



Develop Capabilities and Talents
Not-for-Profit University

AMERICAN UNIVERSITY
OF MADABA

الجامعة الأميركية
في مادبا



Your university email address
x.yyyyyyy@std.aum.edu.jo

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AUM Student Handbook

MESSAGE FROM THE UNIVERSITY PRESIDENT

The American University of Madaba (AUM) is now in its eighth year of existence. American-style education is at the heart of AUM, be it majors' structure, instruction methods or student Engagement. We reach out to our students before we teach them. Our graduates are very much sought after for employment by major companies in Jordan and the Middle East. Since its establishment in 2011, AUM has proudly held four graduation ceremonies for a total of 1,065 students. These graduates prove that AUM is fulfilling its duty to produce well-rounded leaders and critical thinkers who can solve problems in an increasingly complex, dynamic and global society. In the coming years, we look forward to many more graduation ceremonies for our students, who will contribute to fulfilling AUM's core mission in Jordan and globally. The University remains deeply committed to offering a robust and purposeful educational experience that stresses critical thinking and practical application.



AUM has been able, during a short period of time, to establish 18 programs accredited by the Jordanian Higher Education Accreditation and Quality Assurance Commission (HEAC-QA), and has been authorized to grant degrees for all eighteen programs by the New Hampshire Higher Education Commission (NHHEC). As President, a significant part of my mandate is to develop new programs addressing market demand. Recently two new Bachelor Degree programs were introduced: Human Resources Management and Design and Visual Communication. Additionally, we are introducing a new IT major in Data Science.

As an American university we are diligently seeking international accreditation and an increased number of Memoranda of Understanding (MoUs) with US and European universities.

As for community engagement, AUM is active in developing the spirit of innovation in high school students, from the 9th to 12th grades. We helped high school students to transform their ideas into projects based on scientific research methods. Recently, we had two success stories with a Madaba high school where two teams of students' projects were chosen for participation in international competitions: One was ISEF in USA and the other was in Sharm El-Sheikh, Egypt.

We are expanding our base of engagement with several schools in Amman. Such projects are entered into a national competition organized annually by the Jordanian Ministry of Education. Successful projects, such as those mentioned earlier, were submitted to the International Science and Engineering Fair (ISEF), which convenes annually in the USA and is supported by the Intel Corporation. There are additional multiple fairs, which convene in many parts of the world, in which the students may also participate."

AUM VISION, MISSION AND VALUES

Preamble

The American University of Madaba (AUM) believes that its vision and mission can best be achieved by being a private, Catholic-founded, not-for-profit university incorporated in both Jordan and the United States.

Vision

AUM will be an internationally renowned university for its holistic education and its dedication to use wisdom and science to build a better world

Mission

- AUM ensures academic excellence through highly competent faculty, staff, and students supported by state-of-the-art sustainable facilities, strategic research and job-relevant study programs.
- AUM devotes its energies to the development of Jordan and the region.
- AUM builds on its international partnerships to enrich student experiences, to expand faculty capabilities and to broaden resources.
- AUM prepares leaders educated in the values of ethical conduct, human understanding, astuteness, integrity and peace who are dedicated to benefitting society and resolving local and global problems.

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Values:

Guided by its Vision and Mission, AUM commits itself to these fundamental Values:

1. **Unique Community** – To draw from different religious, Jordanian and American values, cultures, and education systems to promote ethical responsibility, social cohesion, mutual respect, hospitality, democracy and peace.
2. **Holistic Education** – To advance intellectual development and career opportunities, cultivate an appreciation for beauty and goodness, and provide for the physical, moral, emotional, social and cultural development of students.
3. **Truth and Knowledge** – To honor the pursuit of truth in all its manifestations by any ethical method, especially through the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas with the understanding that faith and reason are compatible.
4. **Collaboration** – To collaborate with international institutions to extend educational opportunity, enhance knowledge exchange, and enrich intellectual discourse, quality of education, and research.
5. **Civic Engagement** – To devote adequate resources and energies that create a supportive and productive community serving the citizens of Jordan and, where appropriate, extending to the region and the world.
6. **Sustainability** – To intelligently apply the best scientific and ethical principles for the care and sustainability of God's creations.
7. **Diversity** – To ensure a diverse community by welcoming faculty, staff, and students from different backgrounds, races, genders, and religions, thereby promoting world understanding and tolerance.
8. **Good Governance** – To maintain a responsible, transparent, well-managed and progressive governing system that complies with and benefits from all legal and regulatory requirements including Jordanian and American accreditation standards.
9. **Equity and Merit** – To practice ethical judgment on the basis of equity, merit and moral principles to create just and healthy relationships at AUM and wherever its influence may reach.
10. **Quality Campus** – To maintain an inspiring, encouraging and rewarding campus as the basis for steady and enlightened progress.



AUM Academic Calendar 2020/2021

Fall Semester		
September 15, 2020	Tuesday	Commencement of the Academic Year 2020/2021
October 5 – 24, 2020	Mon. – Sat.	Placement Test Period
October 12 - 17, 2020	Mon. – Sat.	Add/Drop Course(s) Period
October 19, 2020	Monday	Classes Start
<i>October 21, 2020</i>	<i>Wednesday</i>	<i>Orientation Day for New Students</i>
October 31, 2020	Saturday	Last Day for Incomplete Grade Removal
November 30, 2020	Monday	Last Day for Faculties to Deliver Spring Schedule
December 7-17, 2020	Mon - Thu	Midterm Examination Period
Dec. 21, 2020 – January 2, 2021	Mon – Sat.	Academic Advisement and Course Registration for Spring Semester
December 21, 2020	Monday	Final Exam schedule Announcement
December 21 – 24, 2020	Mon. – Thu.	Placement Test Period
December 25 - 26, 2020	Fri. - Sat.	Christmas - Holiday
January 1, 2021	Friday	New Year - Holiday
January 6, 2021	Wednesday	Epiphany Day - Holiday
January 23, 2021	Saturday	Last Day to Withdraw from a Course(s) "W"
January 23, 2021	Saturday	Last Day to Withdraw and Postpone the semester.
January 26, 2021	Tuesday	Last Day for Administrative Drop "WF" "student exceeded the acceptable percentage (15%) of absences".
Feb. 1- 10, 2021	Mon. - Wed.	Final Examination Period
February 11, 2021	Thursday	Fall Semester Break (for students)
February 15, 2021	Monday	Deadline for submission of the final exams' results
February 16, 2021	Tuesday	Grades Announcement
February 16, 2021	Tuesday	Applications for Program Change
February 23, 2021	Tuesday	Last Day for Grades Appeal

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AUM Academic Calendar 2020/2021

Spring Semester		
February 15 – March 6, 2021	Mon. – Sat.	Placement Test Period
February 22, 2021	Monday	Faculty Report to Work
February 22-27, 2021	Mon. – Sat.	Add/Drop Course(s) Period
March 1, 2021	Monday	Classes Start
<i>March 3, 2021</i>	<i>Wednesday</i>	<i>Orientation Day for New Students</i>
March 13, 2021	Saturday	Last Day for Incomplete Grade Removal
March 28, 2021	Sunday	Palm Sunday - Holiday
April 4-5, 2021	Sun. - Mon.	Easter - Holiday
April 12, 2021	Monday	Last Day for Faculties to Deliver Summer Schedule
April 12 – 22, 2021	Mon. – Thu.	Midterm Examination Period
May 1, 2021	Saturday	Labor Day Holiday
May 3, 2021	Monday	Last Day for Faculties to Deliver Fall Schedule 2021-2022
May 3, 2021	Monday	Final Exam schedule Announcement
May 3- 6, 2021	Mon. - Thu.	Placement Test Period
May 3 - 12, 2021	Mon. - Wed.	Academic Advisement and Course Registration for Summer Semester
May 12, 2021	Wednesday	Eid Al Fiter (approximately)- Holiday
May 13, 2021	Thursday	Ascension Day - Holiday
May 24- June 3, 2021	Mon. – Thu.	Academic Advisement and Course Registration for Fall Semester 2021-2022
May 25, 2021	Tuesday	Independence Day - Holiday
June 5, 2021	Saturday	Last Day to Withdraw from Course(s) "W"
June 5, 2021	Saturday	Last Day to Withdraw and Postpone the semester.
June 8, 2021	Tuesday	Last Day for Administrative Drop "WF" "student exceeded the acceptable percentage (15%) of absences".
June 14 – 23, 2021	Mon. – Wed.	Final Examinations Period
June 24, 2021	Thursday	Spring Semester Break (for students)
June 28, 2021	Monday	Deadline for submission of the final exams' results
June 29, 2021	Tuesday	Grades Announcement
June 29, 2021	Tuesday	Applications for Program Change
July 6, 2021	Tuesday	Last Day for Grades Appeal



AUM Academic Calendar 2020/2021

Summer Session		
June 28 – July 1, 2021	Mon. - Thu.	Add/Drop Period
June 28 – July 1, 2021	Mon. - Thu.	Placement Test Period
July 3, 2021	Saturday	Orientation Day for New Students
July 5, 2021	Monday	Classes Start
July 19 – 21, 2021	Mon. - Wed.	Eid Al Adha (approximately) - Holiday
August 2 - 5, 2021	Mon. - Thu.	Midterm Examination Period
August 5, 2021	Thursday	Final Exam schedule Announcement
August 9 - 12, 2021	Mon. – Thu.	Placement Test Period
August 14 2021	Saturday	Last Day to Withdraw from Course(s) “W”
August 14, 2021	Saturday	Last Day to Withdraw and Postpone the semester.
August 17, 2021	Tuesday	Last Day for Administrative Drop “WF” “student exceeded the acceptable percentage (15%) of absences”.
Aug 30 – Sept 2, 2021	Mon. – Thu.	Final Examinations Period
September 7, 2021	Tuesday	Deadline for submission of the final exams' results
September 8, 2021	Wednesday	Grades Announcement
September 8 2021	Wednesday	Applications for Program Change
September 15, 2021	Wednesday	Last Day for Grades Appeal
September 20, 2021	Monday	Commencement of Academic Year 2021/2022

AUM Academic Terminology

Student ID: The student's official university number. It indicates the academic year and semester when the student joined the university. The last four digits indicate the student's unique serial number at AUM.

Academic Year: The Academic Year consists of two 16 weeks compulsory semesters, and 8 weeks optional summer session.

Credit Hour: It is the unit of the number of hours the student needs to attend per week throughout the semester. Each lecture counts as one credit hour. For labs and practicum, each credit hour is at least two lab hours or practical hours.

Study Plan: A group of compulsory, ancillary and elective courses that a student has to successfully complete in order to obtain a degree in his/her major.

Compulsory Requirements: The group of courses included in the Study Plan which the student needs to successfully complete including the program's General Education Requirements, College Requirements, and Major Requirements.

Ancillary Requirements: The group of courses included in the Study Plan which the student needs to successfully complete.

Elective Requirements: The group of courses included in the Study Plan from which the student can choose the required credit hours to successfully complete the General Education Requirements, College Requirements, and Major Requirements.

Free Elective Courses: The curricula may include **free** elective courses up to **6** credit hours; the students may choose any university offered courses provided that he/she fulfils the prerequisite requirement.

Prerequisite: A course that the student must study in order to enrol in a course that follows in the Study Plan.

Incomplete Grade: In case of failure to attend the final exam for unavoidable circumstances, the student is given an incomplete grade upon the approval of the college dean.

Academic Load: The total number of credit hours in which the student has enrolled in a given semester.

Semester Grade Average (SGA): The average of the grades of all the courses which the student has studied in a semester, regardless of whether the student has passed or failed a course.

Cumulative Grade Average (CGA): The average of the grades of all the courses which the student has studied from the study plan to date, regardless of whether the student has passed or failed these courses.

AUM ADMISSION REQUIREMENTS

The American University of Madaba (**AUM**) considers all the applicants on the basis of their academic qualifications regardless of their race, colour, gender, religion, age or national origin. Admission to the university is based on the student's achievements in the secondary education certificate or its equivalent from international high school certificates (IB, IGCE and SAT II)

- Applicants must complete the application form themselves.
- Applicants should indicate their order of preference on the application form.
- Newly admitted students are not allowed to postpone their study unless they have completed one semester at AUM.
- All documents presented to complete the application for admission become property of the university; admitted candidate may not claim those documents back.

I- General Required Documents

All applicants must include the following documents with the application form:

- Two recent passports sized color photos.
- A copy of the candidate's passport.
- A certified copy of the candidate's birth certificate and the personal identification card (for Jordanian students).
- A copy of the military service booklet or service exemption certificate (for Jordanian students).

II- General Secondary Certificates (High School Diploma) Required Documents

Applicants must submit the appropriate academic document

1- Students Holding Jordanian General Secondary Certificates:

- Original general secondary transcript in both Arabic and English languages.

2- Students Holding Arabian General Secondary Certificates:

- Official transcript authenticated by the Jordanian Ministry of the Education.
- Students holding a Saudi General Secondary Certificate after the 2017-2018 academic year must pass the ability test held at the Jordanian Ministry of Education.

3- Students Holding Foreign General Secondary Certificates:

- An equivalency of the Jordanian General Secondary Certificate issued by the Ministry of Education of Jordan.
- A copy for the foreign certificate transcript authenticated by the Ministry of Education in Jordan.

4- Students Holding International certificates (Sat, IB, IGCSE):

a. Jordanian Students:

- An equivalence of the Jordanian General Secondary Certificate (or a certified copy) issued by the Ministry of Education of Jordan.

b. Non-Jordanian student:

- Equivalence of the General Secondary Certificate obtained from the Ministry of Education in the country where the International certificate was issued. The Equivalence Certificate must be authenticated by the Ministry of Education in Jordan.
- An authenticated official transcript.

III- Transfer Student from Other University or College

Students who wish to transfer to AUM from other universities or students who hold a diploma degree and wish to proceed for a university degree “bridging program” may be accepted provided that:

- The university from which the student is transferring or the college granting the diploma is accredited by the Jordanian Ministry of Higher Education and Scientific Research.
- The academic institution, from which the student is transferring, follows the regular system of education which requires student’s attendance to all registered courses.

1- Transfer Student from Other University:

- Jordanian General Secondary Certificates or its equivalent.
- An original copy of the transcript, authenticated by the Ministry of Higher Education and Scientific Research (and the Accreditation Office for the non-Jordanian Universities)
- A course description for all the passed courses certified by the previous university.
- Clearance a good conduct certificate issued by the pervious university.

2- Transfer Student from College “Bridging Programs”:

a. Jordanian Diploma:

AUM may accept student and transfer credits if the student’s score in the **Comprehensive Exam** is not less than **70%** if the student applies for Engineering or Pharmacy Program, and not less than **68%** for other programs.

- An original copy of the Diploma Transcript, authenticated by the Ministry of Higher Education. **Or a certified copy.**
- Jordanian General Secondary Certificates or its equivalent.
- Certified copy of the **Comprehensive Exam.**
- A course description for all the courses certified by the previous institute.

b. Non - Jordanian Diploma:

- An equivalence of the Diploma Certificate from the Ministry of Higher Education of Jordan.
- Jordanian General Secondary Certificates or it’s equivalent.
- An original copy of the Diploma Transcript, authenticated by the Ministry of Higher Education (and the Accreditation Office for the non- Jordanian Universities)
- A course description of all the courses certified by the previous institute.

Faculty Admission Requirement

Students may be accepted into any of the programs offered by AUM providing that, the student satisfy the minimum required average in the General Secondary Certificate or its equivalency. The minimum required average for each program is shown below.

Faculty / Program	Required General Secondary Education Certificate or Equivalent	Minimum Grade for Admission	
		Jordanian	Non-Jordanian
Faculty of Engineering			
Civil Engineering Mechanical Engineering	Scientific, Scientific/ Medical Field, Scientific/ Engineering Field, Industrial.	80%	65%
Faculty of Science			
Biology and Biotechnology	Scientific, Scientific/ Medical Field, Scientific/ Engineering Field, Pure Science (العلوم البحتة), Comprehensive Health Education*, Industrial, Agriculture.	60%	50%
Faculty of Health Sciences			
Pharmacy	Scientific, Scientific/ Medical Field.	80%	65%
Medical Laboratory Nutrition and Dietetics	Scientific, Scientific/ Medical Field, Comprehensive Health Education.	70%	55%
Faculty of Information Technology			
Computer Science	Scientific, Scientific/ Medical Field, Scientific/ Engineering Field, Pure Science (العلوم البحتة), Comprehensive Health Education*, IT, Industrial, Agriculture.	60%	50%
Data Science and Artificial Intelligence			
Faculty of Business and Finance			
Accounting Business Administration Banking and Finance Human Resources Marketing Risk Management	Scientific, Scientific/ Medical Field, Scientific/ Engineering Field, Pure Science (العلوم البحتة), Literary, Sharia, Comprehensive Health Education, IT, Hotel and Tourist.	60%	50%
Faculty of Architecture and Design			
Architecture	Scientific, Scientific/ Medical Field, Scientific/ Engineering Field, Industrial.	80%	65%
Interior Design Design and visual Communication	Scientific, Scientific/ Medical Field, Scientific/ Engineering Field, Pure Science (العلوم البحتة), Literary, Sharia, Comprehensive Health Education, IT.	60%	50%
Faculty of Languages and Communication			
English Language and Literature Translation	Scientific, Scientific/ Medical Field, Scientific/ Engineering Field, Pure Science (العلوم البحتة), Literary, Sharia, Comprehensive Health Education, IT.	60%	50%

*Must pass remedial Math (903099), if calculus 1 and/or calculus 2 listed in the curriculum.

Programs' Curricula

Before course registration, student must sit for placement tests in English Language, Arabic Language and Computer. Students who fail any of these courses are required to register and pass the corresponding remedial courses, 900099, 900097 or 900096, respectively. In this case the students are required to do that during their first academic year of enrolment at AUM.

The curriculum of each program in which the Bachelor's Degree is awarded include the following:

1- Remedial Requirements (0 Credit Hours)

Students must sit for placement tests in English, Arabic, and Computer. Students who fail any of these tests are required to register and pass the corresponding remedial course 0900099, 0900097, or 0900096 respectively during the first academic year of enrolment at the university.

2- University Requirements (25 credit hours)

University requirements form a common background for all university students. Their objective is to enhance the student's communicative competence in both Arabic and English. This requirement is divided into a compulsory (12 credit hours) and elective requirement (13 credit hours).

a- University Compulsory Requirements (12 credit hours)

Course No	Course Title	Credit Hours	Contact Hours		Prerequisite
			Lecture	Lab	
0900101	Sports (1)	1	0	3	-
0900101	Swimming	1	0	2	-
0900110	Cultural Development (1)	1	0	2	-
0900111	Military Science*	3	3	0	-
0900130	English Communication Skills (1)	3	3	0	0900099**
0900131	English Communication Skills (2)	3	3	0	0900130

* Non-Jordanian students may take a university elective course instead. This course does not count for the purpose of calculating the cumulative average but it counts among the credit hours required for graduation.

** Or passing the placement test

Students are exempted from taking the "Military Science" course in any of the following cases:

- If they have successfully taken this course in any other Jordanian university.*
- If they were graduates of Jordanian military colleges (the Military Wing of Mu'tah University, the Royal Military College, the Military School of Cadets) or their equivalent of foreign military colleges.*
- If they were among the officers who attended the officers basic training course, or the non-commissioned officers basic training course.*

b. University Elective Requirements (13 credit hours)

University elective courses are offered to enrich students' knowledge in the fields of humanities, social sciences, and science and technology, and strengthen their understanding of their nation's culture and thought. **Students are required to choose the correct credit hours from each field.**

Humanities: 7 credit hours

Course No	Course Title	Credit Hours	Contact Hours		Prerequisite
			Lecture	Lab	
0900113	Interpersonal and Intercultural Communication	3	3	0	-
0900117	Civic Awareness	3	3	0	-
0900120	Arabic Communication Skills (1)	3	3	0	0900097*
0900140	Appreciation of Art	3	3	0	-
0900141	Appreciation of Music	3	3	0	-
0900163	Modern life skills	3	3	0	-
0900164	Creativity and Innovation	3	3	0	-
0900201	Sports (2)	1	0	3	0900101
0900202	Sports (3)	1	0	3	0900201
0900210	Cultural Development (2)	1	0	2	0900110
0900211	Cultural Development (3)	1	0	2	0900210

*Or passing the placement test.

Social and Economic Sciences: 3 credit hours

Course No	Course Title	Credit Hours	Contact Hours		Prerequisite
			Lecture	Lab	
0900114	Civilization and Thought	3	3	0	-
0900115	Social Ethics	3	3	0	-
0900150	Introduction to Economics*	3	3	0	-
0900160	Entrepreneurship and Enterprises	3	3	0	-

*Not for Business and Finance Students.

Science, Technology, Agriculture and Health: 3 credit hours

Course No	Course Title	Credit Hours	Contact Hours		Prerequisite
			Lecture	Lab	
0900116	Bio-Ethics	3	3	0	-
0900170	Energy and the Environment	3	3	0	-
0900171	Science and Society	3	3	0	-
0900180	Computer Skills*	3	2	2	0900096**

*Not for Information Technology Students.

** Or passing the placement test.

3- Faculty Requirements

Faculty requirements include courses needed by all students in the faculty to provide them with a common cognitive background directly related to the general field of knowledge of their major. They also include courses that complement the department requirements. Faculty requirements credit hours as assigned by the Faculty council are shown in the table below. Students must complete the Faculty compulsory courses and the elective courses if required.

	Faculty	Program	Faculty Requirements		Department Requirements			Free Elective	Total Credit Hours
			Compulsory	Elective	Compulsory	Elective	Ancillary		
1	Engineering	Civil Engineering	27	-	83	6	17	6	164
		Mechanical Engineering			84		20		164
2	Science	Biology and Biotechnology	20	-	82	12	8	6	133
3	Health Sciences	Pharmacy	24	-	86	9	18	3	165
		Medical Laboratories			59	6	16	6	136
		Nutrition and Dietetics			62	6	13	6	136
4	Information Technology	Computer Science	21	-	67	9	6	6	134
		Data Science and Artificial Intelligence			67	9	6	6	
5	Business and Finance	Accounting	21	-	60	12	15	-	133
		Business Administration			57	12	15	3	
		Marketing			60	9	15	3	
		Human Resources							
		Risk Management			60	9	18	-	
		Banking and Finance			57	9	21	-	
6	Art and Design	Architecture	24	6	100	-	18	3	176
		Interior Design			67	-	19	-	141
		Design and Visual Communication			78	3	-	-	136
7	Languages and Communication	English Language and Literature	15	6	66	9	9	6	136
		Translation			69		6	6	136

4- Department Requirements

The department requirements consist of compulsory and elective credit hours covering major fields of knowledge in a balanced manner. Curricula are organized in a way that enhances the interrelationship with other ancillary disciplines in the same faculty, in particular, and with other disciplines in the university, in general. The student must complete the department requirements as in the table above.

- *Students may, however, study a course and its pre-requisite in the semester in which they are expected to graduate if their graduation is contingent upon this arrangement, provided they have previously studied the pre-requisite course but did not pass it. Students who complete all the required credit hours in that semester with just the internships remaining for the next semester shall be treated as expected graduates.*
- *A student who is enrolled in any of the Bachelor Degree programs at the university may not enrol at the same time in any other program at the university regardless of its type or level.*

5- Ancillary Requirements

Students must complete the ancillary credit hours assigned by the Faculty Council. The required ancillary credit hours for each Faculty/Program are shown in the table above.

6- Free Electives

The curricula may include **free** elective courses up to **6** credit hours; the students may choose any university offered courses provided that he/she fulfils the prerequisite requirement.

ACADEMIC RULES AND PROCEDURES

REGISTRATION POLICIES

Students must carry out course registration for each semester according to the AUM academic calendar and the announced schedule dates, as instructed below:

- 1- Newly admitted students must sit for placement test in English language, Arabic language and computer before their course registration. Students who successfully passed the English Placement Test must register the English Communication Skills (1) course in the first semester, and then English Communication Skills (2) course in the follow semester. Students, who did not pass the English placement test, must register in the Remedial English Course and then English (1) and English (2). In any case, all students must register and pass the required Remedial Courses within the first three semesters of the enrolment in the university.
- 2- All new admitted students are advised to attend the Orientation Day, where each student will meet with her/his academic advisor. Students must fill in the courses in which they wish to
- 3- The student must choose from her/his study plan with the assistance of the academic advisor, the courses that she/he wishes to register in the semester. The student
- 4- Students must fill in the course registration form, the chosen courses that she/he wishes to register.
- 5- Student shall submit the registration form to the registration office after her/his and the advisor signature.
- 6- Registration is not official until the registrar's office enters the student request courses on the registration system. Only a student who is officially registered for a course may attend the course.
- 7- Continuing students can register their courses online, but they must ask the academic advisor to approve what they have registered.

ADD - DROP COURSES and SEMESTER WITHDRAWAL

- 1- A student may upon approval of the student's academic advisor add or drop one or more courses or change course sections during add - drop period specified in the **AUM** academic calendar. No remarks will appear in the student's transcript due to this operation.
- 2- A student is allowed to withdraw from one or more courses during the first 14 weeks of the semester, and the first 6 weeks of the summer session. In such cases a grade **W** (Withdrawal without failure) is recorded in the student's transcript.
- 3- In all withdrawal cases, a student may not be registered for less than **12** credit hours in any regular semester.

- 4- A student upon approval of the Faculty Dean may withdraw all the courses registered in a semester during the first 14 weeks of the semester, and the first 6 weeks of the summer session. The student's status in that semester will be considered **Postpone**.
- 5- Students must use "Add-Drop Courses Form" to add or drop courses.

POSTPONEMENT of STUDY

- 1- Newly admitted Students to **AUM** are not allowed to postpone their study unless they have completed one semester at AUM.
- 2- The maximum period the students can postpone their study shall not exceed four consecutive or non-consecutive semesters.
- 3- The postponement period will not consider as part of the maximum study duration.
- 4- Student who wishes to postpone his/her study may submit the **study postponement request form** before the beginning of the semester, but no later than the end of the semester he/she wishes to postponed.
- 5- The postponed period is granted after the approval of the competent authorities as follows:
 - a. The Faculty Council, if the requested postponement is not more than two consecutive or non-consecutive semesters.
 - b. The Deans Council, if the requested postponement is for a period exceeding two semesters, but not for more than four consecutive or non-consecutive semesters.
- 6- If a student is not registered courses or postponed his/her study for any semester the status of that student shall be considered **discontinued**.
- 7- A **discontinued** student wishes to return to the university must submit the **readmission form**. The readmission is granted if a vacancy is available in his/her program and after the approval of the competent authorities as follows:
 - a. The Faculty Council, if the discontinuation of study does not exceed two semesters.
 - b. The Deans Council, if the discontinuation of study has exceeded two semesters but not four consecutive or non-consecutive semesters.
- 8- If the competent authority accepts the student's request, the discontinuation of study shall be considered as postponed, and is counted in the maximum period allowed for postponement.
- 9- If a disciplinary measure stipulating the cancellation of registration in all courses registered in a semester or the temporary dismissal for a semester or more is inflicted on a student, this semester(s) will be considered as postponed, and will be counted in the maximum period allowed for postponement. However, the maximum period for postponement may be overlooked only for the purpose of executing the disciplinary measure.

ACADEMIC LOAD

All students who enrolled in the university are expected to engage in full time study in each semester. To maintain a full time status all the time, the students have to register not less than 12 credit hours in each semester.

- 1- The maximum credit hours the student can register are 18 credit hours in a regular semester.
- 2- A Student may register up to maximum 21 credit hours under the following conditions:
 - a. if the student cumulative average in the previous semester was no less than 76%.
 - b. If this load enables the student to graduate at the end of the semester.
- 3- The minimum credit hours the student can register are 12 credit hours in each regular semester.

- 4- A Student may register less than 12 credit hours under the following conditions:
 - a- With the approval of the dean the student can register less than the minimum credit hours, but not less than 9 credit hours.
 - b- If this load enables the student to graduate at the end of the semester.
 - c- The students who cannot find courses of their curricula in which to register.
- 5- In the summer session, the maximum credit hours the student can register are 9 credit hours.
- 6- A student may register up to 12 credit hours under the following conditions:
 - a. if this load enables the student to graduate at the end of this session.
 - c. if the student cumulative average in the previous semester was no less than 76%.
- 7- The maximum credit load for a student transferred from the regular program to the special study program shall be 12 credit hours in a regular semester and 6 credit hours in a summer session.

DURATION OF STUDY

1. The duration of study for a Bachelor Degree with a normal load is eight semesters or four years in all university faculties, except Engineering and Pharmacy, where the duration of study is ten semesters or five years.
2. For programs normally required eight semesters for graduation, Students are not allowed to obtain the Bachelor Degree in less than six semesters and a maximum of twelve regular semesters.
3. For programs normally required ten semesters for graduation, Students are not allowed to obtain the Bachelor Degree in less than eight semesters and a maximum of fourteen regular semesters.
4. The maximum study period for the transferred student from other academic institution depends on the number of the approved transfer credits; this period can be calculated as a ratio of the maximum study period mentioned in (2).
5. If the student has run out the allowed period for obtaining the bachelor's degree and it was theoretically possible to complete the graduation requirements by studying additional one or two semesters, the Dean's Council, upon a recommendation from the Department's Chair concerned, Dean's faculty and the University Registrar, grant this opportunity to the student.

CLASSIFICATION OF REGULAR STUDENTS

1. Based on the total number of credit hours the students passed, they shall be classified into four or five levels: 1st year, 2nd year, 3rd year, 4th year, and 5th year. Only credits appearing on the student's official university record at the time of classification will be considered. Classifications are reviewed and updated periodically according to the following schedule:
2. Whenever a student is readmitted, transferred from other university or changes program or faculty, the student's classification will be reviewed by the admission and registration office and will be subject to change according to existing rules.

Credit Hours Earned	Student Classifications
Less than 33	Firs Year, Freshman
33 < 66	Second Year, Sophomore
66 < 99	Third Year, Junior
99 < 120	Forth Year, Senior
More than 120	Fifth Year

ATTENDANCE

- 1- Attendance is compulsory for all University students in all lectures, discussions, practical work, and field training (internship). Students are not allowed to be absent for more than 15% of the credit hours of the course. Absence does not exempt the students from submitting their work that they must complete within the course requirements.
- 2- If the student exceeds the 15% absence limit from a course without a medical or compelling excuse accepted by the faculty dean, he/she is not allowed to sit its final exam and a failing grade (**WF**) is recorded for the student in that course.
- 3- Exception to (2) may be made in the case of serious illness or a compelling excuse accepted by the dean of the faculty offering the course. In such case, the student will be considered **withdrawn** from that course and he will receive a **W** grade in that course.
- 4- A medical excuse must be issued by the university physician or approved by him/her. This medical report must be presented to the faculty dean no later than two weeks from the date of the student's absence.
- 5- Students who represent the Kingdom or University in official activities approved by the university are allowed to be absent for no more than 25% of the class hours; otherwise, they are considered "withdrawn" from the course(s)
- 6- The instructor, with the approval of the Dean at the end of the week 14th of the semester or at the end of week 6th of the summer session shall notify the Registrar's Office with the list of students who exceed the 15% limit of absence.
- 7- A student who is absent with an acceptable excuse for more than 15% of the prescribed hours for all courses registered in a semester is considered withdrawn from that semester. Accordingly, the withdrawn (**W**) note should be made in his/her transcripts, and his/her status in that semester is considered postpone.

If the student submits a report of serious illness or a compelling reason for exceeding 15% of absence in a course, and the dean of the faculty offering the course accepted the reason, the student will be considered withdrawn from that course and a grade W is recorded for that course in the student's transcript.

Academic Evaluation and Assessment

1- Course Assessment

- b- Student's performance in each registered course is evaluated based on the intended learning outcomes of the course. The intended learning outcomes are shown in the syllabus of the course.
- c- AUM uses the hundred grading system in recording the students final grade in a course.
- d- The final grade in any course is 100%, while the passing grade is 50%, rounded to the nearest decimal digit.
- e- The minimum final grade is 35%, which is the university definition of "zero".
- f- The final grade of each course is the aggregate of the grade of the final exam and the other grades gained from the course work (midterm exam, project, quizzes, assignments and Participation).
- g- The final grade of a course (100%) is normally distributed as below:

Assessment Tools	Mark
Midterm Exam	30%
Project	20%
Quizzes, Assignments and Participation	10%
Final Exam	40%
Total	100%

2- Course Grading

- a- At the end of each semester, the instructor awards students enrolled in a course a grade out of a 100. The earned grades in each course will be used to calculate the semester grade average “**SGA**” and the Cumulative Grade Average “**CGA**”.
- b- For each course a rating will be assigned depending on the grade percentages earned by the student as below

Grade	Symbol	Rate
90-100		Excellent
80-89		Very Good
70-79		Good
60-69		Fair
50-59		weak
Below 50	F	Fail
Other symbol grades used		Grade Definitions
-	FA	Fail due to Absent
-	p	pass
-	I	Incomplete
-	IP	In Progress
-	T	Transfere Credit
-	W	Withdraw

3- Grading System

- a- The Semester Grade Average “**SGA**” is calculated by multiplying the final grade of each course (pass or fail) by the number of credit hours of the course and then dividing the total credit hours registered by the student in the semester.

$$\text{Semester Grade Average (SGA)} = \frac{\text{Total(course credit hours X grade of the course)}}{\text{Total credits hours registered in the semesters}}$$

- b- The Cumulative Grade Average “**CGA**” is calculated by multiplying the final grade of each course (pass or Fail) by the number of credit hours of the course and then dividing the total of all courses by the number of total credit hours taken in all previous semesters.

$$\text{Cumulative Grade Average (CGA)} = \frac{\text{Total}(\text{course credit hours} \times \text{grade of the course})}{\text{Total credits hours taken during all semesters}}$$

- c- The semester and cumulative grade average are rounded to the nearest one decimal digit.
- d- The cumulative grade average (**CGA**) are categorized according to the following rating

Cumulative average	Designation
84 - 100%	Excellent
76 - 83.9%	Very Good
68 - 75.9%	Good
60 - 67.9%	Satisfactory
Less than 60%	Unsatisfactory

- e- A student who fails to attend an announced exam with an acceptable excuse, the instructor shall schedule a make-up exam for the student. If, on the other hand, the excuse is not acceptable, student get a “zero” grade in that exam. Students must present their excuse to the course instructor within three working days from the date of the exam.
- f- A student who fails to attend the final exam of a course must present her/his excuse attached with “Incomplete Request Form” to the dean of the faculty offering the course within five working days from the date of the exam.
- g- The final Exams takes place during the 16th week of the semester, while in summer during the last three days of the session. The duration of the final exam is two hours.

FINAL EXAM GRADE APPEALING

A student has the right to request a review of his/her final exam grade of any course under the following conditions:

- 1- The student must complete a “Final Exam Grade Appeal Form”, pay the fee of the form and submit it to the registrar’s office within five working days from the date of announcing the final grades according to AUM academic calendar.
- 2- The dean shall verify that no error was made in the calculation or recording of grades, and that no questions were left uncorrected, by appointing a committee comprised of the dean, head of the department and the course instructor or one of its instructors.
- 3- If an error is found the instructor will correct the error using the appeal form and send it to the Registrar’s Office. The form must be signed by the Dean, Department Head and the Instructor.

INCOMPLETE GRADES

- 1- A Student who fails to attend the final exam due to serious illness or a compelling excuse may seek an **incomplete grade “In”** for the course.
- 2- The student must complete and submits an “Incomplete Request Form” which is available from the registrar’s office within five working days from the date of the end of the excuse. The student must enclose with this request all documents and or an approved medical report that justify the reasons of absence.

- 3- If the dean of the faculty offering the course accepted the excuse, the student shall be given a grade **Incomplete "In"**. The Dean shall notify instructor of the course and the registrar's office of this grade.
- 4- If the course instructor has not been informed with the deans decision by the time the grade are recorded, the students grade in the final exam of the course is recorded is zero.
- 5- If the excuse is not accepted by the dean, the student shall be considered to have failed in that course.
- 6- Any student who has been granted an incomplete grade must remove this grade within the first two weeks of the next regular semester in which the student has enrolled by sitting for a final exam in arrangement with the instructor of the course and the Department. The result shall be submitted to the Registrar's office. Otherwise, the Registrar' Office shall give the student an **F** grade for the course.
- 7- The incomplete **mark** is not included in the **SGA, CGA** and in the total passed hours.
- 8- If a student deferred her/his study for a semester after she/he granted the **(In)** grade, she/he must remove this grade within the first two weeks of the next regular semester in which the student has enrolled.

ACADEMIC PROBATION

- 1- If a student fails to obtain the required **60%** cumulative grade average "**CGA**" in a semester, except for the first semester of enrolment at the university, the student shall be placed on **Academic probation** and he will receive a **first academic warning**.
- 2- Having received the first academic warning, the student must remove this effect by raising the **CGA** to 60% or above within the following two semesters. Otherwise he will receive **second and third academic warning**.
- 3- The maximum credits the student can register while he is under probation are 15 credit hours. With the dean's approval the student can add no more than 3 credits.
- 4- Student fails to remove the effect of probation after the elapse of the two designated semesters shall be **dismissed** from program.
- 5- Subject to the provisions in items 4, a student who has been dismissed from a program, is permitted to continue in the same program until they reach the maximum study duration, under the following conditions:
 - a- If student's **CGA** has been raised to **59.0-59.9%** upon the completion of the two semesters. The student shall be dismissed from the program if his/her **CGA is less than 59%**.
 - b- If the Student have successfully completed 75% credit hours or more of her/his curriculum, including the courses that have been transferred from another academic institution.
- 6- Subject to the provisions in items 4 and 5-a, student fails to raise the CGA to 60% after the elapse of the two designated semesters and a student who has been dismissed from a program, due to a CGA less than 59%, may be transferred to the **special study program**. In this case, the student shall be given two semesters, to raise her/his CGA to the required minimum average (60%). If the student fails to do so, he/she will be dismissed permanently from program.
- 7- A student shall be considered as dismissed from the University if his/her cumulative average falls below 50% in any semester following the first semester of enrolment or if the student exceed the maximum study duration of his/her program.
- 8- Summer sessions shall not be count in terms of academic probation.
- 9- A student who has been dismissed from a program for any reason is not eligible for readmission into the same program.

- 10- Decisions of administrative drop, academic probation, dismissal from program, transfer to the special study program, and expulsion from the university shall be executed by the Registrar's Office.
- 11- The posting of decisions of academic probation, dismissal from program, ultimate expulsion from the university, and any other academic matters concerning students on the bulletin board in the concerned student's faculty is considered a notification in the legal sense.

SPECIAL STUDY

A student dismissed from program according to the **Academic Probation** can transfer to the **special study program** under the following conditions:

- 1- A student shall be given **two semesters**, to raise his/her cumulative grade average to the required minimum average (60%).
- 2- The maximum credit hours the student can register in the semester are 12 credit hours and 6 credit hours in the summer session.
- 3- A student fails to raise his/her cumulative grade average to 60% or more will be dismissed permanently from program.

REPEATING COURSES

- 1- A student who fails in any compulsory course must repeat that course.
- 2- A student who fails in any elective course shall enroll again in the course, or he/she can enroll in another course (from the list of the elective courses) to compensate the failed course in order to fulfill the curriculum requirements. In such a case the compensate course shall be considered a repeated course in terms of calculating the SGA and CGA.
- 3- A student may not, however, repeat any course already passed in his/her curriculum to raise his/her cumulative grade average more than twice.
- 4- If a student repeats a course, the highest grade and its credit hours shall be calculated in the SGA and CGA
- 5- A student who has failed any course or courses may be allowed to study those courses at another university, accredited by the ministry of higher education. Such courses shall be considered, after they are duly transferred, as repeated courses.

ADD - DROP COURSES AND SEMESTER WITHDRAWAL

- 1- A student may upon approval of the student's academic advisor add or drop one or more courses during the period specified in the university academic calendar. No remarks will appear in the student's transcript due to this operation.
- 2- A student is allowed to withdraw from one or more courses during the first 14 weeks of the semester, and the first 6 weeks of the summer session. In such cases a grade **W** for withdrawal without failure is recorded in the student's transcript.
- 3- In all withdrawal cases, a student may not be registered for less than **12** credit hours in any regular semester.
- 4- A student upon approval of the Faculty Dean may withdraw all the courses registered in a semester during the first 14 weeks of the semester, and the first 6 weeks of the summer session. The student's status in that semester will be considered Postpone.
- 5- Students must use "Add-Drop Courses Form" to add or drop courses.

DISCONTINUATION AND DEFERMENT “POSTPONEMENT” OF STUDY

- 10- New Students are not allowed to postpone their study unless they have completed one semester at AUM.
- 11- The maximum period the students can postpone their study shall not exceed four consecutive or non-consecutive semesters.
- 12- The postponement period will not consider as part of the maximum study duration.
- 13- Student who wishes to postpone his/her study may submit the **study postponement request form** before the beginning of the semester, but no later than the end of the semester he/she wishes to postponed.
- 14- The postponed period is granted after the approval of the competent authorities as follows:
 - a. The faculty dean, if the requested postponement is for one semester.
 - b. The faculty council, if the requested postponement is for a period exceeding one semester, but not for more than two consecutive or non-consecutive semesters.
- 15- If a student is nor registered courses or postponed his/her study for any semester the status of that student shall be considered **discontinued**.
- 16- A discontinued student wishes to return to the university must submit the **readmission form**. The readmission is granted if a vacancy is available in his/her program and after the approval of the competent authorities as follows:
 - 8- The faculty council, if the discontinuation of study does not exceed one semester.
 - 9- The Deans Council, if the discontinuation of study exceeds one semester.
- 17- If the competent authority accepts the student’s request, the discontinuation of study shall be considered as postponed, and is counted in the maximum period allowed for postponement.
- 18- If a disciplinary measure stipulating the cancellation of registration in all courses registered in a semester or the temporary dismissal for a semester or more is inflicted on a student, this semester/these semesters will be considered as postponed, and will be counted in the maximum period allowed for postponement. However, the maximum period for postponement may be overlooked only for the purpose of executing the disciplinary measure.

TRANSFER CREDITS

Student who is accepted at AUM as a transfer student or in the Bridging Program and wishes to transfer the credits completed at the previous university/college, he/she has to submit a course equivalency form to the admission office which then will referred to the relevant faculty. A course may be transferred providing that the course fulfils the following conditions.

- 1- The maximum credit hours that can be transferred are 50% of the total credits of the program, to which the student has admitted.
- 2- The credit hours of the transferred course should be not less than of the AUM equivalent course.
- 3- The grade obtained on the course must have been at least the passing grade (50%).
- 4- Grades and credit hours of these courses will be accounted to calculate student’s (CGA) and the total hours earned.
- 5- The content of the transferred course is equivalent to the content of the course at AUM.
- 6- No credit is granted for pass/fail courses.??
- 7- One semester shall be deducted from the upper limit of duration of study against every 15 credit hours counted for a transfer student.

- 8- Transfer students in his/her first semester at AUM shall be considered as new students.

Change of Program

A student may change his/her program to another at the university under the following requirements:

- 1- The student must submit an application to the Admission Office within the period specified in the academic calendar.
- 2- The student must meet the admission requirements of the new program/faculty.
- 3- The student should not have been previously dismissed from the new program.
- 4- The student has not been subject to any disciplinary measures.
- 5- When a student changes to a new program, the student may select courses from among the courses that he/she studied in the previous program to be transferred, provided these courses are part of the student's new curriculum plan.
- 6- The grades and the credit hours of these courses shall be accounted for calculating student's (CGA) and the total hours earned.
- 7- Students may not be allowed to change his/her program more than three times throughout his/her enrolment at AUM.
- 8- One semester shall be deducted from the upper limit of the duration of study against every 15 credit hours counted for the student after he/she change his/her program.
- 9- The student in his/her first semester in the new program shall be considered as new student.

Studying Courses at Other Institutions

AUM student who wishes to study courses at another accredited university may do so according to the following regulations:

1. The maximum credit hours the student may study at another university is 18 credit hours. Provided that, the required credit hours are not offered at AUM at that semester or there is a conflict in the schedule that can't be resolved.
2. Prior to register the courses at other university, the student needs to obtain written approval from the Department Chair and the College Dean.
3. The University where the student wishes to register has to be accredited by the Ministry of Higher Education.
4. After the designated semester completed, the student has to submit an official transcript authenticated by the ministry of higher education combined with a transferee credit request form to the Registrar's Office to transfer the courses he/she studied. The application will then be referred to the relevant college.
5. Course equivalency will be carried out in accordance with AUM regulations.
6. A student is not allowed to study courses outside AU during the semester in which he/she is supposed to graduate.

Studying a Substitute Course

1. If the student's graduation depends on one or two courses that is not offered or if the course(s) time clashes with another course in the semester in which the student is expected to graduate, the student may, upon approval from the Faculty Dean, study a substitute course(s) provided that:

- i. The credit hours of the substitute course(s) shall be equal to or more than the number of credit hours of the original course (s).
 - ii. The substitute course shall be in the same level of the original course.
 - iii. The substitute course shall be in a field of knowledge related to the student's program.
 - iv. The student must have studied the prerequisite of the substitute course.
2. If the student has only a (field training, practical training, or Internship) course left to graduate in the summer semester, the student's department shall consider him as one of the students who are expected to graduate in the spring semester prior to the summer semester in which he will complete the training course.
3. Subject to the provision in item 1.i, the Deans Council may approve that the student (for health reasons or compelling circumstances) study one or two substitute course(s).
4. Upon the department chair recommendation and faculty dean approval, the student may substitute a course that she/he unsuccessfully studied three or more times, provided that:
 - i. The student is at his graduation semester.
 - ii. The student's **CGA** is 60% or above
5. In all cases, the student is not allowed to substitute more than two courses.

Visiting Students

Visiting students are students who are aiming to study courses in AUM for transfer back to an undergraduate degree program at their home academic institutions. Visiting students have full access to all AUM student services.

If a visiting student who has previously attended courses at AUM wishes to become a regular student, the student must meet AUM admission requirements.

To register as a visiting student at AUM, you have to complete the "Visiting/Audit student Application Form", submit Official Transcript **OR** an official letter of permission from your university outlining which courses you have authorized to take at AUM

Audit Students

An individual may take some courses for non-degree studies at AUM on an audit basis. Audit students attend lectures and assignments without receiving a grade or obtaining degree credit.

To register as an Audit student at AUM, "Visiting/Audit student Application Form" must be completed.

Graduation Requirements

A student shall be awarded the Bachelor Degree after fulfilling the following requirements:

- 1- The student has passed all the required courses according to the program's curriculum in which the student was registered.
- 2- The student has achieved a cumulative grade average of no less than 60%.
- 3- The student has spent at least the minimum required period for obtaining the Bachelor Degree, and not exceeded the maximum limit.
- 4- The student must be registered the graduation semester at AUM.
- 5- The relevant college issues a graduation decision.

University Honour's List

At the end of fall and spring semester, the Registrar's Office will issue the **University Honour's List**. A student's name is included on this list if he/she meet the following requirements:

- 1- The student's SGA is not less than 95%.
- 2- The student earned at least 15 credit hours in the semester.
- 3- The student has not been subject to any disciplinary measures

University honour's list student will receive a certificate of appreciation.

Faculty Honour's List

At the end of fall and spring semester, the Registrar's Office will issue the **University Honour's List**. A student's name is included on this list if he/she meets the following requirements:

- 1- The student's SGA is not less than 90%.
- 2- The student earned at least 15 credit hours in the semester.
- 3- The student has not been subject to any disciplinary measures

Faculty honour's list student will receive a certificate of appreciation.

Student's Personal Information

All documents in the student' record is considered to be confidential. Only the student him/herself, the student's parents, university president, university vice president or the registrar is allowed to access the student's file.

The student has the right to review the document in his/her record and to request to change or update the personal data.

The University may disclose routine information without a prior written consent from the student. Such information includes the following, student's name, degree received, program of study, any awards that the student may have received and participation in officially recognized activities and sports. The University may release information other than the routine information upon written consent from the student. This consent must specify the information that is to be disclosed and provide the names and addresses of the individuals or institutions to which disclosure is to be made.

The university reserves the right to disclose the student's academic records to the student's parents, and to any private or public authority that might be sponsoring the student.

FINANCIAL Facts

Tuition Fees

The university charges the following tuition fees. The university reserves the right to make changes without notice to the published tuition fees and other fees.

Programs	Jordanian Students (In Jordanian Dinar)	Non- Jordanians (In US Dollar)
Civil Engineering	150.00	255.00
Electrical Engineering	120.00	210.00
Mechanical Engineering	120.00	210.00
Biology and Biotechnology	70.00	140.00
Medical Laboratories	100.00	180.00
Nutrition and Dietetics	70.00	140.00
Pharmacy	130.00	225.00
Computer Science	100.00	180.00
Accounting	110.00	200.00
Business Administration		
Banking and Finance		
Marketing		
Risk Management		
Architecture	150.00	255.00
Interior Design	125.00	220.00
Graphic Design	125.00	220.00
English Language and Literature	90.00	170.00
Translation		

Fees for other Services in the University

Item	Jordanian Students (In Jordanian Dinar)	Non- Jordanians (In US Dollar)
Application Fee (non-refundable)	25	35
Admission Fee	100	140
Semester Health insurance	40	55
Summer Health insurance	20	27.5
Semester Registration Fee	150	210
Summer Registration Fee	75	105
Placement Test	30 (per Exam)	44 (per Exam)
Semester Service Fee	125	175
Summer Service Fee	62.5	90
Late Registration Fee	25	35
Grade Appeal Application	10	15
Official Transcript	10	15
Student ID Card	15	22
Replacement of Lost ID Card	15	22
To Whom It May Concern	10	15
Change Program	10	15
Readmission Fee	100	140
Deposit (Refundable)	100	140

Refund Policy

A registered Student who Withdrawal from one or more courses, semester or from the University after completing registration and paying all tuition fees will be granted a prorated refund of that semester's **tuition fees only** according to the schedule below:

Withdrawal	Per cent of refund
Before the beginning of the semester	100%
During the drop/add period*	50%
After the end of the drop/add period	0.0%

* Unless one or more courses have been added instead of the withdrawn courses.

Financial Aid

1- The university offers grants to General Secondary School students according to the following criteria:

- a- Students who receive a grade average of 98% or above in the General Secondary School Certificate or its equivalent are offered a full grant of the tuition fees for the credit hours.
- b- Students who receive a grade average of between 96-97.9% in the General Secondary School Certificate are offered a grant equivalent to 50% of the tuition fees for the credit hours.
- c- Students who receive a grade average of between 94-95.9% in the General Secondary School Certificate are offered a grant equivalent to 25% of the tuition fees for the credit hours.

For a grant to be continued, the student must meet the following:

- a- The student must register for at least 15 credit hours in each semester.
- b- The student must maintain a (CGA) of not be less than 84% for two consecutive semester.
- c- The student should not have received any disciplinary penalties.

Attachment-1

Placement Test Instructions

- All students admitted into AUM must sit for placement tests in Arabic, English, and Computer.
- Sitting those tests is mandatory in the first semester of the student's enrolment at AUM.
- Students who fail to sit any of those tests on time due to their not abiding by the schedule set for them shall be considered as failing that test.
- Students who fail any of those tests shall have to register for the corresponding remedial course during their first year of enrolment at AUM.
- Each remedial course shall be allotted three credit hours offered outside the student's curriculum. Such hours shall not, therefore, count in the aggregate number of hours required for graduation, nor in the computation of the student's cumulative grade average.
- Students who pass any of the placement tests shall be exempted from studying the corresponding remedial course.
- Students who transfer credits equal to any of the following university requirements shall be exempted from sitting the corresponding placement test and studying the corresponding remedial course:

Arabic Communication Skills (1) - 900120

English Communication Skills (1) - 900130

Computer Skills – 900180

- Students who have successfully studied any of the remedial courses in any other university recognized by the Ministry of Higher Education and Scientific Research shall be exempted from sitting the corresponding placement test and studying the corresponding remedial course.
- Students holding the International Computer Driving License (ICDL), the European Computer Driving License (ECDL), or the International Cambridge Program certificate shall be exempted from sitting the computer placement test and studying the corresponding remedial course.
- Students admitted into AUM on the basis of their grades in GCE, IGCSE, IB, or SAT1 and SAT2 shall be exempted from sitting the English placement test and studying the corresponding remedial course.
- Students who have scored (6) or above in the IELTS test shall be exempted from sitting the English placement test and studying the corresponding remedial course.
- Students who have achieved any of the following grades or above in the TOEFL test shall be exempted from sitting the English placement test and studying the corresponding remedial course:

<i>Paper-based</i>	500
<i>Computer-based</i>	173
<i>Internet-based</i>	61

- Students who have scored 70% or above in the Michigan test (ECCE), or if their grade was 'pass' in that test, shall be exempted from sitting the English placement test and studying the corresponding remedial course.