

Prince Mohammad Bin Fahd University
(Under Registration)

✦ **PMU ACADEMIC CATALOG** ✦
Final Report

25 February 2005

TEXAS INTERNATIONAL EDUCATION CONSORTIUM

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 **PREFACE**

This *PMU Academic Catalog Final Report* is submitted in partial fulfillment of Item IV.E. of the Contract between the Texas International Education Consortium (TIEC) and the Prince Mohammad Bin Fahd University (PMU) Founding Committee to facilitate the establishment of the PMU. This report was prepared by the TIEC Project Management Group and a team of experts from several TIEC-affiliated universities who are experienced in the documentation of academic programs and features of a university.

The *PMU Academic Catalog* is both an operational document and a management document. As an operational document, the university catalog is a primary source of information for prospective students and the general public about the PMU, its admissions standards, graduation requirements, academic programs of study, tuition and fees, and rules and regulations relating to academic programs. As a management document, it serves as a guide to PMU faculty and staff responsible for advising students and implementing the academic policies and procedures of the PMU. This document organizes material from several reports prepared by TIEC for the PMU including the *PMU Admissions Plan* and six curriculum design reports that contain the details of the academic programs of study. Additional material on academic regulations is also included.

An academic catalog contains information that is changing continuously. This document is the initial edition of the PMU Academic Catalog and requires continuous review and refinement. The information in this catalog will also be included in the PMU website that should be updated regularly to complement the printed editions of the catalog.

Nick L. Poulton, Ph.D.

President

Texas International Education Consortium

25 February 2005

Prince Mohammad Bin Fahd University
(Under Registration)
Dammam, Saudi Arabia

TASK NAME FINAL REPORT

TABLE OF CONTENTS

| <u>Item</u> | <u>Page</u> |
|--|--------------------|
| Welcome from the Rector | 1 |
| Academic Calendar 2006-2007 | 2 |
| General Information about PMU | 4 |
| Vision and Mission..... | 4 |
| Academic Focus..... | 5 |
| Location | 8 |
| Facilities | 8 |
| Admission Requirements and Procedures..... | 9 |
| Required High School Preparation | 9 |
| Admission to the Preparation Year Program | 9 |
| Admission to Degree Studies..... | 10 |
| Acceptance and Denial | 14 |
| Placement in a College..... | 14 |
| Registration Procedures | 14 |
| Registration for a New Academic Year | 14 |
| New Student Orientation..... | 15 |
| Transfer Student Registration | 15 |
| Changes in Student Status | 15 |
| Tuition and Fees..... | 16 |
| Tuition and Mandatory Fees: Fall 2006 - Spring 2007..... | 16 |
| Explanation of Fees..... | 17 |
| Methods of Payment | 17 |
| Due Dates | 18 |
| Refunds | 18 |
| Scholarships and Financial Assistance..... | 19 |
| PMU Scholarships..... | 19 |
| Sponsored Scholars Program..... | 19 |
| Summer Work Program..... | 20 |
| Academic Regulations | 20 |
| Students and Student Guidelines..... | 20 |
| Academic Courses..... | 23 |
| Course Prerequisites..... | 24 |
| Meeting Degree Requirements..... | 25 |
| Academic Support and Assistance | 27 |
| Student Records | 28 |
| Enforcement of Academic Regulations..... | 29 |
| Graduation..... | 35 |

| | |
|--|-----------|
| PREPARATION YEAR PROGRAM AND CORE CURRICULUM | 37 |
| Overview of the Preparation Year Program | 37 |
| Preparation Year Program Course Descriptions..... | 37 |
| Communication – PRPC | 37 |
| Writing – PRPW | 39 |
| Mathematics – PRPM..... | 40 |
| Study Skills and Learning Strategies – PRPL..... | 41 |
| Overview of The Undergraduate Core Curriculum | 41 |
| Core Curriculum Course Descriptions | 43 |
| Learning Outcome Assessment – ASSE..... | 43 |
| Biology – BIOL..... | 44 |
| Chemistry – CHEM | 44 |
| Communication – COMM | 45 |
| Economics – ECON..... | 45 |
| Geography – GEGR..... | 46 |
| Geology – GEOL | 46 |
| History – HIST | 46 |
| Mathematics – MATH..... | 46 |
| Physics – PHYS | 48 |
| Psychology – PSYC | 49 |
| University Core – UNIV | 49 |
| COLLEGE OF ENGINEERING | 50 |
| College Overview | 50 |
| Vision and Mission..... | 50 |
| Degrees Offered..... | 50 |
| Admissions Process and Requirements..... | 51 |
| Required Courses in the Preparation Year Program..... | 51 |
| Performance Expectations | 51 |
| Required Grade Average – Civil, Electrical, Mechanical Engineering..... | 51 |
| Required Grade Average – Interior Design | 52 |
| Student Computing Requirements..... | 53 |
| Components of Degree Programs..... | 53 |
| Majors in Civil, Electrical, And Mechanical Engineering | 54 |
| Major In Interior Design..... | 55 |
| Capstone Series – Civil, Electrical, Mechanical Engineering | 56 |
| Capstone Courses– Interior Design..... | 56 |
| Courses Required for Majors | 57 |
| Civil Engineering | 57 |
| Electrical Engineering | 58 |
| Mechanical Engineering..... | 59 |
| Interior Design | 60 |
| Course Sequence for Majors..... | 61 |
| Civil Engineering | 61 |
| Electrical Engineering | 63 |
| Mechanical Engineering..... | 65 |
| Interior Design | 67 |

| | |
|---|------------|
| Undergraduate Courses Offered by the College of Engineering..... | 70 |
| Assessment – ASSE..... | 70 |
| Civil Engineering – CVEN..... | 70 |
| Electrical Engineering – EEEN..... | 73 |
| General Engineering – GEEN..... | 76 |
| Interior Design – IDES..... | 78 |
| Mechanical Engineering – MEEN..... | 81 |
| COLLEGE OF INFORMATION TECHNOLOGY..... | 86 |
| College Overview..... | 86 |
| Vision and Mission..... | 86 |
| Degrees Offered..... | 87 |
| Admissions Process and Requirements..... | 87 |
| Required Courses in the Preparation Year Program..... | 87 |
| Performance Expectations..... | 88 |
| Required Grade Average..... | 88 |
| Student Computing Requirements..... | 88 |
| Components of Degree Programs..... | 88 |
| Majors in IT, Computer Science, Computer Engineering..... | 88 |
| Capstone Series..... | 89 |
| Courses Required for Majors..... | 90 |
| Information Technology..... | 90 |
| Computer Science..... | 91 |
| Computer Engineering..... | 92 |
| Course Sequence for Majors..... | 94 |
| Information Technology..... | 94 |
| Computer Science Degree..... | 96 |
| Computer Engineering..... | 98 |
| Undergraduate Courses Offered by the College of | |
| Information Technology..... | 100 |
| Assessment – ASSE..... | 100 |
| Computer Engineering – COEN..... | 101 |
| Computer Science – COSC..... | 102 |
| General Information Technology – GEIT..... | 104 |
| Information Technology – ITAP..... | 105 |
| COLLEGE OF BUSINESS ADMINISTRATION..... | 109 |
| College Overview..... | 109 |
| Vision and Mission..... | 109 |
| Degrees Offered..... | 110 |
| Admissions Process and Requirements..... | 111 |
| Required Courses in the Preparation Year Program..... | 111 |
| Performance Expectations..... | 111 |
| Required Grade Average..... | 111 |
| Student Computing Requirements..... | 111 |
| Components of Degree Programs..... | 112 |
| Majors in Accounting, Finance, Business Administration, MIS..... | 112 |
| Capstone Course..... | 113 |

| | |
|---|------------|
| Courses Required For Majors | 113 |
| Accounting | 113 |
| Finance | 114 |
| Business Administration..... | 115 |
| MIS..... | 116 |
| Course Sequence for Majors..... | 116 |
| Accounting..... | 116 |
| Finance..... | 119 |
| Business Administration..... | 121 |
| MIS..... | 123 |
| Undergraduate Courses Offered by the College of Business Administration..... | 126 |
| Accounting – ACCT..... | 126 |
| Assessment – ASSE..... | 127 |
| Business Administration – BUSI..... | 128 |
| Finance – FINA..... | 130 |
| Management Information Systems – MISY..... | 132 |
| EXECUTIVE MBA CURRICULUM | 135 |
| Vision..... | 135 |
| Admission Requirements..... | 135 |
| Educational Background | 135 |
| Work Experience | 135 |
| Standardized Tests..... | 136 |
| Support, References, and Interview | 136 |
| The Educational Experience | 136 |
| Content of the Program..... | 136 |
| Program Participants | 136 |
| Size of the Program..... | 137 |
| Teams | 137 |
| Student Performance Standards | 137 |
| Technology and the Executive MBA..... | 137 |
| Program Structure..... | 138 |
| Class Schedule | 138 |
| Residency Days..... | 138 |
| Course Sequence for the Executive MBA..... | 139 |
| Graduate Courses Offered in the Executive MBA Program..... | 140 |
| UNIVERSITY ADMINISTRATION AND FACULTY | 143 |
| INDEX..... | 143 |

WELCOME FROM THE RECTOR

I have the pleasure to introduce the Academic Programs and Curricula Catalog of Prince Mohammad Bin Fahd University. This catalog is issued concurrently with the opening of the PMU, a new institution that will ultimately lead toward achieving a brighter future for students in the Kingdom of Saudi Arabia.

According to the vision of the university's founders, the PMU should play a major role in achieving the comprehensive development of society and ensuring its graduates' ability to face contemporary and future events. Graduates will be the pride of the Kingdom, having full confidence in their personal skills and capabilities while taking an active part in the development and progress of society. The opening of the PMU allows the realization of this vision.

The university strives to provide a rich and purposeful educational environment as a prerequisite for the student's success and ability to excel. This environment will enable the student, in an effective way, to enhance the welfare of himself and his nation.

The PMU has adopted a philosophy that focuses on the student. This includes: the academic programs, curricula and extra curricular activities. In return, PMU students are expected to do their utmost in order to achieve the expected goals and to maintain productive and effective relationships with their classmates and mentors.

This catalog is designed to help students, their parents, and those interested in university education develop better understanding not only of how the PMU operates but how it provides an effective and efficient use of its resources, facilities, and services. The catalog reflects the university's commitment to achieving distinction and excellence in all aspects of its activities and functions, including providing programs, curricula, and courses of the highest quality in a highly satisfying work environment.

Name

Rector
Prince Mohammad Bin Fahd University

ACADEMIC CALENDAR 2006-2007

Prince Mohammad Bin Fahd University
(Under Registration)
Dammam, Saudi Arabia

Academic Calendar 1427/1428H (2006-2007): First Semester: 061

| | | |
|-----------------|----------------|---|
| September 11 | Shaaban 18 | Registration confirmation through Internet |
| September 12-13 | Shaaban 19-20 | Prep Year and First Year Student Orientation |
| September 16 | Shaaban 23 | Classes begin |
| September 20 | Shaaban 27 | Last day for late registration; Last day for adding classes |
| September 27 | Ramadan 4 | Last for dropping courses without permanent record |
| October 18 | Ramadan 25 | Last day for classes before Eid-al-Fitr Holidiays |
| October 19 – | Ramadan 26 – | |
| November 3 | Shawwal 11 | Eid-al-Fitr Holidays |
| November 4 | Shawwal 12 | Classes resume |
| November 15 | Shawwal 23 | Mid-term grades due to Registrar |
| November 18-22 | Shawwal 26-30 | Early registration for Spring 2007 (072) |
| November 29 | Zul-Qadah 7 | Last for withdrawal from all classes with grade of “W” through the Registrar’s Office |
| December 20 | Zul-Qadah 28 | Last day for classes before Eid-al-Adha Holidays |
| December 21 – | Zul-Qadah 29 | |
| January 5 | Zul-Hijjah 15 | Eid-al-Adha Holidays |
| January 6 | Zul-Hijjan 16 | Classes resume |
| January 20 | Muharram 2 | Last day for major examinations before final examinations |
| January 25 | Muharram 6 | Last day of classes |
| January 27- | | |
| February 7 | Muharram 8-19 | Final Examinations |
| February 10-16 | Muharram 20-28 | Mid-Year Break |

Academic Calendar 1427/1428H (2006-2007): Second Semester: 072

| | | |
|-------------|-----------------------------|---|
| February 12 | Muharram 24 | Registration Confirmation through Internet |
| February 17 | Muharram 29 | Classes begin |
| February 21 | Safar 3 | Last for late registration; Last day for adding classes |
| February 28 | Safar 10 | Last for dropping courses without permanent record |
| April 11 | Rabi-I 23 | Mid-term grades due to Registrar |
| April 11 | Rabi-I 23 | Last day of classes before Spring-Term Break |
| April 12-20 | Rabi-I 24- Rabi-II 2 | Spring-Term Break |
| April 21 | Rabi-II 3 | Classes Resume |
| April 21-25 | Rabi-II 3-7 | Early registration for Fall 2007 (072) |
| April 25 | Rabi-II 7 | Last day for withdrawal from all classes with grade of "W" through the Registrar's Office |
| June 2 | Jumada-I 16 | Last day for major examinations before final examinations |
| June 6 | Jumada-I 20 | Last day of classes |
| June 9-20 | Jumada-I 23- Jumada-II 5 | Final Examinations |
| June 24 | Jumada-II 9 | Last day for faculty to submit grades to the Deanship (3:00 PM); Official Graduation Date |

GENERAL INFORMATION ABOUT PMU

Prince Mohammad Bin Fahd University (PMU) is a private institution of higher learning licensed by the Ministry of Higher Education and located in the Al-Khobar region of the Eastern Province of Saudi Arabia. The initiative to establish the university has been taken by a group of renowned individuals from the Eastern Province under the auspices of HRH Prince Mohammad Bin Fahd Bin Abdulaziz.

The PMU is a learning-centered community where the emphasis is on the students, technology infuses the educational experience, and students graduate with unique competencies that empower them as individuals and enable them to contribute to the Kingdom's business and industrial community. These qualities make the PMU a unique institution in Saudi Arabia, yet the PMU is unquestionably a Saudi university. It fully embodies the cultural and religious values of the Saudi people.

The university operates under the regulations of the Ministry of Education that pertain to privately operated post-secondary educational institutions in the KSA. It is governed by a Board of Trustees and a University Council according to the regulations of the Ministry regarding the governance of private post-secondary institutions.

Vision and Mission

The continuing rapid development of Saudi Arabia and the growth of various new sectors of the Kingdom's economy calls for the substantial number of graduates capable of leadership in diverse fields of business, engineering, information technology, culture, education, community development and public administration. New universities will be among the potential contributors to ensuring that the Kingdom has the necessary manpower with the appropriate competencies (skills, knowledge, and attitude), technical knowledge, and foresight to rise to the challenges ahead.

The vision of the founders for the university is to be a unique and distinguished higher education institution that participates in:

- Preparing future leaders in various fields of human knowledge and its application.
- Enriching and developing intelligence.
- Exploring innovative methodologies and technologies to achieve its objectives.
- Breaking the barrier between academic and business society.

The university mission is to achieve the following objectives:

- Contribute to advancement of human intelligence and promulgation and development of knowledge.
- Prepare specialized candidates in various fields of human knowledge through utilizing modern technologies in the education process.
- Transform the graduate to play a pioneering and leading role in the community, enabling him or her to take responsibilities and contribute to solving problems through innovative thinking, collective work, reflection and self-development.
- Link academic programs and specializations with actual requirements of the surrounding work environment. This will be undertaken by maintaining effective participation and cooperation between the University and local business firms.
- Guide research activities to create solutions for persistent problems in surrounding communities, through applied research and technical consultation.
- Provide community service through continuous training and education.

Academic Focus

The PMU prepares high quality graduates for employment in high demand fields in the Eastern Province and to educating the “whole” person, recognizing that success in the world depends not only on knowledge of a specific academic discipline, but also on a broader set of skills and abilities.

Graduate Competency Profile: PMU graduates will be known by their distinctive competencies. The university has designated six core areas intended to ensure that PMU students also will possess knowledge and abilities to be successful in their chosen fields and to contribute to the development of their community and the Kingdom. The six PMU core competencies are:

- *Communication:* the ability to communicate effectively in both English and Arabic in professional and social situations.
- *Technological Competence:* the ability to use modern technologies to acquire information, communicate, solve problems, and produce intended results.
- *Critical Thinking and Problem Solving:* the ability to reason logically and creatively to make informed and responsible decisions and achieve intended goals.

- *Professional Competence*: the ability to perform professional responsibilities effectively in both local and international contexts.
- *Teamwork*: the ability to work effectively with others to accomplish tasks and achieve group goals.
- *Leadership*: the ability to be informed, effective, and responsible leaders in family, community, and the Kingdom.

Information Technology Emphasis: A distinctive characteristic of the PMU is its emphasis on the utilization of information technology resources throughout the institution, in all academic programs and courses, and in the management of the university. The PMU is known for its pervasive use of state-of-the-art information technologies that enable the university's distinctive, learning-centered environment. The infusion of technology into the university environment enables students to obtain the information they need, when and where they need it, so they can effectively pursue their goals of academic excellence and professional competencies.

Academic Program Structure: The structure of PMU academic programs follows the North American model that utilizes the credit hour system as a measure of time devoted to each course. An intensive bridge program prepares entering high school graduates for university study. An academic core curriculum forms a common basis for all degree programs. Individual degree majors provide the academic specialization and the name of the degree awarded.

Language of Instruction: English is the language of instruction in all degree programs and courses except those devoted to Arabic Language and Islamic Studies.

Preparation Year Program: In order to meet the high admissions standards for the degree programs, the PMU offers a one-year, non-credit year of study for students who need preparation in the English language, mathematics, and study skills and learning strategies.

Academic Core Curriculum: All degree programs include a core of academic subjects. These subjects are distributed among five principal areas: PMU competencies, written and oral communication, mathematics, natural and physical sciences, and social and behavioral sciences. In addition, all students complete the PMU Assessment Capstone Series of courses, in which they demonstrate their abilities to assimilate and apply the knowledge and skills they have learned. The content of the capstone series varies according to major.

Undergraduate Degree Programs: The academic degree programs offered by the PMU are organized into three colleges as follows:

College of Engineering

| | |
|--------------------------------|--------|
| B.S. in Electrical Engineering | Male |
| B.S. in Mechanical Engineering | Male |
| B.S. in Civil Engineering | Male |
| B.S. in Interior Design | Female |

College of Information Technology

| | |
|--------------------------------|-----------------|
| B.S. in Information Technology | Male and Female |
| B.S. in Computer Science | Male and Female |
| B.S. in Computer Engineering | Male and Female |

College of Business Administration

| | |
|--|-----------------|
| B.S. in Accounting | Male and Female |
| B.S. in Business Administration | Male and Female |
| B.S. in Finance | Male and Female |
| B.S. in Management Information Systems | Male and Female |

Graduate Degree Program: The initial graduate program offered by PMU to both male and female students is an Executive Masters in Business Administration.

Learning Modes: Consistent with the commitment to developing student learning outcomes and competencies, the PMU emphasizes student oriented teaching and learning methodologies throughout all academic programs. Courses utilize independent learning tasks, group and team based projects, and capstone projects, among other techniques. Information technology based resources and methods are an important part of the learning process.

Learning Resources Center: The PMU Learning Resources Center encompasses more than a traditional library. Consistent with the emphasis on information technology, the PMU LRC offers extensive access to electronic-based resources. In support of student independent learning strategies, the facility provides spaces for students to collaborate in teams on group projects, or to meet with faculty and staff for tutorials and/or small group activities.

Instruction and Research Emphasis: The initial focus of the PMU is placed on the development of high quality instructional programs. Research is also important to maintaining a creative environment for faculty, staff, and students. Consequently, the academic programs and staff recruiting plans emphasize maintaining excellence as a teaching institution along with a strong program of research and service activities.

Center for Research Development and Continuing Education: The PMU staffs a center for supporting external research and services activities, and for the delivery of instructional services to clients and learners off-campus by the means most appropriate to the client. These include distance learning programs or traditional courses offered at locations outside the PMU campus.

Location

The PMU is located on Half Moon Bay Road in a developing area near the coast at Al-Khobar. The university's location in the Eastern Province is particularly appropriate to serving the business, industrial and community needs of the KSA. The Dammam-Dhahran-Al-Khobar triangle has undergone a dramatic transformation in recent years, developing into a booming industrial region with commercial centers in Al-Khobar and Dammam. The PMU location is just 100 Km away from the Jubail Industrial City, one of the new industrial cities recently built in the Kingdom.

Facilities

The university campus has been designed with care to provide facilities for a full range of academic and student services in a manner that recognizes and maintains the cultural and religious values of the Kingdom. In translating the PMU vision and mission into physical reality, the university's architects have successfully created a university with a distinct and outstanding architectural image. The university design includes buildings that are shaped and located to create pleasant and inviting spaces. Plazas and covered walkways facilitate students' movement throughout the university. The entire concept is built on the desire to facilitate, encourage, and celebrate the university's interactive learning environment.

The campus is symmetrically divided to provide facilities for male and female students.

The male campus houses academic facilities for male instruction in the College of Engineering, the College of Business Administration, and the College of Information Technology. It also houses facilities for male instruction in the Preparation Year Program and PMU Core Curriculum.

The university administration building is located on the male portion of the campus.

The female campus houses academic facilities for female instruction in the College of Business Administration, the College of Information Technology, and the Department of Interior Design. It also houses facilities for female instruction in the Preparation Year Program and PMU Core Curriculum.

At the campus center, male and female students have access through separate entrances to food service at the university cafeteria. They also have access through separate entrances to the information available at the PMU Learning Resources Center (LRC). Inside the LRC building, each gender has its own lobby, stacks, circulation/reference desk, and study areas

The LRC provides an attractive central space that is conducive to reading, reflection, study, and group and individual learning activities. When the university is at full operation, the LRC will accommodate a book collection of approximately 75,000 volumes.

The LRC also provides learning enrichment services in mathematics, reading, writing, and study skills to ensure students' success of the PMU's learning-centered approach to education.

The main academic campus also contains athletic facilities. At a future date, student housing will be constructed on a nearby parcel of land.

ADMISSION REQUIREMENTS AND PROCEDURES

Required High School Preparation

Students enrolling in the PMU must be graduates of the Kingdom of Saudi Arabia secondary school Science Stream with an earned General Secondary Education Certificate, or they must have received equivalent secondary school preparation in another educational system. Because the degrees offered by the PMU will be technical in nature, graduates of the Science Stream are considered most likely to have the analytical skills necessary to succeed at the university. Students are expected to have firm academic foundations, especially in English and mathematics.

Admission to the Preparation Year Program

Though it will be possible to enter the PMU directly from high school, most students entering the PMU will first spend a year studying in the university's Preparation Year Program. Placement of students at the proper level of the Preparation Year Program's courses of English instruction will be made according to the results of examinations which will be administered after the student's admission to the program.

Deadline for Applications

The deadline for application to the Preparation Year program will be July 1 prior to the September term for which the student desires admission. All materials supporting the application must be submitted by August 1.

Admission of Saudi Nationals

Admission into the Preparation Year Program requires three steps:

- *Application form and fee*: A completed application form accompanied by the prescribed application fee.
- *Secondary School grades*: Results of the General Secondary Education Certificate (Tawjihyah).
- *General Aptitude and Abilities Test scores*: Results of the General Aptitude and Abilities Test given by the Ministry of Higher Education.

Admission of Non-Saudi Nationals

The application process for non-Saudi students will follow the same three steps as for Saudi nationals:

- *Application form and fee*: A completed application form accompanied by the prescribed application fee.
- *Secondary School grades*: Graduation from a secondary school program that is equivalent to a Saudi secondary school education, with results of the General Secondary Education Certificate (Tawjihyah) when possible.
- *General Aptitude and Abilities Test or SAT scores*: Results of standardized tests.

The final decision on whether or not a student's achievement levels from non-Saudi educational experiences are equivalent to KSA academic qualifications rests with the Admissions Committee. Foreign credentials and grading schemes or systems employed by schools that educate expatriates living in the Kingdom will be converted by the committee to their KSA equivalent.

Non-Saudi students should be graduates of a secondary school Science Stream. However, if the applicant's school does not differentiate between streams, the applicant must have successfully completed a university-bound program heavily emphasizing science and mathematics.

Non-Saudi applicants may submit results of either the General Aptitude and Abilities Test or the SAT exam. The Admissions Committee will determine the comparable score ranges between these two examinations during the admissions process.

Admission to Degree Studies

Students may be admitted into degree studies at the PMU via a number of means – successful completion of the Preparation Year Program, direct entry from secondary school, or transfer from other post-secondary programs.

Deadline for Applications

The deadline for application to the PMU's degree programs will be July 1 prior to the September term for which the student desires admission. All materials supporting the application must be submitted by August 1.

Admission from the PMU Preparation Year Program

All students who successfully complete the Preparation Year Program with satisfactory grades (C or better) will be guaranteed a place in the university. However, spaces available in individual degree programs will be limited, and the number of students seeking admission to these programs may exceed the program's capacity. To assist each program in selecting applicants whose aptitude, skills, and preparation are best suited to its curriculum, the following steps will be required:

- *Preparation Year Program Certificate of Completion:* Successful completion of the PMU Preparation Year Program (English writing and communication, mathematics, and study skills).
- *PMU Placement Test results:* For students seeking admission to advanced courses required by certain majors, placement tests will be given to determine the student's readiness for the following courses:
 - MATH 1321: Pre-Calculus Mathematics or MATH 1422: Calculus I
 - CHEM 1411 Introductory Chemistry or CHEM 1421: Chemistry for Engineers I
 - PHYS 1411: Introductory Physics or PHYS 1421: Physics for Engineers I

These exams will be given toward the end of the Preparation Year Program in time for use by the Admissions Committee during the summer.

- *Interview:* An interview in English with a PMU faculty representative from the degree program to which the student is applying. The interview will determine if an applicant is ready to meet the challenges of intense degree study. Interviews will be conducted toward the end of the Preparation Year Program in time for use by the Admissions Committee during the summer.
- *Essay:* An essay in English directed to both the PMU English writing and communications faculty and the faculty of the degree program to which the student is applying.

Essay topics will be assigned by the Admissions Committee and the faculty of the college to which the student is applying.

The Department of Interior Design may substitute a design portfolio for the essay requirement.

Essays or portfolios will be submitted toward the end of the Preparation Year Program in time for use by the Admissions Committee during the summer.

Direct Admission from High School

Some students, particularly those from other countries or from international schools in the Kingdom where the medium of instruction is English, may seek to bypass the Preparation Year Program and be placed directly into degree studies. The student's eligibility for admission directly into degree studies will be based on performance on standardized placement examinations given after admission to the Preparation Year Program.

The student initially follows the same procedures as applicants for the Preparation Year Program:

- *Application form and fee:* A completed application form accompanied by the prescribed application fee.
- *Secondary school grades:* results of the General Secondary Education Certificate (Tawjihyah).
- *General Aptitude and Abilities Test scores:* Results of standardized examinations.

Those admitted will advance to the next phase of the process. In the late Spring, the following will occur:

- *IELTS exam:* Applicants seeking direct entry must have achieved an satisfactory IELTS score.
- *Additional testing:* At the discretion of the Admissions Committee, applicants will for the final exams given to Preparation Year Program students in the highest level English and math courses.
- *College requirements:* For admission to one of the PMU colleges, students must complete the steps required of graduates of the Preparation Year Program.
- *PMU placement tests* (SAT II subject area tests in math, chemistry, and physics may be substituted)
- *Interview*
- *Essay*

Admission from Other Colleges and Universities

Students already attending post-secondary institutions who feel qualified to begin their degree program at PMU immediately may apply by submitting the following materials:

- *Transfer application for admission:* A completed transfer application form accompanied by the prescribed application fee.

- Secondary school grades: Results of the General Secondary Education Certificate (Tawjihyah).
- Official transcript from post-secondary institutions attended: A minimum cumulative grade point average of 2.0 (C) on a 4.0 grade scale.
- IELTS exam: A satisfactory score on IELTS or an equivalent standardized test.

Academic Standing of Transfer Students

The university will allow no more than 70% of a student's credits toward a PMU degree to be brought as transfer credits from other institutions. Subject to compliance with Undergraduate Study and Examinations Regulations laid out by the Ministry of Higher Education, at least 30% of the degree course requirements must be completed in residence at the PMU.

All transfer students will be required to complete the PMU University Core courses, regardless of the level at which he or she enters the university.

These courses are: Professional Development and Competencies, Critical Thinking and Problem Solving, Leadership and Teamwork, writing, oral communication, and Islamic and Arabic Studies. Transfer students also must complete the university's Assessment Capstone courses.

Transfer Credits for Transfer Students

The acceptability of transferred courses to the PMU will be determined by the Admissions Committee in consultation with individual academic departments based on the recognition, accreditation, and nature of the previous institution and on the individual courses.

Courses passed with a grade of D+ or its equivalent from another institution will not transfer to the PMU.

Residence Requirements for Transfer Students

Residence requirements for degree completion at the PMU (defined as those courses which must be completed at the university) will be set by the academic departments. These requirements must be fulfilled regardless of the number of hours transferred from other institutions.

Acceptance and Denial

The final decision on admission will be communicated to the applicant in writing and a copy placed in the applicant's file.

Unsuccessful applicants wishing to be considered for future terms must submit a new application for the intended future term. Other documentation (secondary school certificate and standardized test scores) already submitted may still be used if they have been retained by the PMU.

Placement in a College

Admission to degree programs at the PMU will be determined by a number of factors, including the student's grade point average in Preparation Year Program courses, the interview, the essay, and PMU designed and administered placement tests. These measures will be combined to determine ultimate placement in the degree programs.

The Admissions Committee, along with faculty representing appropriate Core Curriculum subject areas, will meet soon after the conclusion of Preparation Year to admit students into the College of Engineering (including the Department of Interior Design), the College of Information Technology, or the College of Business Administration. Where demand exceeds the number of places available in specific majors, unsuccessful applicants may elect another degree program in order to continue at the PMU.

REGISTRATION PROCEDURES

Registration procedures are outlined in the schedules published by the Office of the Registrar and available from the Registrar during pre-registration and registration.

This schedule provides pertinent information and indicates the registration steps along with the place, date and time for each step. It also lists initial course offerings. A continually updated list of these offerings is also posted on the PMU Web site. Students should carefully read the registration guide as they prepare for registration.

Registration for a New Academic Year

Registration involves three principal steps:

1. Advisement and consultation
2. Selection and registration of courses
3. Payment of fees

In coordination with their advisor, students complete the registration card obtained from the Office of the Registrar. Students also may register online, though they still will be required to consult their advisor. Instructions for online registration are available from the Office of the Registrar.

The class schedule and the university catalog contain necessary information regarding registration instructions and general items of information, policies, and procedures.

New students must make sure that all documents required for finalizing their admission, particularly those indicated in the letter of admission, are submitted to the Office of Admissions before registration begins.

New Student Orientation

Prior to registration, an academic orientation is scheduled for all new students to acquaint them with the general academic university regulations, policies and services. Each college in the university also conducts an orientation to acquaint students with its specific regulations and the registration process at the PMU. During orientation, the Office of Student Affairs provides an introduction to university life through campus tours and visits, meetings, lectures, demonstrations and other activities. Attendance at these programs is mandatory for all new students.

Transfer Student Registration

Transfer students cannot register for subsequent courses if their transferred courses do not meet the prerequisite requirements. Transfer students must complete their transfer file and be awarded transfer credits during their first semester at PMU.

Changes in Student Status

Changes of College or Major

Students seeking to change their major within their college/school or to change their college/school must complete the appropriate form available from the Office of the Registrar. Requests for a change of major or change of college/school should be submitted to the Office of the Registrar at least two weeks before the registration time of the affected semester. To be eligible for a change of major, a student must meet the requirements for admission to the new major, and the request must be approved by the dean of the new major.

Adding and Dropping Courses

Students are allowed to add and/or drop courses during the first week of fall and spring classes. Courses dropped during this period are not recorded in the student's transcripts.

Students interested in dropping or adding courses should first consult with their respective advisors.

Withdrawal from Courses

Students are permitted to withdraw from courses after submitting the appropriate withdrawal form. Students are expected to maintain a minimum course load of 12 credits, but under special circumstances the dean of the college/school may allow students to drop below 12 credits.

Withdrawal from courses should occur no later than the end of the 10th week of classes. A student who withdraws from a course before this date will receive a grade of W for the course on the transcript. This grade will not impact the student's GPA.

A student who withdraws from a course from the 11th week up to the last day of classes will receive a grade of either WP or WF for the course. A grade of WP will not impact the student's GPA. A grade of WF will be recorded on the student's transcript as 0.00 grade points for the course, and this will be used in calculating the student's GPA. The determination as to whether a student receives WP or WF will be upon the recommendation of the course instructor.

Withdrawal from the University

In the event a student formally withdraws from the university, the following refund schedule will be applied:

- One week before the first day of classes 100% excluding the place reservation deposit of new students
- Before the end of the first week of classes 100% excluding non refundable deposits
- During the second week of classes 50%
- During the third week of classes 25%
- After the third week of classes 0%

TUITION AND FEES

Tuition and Mandatory Fees: Fall 2006 - Spring 2007

All students will pay the required tuition and fees by the due dates specified in the class schedule bulletin.

Required tuition and fees for each semester of the 2006-07 academic year are listed below. Laboratory and individual instruction fees will be in addition to these amounts.

Full time students

| | |
|--------------------|-----------|
| Saudi National | SR xxxxx |
| Non-Saudi National | SR xxxxxx |

Part Time Students

| Credit Hours | Saudi National | Non-Saudi National |
|--------------|----------------|--------------------|
| 2 | \$\$\$ | \$\$\$ |
| 3 | \$\$\$ | \$\$\$\$ |
| 4 | \$\$\$ | \$\$\$\$ |
| 5 | \$\$\$ | \$\$\$\$ |
| 6 | \$\$\$ | \$\$\$\$ |
| 7 | \$\$\$ | \$\$\$\$ |
| 8 | \$\$\$\$ | \$\$\$\$ |
| 9 | \$\$\$\$ | \$\$\$\$ |
| 10 | \$\$\$\$ | \$\$\$\$ |
| 11 | \$\$\$\$ | \$\$\$\$ |
| 12 | \$\$\$\$ | \$\$\$\$ |
| 13 | \$\$\$\$ | \$\$\$\$ |
| 14 | \$\$\$\$ | \$\$\$\$ |
| 15 | \$\$\$\$ | \$\$\$\$ |

Explanation of Fees

Designated Tuition

A mandatory Designated Tuition Fee of \$xx per semester is required from all full time students and \$yy per credit hour is required from all part time students. This fee is used to help cover the costs of services and use of all or any of the university's property, building, structures, activities, operations or other facilities. These funds are used to support the educational and general operations of the university such as scholarships, equipment, and development.

Student Service Fees

Fees for services outside of tuition at the PMU are kept to a minimum. The cost of using computer labs, sports facilities, career counseling programs or other services are typically included in the general cost of attending the university. Any fees charged beyond this general cost are assessed at the time students register for classes. For each category of fee, an equal amount will be charged to registering students. A list of such fees is published by the university's Office of Business Affairs.

Methods of Payment

PMU accepts the following methods of payment of fees:

- Cash in Saudi Riyals only
- Checks drawn on local banks in Saudi Riyals
- Banker's drafts
- Credit cards
- Direct transfers to National Bank of _____

The student's name and ID number must be noted on the bank transfer.

Due Dates

Students are not allowed to defer fee payments until after the registration period except with special permission. Exceptions are made only if the following conditions are met:

- The student submits a letter to the Office of the Registrar explaining the reasons for the inability to pay the full fees at registration. This letter must be received before or during the registration period.
- At least 50 percent of the full amount due is paid before or during the registration period.
- Approval for deferment and terms of payment are stated in writing and signed by the authorized university official. A charge of SR xxx is added to the amount due if a check is returned due to insufficient funds.

If a student fails to make full payment of tuition and fees, including any incidental fees, by the due date, he or she may be prohibited from registering for any classes until full payment is made. A student who fails to make full payment prior to the end of the semester may be denied credit for work done during the semester.

Refunds

Any student who has paid the registration fees and officially withdraws from the university by submitting a withdrawal card and registration receipt to the Cashier's Office is entitled to a refund of tuition and fees as follows:

| | |
|--|------|
| Prior to the first regularly scheduled class day | 100% |
| During the first five class days | 80% |
| During the second five class days | 70% |
| During the third five class days | 50% |
| During the fourth five class days | 25% |
| After the fourth five class days | None |

If a part time student reduces his or her semester hours by officially dropping a course or courses, the following refund rates will apply, provided the student remains enrolled at PMU:

| | |
|------------------------------------|------|
| During the first twelve class days | 100% |
| After the twelfth class day | None |

A class day is a regular day of scheduled classes at the university (a full week, Saturday to Wednesday, will have five class days). The first twelve class days are the first twelve days of regular class meetings on the university campus. These rates apply to total tuition and fee charges for the semester. An immediate refund will not be made at the time a student withdraws or reduces his or her hours during a semester. Upon request, a check covering all refunds due will be mailed within approximately 30 days to the address left at the Cashier's Office.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

Financial Assistance in the form of scholarships and summer work programs are available on a limited bases to students who have excellent academic potential.

PMU Scholarships

PMU Scholarships are awarded through institutional funds. To qualify for a PMU Scholarship recipients must:

- Hold a General Secondary Education Certificate with an average of 95% or above for Saudi applicants, or 98% for non-Saudi applicants
- Demonstrate financial need that would make the PMU otherwise unaffordable
- Meet all admissions requirements.
- Document distinguished intellectual and academic performance
- Possess a record of good conduct
- Achieve high performance on a personal interview

Scholarship recipients will be selected by members of committee appointed by the Vice-Rector for Student Affairs and the Vice Rector of Academic Affairs.

Students will be eligible for the scholarship as long as they remain enrolled at the PMU, maintain a required GPA, and are not guilty of misconduct. Students who falsify their application will be disqualified immediately.

Sponsored Scholars Program

The Sponsored Scholars Program is funded through partnerships with the surrounding business community and provides a means to connect the private sector with talented students who may later become excellent employees.

To qualify for the Sponsored Scholars Program recipients must:

- Hold a High School Certificate (awarded in the past 3 years) with an average of 90% or above
- Demonstrate financial need that would make the PMU otherwise unaffordable
- Meet all admissions requirements
- Document distinguished intellectual and academic performance
- Possess a record of good conduct
- Receive high performance marks on a personal essay
- Meet the sponsor's designated criteria

The Scholarship Committee will evaluate the applicants and make recommendations to sponsors, who will make the final decision.

Students will be eligible for the sponsored scholarship as long as they remain enrolled at the PMU, maintain a required GPA, and are not guilty of misconduct. Students who falsify their application will be disqualified immediately.

Summer Work Program

Summer employment opportunities are available for students to work with government and private sector entities. Preference will be given to students with financial need who will be working in an area related to their field of study.

ACADEMIC REGULATIONS

Students and Student Guidelines

Student Academic Load

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

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

Residence Requirements

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

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

Categories of Students

Full-time Students

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

Part-Time Students

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

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

Time Limit on Duration of Study

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

Grading System

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

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

*Administrative Withdrawal Fail

Grades not calculated in the grade point average are

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

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

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

University Guidelines for Lateness and Attendance

Attendance and participation in all class, studio, workshop, and laboratory sessions are essential to the process of education at the PMU. Students benefit from the lectures and discussions with their instructors and fellow students. Lateness or absence hinders progress for the individual and the class and affects the student's grade.

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

University guidelines for lateness and attendance are as follows:

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

Examinations

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

Academic Courses

Course Value

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

Class Periods

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

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

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

PMU Course Numbering System

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

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

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

The letters are followed by four numbers:

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

Course Descriptions and Syllabi

Descriptions of courses currently offered in the university curriculum are listed by course number and college at the end of this catalog in the section titled PMU Course Offerings. Nonrecurring topics courses are published each semester in the schedule of classes.

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

Course Prerequisites

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

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

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

Meeting Degree Requirements

Performance Expectations

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

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

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

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

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

Repeating Courses

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

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

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

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

Incomplete Grades and Make-Up Examinations

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

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

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

Academic Probation

Placement on Probation

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

Removal of Probation and Dismissal

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

Reinstatement

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

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

Study at Another Institution

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

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

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

Academic Support and Assistance

Academic Advising

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

Learning Enrichment Services

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

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

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

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

Student Records

Student Responsibility

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

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

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

Permanent Record

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

Students' Privacy Rights

Students have the right to:

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

Documentation

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

Transcripts

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

Names on Diplomas and Degrees

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

Enforcement of Academic Regulations

Student Petitions and Appeals

Petitions

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

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

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

Appeal of a Grade

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

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

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

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

Appeal of Other Academic- Related Issues

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

Student Academic Honesty and Integrity

Statement of Principle

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

Definitions

“Cheating” includes, but is not limited to:

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

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

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

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

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

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

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

Disciplinary Procedures for Academic Dishonesty Cases

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

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

Grievance and Appeal Procedures for Students

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

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

Grade Grievance and Appeal Procedures for Students

1. The assignment of a grade in a course is the responsibility of the faculty member and is based on the professional judgment of the faculty member. Except for issues of computation or discrimination, the faculty member's grade determination is final.
2. Students having a grievance concerning a grade in a course should make every effort to resolve the issue with the faculty member who assigned the grade. Faculty members should attend to the concerns of the student and explain the basis for the grade assigned.

3. Should a student be unable to resolve the grievance with the faculty member, the student may appeal to the dean of the appropriate academic college. If the faculty member in question is the dean of the college, the student should present the grievance to the Vice Rector for Academic Affairs. The student must present a written statement and provide compelling evidence (examinations, papers, etc.) that demonstrate why the grade should be changed. The written grievance must be submitted no later than (30) days from the conclusion of the semester in which the incident occurred.

Graduation

Graduation

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

Participation in the Commencement Exercises

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

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

University Honors and Awards

Dean's List

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

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

Graduation Honors

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