

KUWAIT UNIVERSITY

Credit System Bylaw

CHAPTER 1

General Definitions and Interpretations

Article 1 : Credit-Unit System:

This system specifies the number of units that a student has to complete in order to get a degree from an academic department. A student has the freedom to choose the courses that he/she is in need of according to his/her prior requirements with the help of his/her advisor.

In addition, this system allows the student to participate in deciding his/her educational goal and the pace he/she takes to reach it in accordance with the observed rules and regulations. A student gets credit for all the courses that he/she completes successfully, while he/she has to re-sit those courses which he/she could not pass with the approval of the academic advisor.

The Credit Units

Credit Units are the academic units which a student obtains when he/she successfully passes a course. They are equated with a weekly hour for theoretical courses, or a minimum of two hours for practical courses. They are the basis for deciding the course load in a semester for a student according to the bylaws of the academic regulations. However, the academic department is responsible for deciding the number of credit hours for each separate course.

The Academic Year

The academic year consists of two regular semesters, each one lasts from 15-17 weeks from the beginning of the course to the end including final examinations. Registration in the summer semester, on the other hand, is optional. Its duration is eight weeks including the final exams.

University Requirements

University requirements are a group of mandatory courses, which focus on the student's development in term of the ethics, cultural concepts and humanistic morals that a student attains during his/her study in the university. It is essential for the university students to develop such a social and moral background in order to form a vision of their society and the age they live in. These courses also develop their language skills in Arabic, English and other languages so that they will be able to comprehend these values and concepts.

Academic Major

The group of courses that an academic department views as essential for specialization in any branch of human knowledge.

Academic Minor

Every major sheet includes an item on minor courses, which are a group of courses, namely 14 credit units, usually taken from outside the major domain. However, these courses are often intensive and of great benefit to the student.

College Year

The college year is decided by the number of credit units a student obtains and passes successfully, for example a first year student is supposed to have passed 30 credit units, a second year student is supposed to have passed more than 30 and less than 60 credit units, and so on.

Academic Course

The academic department usually specifies the academic course. The duration of the course is one semester.

Semester's Study Load

The Group of Credit Units registered by the student in one semester.

Semester Average to Lift Warning

A student has to complete at least fifteen (15) credit units to have a warning lifted.

Regular Period of Graduation

The allocated graduation time usually takes 8 academic semesters for all academic programs of the academic units, not exceeding 132 units except for the College of Engineering, which requires 9 academic semesters for a student to graduate. As for the College of Medicine, a student has to study for 7 years according to the three-stage program designated by the concerned college. The intensive English course semester is not included within the seven-year program.

Student Affairs' Committee

The main objective of the Student Affairs' Committee is to examine the exceptional cases and the petitions students submit concerning their studies. The Committee includes the Dean of Student's Affairs, Dean of Admission and Registration, Dean of concerned college, and others who are acting on behalf of the above.

Complaints and Grievances Committee

The Committee shall be formed by the Dean of the concerned College to view submitted written complaints by students who are dissatisfied with their final grade, not convinced with the instructor's explanation after reviewing the issue none the less at the assigned period.

The Committee consists of the Vice Dean of Students' Affairs in the concerned college (rapporteur), Head of the Academic Department of the related courses and a member of teaching staff of the related course, if not possible, then from the Academic Department. Committee may consult concerned bodies for this issue.

Academic Affairs Committee

It is Concerned in studying (viewing) the Academic issues and other relevant matters. It includes:

- Vice- President for Academic Affairs (Rapporteur)
- Deans of Colleges or their deputies of Assistant Deans for Academic Affairs
- Dean of Students' Affairs
- Dean of Admission and Registration
- Director of Language Centre

CHAPTER 2

Kuwait University Academic Requirements for Graduation

Article 2:

Colleges, with the approval of the Academic Affairs Committee, are expected to designate the number of required units, not less than 120, to award a university degree in different specializations.

Article 3:

Credit Units are usually distributed according to the major sheet items in the different academic departments in the colleges, as well as what the University Council decides , provided that the university requirements, the academic department and the student major and electives shall include 24-30 credit units. In the case of minors, however, only 24 credit units are designated.

Items of major sheets are expressly clarified in students' prospectus which is published annually by Deanship of Admission and Registration to declare the framework of education plan or programs.

Article 4 : Study Load

1. The normal student load in a semester ranges from 15-19 credit units.
2. If a student obtains 3 points in his/her grade-point average (6 points and more in the nine-point system) and has finished 30 credit units, he/she is entitled to register in 21 credits.
3. A student is entitled to register in less than 12 credit units, with the approval of the advisor and academic department chairperson, except for the Health Science Center students.
4. A student on the warning list is not allowed to register in 12 credit units in a normal semester unless he/she gets the approval from the advisor and academic department chairperson, provided that he/she has obtained 116 credit units.
5. A graduating student is entitled to register in 21 credit units in a normal semester, as a final semester, or less than the normal load.
6. In all cases, registering overload credit units usually takes place during the addition period.

Article 5:

A student can not graduate before completing 6 normal semesters and can not continue as a registered student for more than two semesters after the date of his/her expected date of graduation. In very special cases, the Students' Affairs Committee gives a chance to these students to stay for another four semesters to finish. The Health Science Center and the College of Law are exempted due to the fact that they follow a different system. It is worth mentioning that the military service period is not considered in these procedures.

The Academic Affairs Committee in the University is entitled to give the student a final exceptional semester and re-enroll him/her in view of a request from the Students' Affairs Committee according to the following conditions:

- a. The student is not listed on the warning list in both GPA and MGPA.
- b. Number of credit units remained for graduation should not exceed (16) credit units.
- c. The student should complete all the registration requirements for all remnant courses.

Article 6:

Kuwait University awards university degrees in different fields and disciplines approved by the University Council, on base of recommendations of Colleges' Councils and Academic Affairs Committees.

CHAPTER 3

Graduation Conditions and Examinations Schedules

Article 7:

A student is awarded a university degree when he/she meets the following requirements:

1. Successfully completes all the required credit units.
2. Has a grade point average (GPA) of not less than 2:00 points.
3. Has a major grade-point average (MGPA) of not less than 2:00 points

Article 8:

A transfer student is awarded a university degree provided that he/she has completed not less than 30 credit units out of which 15 must be in his/her major and his/her GPA is not less than 2:00 points.

Article 9:

1. A student's performance has to be assessed more than once during the semester.
2. A final exam grade is between 40-60% of the total grade of the semester's assessment, usually decided by the academic department. The course instructor explains the measurement scheme in the first week of classes.
3. The Dean of Admission and Registration shall inform students, in writing of their grades. The same system is also used for scholarship students.
4. If a student feels that there is a mistake in his/her final grade, he/she can discuss it with the course instructor within two days, and in the event that the instructor is not convinced, the student can file a complaint within one week to the Dean of the College. In this case the Dean of the college forms a committee- if necessary- to be called Students' Complaints Committee to study and decide whatever is suitable to the case and issues a final decision within maximum the first week of the beginning of the next semester. However, college of law and college of medical sciences have their own procedures for processing complaints.

Article 12: Honors System

1. A student who can finish the regular course load and attain a grade-point average equivalent to 3.5 or higher is entitled to be listed on the honors' list. Each college, however, issues a list of honored students who are eventually rewarded as deemed appropriate by the concerned college.
2. The student is awarded a bachelor's degree according to his/her grade-point average, which is recorded in his/her transcript.
3. The student who can finish his/her college study within the designated time and graduate with a grade-point average of 3.67 is awarded an honor's degree.

Article 13: University Warnings

1. Warnings are issued in the second semester from first enrollment.
2. A student shall be listed on the warning list if he (she) gets less than the minimum required GPA and according to the following:

Registered Units

Minimum Required Level

45 units and less	1.67
More than 45 units and less than 60	1.87
More than 60 units	2.00

The Dean of Student Affairs informs a student with a warning in the major in writing and later it is recorded in his/her transcript, when the GPA is less than 2:00. However, the GPA of the major is calculated once the number of registered units reaches 60. A major warning is not considered with the other warnings that can cause a student to be expelled from the University.

3. A student receiving a warning has to boost his/her general GPA in the next two semesters; otherwise he/she will be expelled from the University.
4. With reference to Article 5, there are some exceptional cases which the Committee of Students' Affairs shall take into consideration. However, the dismissed student (after receiving the 3rd warning) shall be given an exceptional semester to boost his (her) GPA if one of the following categories applies:

Earned Units

Maximum required Semester to elevate warnings

More than 100 Units	B+
60 to 100 Units	B
Less than 60	B-

If the student can not raise his/her GPA to the required level after given the exceptional opportunity , then he/she will be expelled from the University unless (Article 5) applied to him/her.

5. With reference to provisions of (Article 5), it is possible, in some exceptional cases, that the Committee of Students' Affairs to examine the complaints presented by the students who are warned for the fourth time in GPA, if the two following conditions apply:

- The needed period for graduation does not exceed one single semester.
- The GPA and MGPA are not less than 1.90.

If, after this offered opportunity the student can not raise the GPA to the required level, then he/she shall be expelled eventually from the University.

Article 14: Cheating in Examination

1. An invigilator(Proctor) is expected to record every cheating incident ,i.e. the student's name, his/her ID number, the course name and number, the time and date of examination and then refer it to the competent Dean.
2. The Dean should investigate the incident by listening to the student, and once this has been done, the following procedures shall be taken.
 - a. A student gets an (F) in all the courses he/she registered in.
 - b. The Dean of Admission and Registration, Dean of Students' Affairs and the Dean of the concerned college shall be informed of the cheating incident.
3. If the student cheats again, he/she is totally expelled from the University and the cheating incident shall be recorded in his/her file.
4. All the abovementioned rules shall be applied to any student attempting cheating and also any others who help him/her to cheat.

CHAPTER 4

Administrative and Regulative Measures

Article 15: Courses' Gradation

To facilitate the process of selecting courses for the students, the following system is used to show the gradation of the academic courses:

1-99	Non-Credit Courses
101-199	First year courses
201-299	Second year courses
301-399	Third year courses
401-499	Fourth year courses
501 and higher	Graduate courses

Article 16: Admission

Applicants are expected to meet all the admission's requirements as follows:

They should submit their application forms within the allotted time set by the Deanship of Admission and Registration.

Article 17: Registration

1. Deanship of Admission and Registration declares the specified dates for registering by using the various means of announcement and advertisement. Students' registration is considered acceptable if he/she complies with the minimum academic fulltime study load decided in this bylaw – according to Article 4 – during the assigned period.
2. If student lingered in paying the registration fees in the assigned period, then he/she has to pay late registration fees of in addition to the regular registration fees.
3. Deanship of Admission and Registration is entitled to take the convenient administrative measures against students who linger from paying fees of the first registration such as:
 - a. To ban the student from registering in the periods of withdrawal and addition in the same semester.
 - b. To ban the student from registering in the next semester.
 - c. To prevent the student from withdrawal of some courses or semester or discontinue enrollment in the University.
 - d. Final grades of the courses of the current semester shall be undisclosed.
 - e. To prevent student from finalizing procedures of graduation.

4. A student enrollment shall be valid if he/she pays the fees of both registrations.

Article 18: Academic Advising and Counseling

Each student is assigned an academic advisor from members of the academic staff of the department of the same College. Students are required to consult their advisors in issues related to selecting courses in their academic schedules in light of the major sheet with consideration to the fact that they should not exceed courses which have requirements that are not completed so far. Cards of registration or withdrawal and addition are not accepted except after the approval of the academic advisor or Head of the Department. A student can as well refer to the Advisor if he/she faces any troubles.

Article 19: Rules of Withdrawal

1. A student is entitled to drop (a) course(s) within the first six weeks of the beginning of classes of the fall and spring semesters with the approval of the academic advisor. A note of W (Withdraw) is recorded next to the withdrawn course in the student's record. This is not considered in the student's grade system. However, he/she cannot drop more courses than are allowed in terms of the semester's load.
2. In exceptional cases – a student can withdraw from the whole semester. The withdrawal process needs to be supported with the approval of the Students' Affairs Committee. A note of withdrawn (W) of all courses of the semester's work shall be added to the student's record. The withdrawn semester might be excluded from the regular period of graduation after obtaining the approval of the Committee of Students' Affairs Committee.

Article 20:

Except for the newly admitted ones, students are allowed to adjust their academic schedules through withdrawing and adding courses during the week which precedes the beginning of the regular semesters. No note of (W) withdrawal shall be added to the student's record during that period.

A Committee, headed by the Dean of Admission and Registration and membership of the Vice- Dean and Director of Registration, shall study the cases of students who were not able to complete procedures of registration at the proper times, and allow whoever has acceptable excuses to finalize their work during the first week of the beginning of the semester.

The second week of a regular semester is assigned for the expected graduates who could not complete procedures of registration due to the delay of results of their postponed exams.

Article 21: Changing Major

1. A student is allowed to transfer from one college to another only once, provided that he/she has not exceeded 45 credit units. Colleges are to provide their rules and regulations in this regard and provide vacancies for the transferred cases in the different majors. Students who have already exceeded 45 credit units can be treated as special cases by the Students' Affairs Committee, which can in turn oversee the possibilities for transfer.
2. Colleges shall draw their rules with regard to transfer cases between the different academic departments.
3. (F) grades from transferring medical students are not considered, especially for courses taken after the preparatory year, since they are no relevant to the new major a student intends to transfer to.

Article 22: Rules of Transferring from Other Universities or Colleges

Transfer applications are subject to Kuwait University's policies and capacity as follows:

1. A transfer student should have completed 45 credit units in at least one of the four-year system universities. He/she should have obtained a grade-point average of 2.67 (B-) or the equivalent in other systems.
2. Once the transfer student is accepted with a minimum GPA of 2:00 points, the Dean of Admission and Registration shall record the courses that the academic department approves of, and documents them.
3. Transfer applications must be submitted within the dates set by the Dean of Admission and Registration in each semester.

Article 23: Students' Academic Year

Students' Academic Year is defined as follows:

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|------------------------------------|-------------|
| 1. Maximum (30) Credit Units | First Year |
| 2. From 31 to 60 Credit Units | Second Year |
| 3. From 61 to 90 Credit Units | Third Year |
| 4. From 91 to 131 Credit Units | Fourth Year |
| 5. From 132 Credit Units and above | Fifth Year |

Article 24: Attendance and Absence

1. A student has to attend all his/her courses, be they theoretical or practical.
2. A student gets a first warning after being absent for 3 hours of a course.
3. A student gets a final warning after being absent for 6 hours of a course. However, if the student's absence does not exceed the limits of hours aforementioned and justified with acceptable excuse, then the Students' Affairs Committee is authorized to allow the student to re-take the examination(s) that might be held during his/her absence.
4. If a student is absent for more than (6) hours in any course, he /she shall be considered failed in that course and shall be notified by the Chairperson of the Academic Department.

Article 25: Suspension and Postponement of Study

1. Being on leave is when a student is unable to register for one semester or more.
2. If a student is on leave in his/her first semester, his/her acceptance in the university is considered cancelled. However, it may be postponed for the duration of the following semester if the Student's Affairs Committee approves it for health or social reasons.
3. If a student gets (F) in his/her final grade or (FA) for not sitting an exam in all the registered courses, he/she is expelled from the university in the following semester.
4. A student can go on leave provided that he/she gets the approval of the Dean of the College. However, his/her leave should not exceed two semesters. The leave period is considered part of the graduation period.
5. A student, with the approval of the Students' Affairs Committee is allowed to be on leaving for difficult circumstances which may deter his/her progress at the university. The leave period should not exceed six semesters. The College then decides the type of major sheet that best suits the student .This leave is not considered part of the graduation period.
6. The application of a student on military service shall be postponed during that period of time.

CHAPTER 5

General Provisions

Article 26: Examination Deference

Final examinations are deferred for extremely strong and critical reasons. Some of the conditions for deference are as follows:

1. There should be collective agreement between the instructor, the department chairperson and the Dean of the concerned college for each course separately.
2. The course instructor sends the student's card with a note (I) to the Deanship of Admission and Registration.
3. The student should sit the exam and his/her result shall be forwarded to the Deanship of Admission and Registration within two weeks during the Fall semester for Spring and Summer course results, or during the first two weeks of the Spring semester for the past Fall course results.
4. If a student fails to sit the exam, he/she gets an (F)
5. The project results for engineering students shall be delivered a year from the registration date of the project.

Article 27: Registration Fees

1. Kuwait University collects registration fees. The University Council is entitled to raise, reduce or exempt those fees, provided that this is made known to students a semester before it is in effect.
2. Deanship of Admission and Registration specifies the amount of fees and make exemptions in the student guide who is issued at the beginning of every academic year, as well as by means of other media.
3. Kuwait University and Kuwait Government scholarship and fellowship students and those who receive social assistance are exempted from the regular registration fees.

Article 28: System of Un-registered Students

Students who do not meet the admission requirements, or who are not seeking a degree shall be registered according to the regulations set by the University Council.

Article 29: Accreditation of Students' Competencies

Dean of the College is entitled to accredit some of the student's competencies stated in this bylaw to the Vice Dean of Academic Affairs or Chairperson of Academic Department.

Article 30: Studying Outside Kuwait University

- a. Kuwait University allows students to study in other Universities which follow the four-year system for not more than 2 regular semesters in line with the principles of the Deans' Committee.
- b. Students who accompany their marital partners or parents in scholarships or official missions abroad are allowed to study in Universities following the four-year system according to the principles of the Deans' Committee.

Period of study abroad is not included in the period of suspension stated in Article (25) of this bylaw.