student's registration shall be canceled and this cancellation shall be duly recorded in the student's academic record. The same result shall be recorded if the student requests that he/she be allowed to withdraw from the College .
- (e) A student whose registration has been canceled because of temporary discontinuation or withdrawal may request that he/she be reinstated as a new student if he/she is sufficiently qualified. In this case, the Council may, upon the recommendation of the College Council concerned, permit the student to have his/her grades obtained prior to the cancellation of his/her registration as part of his/her record if the period of temporary discontinuation does not exceed four regular semesters. Otherwise, courses previously studied shall not be recognized.
However, students who apply for re-admission as new students shall need to obtain the approval of the Deans' Council after considering their previous records at the University.
- (f) A student whose registration has been suspended in accordance with the provisions of Articles (20) and (21) shall have forfeited the right to have credit for courses studied at another university, community college, or other institute of higher education transferred.
- (g) The period of suspension of registration shall constitute part of the maximum period of study at the College.
- (h) Disciplinary suspension of registration shall be obligatory and the suspension period shall be counted as part of the maximum period of study at the University.

SECTION 11: Transfer Students

Article 22

- (a) The Vice-Chancellor may, upon the recommendation of the Dean decide to permit a student to transfer from other recognized university, college or higher / intermediate institute to the college in accordance with the following rules and conditions:

1. The student has successfully spent a minimum of one semester at recognized university, college or institute and his/her CGPA is not below Good (2.50 out of 4.00 points).
 2. The student meets the conditions for admission into the College and the special conditions for admission into the Specialization he/she wants to transfer to.
 3. There are vacancies in the Specialization the student wants to transfer to in light of the admission policies and the framework of general admission policies of the College.
 4. The maximum number of credit hours that can be transferred , within the framework of the study plan applicable to the student at the College, shall not exceed 30 credit hours.
 5. For a transfer to be considered, the university, college or institute the student transferred from must be one that requires full-time attendance, and the transferred student shall not have been expelled from that university as a disciplinary measure.
- (b) The Department Council may transfer credit for all or some of the courses taken in the university transferred from provided that the grade in each is no less than C.
- (c) Grades or averages transferred from other university, college or institute shall not be included in the student's CGPA at the College .
- (d) Students transferred from other universities or from community colleges or institutes of higher education shall be treated as new students for purposes of suspension of registration, probation, and expulsion.
- (e) Students transferring from other universities or from community colleges or institutes of higher education shall not benefit from their academic record if they have discontinued their studies for a period of four regular semesters or more.

Article 23

- (a) Taking students' wishes into consideration, each College shall assign its students to the various specializations available in accordance with the approved rules and with reference to the maximum number of students admissible in each specialization no later than the beginning of the second regular semester after their joining the University.
- (b) Having completed 15 credits, a student may submit an application to the Registrar's Office to change his/her specialization during the last two weeks of each semester or two weeks from the end of the final exams of the Fall or Spring semesters. The Registrar's Office shall receive all such applications, and submit them to the Dean for a decision to be taken no later than the beginning of the next semester.
- (c) The College Council shall prepare procedures for change of specialization within the College, which shall be issued by a decision from the Dean.
- (d) No student shall be transferred from one department to another from which the student has been transferred due to an academic warning.
- (e) Students who are not under the effect of an academic warning and successfully finished (45) credits, shall not be allowed to transfer to another department.
- (f) Students shall not be given the option to change their specializations more than once throughout the duration of their study at the College.

- (g) The Registrar's Office shall transfer credits earned in the compulsory courses studied in the Department transferred from, which are required in the new department, and to include grades obtained therein in the SGPA and the CGPA.

SECTION 12 : Diploma / Higher Diploma's Degree Requirements

Article 24

- (a) Passing all the courses required for graduation in the study plan
- (b) Accumulating an average of 2.00 or more and completing all the other requirements of the study plan
- (c) Spending the minimum period stipulated for the award of the diploma / higher diploma's degree and not exceeding the maximum.
- (d) Issuing the graduation decision by the relevant councils.

SECTION 13 : General Provisions

Article 25

- (a) If a student's graduation is contingent upon completing a compulsory course which happens not to be offered in the semester at the end of which the student expects to graduate or is offered at a time conflicting with that of another compulsory course, the student, upon the approval of the Dean and the recommendation of his/her department and the Department offering the course may be allowed to study another substitute course which is similar to or higher than the required course in level and number of credits. The Dean shall notify the Registration Department of his approval.
- (b) If a student's graduation is contingent upon completing one course only, which the student has failed three times, the student, upon the approval of the Dean and the recommendation of his/her department and the Department offering the course may be allowed to study another substitute course which is similar to or higher than the required course in level and number of credits. The Dean shall notify the Registration Department of his approval
- (c) Pleading ignorance of these regulations, of publications issued by the College, or of notices posted on the notice boards in the various buildings of the **University** pertaining to these regulations shall not exonerate students from responsibility to abide by them.
- (d) Students shall be responsible for arranging their schedule and taking the prerequisite courses in consultation with their academic advisors.
- (e) Students shall obtain a clearance from the University in order for the procedures of graduation or withdrawal from the College to be completed.
- (f) Graduation requirements shall be considered complete once a student has removed all Incompletes.
- (g) No course taken by a new student at the University shall count for credit if he/she has already taken it at another university, community college, or institute of higher education from which he/she has obtained a certificate.

Article 26

Graduation certificates shall be issued when earned at the end of each semester, and the graduation ceremony shall be held once a year.

Article 27

The Council shall decide on cases not covered in these regulations and on problems arising from their application.

Article 28

All previous regulations conflicting with the present ones shall be deemed invalid.

Article 29

The Chancellor, Vice Chancellors , Deans, and Registrar shall be responsible for the implementation of these regulations.