



**Regulations for Awarding the Bachelor's Degree at the American  
University of Madaba AUM  
No. (1) of 2019 with its amendments**

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D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
<sup>(1)</sup> D.C. Decision	144 /25 / 2019-2020	Mar. 14, 2020
<sup>(2)</sup> D.C. Decision	100 / 17/ 2019-2020	Jan. 25, 2020
<sup>(4) (3)</sup> D.C. Decision	110 / 19 / 2019-2020	Feb. 4, 2020
<sup>(5)</sup> D.C. Decision	185/ 47 /2020-2021	Aug. 17, 2021

## Regulations for Awarding the Bachelor's Degree at the American University of Madaba No (1) of 2019 with its amendments

Issued by the Deans' Council, according to Article (4) of the bylaws of granting scientific degrees,  
honorary degrees and certificates (1) 2018

**Article 1** These regulations shall be named "Regulations for Awarding the Bachelor's Degree at the American University of Madaba of 2019". They shall go into effect as of the beginning of the first semester of the academic year 2019-2020.

**Article 2** The words and phrases below shall have, wherever they appear in these regulations, their specified meaning unless otherwise indicated in context:

University	American University of Madaba
Council	Council of Deans
President	President of the university
Dean	Dean of the student's faculty
Faculty	Any of the university faculties
Department	Any department in the faculty
Committee	Study plan committee
Academic Semester	Fall (First) or Spring (Second) Semester of each academic year
<sup>(1)</sup> Credit Hour	:Each credit hour is calculated based on no less than one classroom hour per week in a semester of 16 weeks. However, each lab/practical credit hour is at least two hours per week in a semester of 16 weeks

**Article 3** These regulations shall apply to all regular students enrolled in all faculties of the university to obtain the Bachelor's Degree.

### Curricula

**Article 4** a. The Council of Deans shall approve the curricula which lead to obtaining the Bachelor's Degree in the specializations offered by the university faculties, upon proposals made by department councils and recommendations submitted by faculty councils.  
b. At the beginning of every academic year, the council forms a committee known as the Study Plan Committee whose task is to consider and oversee all matters related to the study plan and report it to the Council of Deans for approval.

**Article 5** a. Curricula are based on the credit hour system.  
b. The credit hours allocated for each course are set on the basis that each weekly lecture or seminar is equivalent to 3 credit hours. In special cases, it may be less than that or be more up to a maximum of 6 credit hours, with the exception of remedial courses, for which there shall be zero hours.

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<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

- c. The credit hours for each subject are calculated on the basis that the credit hour is a unit of measurement for the number of hours a student must attend in a given theoretical course each week over the first and second semesters and for 16 weeks per semester. As for lab and practical hours, they are calculated differently, depending on the nature of the course. In all cases, however, a credit hour is equivalent to three lab or practical hours unless the nature of the course requires otherwise and not less than two lab or practical hours at least in all cases.

**Article 6** The curriculum of each specialization in which the Bachelor's Degree is awarded includes the following:

**First: University Requirements:** University requirements are allocated 25 credit hours and they form a common background for all university students. Their objective is to enhance the student's communicative competence in both Arabic and English, enrich their knowledge in the fields of humanities, social sciences, and science and technology, and strengthen their understanding of their nation's culture and thought and they include:

**a- Remedial courses (zero credit hours)**

1. All students admitted to the university must take placement tests just once in Arabic, English and computer on the following dates:
  - Within two weeks before the beginning of the semester that the student was admitted in.
  - Within the first week of the beginning of the semester that the student was admitted in.
  - Within the 10<sup>th</sup> week of the semester that the student was admitted in.
2. Students admitted to the University for the summer semester must take the placement tests within a week before the beginning of the semester or during the periods set for students admitted to the next semester.
3. The result shall be either (fail / pass) and based on the results of the tests, the student will either study the remedial courses or be exempted from them and move on to study the rest of the university requirements and in so doing:
  - These courses should form part of the student's study load
  - They should not be counted or form part of the student's study plan.
  - They shouldn't be included in the calculation of the student's cumulative average.
4. Students are exempted from taking the placement test or taking the remedial courses in any of the following cases:
  - Students are exempted from taking the remedial course if they passed in the placement test.
  - Students are exempted from the placement test and the remedial course if the following subjects are equivalent at the university (Communication Skills in Arabic (900120), Communication Skills in English (900130), Computer Skills (900180))

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- Students are exempted from the placement test and the remedial course in the case of successfully passing the remedial course in any of the universities recognized by the Ministry of Higher Education.
- Students are exempted from the computer placement test and the Remedial Computer skills class if they hold an International Computer Driving License (ICDL) or European Computer Driving License (ECDL), Cambridge International program or an Internet Core Computing Certification (IC3) or (IGCST, GCE AS / A).<sup>(2)</sup>
- Students who hold a GCE, IGCE, IB, SAT (1) or SAT (2) are exempted from taking the English placement test and the English Remedial Course.
- Students who hold IELTS with the grade of at least (6) or higher are exempted from the English placement test and the English Remedial Course.
- Students with any of the below scores or more in TOEFL are exempted from the English placement test and the English Remedial Course.

Paper Based	500
Computer Based	173
Internet Based Test (IBT)	61

- Students with the score of 70 % or more and students who passed the Examination for the Certificate of Competency in English (ECC) – Michigan Language Assessment, are exempted from the English placement test and the English Remedial Course.

#### b. Compulsory University Requirements (12 credit hours)

The following points shall be taken into consideration as regards the “Military Science” course:

1. “Military Science” (3 credit hours) is compulsory for Jordanian students and elective for others, and counts among the credit hours required for graduation, but does not count for the purpose of calculating the cumulative average. Non-Jordanian students who opt not to study it are required to study any other course instead, in which case the alternative course is treated as the “Military Science” course.
2. Students are exempted from taking the “Military Science” course in any of the following cases:
  - If they have successfully studied 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 noncommissioned officers basic training course. Certificates proving the exemption of students who meet these criteria are issued by the Department of University Education at the Directorate of Education and Military Culture.

#### c. Elective University Requirements (13 credit hours)

Students can choose from the three groups in the study plan, (7) hours from the first group, (3) from the second group and (3) from the third group.

D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
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## Second: 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.

## Third: Department Requirements

Department requirements shall meet the following criteria:

1. Department requirements consist of compulsory and elective courses covering major fields of knowledge in a balanced manner.
2. Compulsory and elective courses are distributed properly by the department.
3. 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.
4. Departments may structure their curricula so as to include a minor specialization from within or outside the faculty.
5. The faculty, or department, may propose an interdisciplinary program including a number of specializations at the level of the faculty or university.

**Fourth: University Requirement (Civic Education)** to be organized according to regulations issued by the council.

**Fifth: 'Supporting Courses'** the study plan may include supporting courses.

**Sixth: 'Free Courses'** the plan may include free courses up to 6 credit hours.

- Article 7**
- a. considering what is stated in Article (6) concerning the "Military Science" course, the cumulative average of the courses included in the curriculum of the department in which the student is enrolled shall be calculated.
  - b. A course description shall be provided for each course in conformity with its title and the number of credit hours ascribed to it.
  - c. Each department makes available guiding study plans in which courses are distributed over eight or ten semesters (excluding summer sessions), depending on the number of semesters specified for each specialization.

- Article 8**
- a. Compulsory and elective major courses are offered by the department. Some of these courses, however, may be offered by another department upon a mutual understanding between the two departments.
  - b. Compulsory courses required by the curriculum shall be offered at least once in each academic year.
  - c. Elective courses of the curriculum shall be offered at least once every four semesters.
  - d. Each curriculum specifies the number of credit hours for the different requirements in accordance with the criteria of accreditation and quality control.

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<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

## Article 9

- a. Courses of the curriculum shall be classified on the basis of four or five levels.
- b. Pre- or co-requisites of each course, if applicable, shall be specified.
- c. Each course shall have a number indicating its level.
- d. The number of lectures, number of weekly lab and practical/applied hours, and number of credit hours of each course shall be clearly indicated against each course.
- e. Students are not allowed to study any course if they have not studying its previous its prerequisite. Otherwise, registration and the grade obtained in such a course shall be cancelled.<sup>(3)</sup>
- f. Upon the approval of the chairperson of the department and faculty dean, students may, in justifiable cases, study a course and its prerequisite in the same semester if they have previously studied the prerequisite course but did not pass it.<sup>(4)</sup>
- g. A student may take course and its prerequisite simultaneously in the semester in which he is expected to graduate, if their graduation is contingent upon this arrangement .Students who complete all the required credit hours in that semester with just the internship remaining for the following semester shall be considered as if they were expected to graduate at the end of that semester.

## Duration of Study and Student Credit Loads

- Article 10**
- a. 1. The duration of study for a Bachelor's Degree with a normal load is eight semesters or four years in all university faculties, except for the Faculty of Engineering and Faculty of Health Sciences (Department of Pharmacy), where the duration of study is ten semesters or five years.
  2. Students are not allowed to obtain the Bachelor's Degree in less than three years in all faculties, except for the Faculty of Engineering and the Pharmacy Department, where four years shall be the minimum.
  3. The maximum duration of study for a student registered for the Bachelor's Degree shall not exceed six years in all university faculties, except for the Faculty of Engineering and Pharmacy Department where this period extends to seven years, excluding from this period the time spent in the Co-operative Education Program.
  4. The academic year means two regular academic semesters. A semester duration shall be **16** weeks in length, including the exam period, while the duration of a summer session shall be 8 weeks, including the exam period. The end of the second semester from each academic year is considered the end of the academic year in order to consider the duration of study to obtain a bachelor's degree and the maximum for each major / faculty, in a way that is not inconsistent with the regulations.
- b. 1. The minimum credit load for a Bachelor's Degree student shall be **12** credit hours in each regular semester. With the approval of the dean, and at their discretion, a course load of **9** credit hours can be allowed. Excluded from this arrangement are the students whose graduation at the end of that semester is contingent upon studying less than **12** credit hours, or the students who cannot find courses of their curricula in which to register, or as a result of the student's dropping of some courses with the approval of the dean provided that the maximum duration of the bachelor's degree is not exceeded

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2. The maximum credit load for a Bachelor's Degree student shall be **18** credit hours in a regular semester. Students can add three more credit hours in any of the following cases:
  - If their cumulative grade average in the previous semester, including the summer session, was no less than **76%**.
  - If they are graduating in the same semester.
3. In the summer session, the maximum credit load shall be **9** credit hours.
4. 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.
- c. Students enrolled for obtaining the Bachelor's Degree shall be classified into four or five levels: 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year, 4<sup>th</sup> year, and 5<sup>th</sup> year. Students are classified as 2<sup>nd</sup> year, 3<sup>rd</sup> year, 4<sup>th</sup> year, or 5<sup>th</sup> year students if they have successfully completed no less than **33, 66, 99, and 132** credit hours, respectively.
- d. A student who is enrolled in any of the Bachelor's Degree programs at the university may not enroll at the same time in any other program at the university regardless of its type or level.

### Attendance

- Article 11 a.** Attendance is compulsory for all university students in all lectures, discussions, practical work, and field training (internship) in accordance with the credit hours specified for each course of the curriculum. The instructor shall keep written records of the presence and absence of students on special sheets, to be submitted to the head of the department offering the course at the end of each semester. These records shall be kept until the end of the following semester.
- b. Students are not allowed to be absent for more than 15% of the credit hours of the course.
  - c. If a student exceeds the 15% absence limit from a course without a medical or compelling excuse accepted by the faculty dean, they shall be denied sitting its final exam and their grade in that course shall be recorded as 'zero' (WF). The faculty dean shall convey that information to the Director of Admission and Registration, and the student shall have to repeat the course if it is compulsory. In all cases, the failing grade shall enter into the calculation of the semester and cumulative average of the student for the purposes of probation and dismissal from the specialization.
  - d. If a student is absent for more than 15% of the specified hours of a course, due to illness or a compelling excuse accepted by the dean of the faculty offering the course, they shall then be considered "withdrawn" from that course, and will be subject to the withdrawal regulations. The dean shall convey that information to the Director of Admission and Registration, and the "withdrawn" remark shall be posted on that course in the student's academic record. However, students who represent Jordan 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", and shall be subject to the withdrawal regulations.
  - e. Taking into consideration what is stated in Article (18g), students who exceed the 15% limit of absence without an excuse shall be considered "administratively withdrawn" upon a recommendation from the instructor and approval of the dean after the end of the withdrawal from one or more courses period. The Director of Admission and Registration shall thereafter be notified of this measure.

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<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

- f. A medical excuse must be issued by the university physician or approved by them. This certificate must be presented to the faculty dean no later than two weeks from the date of the student's absence. The dean refers to the student's record of class attendance to check the student's earnestness before granting approval. In the other compelling cases, students must present their excuse within a week from the date of the end of the excuse period.
- g. Faculty deans, faculty members and instructors, and the Director of Admission and Registration shall be responsible for the execution of these regulations of attendance.
- h. The student shall not be registered for the course and may not take his/her exams until the course fees are paid

### Exams, Grades, and Averages

- Article 12** a. The final grade of each course is the aggregate of the final exam and semester work grades. This does not apply to courses, where the results are recorded as *pass* or *fail* without grades, as shown in the plan.
- b. Grades of each course are calculated and recorded in percentage form, and the number of credit hours specified for that course is indicated.
  - c. The general framework of exams and their schedule shall be as follows:

- 1. Purely theoretical courses:

The total grade shall be allotted to semester work, distributed among the following:

Assessment	Grade
Midterm exam	30%
Participation, assignments and quizzes	10%
Project	20%
Final exam	40%
Total	100%

The Council may approve the distribution of marks in some other way for certain courses of special nature upon the recommendation of the Faculty Council.

- 2. Theoretical courses including a practical part

Taking into account the number of credit hours allocated to the theoretical part and the practical part, the percentage of the theoretical part mark shall be determined out of (100%) according to the following equation:

$$\frac{\text{Number of credit hours allocated to the theoretical part of the course}}{\text{The number of credit hours allocated to the subject.}}$$

The distribution of the marks for the theoretical part is as shown in item (1) in the table presented above. As for the distribution of marks for the practical part, it is left to the department's discretion.

- 3. Practical courses:

The department council concerned shall clearly describe the method of grade distribution in these courses, provided that they get the approval of the faculty council.

D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
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<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021



4. Mid-term exams are held during the eighth and ninth weeks of the semester, and during the fourth week of the summer semester.
  5. Final exams are held during the 16th week of the semester and during the second half of the eighth week of the summer semester.
- d. Credit-hour courses involving seminars, research papers, graduation projects, and practical labs are excluded from the arrangement above. The faculty council in such cases shall determine how the grades are distributed, and methods to assess the student's achievement. The Director of Admission and Registration shall be notified of these matters at the beginning of the semester.

### Article 13

- a. In the case of multiple-section courses, the department chair shall appoint one of the course instructors as coordinator, to determine the common teaching materials, and supervise the preparation of common exams and setting their dates and methods of evaluation in cooperation with the other course instructors.
- b. In the case of a course taught by more than one instructor, the department chair shall appoint one of the course instructors as coordinator to determine the common teaching materials, and supervise the preparation of common exams and setting their dates and methods of evaluation in cooperation with the other course instructors.
- c. In cases of multiple course sections, the final exams for all sections shall be unified<sup>\*(5)</sup>

- Article 14**
- a. Non-final exam papers, after being corrected and graded, shall be discussed according to the model answers and be returned to students within 3 days of the date of the exam. After that period, the marks shall be sent to the department and the deanship of the faculty to be approved. The department should keep a copy and the mark shall be considered final.
  - b. Final exam papers shall be kept in the faculty deanship for one semester, after which they will be securely discarded by the dean in coordination with the Director of Admission and Registration.
  - c. Detailed grade records in percentage form and the final grades of each course shall be sent to the department for final check to ensure their balanced distribution, and then to the faculty dean to be approved by the faculty council. This copy of the grades is kept in the faculty, and a list of the final grades is sent to the Director of Admission and Registration for recording. within a maximum period of 72 hours from the date of the final exam.
  - d. Course instructors are responsible for checking the quiz and exam papers of the courses they have taught, recording the grades on the grade reports correctly and in final form, and submitting them to the department chair within a maximum period of 48 hours from the date of the final exam.

- Article 15**
- a. Students who absent themselves from an announced non-final exam with an excuse must present their excuse to the course instructor within three days from the date of the end of the exam. If the excuse is accepted, the instructor shall schedule a make-up exam. If, on the other hand, the absence was without an acceptable excuse, students get a "zero" grade in that exam.
  - b. Students who absent themselves from an announced final exam of a course without an excuse accepted by the dean of the faculty offering the course get a "zero" grade in that exam.

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<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

- c. Taking into consideration Article (10f) of these regulations, the dean of the faculty conveys their decision of accepting the excuse presented by students who absent themselves from an announced final exam of a course to the course instructor to give them a make-up exam, provided that the make-up exam is conducted no later than the second week of the following semester in which the student has enrolled. The dean also conveys their decision to the Director of Admission and Registration to give an incomplete grade. The Incomplete mark is not included in the calculation of the semester or cumulative average or in the total hours passed and the student has to submit their excuse to the faculty dean within a week from the date of the exam they missed.
- d. If a student deferred their study for the semester following the semester in which the absence from the final exam of a course occurred, they must sit the make-up exam in the first semester in which they go back to regular study.
- e. An "Incomplete" grade is given for a course in which the student was absent from its final exam with an acceptable excuse.
- f. If the course instructor has not been informed of the acceptance of the excuse by the time the grades are recorded, the student's grade in the final exam is recorded as "zero", and the other course grades are recorded in detail, including the final aggregate total, until a decision is taken concerning the final exam grade.
- g. Taking into consideration articles (c, d, e) if the student does not take the final make-up exam on time, he/she will be assigned a zero in that exam.

- Article 16 a.** A student can request a review of their grade in the final exam of any course within 7 days at most from the date of announcing the course results. In this case, 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 or anyone whom he deputizes, the head of the department, and the course instructor or one of its instructors. Once the dean is certain of the presence of an error in the calculation or recording of the grade, they shall then correct the error in coordination with the course instructor and the head of the department.
- b. The student shall pay a fee of JD 10 for each final grade review they request.

- Article 17 a.** The final mark of a course is out of 100 and rounded to the nearest decimal digit.
- b. 1. The cumulative grade average is computed by multiplying the final grade of each course entered into the average by the number of credit hours of that course, and dividing the resulting total of the sums of multiplication by the total number of credit hours.
  - 2. The semester grade average is the average grade of the courses studied by the student, be they passed or failed, in that semester in accordance with their curriculum.
  - 3. Taking into consideration Article (19c) of these regulations, the cumulative grade average is the average of all courses studied by the student, be they passed or failed, up to the date of computing that average. All courses contained in their curriculum are entered in the computation of that average.
  - 4. The semester or cumulative average is rounded to the nearest decimal digit.
  - c. 1. The minimum "pass" grade in any course is 50%, and the minimum final grade is 35%, which is the university definition of "zero".
  - 2. A verbal description is given below for grade percentages of individual courses:

D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
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90 -100%	Excellent
80 - 89 %	Very Good
70 - 79 %	Good
60 - 69 %	Fair
50 - 59 %	Weak
Below 50 %	Fail

3. A verbal description is given below for semester and cumulative averages:

84 - 100%	Excellent
76- 83.9%	Very Good
68 - 75.9%	Good
60 - 67.9%	Fair

### Probation and Dismissal from Specialization

- Article 18** a. If a student fails to obtain the required 60% cumulative average in a semester, except for the first semester of enrollment at the university or the summer session, the student shall be placed on probation.
- b. 1. Having been placed on probation, the student must remove the effect of that probation by raising the cumulative average to 60% or above within a period of at most two semesters (excluding the summer session) of the date of probation, provided that the student's credit load does not exceed 15 credit hours unless there is an approval from the dean and the maximum number of credit hours to be permitted is 3.
2. If a student fails to remove the effect of probation after the elapse of the two designated semesters, the student shall be dismissed from specialization. However, the students who have successfully completed 99 credit hours in the four-year specializations and the students who completed 132 hours in the five-year or more specializations, including the courses that have been transferred from another academic institution, are excluded from this arrangement.
3. If the student's cumulative average has been raised to 59.0-59.9% upon the completion of the two semesters referred to in (b1) above, the student shall continue to be on probation to raise their cumulative average to 60% or above, provided that the student does not exceed the period in article 10 of the regulations. The student shall be dismissed if the cumulative average is less than 59.
4. Taking into consideration items (b2) and (b3) of this article, a student dismissed from specialization for a lower than **59%** cumulative average can transfer to the special study program. In this case, they shall be given two semesters, excluding the summer session, to raise their cumulative average to the required minimum average (**60%**). If they fail to do so, they will be dismissed permanently from specialization.
- c. A student shall be considered as dismissed from the university if
- their cumulative average falls below **50%** in any semester following the first semester of enrollment at the university or in the new major to which they transferred.
  - the maximum duration of study stipulated in article 10 is exceeded.
  - issued a final dismissal decision from the university under a disciplinary penalty.

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- d. 1. If a student's result in any course in a semester was "Incomplete" and hence the student was at the risk of dismissal because of their low cumulative average, the ultimate and definitive decision of dismissal shall be taken as the grades of that semester are completed, and their dismissal shall be effective as of the end of the semester if the cumulative average is not raised to the required limit.
2. Taking into consideration item (d-1) of this article, a student is allowed to register for other courses in the following semester. If they are dismissed after the grades of all courses studied in the previous semester have been completed, the courses registered for in the following semester will be considered as "special study" courses, according to the instructions for the special study program.
3. The study program of the student, in this case, is arranged, using a commitment form prepared by the Admission and Registration Department, including the academic status of the student and university regulations.
- e. A student who has been dismissed from a specialization for any reason shall not be eligible for readmission into the same specialization.
- f. Decisions of administrative drop, academic probation, dismissal from specialization, transfer to the special study program, and expulsion from the university shall be executed by the Director of Admission and Registration.
- g. The posting of decisions of academic probation, dismissal from specialization, 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.

### Repeating Courses

- Article 19**
- a. Taking into consideration Article (29), a student who gets a "Fail" grade in any compulsory course of their curriculum must repeat that course.
  - b. A student may repeat any course of their curriculum to raise their cumulative average.
  - c. 1. If a student repeats a course, the higher grade is recorded.  
2. The highest grade shall be calculated in the semester and cumulative average computation.
  - d. In the case of a student's repeating a course, the credit hours of that course shall be included in the required credit hours for graduation only once. A student may not, however, repeat a course they have already passed more than twice.
  - e. If a student studied an elective course and received a "Fail" grade in it, and then studied another course to compensate for the failed elective course to fulfill the curriculum requirements, the compensating course shall be considered as repeated for the failed elective course for the purpose of computing their grades in the semester and cumulative average. This procedure is executed immediately after the student has completed the compensating course, and upon their submission of a written statement that this course is compensating for another course and that they will not repeat the compensated-for course another time.
  - f. Taking into consideration Article (26) of these regulations, a student who has studied any course or courses at the University and received a "Fail" grade in them, may be allowed to study those courses at another university, recognized by the University. Such courses shall be considered, after they are duly transferred, as repeated courses.

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D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
<sup>(1)</sup> D.C. Decision	144 / 25 / 2019-2020	Mar. 14, 2020
<sup>(2)</sup> D.C. Decision	100 / 17 / 2019-2020	Jan. 25, 2020
<sup>(4) (3)</sup> D.C. Decision	110 / 19 / 2019-2020	Feb. 4, 2020
<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

### Course and Semester Withdrawal

**Article 20** Students are allowed to add/drop courses during the period specified in the university calendar, in which case no “withdrawn” remark is recorded next to the course(s) from which they have withdrawn.

- Article 21**
- a. 1. Students are allowed to withdraw from one or more courses during the first **14** weeks of the regular semester, and the first **6** weeks of the summer session, in which case the “withdrawn” remark is recorded on their transcripts.
  2. Withdrawal, in this case, is completed, using a special form prepared by the Admission and Registration Department. The form shall include the recommendation of both the course instructor and the academic advisor, and be approved by the Director of Admission and Registration.
  3. Taking into consideration article 10, the number of credit hours a student registers for shall not, as a consequence of withdrawal, go below the minimum load of credit hours allowed by these regulations.
  - b. Students whose excused absence exceeds **15%** of the prescribed hours for all courses in a semester shall be considered “withdrawn” from that semester. Accordingly, the “withdrawn” remark shall be denoted on their transcripts, and their study in that semester shall be considered deferred.
  - c. Students have the right to submit a request to the faculty dean to withdraw from all the courses registered in a semester. Upon the consent of the dean, the student’s study in that semester will be considered deferred. Such a request must be submitted within **14** weeks from the beginning of the regular semester and **6** weeks from the beginning of the summer session.

### Discontinuation and Deferment of Study

- Article 22**
- a. Taking into consideration item (e) of this article, the maximum period of deferment of study shall not exceed four consecutive or non-consecutive semesters. Excluded from that are students enrolled Co-operative education.
  - b. Students may submit a petition to defer their study before the beginning of the semester, but no later than the end of the semester they wish to defer, provided that they provide convincing reasons to the competent authorities entitled to grant approval, upon the recommendation of the concerned head of the department as follows:
    1. The faculty dean, if the requested deferment is not for more than two consecutive or non-consecutive semesters.
    2. The faculty council, if the requested deferment is for a period exceeding two semesters, but not for more than four consecutive or non-consecutive semesters.
  - c. If a semester ends while a student is not registered or that semester is not deferred, the registration of that student shall be considered annulled, unless they have submitted a compelling excuse convincing to the competent authorities, and a vacancy is available in their specialization, as follows:

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D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
<sup>(1)</sup> D.C. Decision	144 / 25 / 2019-2020	Mar. 14, 2020
<sup>(2)</sup> D.C. Decision	100 / 17 / 2019-2020	Jan. 25, 2020
<sup>(4) (3)</sup> D.C. Decision	110 / 19 / 2019-2020	Feb. 4, 2020
<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

1. The faculty council, if the discontinuation of study has not exceeded two consecutive or non-consecutive semesters.
2. The Council of Deans, if the discontinuation of study has exceeded two semesters, but not four consecutive or non-consecutive semesters.

If the competent authority accepts the student's excuse, the discontinuation of study shall be considered as deferment, and is counted in the maximum period allowed for deferment.

- d. Taking into consideration item (b) of this article, the deferment of study shall not be allowed for new or transfer students unless they have completed one semester of their enrollment in the specialization.
- e. 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 deferred, and will be counted in the maximum period allowed for deferment. However, the upper limit for deferment may be overlooked only for the purpose of executing the disciplinary measure.
- f. The deferment period shall not be counted within the maximum period allowed for earning the Bachelor's Degree.
- g. The Director of Admission and Registration and the concerned department chair shall be informed of the deferment decision.

### **Transfer**

#### **Article 23**

- a. Students are allowed to transfer to the university if there is a vacancy available for them, and if they meet the following conditions:
  1. Having a grade average in the General Secondary School Certificate or its equivalent acceptable for admission into the specialization transferred to at the university in the year of obtaining that certificate, or in the year of registration at the university.
  2. Having been transferred from a university, university college, or university institute recognized by the university.
  3. Completing at the university no fewer than half of the credit hours 50% required for graduation in accordance with the curriculum approved at the time of admission.
  4. Having previously attended an institution that follows the regular system which requires attendance.
  5. Having obtained a good-conduct certificate from the university from which they intend to transfer.
- b. A committee shall be established and named "Student Transfer Committee" to review the transfer applications to the university and the transfer applications from one specialization to another at the University according to the conditions in effect and the measures set by this committee. It shall be comprised of a vice president, concerned deans of faculties, and the Director of Admission and Registration.
- c. Course equivalence shall be done by the concerned academic departments to all courses completed by the students in any other university during the first year of their enrollment at the

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D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
<sup>(1)</sup> D.C. Decision	144 / 25 / 2019-2020	Mar. 14, 2020
<sup>(2)</sup> D.C. Decision	100 / 17 / 2019-2020	Jan. 25, 2020
<sup>(4) (3)</sup> D.C. Decision	110 / 19 / 2019-2020	Feb. 4, 2020
<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

- university. Students may not challenge the decision concerning the courses that have been transferred after the end of their first year at the university.
- d. Taking into consideration Article (27c) of these regulations, if a student is admitted into the University as a new freshman, and if they have successfully completed courses at another university, university college, university institute, or a community college recognized by the university, and if those courses fall within the curriculum of the specialization in which they were admitted, no more than **50%** of the courses in the curriculum of the specialization to which they have transferred shall be counted, without computing their grades in the student's semester or cumulative average, provided that their grade in each of those courses was not less than **50%** or what is equivalent to it.
  - e. If a student is admitted as a new freshman at the University, and if that student has successfully completed courses required for earning a degree before they were admitted into the university, and if those courses fall within the curriculum of the new specialization in which they were admitted, those courses shall be reviewed for transfer by the concerned academic departments. The regulations governing course transfer from other institutions shall be applicable in this case concerning the allowed period of time and number and type of credit hours required for graduation.
  - f. Transfer petitions shall be submitted to the Admission and Registration Department, which forwards them to the Student Transfer Committee. The committee reviews the petitions and takes a decision of approval/disapproval concerning each one of them.

**Article 24**

- a. Students may transfer from one specialization to another at the university if a vacancy in the specialization to which they wish to transfer is available, provided they have met either of the following two conditions:
  1. Having a grade average in the General Secondary School Certificate or its equivalent that was accepted for admission into the specialization to which they wish to transfer in the year of obtaining that certificate, or in the year in which they wish to transfer.
  2. The grade average required for admission into the specialization to which they wish to transfer, according to the general rules, being equal to or less than the average required for admission into the specialization from which they wish to transfer in the year they were enrolled in that specialization, or in the year in which they wish to transfer.
- b. 1. When a student transfers to another specialization, the courses they select from among the courses they studied in the previous specialization can be counted in and included in the curriculum of the new specialization, and their grades in those courses shall be computed in their cumulative average.
  2. If a student studied a course in the specialization to which they have transferred, and that course had been studied in the previous specialization, and they do not want that course to be counted at the time of transfer, that course shall be considered as a repeated course.
  3. Students may not be allowed to transfer from one specialization to another more than three times.
- c. 1. If a student discontinues their study for a semester because they did not register or because of dismissal from specialization, and wish in the same semester to transfer to another

D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
<sup>(1)</sup> D.C. Decision	144 / 25 / 2019-2020	Mar. 14, 2020
<sup>(2)</sup> D.C. Decision	100 / 17 / 2019-2020	Jan. 25, 2020
<sup>(4) (3)</sup> D.C. Decision	110 / 19 / 2019-2020	Feb. 4, 2020
<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

specialization at the university, the discontinuation of study for that semester would be considered as deferment for the purpose of completing the transfer procedures.

2. As for the student who has been dismissed from a specialization and wishes to transfer to another specialization, and if their discontinuation of study has exceeded one semester, but they have not yet completed the transfer procedures, they shall be considered as dismissed from the university.
3. A student dismissed from a specialization for a low cumulative average, or prior to the ultimate dismissal from the university while still in the special study program, may be allowed to transfer to another specialization if they meet the conditions mentioned in item (a) of this Article.

#### Article 25

- a. One semester shall be deducted from the upper limit of years allowed for graduation against every 15 credit hours counted for a transfer student, whether the transfer was from within or without the university.
- b. Transfer students shall be considered as new students for the purposes of deferment, probation, and dismissal from specialization.
- c. Transfer applications shall be submitted, according to Article (24a) of these regulations, to the Director of Admission and Registration using the forms prepared for this purpose.
- d. Student petitions for transfer from one specialization to another shall be decided by the concerned faculty deans.

#### Article 26

- a. University students are allowed to study no more than **18** credit hours in any other accredited university, provided that the courses are not offered in the University in that semester or that there is a scheduling conflict that cannot be resolved, and these credits shall be transferred according to the following conditions:
  1. The student shall be regularly enrolled at the University.
  2. The student shall have completed at least **33** credit hours at the University.
  3. The student shall obtain prior written approval of their department chair and the dean of their faculty to study the requested courses. A written notice to this effect shall be conveyed to the Director of Admission and Registration prior to the commencement of study at the other university.
  4. These credits shall be transferred if the student has passed them and obtained a minimum grade of "Fair" or **50%** or its equivalent, and studied them in a regular program of study requiring attendance, but they shall not be computed in their cumulative average.
  5. These credits shall not be studied in the last semester before graduation.
  6. The number of credit hours a student must study at the University shall not, subsequently, go below **50%** of the required courses in their curriculum.
- b. Should a student's graduation be contingent upon studying a course or two at the most, whose credit hours do not exceed **6** hours, and these courses are not offered in the semester at the end of which they are expected to graduate, the student may be allowed to study this course/these courses in another accredited and recognized university in the last semester before graduation after obtaining a written approval from the dean.

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D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
<sup>(1)</sup> D.C. Decision	144 / 25 / 2019-2020	Mar. 14, 2020
<sup>(2)</sup> D.C. Decision	100 / 17 / 2019-2020	Jan. 25, 2020
<sup>(4) (3)</sup> D.C. Decision	110 / 19 / 2019-2020	Feb. 4, 2020
<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021



- c. University students are allowed to study up to 36 credit hours in another university on the basis of an agreement between it and the University in accordance with the conditions set forth in items 1-6 of paragraph A of this article.

### **Bachelor's Degree Requirements**

#### **Article 27**

The Bachelor's Degree shall be awarded upon the fulfillment of the following requirements:

- a. 1. Passing all of the courses required for graduation in the curriculum of the specialization in which the student was registered.
2. Obtaining a cumulative average no less than **60%**.
3. Fulfilling all other requirements of the curriculum according to which the student graduates.
- b. Spending the minimum period required for obtaining the Bachelor's Degree, and not exceeding the maximum limit, as stipulated in Article (10) of these regulations.
- c. As for the transfer student and the new student, for whom a number of courses have been transferred, they shall successfully complete at the university no less than **50%** of the credit hours required for graduation in the curriculum approved at the time of admission, including the last two semesters of study.

### **General Rules**

#### **Article 28**

A graduating student is required to be registered at the University in the graduation semester, and is also required to get clearance from the University to complete the graduation procedure.

#### **Article 29**

- a. 1. Should a student's graduation be contingent upon studying a course or two, and these courses are not offered or are conflicting with other courses in the semester in which they are expected to graduate, the faculty dean shall allow the student, in consultation with the department chair, to study one or two alternative courses, provided that the Director of Admission and Registration is advised in writing of this arrangement.
2. The credit hours of the alternative courses shall be equal to or more than the total number of credit hours of the original course (s) and the alternative course shall be in a field of knowledge related to the student's specialization.
3. The student shall be treated as a graduate student in the second semester if the student has only field training left to graduate in the summer semester.
4. Taking into consideration item 2 in this article, the council may approve that the student (for health reasons or compelling circumstances approved by the council) study one or two alternatives.
- b. Should a student's graduation be contingent upon passing a single course that has been unsuccessfully studied three or more times, the faculty dean may, upon a recommendation from the chair of the department concerned, allow the student to study an alternative course of the same level, and of the same number of credit hours, provided that their cumulative average is **60%** or above.
- c. If a student has exhausted the period of time allowed for obtaining the Bachelor's Degree, and if it is theoretically possible for them to complete the graduation requirements in one additional semester, the Council of Deans may, upon a recommendation from the chair of the department

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D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
<sup>(1)</sup> D.C. Decision	144 / 25 / 2019-2020	Mar. 14, 2020
<sup>(2)</sup> D.C. Decision	100 / 17 / 2019-2020	Jan. 25, 2020
<sup>(4) (3)</sup> D.C. Decision	110 / 19 / 2019-2020	Feb. 4, 2020
<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

concerned, the dean of the faculty, and the Director of Admission and Registration, grant this chance to the student.

**Article 30** The dean of the faculty, in which a student is enrolled, may, upon a recommendation from the Dean of the Faculty of Languages and Communication, allow the student who is not competent in Arabic or who did not study Arabic in the Secondary School Certificate to replace the “Arabic Communication Skills” course by the “Arabic as a Second Language” course.

**Article 31** If a student is admitted in a specialization after they have taken a number of courses in the special study program at the University, and if these courses are included in the curriculum of the specialization in which they have been admitted, the courses they choose from among them shall be entered into their record along with their grades, which will be computed in his/her cumulative average, provided the following conditions are met:

- a. The number of credit hours entered into the student’s record may not exceed 36 hours.
- b. One semester from the maximum time limit for graduation shall be deducted for each 15 credit hours entered.
- c. If a student studied a special study course in the specialization in which they were admitted, and they did not wish this course to be counted at the time of admission, this course will be considered as a repeated course.

**Article 32** If a student studied a course as an alternative for a course which they had failed, the alternative course and the original course shall be treated in the same way repeated courses are dealt with concerning their grades.

**Article 33** Students may, if they so wish, study no more than **18** credit hours from the courses offered by the university over and above the requirements of their curriculum, provided they are not computed in their semester and cumulative average.

**Article 34** A student may, upon the approval of the dean of their faculty, postpone their graduation for one semester, including the summer session, for the purpose of raising their cumulative average, taking into consideration the articles dealing with repeating courses, and not exceeding the maximum time limit for study, provided that a petition is submitted by the student prior to the issuance of the Council of Deans’ decision concerning their graduation.

**Article 35** Diplomas shall be awarded upon the fulfillment of graduation requirements at the end of each semester, including the summer session.

**Article 36** No objection shall be accepted on the basis of the student’s being unaware of these regulations, the university publications and circulars posted on bulletin boards or the university website (<http://www.aum.edu.jo>), or the e-mails dispatched to them via the address provided to the Admission and Registration Department as regards these regulations.

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D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
<sup>(1)</sup> D.C. Decision	144 / 25 / 2019-2020	Mar. 14, 2020
<sup>(2)</sup> D.C. Decision	100 / 17 / 2019-2020	Jan. 25, 2020
<sup>(4) (3)</sup> D.C. Decision	110 / 19 / 2019-2020	Feb. 4, 2020
<sup>(5)</sup> D.C. Decision	185 / 47 / 2020-2021	Aug. 17, 2021

**Article 37** The Council of Deans shall decide on all cases not covered by these regulations. The council may delegate this authority to a committee called Students Issues Action Committee. The committee is headed by the President or his/her delegate, the Dean concerned, the Dean of Student Affairs and the Director of Admission and Registration.

**Article 38** Faculty deans and the Director of Admission and Registration are responsible for the execution of these regulations.

**Article 39** These regulations cancel any previous regulations for awarding the bachelor's degree in the University.

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D.C. Decision	91 / 18 / 2018-2019	Jan. 30, 2019
<sup>(1)</sup> D.C. Decision	144 /25 / 2019-2020	Mar. 14, 2020
<sup>(2)</sup> D.C. Decision	100 / 17/ 2019-2020	Jan. 25, 2020
<sup>(4) (3)</sup> D.C. Decision	110 / 19 / 2019-2020	Feb. 4, 2020
<sup>(5)</sup> D.C .Decision	185/ 47 /2020-2021	Aug. 17, 2021