كلية العلوم
Faculty of Science

جامعة تبوك
University of Tabuk

Statistics Program Handbook

1444H-2023

Statistics Department

The Statistics Department was established in the academic year 1431/1432 H, following the approval of the Custodian of the Two Holy Mosques, in accordance with the decisions of the Higher Education Council (NO. 59) on 28/09/1431 H. This came after the Faculty of Science was established based on the decision of the Higher Education Council No. 15/37/1426 H and the approval of the Custodian of the Two Holy Mosques, who is also the Prime Minister and Chairman of the Higher Education Council, may God preserve him, through Royal Decree No. 9683/M dated 5/8/1426 H. The study in the Statistics Department focuses on various branches of statistics such as Applied Statistics, Mathematical Statistics, Demography, Operations Research, and data analysis and interpretation. The university and faculty are committed to providing distinguished academic programs that contribute to meeting the demands of the local and regional job market and contribute to achieving the Saudi Arabia Vision 2030.

Vision:

A distinguished department provides a high quality educational and research programs in the field of Statistics.

Mission:

To offer distinguished education in statistics and its applications that prepares students with the knowledge capabilities, and skills needed by the community with exceptional education and administrative environment that promote innovative research.

Degree offered by the Department of Statistics:

Bachelor of Science in Statistics

Bachelor of Science in Statistics:

Vision:

A distinguished program in education and scientific research to serve the community.

Mission:

To provide a distinguished education in statistics and its applications that equips students with the knowledge and scientific research skills necessary to serve the community

Objectives:

- To prepare qualified statisticians who are able to work and communicate effectively and continue self-learning.
- To conduct scientific research by applying statistical models to solve real-life problems.
- To provide the community with qualified graduates, equipped with skills and competencies to deal with community issues.

Program learning outcomes:

The program aims to graduate students who are distinguished by the cognitive knowledge, various skills, and the following values:

Knowledge & Understanding

- Demonstrate deep knowledge of theories, principles, and concepts of statistics and its related disciplines.
- Explain the utilization of statistical tools and techniques in different applications.

Skills

- Calculate various measurements by using appropriate statistical methods.
- Examine the basic theorems and various statistical formulas.
- Select the fundamental statistical theories and techniques for solving real-life problems.
- Argue the results of a statistical analysis effectively via writing, visualizing and orally.
- Formulate statistical models to solve real-world problems in appropriate contexts using modern statistical packages and programming languages.
- Communicate comprehensive statistical ideas, both orally and in writing with a variety of audiences.

Values

- Demonstrate self-reliance as a responsible citizen, adhere to academic ethics and maintain analytical integrity in the field of statistics.
- Collaborate responsibly and engage in self-learning to accomplish tasks and activities in a timely manner, whether working individually or in groups.

Program Tracks:

The program does not offer any specialization tracks in the undergraduate program.

Program exit points:

The program currently has no exit points.

Admissions

1. Requirements for admission to the undergraduate program:

   To view the general conditions for admission to the University of Tabuk for the current year, follow the link https://www.ut.edu.sa/ar/Deanship/dar/Pages/default.aspx
2. Requirements for obtaining a bachelor's degree in Statistics:

   The number of approved program hours is 130 credit hours, and it is divided into required courses from the university, faculty, and department, and elective courses from the department. The student must successfully pass all university, faculty and department courses, with a cumulative grade point average of no less than 2.0 out of 5.0.

Study Plan

Academic accreditation requirements require certain percentages of the university's requirements for the compulsory and elective subjects. The distribution of the GPA of these percentages for the Bachelor of Science in Statistics is according to the following table:

Requirements		Credits	Courses	weights %
University Requirements	Compulsory	20	9	15
Faculty Requirements	Compulsory	25	7	19
Department requirements	Compulsory from Statistics Department	61	18	47
	Electives from Statistics Department	9	3	7
	Compulsory from other departments	15 (11 Credits Math) (4 Credits Computer)	4	12
Total		**130**	**41**	**100%**

1. University Compulsory Courses

	Courses Title	Course Code	Credits		%	Pre-requisites
			Credit	Contact		
1	Communication Skills	COMM 001	2	2	10	None
2	Computer Skills and Applications	CSC 001	3	4	15	None
3	Learning, Thinking, & Research Skills	LTS 001	3	4	15	None
4	Language Skills	ARB 101	2	2	10	None
5	Writing Skills	ARB 201	2	1	10	ARB 101
6	Islamic Culture (1)	ISLS 101	2	2	10	None
7	Islamic Culture (2)	ISLS 201	2	2	10	ISLS 101
8	Islamic Culture (3)	ISLS 301	2	2	10	ISLS 201
9	Islamic Culture (4)	ISLS 401	2	2	10	ISLS 301
Total			**20**	**22**	**100**	

2. Faculty Compulsory Courses

Courses Title		Contact Hours	Credit	%	

		Course Code	Theoretical	Laboratory	Tutorial			Pre-requisites
1	Mathematics (1)	MATH 100	3	-	-	3	12	None
2	General Physics	PHYS 101	3	-	-	3	12	None
3	English for Scientific fields (1)	ESC 001	5	-	-	5	20	None
4	English for Scientific fields (2)	ESC 002	5	-	-	5	20	ESC 001
5	General Biology	BIO 101	3	-	-	3	12	None
6	General Chemistry	CHEM 0101	3	-	-	3	12	None
7	Mathematics (2)	MATH 101	3	-	-	3	12	MATH 100
Total			**25**	**-**	**-**	**25**	**100**	

3. Program Compulsory Courses

Course code		Course name	Contact Hours			Credits	%	Pre-requisite
			Th	Lab	Tut			
1	STAT 202	Statistics (1)	4			4	7	MATH 101
2	STAT 203	Statistics (2)	4			4	7	STAT 202
3	STAT 212	Probability (1)	4			4	7	MATH 101
4	STAT 241	Operations Research (1)	2			2	3	MATH 101
5	STAT 312	Probability (2)	4			4	7	STAT 212
6	STAT 363	Nonparametric Statistics	3			3	5	STAT 203
7	STAT 371	Sampling Techniques	3			3	5	STAT 203
8	STAT 321	Stochastic Processes	3			3	5	STAT 212
9	STAT 335	Statistical Inference (1)	3			3	5	STAT 312
10	STAT 373	Demography	3			3	5	STAT 203
11	STAT 375	Regression Analysis	4			4	7	STAT 203
12	STAT 461	Categorical Data Analysis	3			3	5	STAT 202
13	STAT 472	Time Series Analysis	3	2		4	7	STAT 375
14	STAT 474	Design and Analysis of Experiments	4			4	7	STAT 203
15	STAT 434	Statistical Inference (2)	3			3	5	STAT 335
16	STAT 464	Multivariate Analysis	3			3	5	STAT 335
17	STAT 481	Statistical Packages	2	2		3	5	STAT 375
18	STAT 491	Graduation Project	4			4	7	Department Agreement
Total			**59**	**4**	**-**	**61**	**100**	

4. Program Compulsory Courses from other department

Course code		Course name	Contact Hours			Credits	%	Pre-requisite
			Th	Lab	Tut			
1	CSC 112	Programming	3	2		4	27	CSC 100
2	MATH 200	Fundamentals of Integral Calculus	4		2	4	27	MATH 101
3	MATH 203	Advanced Calculus	4			4	27	MATH 200
4	MATH 241	Linear Algebra	3			3	20	None
Total			**12**	**2**	**2**	**15**	**100**	

5. Program Elective Courses

(Students should choose only 3 courses of 9 credits)

Course code		Course name	Contact Hours			Credits	Pre-requisite
			Th	Pr	Tr		
1	STAT 341	Operations Research (2)	3			3	STAT 241
2	STAT 343	Queuing Theory	3			3	STAT 312
3	STAT 358	Biostatistics	3			3	STAT 202
4	STAT 377	Statistical Quality Control	3			3	STAT 203
5	STAT 402	Scientific Research Methods	3			3	STAT 203
6	STAT 431	Linear Models	3			3	MATH 241
7	STAT 471	Reliability Theory	3			3	STAT 335
8	STAT 473	Survey Designs	3			3	STAT 371
9	STAT 477	Econometrics	3			3	STAT 375
Total			**27**			**27**	

6. Course distribution Table according to program levels

	Course Code	Course Title	Required or Elective	Prerequisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	MATH 100	Mathematics 1	Required	None	3	College
	CHEM 101	General Chemistry	Required	None	3	College
	ELS 001	English I	Required	None	5	College
	BIO 101	General Biology	Required	None	3	College
	LTS 001	Learning, Thinking, and Research Skills	Required	None	3	University
Level 2	MATH 101	Mathematics 2	Required	MATH 100	3	College
	PHYS 101	General Physics	Required	None	3	College
	ELS 002	English II	Required	None	5	College
	CSC 001	Computer Skills and Its application	Required	None	3	University
	COMM 001	Communication Skills	Required	None	2	University
Level 3	CSC 112	Programming Language	Required	CSC 112	4	University
	MATH 200	Fundamentals of Integral Calculus	Required	MATH 101	4	College
	STAT 202	Statistics (1)	Required	MATH 101	4	Department
	ARB 101	Language Skills	Required	None	2	University
	ISLS 101	Islamic Culture (1)	Required	None	2	University
Level 4	MATH 203	Advanced Calculus	Required	MATH 200	4	College
	STAT 203	Statistics (2)	Required	STAT 202	4	Department
	STAT 212	Probability (1)	Required	MATH 101	4	Department
	MATH 241	Linear Algebra	Required	None	3	College
	ISLS 201	Islamic Culture (2)	Required	ISLS 101	2	University
Level 5	STAT 241	Operations Research (1)	Required	MATH 101	2	Department
	STAT 312	Probability (2)	Required	STAT 212	4	Department
	STAT 363	Nonparametric Statistics	Required	STAT 203	3	Department
	STAT 371	Sampling Techniques	Required	STAT 203	3	Department
	ARB 201	Writing Skills	Required	ARB 101	2	University
	ISLS 301	Islamic Culture (3)	Required	ISLS 201	2	University
Level 6	STAT 321	Stochastic Processes	Required	STAT 212	3	Department
	STAT 335	Statistical Inference (1)	Required	STAT 312	3	Department
	STAT 375	Regression Analysis	Required	STAT 203	4	Department
	STAT 373	Demography	Required	STAT 203	3	Department
	STAT ***	Elective Statistics Course	Elective	STAT ***	3	Department
Level 7	STAT 461	Categorical Data Analysis	Required	STAT 202	3	Department
	STAT 472	Time Series Analysis	Required	STAT 375	4	Department
	STAT 474	Design and Analysis of Experiments	Required	STAT 203	4	Department
	STAT ***	Elective Statistics Course	Elective	STAT ***	3	Department
	ISLS 401	Islamic Culture (4)	Required	ISLS 301	2	University
Level 8	STAT 434	Statistical Inference (2)	Required	STAT 335	3	Department
	STAT 464	Multivariate Analysis	Required	STAT 335	3	Department
	STAT 481	Statistical Packages	Required	STAT 375	3	Department
	STAT ***	Elective Statistics Course	Elective	STAT ***	3	Department
	STAT 491	Research Project	Required	Department agreement	4	Department

Courses Description

STAT 202 [Statistics (1)] **(4 Credit hours)**

This course focuses on the study of the basic concepts of statistics which include Definition and branches of Statistics, Types of Data, Data Collection and Sampling Techniques and Methods, Presenting data in charts and tables, Measures of central tendency, Measures of dispersion, Skewness, Kurtosis and Moments, Combinatorial analysis and introduction to probability.

STAT 203 [Statistics (2)] **(4 Credit hours)**

This course focuses on the study of some basic concepts of statistics include: simple and partial linear correlation, simple linear regression, introduction to time series, index numbers and sampling distributions.

STAT 212 [Probability (1)] **(4 Credit hours)**

This course focuses on the study of the basic concepts of probability theory: Definition of probability, axioms and rules of probability, conditional probability and independence, multiplication rule, law of total probability, and Bayes theorem. Discrete and continuous random variables, probability distributions, cumulative distribution function and its properties, properties of random variables, expected values, variance Chebyshev's inequality. Some special discrete and continuous distributions. Probability and moment generating functions.

STAT 241 [Operations Research (1)] **(2 Credit hours)**

Introduction to operation research, linear programming theory and Model building, graphical solution- simplex method and formulating the simplex model -Big M method-Two stage method - Duality Theory Sensitivity Analysis: Changes in Objective Function, Changes in RHS Transportation problems. Assignment problems.

STAT 312 [Probability (2)] **(4 Credit hours)**

This course includes an introduction to statistics, statistical descriptions, frequency distributions, possibilities and probabilities, probability distributions, Topics studied include descriptive measures for empirical data, theory of probability, probability distributions and types of random variables, correlation, and simple regression.

STAT 363 [Nonparametrics statistics] **(3 Credit hours)**

This course focuses on the basics concepts of nonparametric statistics include: Binomial test, contingency tables, measures of independence, $\chi 2$ test, Cochran's test for continuous data, some parametric methods that depend on ranks: two independent samples, two related samples, more than two independent samples, more than two related samples, test of correlation measure of ranks, tests of randomness, Kolmogorov-Smirnov goodness of fit test.

STAT 371 [Sampling Techniques] **(3 Credit hours)**

This course focuses on the basics concepts of the sampling techniques include: Principles of sampling, census and sample surveys, population and sample design, collecting data, sampling techniques (simple, systematic, and stratified sampling). Ratio and regression estimators, cluster sampling with one and two stages. Determination of the sample size.

STAT 371 [Stochastic Processes] **(3 Credit hours)**

The main purpose for this course is to introduce the basic principles and concepts of stochastic processes Including: Review of probability, Stochastic Process, Classification of Stochastic Processes, Discrete time, Markov chains, Poisson Processes and Branching Processes.

STAT 335 [Statistical Inference (1)] **(3 Credit hours)**

This course focuses on the study of the basic concepts of Statistical Inference which include Definition of Statistical Inference, Sampling Distribution of the Mean, Standard Error of the statistic, Distribution of the Difference between two sample Means, Distribution of the sample proportion, Distribution of the Difference between two sample proportions. Statistical Estimation: Confidence intervals, Confidence Intervals about a Population Mean, Confidence interval for the difference of two population means, Confidence Intervals for a Population Proportion, confidence interval for the difference in proportions, Confidence interval for population variance.

STAT 375 [Regression Analysis] **(4 Credit hours)**

The main purpose of this course is to provide students with a comprehensive applied understanding of the common statistical tools employed for simple and multiple linear regression, least squares estimation, hypothesis testing, residual analysis, hypothesis adequacy, multiple regression, model description, arrays estimation, hypothesis testing, model selection methods, The statistical packages E-views, Minitab, SPSS, R, are used.

STAT 373 [Demography] **(3 Credit hours)**

This course aims to demonstrate techniques and tools of the demography demography science include types of demographical data and it's sources, in addition to the different measures of fertility, mortality and migration beside the techniques of life table construction.

STAT 461 [Categorical Data Analysis] **(4 Credit hours)**

This course focuses on Contingency tables (2x2 and rxc) Association measures for the contingency tables. Chi square test. General linear model .Logistic model and Log linear model for analyzing multidimensional contingency tables.

STAT 472 [Time Series Analysis] **(4(3+2)Credit hours)**

Definition of time series, Some representative time series, Objective of time series analysis, Some simple time series models, Models with Trend and Seasonality, A General approach to time series modeling, Stationary Models, the Autocorrelation Function and the correlogram, Estimation and Elimination of Trend and Seasonal Components, Stationary Process and ARMA Models, Modeling and Forecasting with ARMA Processes, Nonstationary and Seasonal Time Series Models, application of time series using Reviews.

STAT 474 [Design and Analysis of experiments] **(3 Credit hours)**

Definition of experiment - Basic terminologies of experiment (treatment, experimental unit, sampling unit, experimental error) – Basics of experimental design (replication, randomization, control of experimental units) - Complete random design CRD (design, analysis in equal and unequal data cases, advantages and disadvantages) – Complete blocks random design CRBD(Linear model, design, analysis, relative efficiency) – Factorial experiments (Advantages and disadvantages, Main Effects and Interaction, A factorial Experiment with two factors in CRD, a factorial experiment with two factors in CRBD, a fractional factorial experiment with two factors.

STAT 434 [Statistical inference 2] **(3 Credit hours)**

This course focuses on the study of the basic concepts of Statistical Inference which include: Definition of Tests of hypotheses, Tests of hypotheses on one and two populations means, calculating power and type II error, Tests of hypotheses on one and two populations

proportions, One way ANOVA, Chi-Square Tests of goodness of fit, independence and Homogeneity, The power function, Best critical region and the Likelihood ratio test.

STAT 464 [Multivariate Analysis] **(3 Credit hours)**

Statistical inference of the mean of multivariate normal, comparing means, principal component analysis, factor analysis, canonical correlation analysis, cluster analysis, discriminant and classification analysis.

STAT 481 [Statistical Packages] **(3(2+2) Credit hours)**

This course introduces student to one of the statistical packages such as SPSS, R, MINITAB, ... etc, as well as how to define the program's environment and enter, edit, and modify data; how to extract descriptive statistics and build tables and draw graphs; and how to analyze data using some statistical indicators, such as correlation, regression, a test of hypotheses on means and proportions, and ANOVA.

STAT 491 [Research project] **(4 Credit hours)**

The course aims to provide the student with the skills to create practical and research projects individually or within work groups, determine the steps of project implementation procedures, and acquire cognitive skills to write the final report of a project.

STAT 341 [Operation Research (2)] **(3 Credit hours)**

This course includes: Sensitivity analysis in linear programming, Nonlinear programming, Inventory analysis, Networks analysis, Game theory and Introduction to queuing theory.

STAT 343 [Queuing Theory] **(3 Credit hours)**

This course focuses on the basics concepts of the queuing theory include: Fundamental Concepts of Queuing Theory, Performance Measures of Queuing Systems, finite and infinite-Source Systems and Networks Queues.

STAT 358 [Biostatistics] **(3 Credit hours)**

This course includes: Fundamentals of Statistics, Measures of Central Tendency and Dispersion, simple linear regression and correlation, frequency and association measures used in Epidemiology, Screening tests, Chi-square tests, and Introduction to survival analysis.

STAT 377 [Statistical Quality Control] **(3 Credit hours)**

This course focuses on the understanding basic concepts and tools of quality control include Introduction of quality and process control, Basic concept of control chart, Control charts for attributes, Acceptance sampling and Six sigma.

STAT 402 [Scientific Research Methods] **(3 Credit hours)**

The main purpose of this course is to introduce and understand the basic concepts of research and its methodology, Preparation of scientific research plan, Research hypotheses, Approaches of scientific research, Samples in scientific research, Scientific research tools , Scientific Research Report, The descriptive statistics used in scientific research and applied side in scientific research.

STAT 431 [Linear Model] **(3 Credit hours)**

This course includes basic concepts of the matrix algebra, Multivariate Normal distribution, Quadratic Forms and their distributions, Full and reduced rank models, computational methods and applications.

STAT 471 [Reliability Theory] **(3 Credit hours)**

This course includes Concept of reliability, component and system reliability, reliability of series and parallel systems. Repairable systems, concept of availability. Life distributions: exponential, Weibull, log-normal etc., hazard functions, Complete and censored data, Statistical methods of estimation and inference. Accelerated life testing. Computer simulation.

STAT 473 [Survey Designs] **(3 Credit hours)**

This course focuses on the study of types of Statistical Studies, Sampling Design and Survey Design, Data collection techniques, Types of errors in Surveys, Steps of Planning and implementation of a Survey, Selection Bias and Non-Response, Questionnaire Design, Sensitive Questions and Randomized Response,. Estimation of Rare events, Postal, Telephone Surveys and Other Methods of Measurements, Web. Page and Email Based Surveys, Report Writing. Oral Presentation and Discussion of Students' Projects.

STAT 477 [Econometrics] **(3 Credit hours)**

This course focuses on tools and techniques used in econometrics include: simple and multiple linear regression, some economic models, Econometrics problems, simultaneous equations and some computer applications.

Study and Examination Regulations for Undergraduate Students and the University of Tabuk Executive Regulations

Article 1: Definitions

Academic Year:

The academic year consists of two main semesters and a summer semester, if available.

Semester:

The semester is a term of no less than 15 weeks of instruction in which courses are taught, not including the registration and final examination periods.

Summer Semester:

The summer semester is a term of no more than (8) weeks of instruction, not including the registration and final examination periods whereby the teaching time allocated for each course is doubled.

Academic Level:

The academic level refers to the study level. The required levels for graduation are eight or more according to recognized study plans.

Study Plan:

The study plan is a group of required, elective, and baccalaureate core courses that, their credit hours form the graduation requirements, students need to successfully pass in order to obtain the degree in the relevant specialization.

Course:

The course is a subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, detailed specifications description - which distinguishes it and its content from other courses within a level – A portfolio on each course is kept in the corresponding department for the purpose of following-up, evaluation, and development. Some courses may have requirements, prerequisites, or concurrent requirements.

Credit Hour:

The credit hour is a weekly theoretical lecture with a duration not less than 50 minutes or a laboratory session with a duration not less than 50 minutes or a field/practical study of not less than 100 minutes duration.

Academic Probation:

Academic probation is a notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.

Class Work Score:

Class work score is the score which reflects the student's standing during a semester according to his/her performance in the examinations, research and other activities related to a particular course.

Final Examination:

The final examination is an examination in the course to be conducted once at the end of every semester.

Final Examination Score:

The final examination score attained by the student in each course on the final examination.

Final Score:

The final score is the total of the class work score plus the final examination score calculated for each course out of a total grade of 100.

Course Grade:

The course grade is a description of the percentage, or alphabetical letter for the final grade the student obtained in a course.

Incomplete Grade:

The Incomplete grade is a temporarily provisional grade assigned for each course in which a student fails to complete the requirements by the required date. This is indicated in the student academic record with the letter grade —"IC".

In Progress Grade:

The In-progress grade is a provisional grade assigned for each course which requires more than one semester to complete. The letter grade "IP" is assigned in this case.

Semester GPA:

Semester GPA is the total number of quality points the student has achieved, divided by the total credit hours assigned for all the courses the student has taken in any semester. The quality points are calculated by multiplying the credit hours by the grade earned in each course. See appendix (B)

Cumulative GPA:

Cumulative GPA is the total number of quality points the student has achieved in all courses he/she has taken since his/her enrollment at the University, divided by the total number of credit hours assigned for these courses. See appendix (B)

Graduation Ranking:

Graduation ranking is a description of the assessment of the student's scholastic achievement during the period of his/her study at the University.

Academic Load/Minimum Load:

The academic load is what a student must take in a semester based on his/her GPA, as determined by the University Council.

Admission of New Students

Article 2:

Based upon the recommendations of the Faculties' Councils and the other concerned bodies of the University, the University Council determines the number of new students be admitted in the following academic year.

Article 3:

An applicant for admission to the university must satisfy the following conditions:

A. A student should have a secondary school certificate or its equivalent from inside or outside the Kingdom of Saudi Arabia.
B. A student should have obtained the secondary school certificate in a period of less than5 years prior to the date of application. However, the University Council may waive this condition if the applicant has convincing reasons. **C**. A student must have a record of good behavior.
C. A student must successfully pass any examinations or personal interviews as determined by the University Council.
D. A student must be physically fit and healthy.
E. A student must obtain the approval of his/her employer if he/she is an employee of any government or private agency.
F. A student must satisfy any other conditions the University Council may deem necessary at the time of application.

The University of Tabuk Executive Regulation

An applicant for admission to the university must satisfy the following conditions:

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C. A student must successfully pass any examinations or personal interviews as determined by the University Council.

D. A student must be physically fit and healthy.

E. A student must obtain the approval of his/her employer if he/she is an employee of any government or private agency.

F. A student must satisfy any other conditions the University Council may deem necessary at the time of application.

G. A student must not have been dismissed from another university for disciplinary or educational reasons.

H. **I:** The University Council or its authorized representative may admit a dismissed student for educational reasons into a non-degree program, but not a transitional program.

Article 4:

Admission is granted to applicants' who satisfy all the admission requirements and is based on the applicants' grades in the secondary school examinations, personal interviews and admission examinations, if required.

Study System

Article 5: The Study System

A: A student follows the academic levels system according to the executive regulation approved by the University Council.

B: Degree plans are designed with a minimum of eight academic levels for the undergraduate degree.

The University of Tabuk Executive Regulation

The academic committee will be in charge of setting executive rules for student's academic progress.

Article 6:

In some faculties, the study may depend on the whole academic year in accordance with the regulations and procedures approved by the University Council. However, the academic year will consist of two levels.

In some faculties, the study may depend on the whole academic year in accordance with the regulations and procedures in this index replacing "the academic semester" by “the academic year" whenever mentioned in a way that will not contradict the following:

A: In the academic year scheme, courses are offered throughout an academic year no less than (30) weeks, not including the registration and final examination periods.

B: By the end of the academic year, a final examination will take place for each course. In the practical and laboratory training courses, final examinations are conducted at the end of each training period.

C: A second round of the final examination will be conducted in no less than two weeks before the beginning of the academic year. The Faculty Council will determine who to sit for the test of those who failed courses which the Faculty Council determines its content and credit hours. The results will be sent to the deanship of admission and registration before the end of the third week of instruction. Students who pass the second round of the final examination will be granted GPA (D) instead of the previous fail GPA (E) regardless of the mark he/she scores.

D: A student, who fails the first round of the first final examination of courses exceeding those determined by the Faculty Council in the article (b), will not be allowed to sit for the second round of the final examination and will stay in the same academic year. In addition, he/she will re-enroll only in the courses he/she has failed.

E: A student who fails the second-round examination or courses that do not have second round examination will stay in the same academic year and re-enroll in the courses he/she fails. The Faculty Council or its authorized representative may allow the student to enroll in courses of the next academic year.

Article 7: Academic Level System

The study plans are divided into 2 semesters per year and probably one summer session (half of a semester). The graduation requirements are distributed on the levels as per the University Council decisions.

Article 8:

The University Council sets rules for registration, drop, and add of courses with the levels of recognized study plans, so the minimum load is guaranteed.

The University of Tabuk Executive Regulation

Item 8.1: Passing from one level to the next level is contingent on a student passing all courses at the current level.

Item 8.2: The minimum course load is 12 credit hours during a regular semester, or what is left for graduation if less than the normal load. However, a student is permitted to register for a maximum of 24 credit hours with the approval of the dean of Admission if the student is expected to graduate in this semester. If the student is unable to register for the minimum course load of the credit hours, he/she will only register for the available credit hours.

Item 8.3: The maximum course load is 20 credit hours.

Item 8.4: A student can be enrolled in courses automatically before the start of the semester, and students are enabled to add and drop as per the Admission and Registration Rules.

Attendance and Withdrawal from Study

Article 9:

A regular student must attend lectures and practical lessons. If he/she fails to attend at least 75% (as set by the University Council) of the lectures and practical lessons or the laboratory sessions for each course in an academic semester, he/she will be denied access to the final exam in that course because of his/her absence and he/she will fail the course. His/her grade will be denied (DN).

The University of Tabuk Executive Regulation

A regular student must attend lectures and practical lessons. If he fails to attend at least 75% of the lectures and practical lessons or the laboratory sessions for each course in an academic semester, he/she will be denied access to the final exam and will fail that course. Semester work grade shall be recorded as it is and hence the grade DN is given. The faculty dean or his authorized representative approves grade denial lists.

Article 10:

The Faculty Council or its authorized representative can exempt students with excuses (from being denied access to the final) who maintained a minimum 50% attendance of lectures and practical lessons for each course.

The University of Tabuk Executive Regulation

The Faculty Council or its authorized representative can exempt students with excuses (from being denied access to the final) who maintained a minimum 60% attendance of lectures and practical lessons for each course.

Article 11:

Students who miss the final examination will be given zero in the examination, and his/her grade will be calculated based on the attained grades in the semester work.

Article 12:

If a student couldn't sit for the final examination in any of the courses during the semester due to a strong excuse, the Faculty Council may, in extremis, accept his/her excuse and give the student a makeup exam during a period not exceeding the end of next semester. The student will then be given the grade he/she earns based on his/her performance in the makeup exam.

Article 13:

A: A student may withdraw from a semester without allocating the "F" grade to him/her academic record if he/she presents an acceptable excuse to the relevant body determined by the University Council within a duration specified by the executive regulations set by the University Council. The student will be given "W" grade and this semester is counted towards the graduation requirements.

B: A student may withdraw, with an acceptable excuse, from one or more courses in a semester according to the executive regulations set by the University Council.

The University of Tabuk Executive Regulation:

13-1: A student may withdraw from a semester without allocating the "F" grade to him/her academic record if he/she presents an acceptable excuse to the dean of the relevant faculty within three weeks ahead of the final exams. As for the faculties that follow the one-year system, students may withdraw within five weeks ahead of the final exams. Concerning short sessions, students may withdraw within one-third of the total duration ahead of the final exams. The rector of the University may, in extremis, override any of the above-mentioned durations. In all cases, the student will be given "W" grade and this semester is counted towards the graduation requirements.

13-2: Withdrawing a maximum of two consecutive semesters or three nonconsecutive semesters is allowed. As for the faculties that follow the one-year system, withdrawing two consecutive or two non-consecutive years is not allowed, and the student's enrolment status will be suspended afterward. The dean of the Admission and Registration Deanship may override any of the above-mentioned durations.

13-3: Guardian consent for female students might be requested for withdrawal by the Admission and Registration Deanship.

13-4: A student may withdraw one or more courses under the following terms:

The approval of the relevant faculty's dean. - Applying before the deadline of withdrawal.

The student will be given (W) grade in the course.

Academic Leave and Study Discontinuation

Article 14:

A student may apply for academic leave due to an excuse accepted by a body determined by the University Council provided that the duration of academic leave doesn't exceed two consecutive semesters or three non-consecutive semesters, then his/her enrolment will be suspended afterward. The University Council may, in extremis, override any of the durations mentioned above, and the duration of academic leave is not counted towards the graduation requirements.

The University of Tabuk Executive Regulation:

A student may apply for academic leave due to an excuse accepted by the relevant faculty's dean or his authorized representative before the end of the first week of studying. The duration of academic leave should not exceed two consecutive semesters or three non-consecutive semesters (As for the faculties that follow the one-year system, academic leave for two consecutive years and two nonconsecutive years are not accepted), then his/her enrolment will be suspended afterward. The University Council may, in extremis, override any of the durations mentioned above, and the duration of academic leave is not counted towards the graduation requirements.

Article 15:

If a regular student discontinues studying for one semester without applying for academic leave, his/her enrolment will be suspended, and the University Council may suspend a student's enrolment for less than one semester's discontinuation. As for a distance learning student, his/her enrolment will be suspended if they don't sit for all the final exams in a semester without having an acceptable excuse.

The University of Tabuk Executive Regulation:

If a regular student discontinues studying for four weeks from the very beginning of study without applying for academic leave, his/her enrolment will be suspended. As for a distance learning student, his/her enrolment will be suspended if they don't sit for all the final exams in a semester without having an acceptable excuse.

Article 16:

A student is not to be considered "discontinued" for the semesters that he/she studies as a visiting student at other universities.

Re-Enrollment

Article 17:

A student, whose enrollment status has been suspended, may apply to his/her faculty for re-enrollment with the same University ID number and the academic record he/she had before discontinuing studying according to the following guidelines:

A: A student applies for re-enrollment within four regular semesters (or two regular years for the faculties that follow the one-year system) from the date of suspending his/her enrollment status.

B: A student obtains the approval of the relevant Faculty Council for the reenrollment.

C: That five or more semesters have gone since the suspension of the student's enrollment, the student can apply to the University for admission as a new student without considering his/her old academic record, provided that they fulfill all the admission requirements announced at the current time for new students. The rector of the University may override any of the guidelines mentioned above.

D: A student's re-enrollment for more than one time is not accepted. The rector of the University may, in extremis, override this guideline.

E: Re-enrollment of a student, whose enrollment has been suspended because he/she is on academic probation, is not accepted.

Article 18:

A student who has been dismissed from the University for academic or disciplinary actions — or from other universities for disciplinary actions — will not be re-enrolled at the University. If it is discovered that the student had been dismissed previously due to disciplinary action, his/her enrolment would be cancelled as from the date of his/her re-enrolment.

Graduation

Article 19:

A student graduates after successfully completing the graduation requirements according to the study plan provided that his/her cumulative GPA and major GPA are both not less than 2.00 out of 5.00. Following the recommendation of the relevant department board, the Faculty Council may determine certain additional courses that the student should take to improve his/her cumulative GPA if he/she has passed the required courses, but with a low GPA.

The University of Tabuk Executive Regulation:

19-1: A student graduates after successfully completing the graduation requirements according to the study plan, provided that his/her cumulative GPA and major GPA are both not less than 2.00 out of 5.00. Following the recommendation of the relevant department board, the Faculty Council, or its authorized representative may determine certain additional courses that the student should take to improve his/her cumulative GPA if he/she has passed the required courses, but with a low GPA.

19-2: A student is not considered a graduate until the approval from the University Council to grant him/her the scientific degree is issued.

19-3: Gradation periods

19-4: Issuing of replacement of the lost certificate is permissible according to the guidelines set by the rector of the University.

Dismissal from the University

Article 20:

A student may be dismissed from the University in the following circumstances:

A: If a student obtains a maximum of three consecutive academic probations as the result of his/her cumulative GPA is less than 2.00 out of 5.00. Following the recommendation of the Faculty Council, the University Council may allow the student a fourth opportunity to improve his/her cumulative GPA by taking the available courses.

B: If a student fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his/her graduation in the original program period. However, the University Council may give the student an exceptional opportunity to complete the graduation requirements within a maximum additional period not exceeding double of the period determined for graduation.

C: The University Council may, in exceptional cases, deal with students' cases that the two items mentioned above apply to them by giving them an exceptional opportunity not exceeding a maximum of two semesters.

The University of Tabuk Executive Regulation:

First: A student may be dismissed from the in the following circumstances:

A: If a student obtains a maximum of three consecutive academic probations as the result of his/her cumulative GPA is less than 2.00 out of 5.00. Following the recommendation of the Faculty Council, the University Council may allow the student a fourth opportunity to improve his/her cumulative GPA by taking the available courses according to the following conditions:

The reason behind the student's low achievement should be accepted to the Faculty Council.

There should be an improvement in the student's performance in the last two semesters (the summer semester is not included). Such improvement can be measured by dividing the points of both semesters on the number of registered credits with no less than (2.00) out of (5.00).

B: If a student fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his/her graduation in the original program period. However, the University Council may give the student an exceptional opportunity to complete the graduation requirements within a maximum additional period not exceeding double of the period determined for graduation according to the following:

The reason behind the student's low achievement should be accepted by the Faculty Council.

There should be an improvement in the student's performance in the last two semesters (the summer semester is not included). Such improvement can be measured by dividing the points of both semesters on the number of registered credits with no less than (2.00) out of (5.00).

Second: The Faculty Council may give the student, who has been dismissed due to exceeding double of the program duration, an opportunity to complete the graduation requirements within a maximum duration of two semesters according to the following:
The reason behind the student's low achievement should be accepted to the Faculty Council.

The student should, for his/her graduation, have courses that could be passed within two semesters.

There should be an improvement in the student's performance in the last two semesters (the summer semester is not included). Such improvement can be measured by dividing the points of both semesters on the number of registered credits with no less than (2.00) out of (5.00). The rector of the University may override any of the regulations mentioned above.

The faculties should gather all cases and present them to their councils, and inform the Admission and Registration Deanship one week before the beginning of the study.

Third: Based on the recommendation of the relevant dean, the Academic Affairs Committee may give a maximum of two semesters for students who are dismissed as a result of academic probations.

Distance Learning

Article 21:

Based on the recommendations from the faculties, the University Council may adopt the principle of admission in the distance learning program in some faculties and specializations whose natures allow this option. Accordingly, the University Council sets the rules and regulations for such programs according to the following parameters:

A: The credit hours required for the graduation of a distance learning student should not be less than the credit hours required for the graduation of a regular student.

B: The distance learning student will be treated, with regard to admission, grading, transfer, dismissal, and re-enrolment, in exactly the same manner as a regular student except for the requirement regarding class attendance.

C: Based on the Faculty Council's recommendations, the University Council determines the rules required to evaluate the performance of distance learning students.

D: The student transcript, graduation certificate, and degree must indicate that the study was via distance learning.

Final Examinations

Article 22:

Based on the recommendations of the relevant department board, the Faculty Council determines the class work score as being not less than 30% of the overall score of the course final grade.

The University of Tabuk Executive Regulation:

Based on the recommendations from the relevant department board, the Faculty Council determines the class work score as being not less than 40% and no greater than 60% of the course final grade.

Article 23:

The class work score can be accomplished through one of the following two methods:

1. Practical or oral tests, research, or other types of classroom activity, or from all or any part of it, and at least one written test.
2. Minimum of two written tests.

Article 24:

Based on the recommendations of the relevant department board, the Faculty Council may approve the inclusion of practical or oral tests in the final examination of any course. The scores to be assigned to such tests will be considered as part of the final examination scores.

Article 25:

Based on the instructor's recommendations, the relevant department board allows a student to complete the requirements of any course during the next term. In such an event, the grade (IC) will be recorded for the student in his/her academic records. (IC) grades are not included in the calculation of the semester and cumulative GPA until the student obtains his/her final grade in the course by completing all the requirements. If no change has been made in the (IC) grade after the lapse of one semester, the (IC) status will be changed to an (F) grade which will be included in the calculation of semester and cumulative GPA.

Article 26:

Courses involving symposia, research, fieldwork, or of a practical nature, may be excluded from some or all the above rules (22, 23, and 24) following a decision by the Faculty Council and the recommendation of the relevant department board. The Faculty Council identifies alternate ways to evaluate the students' achievement in such courses.

Article 27:

If any course of a research nature requires more than one semester for its completion, the student will be assigned an (IP) grade, and after the completion of the course, the student will be given the grade he/she has earned. However, if he/she fails to complete the course on time, the relevant department board may approve of an (IC) grade for this course in his/her academic record.

The University of Tabuk Executive Regulation:

The specified time for completing the course whose grade is (IP) is one semester after marking (IP) on his/her academic record.

Article 28:

The grades students earn in each course are calculated as follows:

Percentage	Grade	Grade Code	GPA (out of 5.00)	GPA (out of 4.00)
95 – 100	Exceptional	A+	5.00	4.00
90 – less than 95	Excellent	A	4.75	3.75
85 – less than 90	Superior	B+	4.50	3.50
80 – less than 85	Very Good	B	4.00	3.00
75 – less than 80	Above Average	C+	3.50	2.50
70 – less than 75	Good	C	3.00	2.00
65 – less than 70	High Pass	D+	2.50	1.50
60 – less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0.00

Article 29:

Based on the cumulative Grade Point Average achieved by a graduating student, his/her graduation rank is assigned to one of the following levels:

No	Level	GPA (out of 5.00)	GPA (out of 4.00)
1	Excellent	4.50 – 5.00	3.50 – 4.00
2	Very Good	3.75 – less than 4.50	2.75 – less than 3.50
3	Good	2.75 – less than 3.75	1.75 – less than 2.75
4	Pass	2.00 – less than 2.75	1.00 – less than 1.75

The University of Tabuk Executive Regulation:

Based on the cumulative Grade Point Average achieved by a graduating student, his/her graduation rank is assigned to one of the following levels:

No	Level	GPA (out of 5.00)
1	Excellent	4.50 – 5.00
2	Very Good	3.75 – less than 4.50
3	Good	2.75 – less than 3.75
4	Pass	2.00 – less than 2.75

Article 30:

First honors will be granted to graduating students who achieve a cumulative GPA of (4.75) - (5.00) out of (5.00) or (3.75) - (4.00) out of (4.00). Second honors will be granted to graduating students who achieve a cumulative GPA of (4.25) - less than (4.75) out of (5.00) or (3.25) – less than (3.75) out of (4.00).

Both statuses are subject to the following conditions:

a. The student must not have failed in any course at the University of Tabuk or any other university.
b. The student must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a faculty.
c. The student must have completed 60% or more of the graduation requirements at the University from which he/she graduates.

The University of Tabuk Executive Regulation:

First honors will be granted to graduating students who achieve a cumulative GPA of (4.75) - (5.00) out of (5.00). Second honors will be granted to graduating students who achieve a cumulative GPA of (4.25) - less than (4.75) out of (5.00).

Both statuses are subject to the following conditions:

a. The student must not have failed in any course at the University of Tabuk or any other university.
b. The student must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a faculty.
c. The student must have completed 60% or more of the graduation requirements at the University of Tabuk.

Final Examination Procedures

Article 31:

The Faculty Council may set up a committee to coordinate with the departments in organizing the activities related to the final examination. The committee's role includes reviewing mark sheets and submitting them to the relevant committee within three days from the examination date of any course.

Article 32:

The Faculty Council may apply strict confidentiality in the final examination procedures.

Article 33:

A course instructor prepares examination questions. However, if the need arises, the Faculty Council may assign another instructor to do the exam based on the recommendation of the head of the department.

Article 34:

A course instructor marks the final examination papers. However, the head of the department may assign one or more additional instructors to participate in the marking process if necessary.

The Faculty Council may also assign the marking process to another instructor when the need arises.

Article 35:

The instructor, who marks the final exam and records the marks obtained by students on the designated grades record sheets, signs his name on the record sheets and then the head of the department ratifies them.

Article 36:

No student is to be given more than two examinations in one day. The University Council may allow for exceptions to this rule.

Article 37:

No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.

Article 38:

Cheating, or attempting to cheat, or violating instructions and examination regulations, shall render the offender subject to punishment in accordance with the Student Disciplinary Rules set by the University Council.

Article 39:

If necessary, the relevant Faculty Council may agree to remark the examination papers within a period not exceeding the beginning of the next term examinations.

The University of Tabuk Executive Regulation:

If necessary, the relevant Faculty Council may agree to remark the examination papers within a period not exceeding the beginning of the next term examinations according to the following conditions:

1: The student may submit an official appeal for remarking to the head of the department offering the course, no later than the end of one month of the relevant final exam. The head of the department will then forward the request to the Faculty Council.

2: The student, who has applied previously for a remarking and it has been proved that his/her appeal was false, is not allowed to apply for a remarking again.

3: The student is allowed to apply for no more than one-course examination paper remarking per semester.

4: A form is specially designed for this purpose including items 1, 2 & 3 in addition to the following information (student name and ID, course code and titles, group number, semester date, attendance record, GPA of the student, exam date, teacher's name, date of the test, remarking justifications, and the signature of the student).

5: In case of positive reply, the Faculty Council will form a committee of at least three faculty members to remark the exam papers and then the committee will report this to the Faculty Council for approval upon which the decision of the council is final.

Article 40:

Following the recommendation of the relevant department board, the Faculty Council determines the duration of the final written examinations which- in any case- should not be less than one hour and not more than three hours' duration.

Article 41:

Consistent with the provisions included in articles (31-40), the University Council establishes the regulations that govern the final examination procedures.

Transfer

Transfer from One University to Another

Article 42:

The acceptance of the transfer of a student from outside the University is governed by the following conditions:

A: The student should be enrolled at a recognized college or university.

B: The student must not have been dismissed from that university for disciplinary actions.

C: The student must satisfy all the transfer provisions set by the University Council.

The University of Tabuk Executive Regulation:

With the approval of the dean of the relevant faculty, the university accepts the transfer of a student from outside the university according to the following regulations:

A: The student should be enrolled at a recognized college or university and has an academic record (GPA) for at least two academic semesters.

B: The student must not have been dismissed from that university for disciplinary actions.

C: The student must satisfy all the transfer provisions set by the Faculty Council.

D: The credits studied at the University of Tabuk must be at least 60% of the total required credits for the host degree.

Article 43:

The Faculty Council equalizes the courses taken by the student outside the University according to the recommendations offered by the departments to which those courses belong. As such, these equalizations are to be transferred to the student's academic record, but they will not be included in the calculation of his/her cumulative GPA.

The University of Tabuk Executive Regulation:

The Faculty Council equalizes the courses that the student took outside the university according to the recommendations offered by the departments to which those courses belong. As such, these equalizations are to be transferred to the student's academic record, but they will not be included in the calculation of his/her cumulative GPA provided that the content of the course that the student passed is equivalent to the course content intended to be equalized.

Article 44:

If, after the transfer of the student, it is discovered that the student had been dismissed from his/her previous university due to disciplinary action, his/her enrolment would be canceled as from the date of his/her acceptance of the transfer to the University of Tabuk.

Article 45:

The transfer of a student during any academic semester from one university to another is done in accordance with the procedures and dates announced by the university to which the student will transfer in light of general guidelines of the academic transfer.

The Transfer from One Faculty to Another Within the Same University:

Article 46:

The transfer of the student from one faculty to another inside the University is permissible according to the guidelines set by the University Council.

The University of Tabuk Executive Regulation:

With the approval of the dean of the relevant faculty, the university accepts the transfer of a student from one faculty to another inside the university according to the conditions set by the Faculty Council to which the student will transfer. The Rector of the University or his authorized representative may override the faculty transfer conditions.

Article 47:

For a student transferring from one faculty to another, all courses that students studied are to be transferred to his/her academic record including the grades, and the semester and cumulative GPA obtained throughout his/her period of study at the University.

Transfer From One Major to Another Within the Same Faculty

Article 48:

With the approval of the dean of the relevant faculty, a student may transfer from one major to another within the same faculty according to the rules established by the University Council.

The University of Tabuk Executive Regulation:

With the approval of the dean of the relevant faculty, a student may transfer from one major to another within the same faculty according to the rules established by the Faculty Council.

Article 49:

For a student transferring from one major to another, all courses that students studied are to be transferred to his/her academic record including the grades and the semester and cumulative GPA obtained throughout his/her period of study at the University.

A Visiting Student

Article 50:

A "**visiting student**" is a student who studies some courses at another university or in one branch of the university to which he belongs without transferring. Equivalency for such courses shall be granted according to the following regulations:

A: The student must obtain prior approval from the faculty at which he/she is studying.

B: The student has to be enrolled at a recognized college or university.

C: The courses that the student is taking outside his/her university should be equivalent to one of the courses included in his/her degree requirements.

D: If the student studies in one of the branches of his/her university, the article (47) applies in this case.

E: The University Council determines the maximum percentage of the studied units at another university that can be accounted for the visiting student.

F: The courses evaluated as equivalent will be transferred to the visiting student academic record but will not be included in the calculation of his/her cumulative GPA.

G: Any further conditions may be added by the University Council.

The University of Tabuk Executive Regulation:

A visiting student is a student who studies some courses at another university or in one branch of the university to which he belongs without transferring. Equivalency for such courses shall be granted according to the following regulations.

First: A student from the University of Tabuk visiting another university:

A: The student has to obtain prior approval from the faculty at which he/she is studying. The faculty may specify the courses to be studied and the minimum attainment. Students must obtain written approval from the Admission and Registration Deanship to the host university.

B. The student has to be enrolled at a recognized college or university.

C: The courses that the student is taking outside his/her university should be equivalent to one of the courses included in his/her degree requirements.

D: In accordance with item (D) of the article (42), the maximum credits studied outside must not exceed 20% of the overall requirements for graduation at the University of Tabuk.

E: The course grades credited to the visiting student will not be included in the calculation of his/her cumulative GPA, but will be recorded on his/her academic record.

F: Visiting students must provide the Deanship of Admission and Registration with the records of courses studied outside the University of Tabuk within two weeks from the beginning of the next semester. If the student does not submit his/her grades, he will be considered suspended from the university (except for the summer session) and will be dealt with according to the article (15).

G: The visiting student will receive a monthly remuneration if deserved through manual payments subject to submitting the grades to the Deanship of Admission and Registration.

Second: A Student From Another University Visiting The University of Tabuk

A: The student has to have a record (with GPA) at least for one semester from his/her university in which he was admitted.

B: The student has to obtain written approval to study as a visiting student at the University of Tabuk. The approval must include the courses the student intends to study at the University of Tabuk.

C: Visiting Students to the University of Tabuk are allowed to attend a maximum of two semesters.

D: The visiting student from another university will not receive a monthly remuneration from the University of Tabuk.

E: The Deanship of Admission and Registration records the courses the visiting student takes in accordance with all regulations of joining courses at the University of Tabuk.

General Regulations

Article 51:

These regulations supersede all the preceding rules and regulations established for study and examinations at the undergraduate level.

Article 52:

The University Council may set up executive regulations in a way that will not contradict these regulations.

Article 53:

The Higher Education Council reserves the right of interpreting these regulations.

Appendixes

Appendix A: Academic Records and Grade Codes

Academic Record

The academic record is a statement which explains the student's academic progress. It includes the courses studied in each term with course numbers, codes, number of credit hours, the grades attained and the codes and points of these grades. The record also shows the semester, cumulative GPA and the student's academic status in addition to the courses from which a transferred student is excused.

Letter Grades

Letter grades	Marks	Points		Grades in English
A+	95 – 100	4.00	5.00	Exceptional
A	90 – Less than 95	3.75	4.75	Excellent
B+	85 – Less than 90	3.50	4.50	Superior
B	80 – Less than 85	3.00	4.00	Very Good
C+	75 – Less than 80	2.50	3.50	Above Average
C	70 – Less than 75	2.00	3.00	Good
D+	65 – Less than 70	1.50	2.50	High Pass
D	60 – Less than 65	1.00	2.00	Pass
F	Less than 60	0.00	1.00	Fail
IP	-	-	-	In-Progress
IC	-	-	-	In-complete
DN	-	0.00	1.00	Denial
NP	60 or above	-	-	No grade-Pass
NF	Less than 60	-	-	No grade-Fail
W	-	-	-	Withdrawn

Appendix B: Example of the calculation of Semester and Cumulative GPA

First semester

Course	Credit Hours	%	Grade	Grade Weight	points
MATH 100	3	85	B+	4.50	13.50
PHYS 101	3	70	C	3.00	9.00
CSC 001	3	92	A	4.75	14.25
LTS 001	2	80	B	4.00	8.00
ELS 008	5	76	C+	3.50	17.50
Total	**16**				**62.25**

GPA for first semester= $\frac{62.25}{16} = 3.89$

Second semester

Course	Credit Hours	%	Grade	Grade Weight	points
CHEM 101	3	96	A+	5.00	15
MATH 101	3	83	B	4.00	12
BIO 101	3	71	C	3.00	9
LTS001	3	81	B	4.00	12
ELS 009	5	92	A	4.75	23.75
Total	**17**				**71.75**

GPA for second semester= $\frac{71.75}{17} = 4.22$

GPA for the year = $\frac{62.25+71.75}{16+17} = 4.06$

Electronic Services

- Electronic Gate (https://myut.ut.edu.sa)
- The unified platform for students to view the academic schedule, completed and remaining study plan materials, student academic status, student grades and grades, a range of academic movements that he can perform through the portal, including academic advising.
- Department Website (https://www.ut.edu.sa/en/Faculties/science/Department-Statistics/Pages/default.aspx)
- The site contains a number of guides and links that will help the student in his university journey.
- E-learning platform - Blackboard (https://tabuk.blackboard.com)
- The platform through which the student studies the subjects presented in his study plan in the distance education system. In it, all the student's attendance materials are recorded as well, and therefore to provide an integrated and more efficient education, through which the student can submit assignments and costs, communicate with the course instructor and obtain the latest updates and announcements through the unified advertisement platform, as well as access to the content of the course that the faculty member shares, And get advice through office hours electronically.
- E-mail (https://www.ut.edu.sa/ar/E-Services/Pages/student-e-mail.aspx)
- An e-mail is created for all university employees (students, employees, and faculty members) and it is the official means of communication in any affairs of the educational institution, through which alerts, instructions, activities, and events are published. The beneficiary needs to activate the e-mail

Means of Communications

Communicate with the scientific department and the program through the following communication channels:

Department email	statistics_dept@ut.edu.sa		
Head of Department	Dr. Olayan Albalawi	oalbalwi@ut.edu.sa	Tel: 0144562608
Head of Department female section	Dr. Haifa Alrehaili	halrehaili@ut.edu.sa	Tel: 0144567280