

Regulation for the Award of the Bachelor's Degree at Philadelphia University

Issued by the Board of Trustees under Paragraph (D) of Arabic (4) of the Regulations pertaining to the Boards and Faculty members of Private Universities No. (2) for the year 1989 and their amendments

Article (1):

These regulations shall be called Regulations for the Award of the Bachelor's Degree at Philadelphia University and shall take effect as of the academic year 2001/2002.

Article (2):

The Provisions of these Regulations shall apply to regular students registered for a bachelor's degree at the following University faculties:

- Arts
- Administrative and Financial Sciences
- Engineering
- Information Technology
- Science
- Law
- Pharmacy
- Nursing

Article (3):

The University Council of Deans shall approve study plans or their amendments leading to the attainment of the bachelor's degree at the various faculties on the recommendation of the Faculty Councils based on proposals by the Department Councils concerned.

Article (4):

The minimum number of credit hours required for the attainment of the bachelor's degree shall be as follows:

Faculty Name	Credit Hours
Faculty of Arts	132 -credit hours
Faculty of Science	132 –credit hours
Faculty of Administrative & Financial Sciences	132 –credit hours
Faculty of Law	132 –credit hours
Faculty of Pharmacy	160 –credit hours
Faculty of Engineering	160 –credit hours
Faculty of Information Technology	132 –credit hours
Faculty of Nursing	132 –credit hours

Academic Study Plan

Article (5):

The study plan for each specialization in which a bachelor's degree is awarded shall include the following requirements:

First:

University Requirements: (24) credit hours, which shall include:

1. Required Courses (*):

21 credit hours taken by all students, distributed as follows:

Course & No.	Name of Course	Credit Hours
0110101	Arabic Language Skills (1)	3
0130101	English Language Skills (1)	3
0130102	English Language Skills (2)	3
0111133	Human Thought & Civilization (1)	3
0710101	Computer Skills (1)	3
0111101	National Education (2)	3
0111100	Military Science	3

2. Electives:

Three hours for Jordanian students, and six hours for non-Jordanian students, to be selected by the student from among the following courses:

Course & No.	Name of Course	Credit Hours
0330101	Introduction to Management	3
0340101	Introduction to Macroeconomics	3
0420150	Human Rights	3
0111111	Introduction to Sociology	3
0111112	Introduction to Psychology	3
0111113	Principles of Logic	3
0111121	Contemporary Intellectual Issues	3
0011135	Human Thought and Civilization (2)	3
0140106	Foreign Language - Hebrew (1)	3
0111142	Means of Communication and Society	3
0111151	Man and the Environment	3

0240141	Nutrition Principles	3
0111153	Science and Society	3
0120103	Second Foreign Language	3
0110102	Arabic Language Skills (2)	3
0140103	Foreign Language – French (1)	3
0140104	Foreign Language – Italian (1)	3
0330493	Business Ethics	3
0210121	History of Science	3
0620105	Vehicle Fundamentals	3
0750100	Drugs Fundamentals	3

* The Military Science course is a required course for Jordanian students, and its grade shall not be computed in the semester or cumulative average.

Non-Jordanian students shall take an alternative subject from the list of electives.

Second:

Faculty Requirements:

The following shall apply to the departments in the following faculties:

Faculty Name	Credit Hours
Faculty of Arts	27 –credit hours
Faculty of Science	18 –credit hours
Faculty of Administrative & Financial Sciences	24 –credit hours
Faculty of Law	24 –credit hours
Faculty of Pharmacy	33 –credit hours
Faculty of Engineering	32 –credit hours
Faculty of Information Technology	24 –credit hours
Faculty of Nursing	29 –credit hours

Third:

Department Requirements:

The following required and elective credit hours determined by the relevant Faculty Council shall apply:

Faculty Name	Credit Hours
Faculty of Arts	81 –credit hours
Faculty of Science	90 –credit hours
Faculty of Administrative & Financial Sciences	84 –credit hours
Faculty of Law	84 –credit hours
Faculty of Pharmacy	103 –credit hours
Faculty of Engineering	104 –credit hours
Faculty of Information Technology	84 –credit hours
Faculty of Nursing	79 –credit hours

Fourth:

Free Electives:

Three credit hours:

Article (6)

- A. A student may not enroll in a course without having taken the prerequisite for that course. Otherwise, his enrollment as well as his grade for the course shall be annulled.
- B. A student may not take a course and its prerequisite during the same term, unless his graduation depends thereon, or he is repeating the course. In this case, the student must obtain the written approval of the Faculty dean.

Period of Study and Academic Load

Article (7):

- A. The maximum period of study for obtaining the bachelor's degree shall be as follows:

Faculty Name	Period
Faculty of Arts	7 years
Faculty of Science	7 years
Faculty of Administrative & Financial Sciences	7 years
Faculty of Law	7 years
Faculty of Pharmacy	8 years
Faculty of Engineering	8 years
Faculty of Information Technology	7 years
Faculty of Nursing	7 years

- B. The academic year consists of two compulsory semesters of sixteen weeks each including the examination period and an optional summer semester of eight weeks including the examination period.
- C. The credit hours for each course shall be computed on the basis that each credit hour is equivalent to (16) class periods. Laboratory and practical hours shall be determined for each course separately, provide that each credit hour shall be equal to at least two laboratory hours.
- D. The student shall bear the responsibility of registering for the courses listed in his/her academic plan, in accordance with registration procedures adopted by the University.
- E. Bearing in mind the maximum period of study for obtaining the bachelor's degree stipulated in Paragraph (A) above, the minimum number of credit hours to be taken by a student registered for the bachelor's degree shall be (12) hours per semester. The maximum number shall be (18) but it could be raised to (21) or (22) if the additional hour is a training or laboratory hour and is approved by the Faculty dean, subject to the following two conditions:
 - That the student's semester or cumulative average is not less than (80%).
 - That the student's graduation depends on permission to take (21) or (22) credit hour, if the additional hour is a training or laboratory hour, as the case may be in the semester in which he/she will graduate:
- F. A student may, with the approval of the faculty dean, be permitted to register for a number of credit hours which may be less than the minimum number of stipulated in Paragraph (E) above, provided that the number is not less than (9) credit hours. The student however, may continue to study a number of credit hours, which is less than the minimum limit, due to his withdrawal from certain courses, in specially compelling cases, which must be approved by the Faculty dean, bearing in mind Paragraph (B) of Article (13) above.
- G. The number of credit hours for which a student may register in the summer semester shall not exceed (9). However, the number may rise to (12), with the approval of the Dean if the student's graduation depends on permission for him/her to do so.
- H. A student may not obtain the first university degree in a period of less than three academic years in arts, management, finance, law, science and information technology, and four academic years in engineering and pharmacy.
- I. A student registered for the bachelor's degree shall be classified at the level of the second, third, or fourth year, if he/she successfully completes not less than (30), (60), or (90) credit hours respectively within the framework of the study plan. In the faculties of engineering and pharmacy a student shall be considered to be at the fifth year level if he/she has successfully completed (120) hours.

Attendance

Article (8):

1. Attendance is required for all students, according to the hours prescribed for each course in the study plan.

2. A student may not be absent for more than (15%) of the hours prescribed for the course.
3. If a student is absent for more than (15%) of the total hours in a course without a health or other compelling reason acceptable to the faculty dean, he/she shall be barred from sitting the final examination, and his/her result in that course shall be zero. The student must take the course again if it is a required course. In all cases, however, the failing grade shall be computed into the student's semester and cumulative average for purposes of warning and dismissal from the Faculty.
4. If a student is absent for more than (15%) of the hours specified for a certain course, and if such absence was due to sickness or to another compelling reason acceptable to the Faculty dean, he/she shall be deemed to have withdrawn from that course, and withdrawal provisions shall apply, and the dean shall inform the Director of Admissions and Registration. The word (Withdrawn) shall be entered against the course in the student's academic record. Students representing the Kingdom or the University at official activities shall be permitted to be absent for no more than (20%) of course hours.
5. The sick report must be issued by the student-clinic physician at the University, or by a clinic approved by him, or by a hospital accredited by the University. The report must be submitted to the Faculty dean within a period not exceeding two weeks from the date of the student's absence. In other compelling cases, the student must provide evidence to that effect within one week from the date of the student's return to class.
6. Faculty deans, need of departments, faculty members, lecturers, and the Director of Admissions and Registration shall be responsible for executing these attendance provisions.

Examinations

Article (9):

First:

The final grade for each course shall be calculated on the basis of one hundred, approximated to the nearest whole number.

Second:

1. The final grade for each course shall be the total of the marks for the final examination and semester work.
2. A final examination in each course shall be held once at the end of the semester. It shall be in writing and shall cover the entire course content and shall receive 50% of the final grade for the course. However, the grade of the final examination may include practical and oral tests, or reports for which a certain percentage shall be allocated. Final examination papers shall not be returned to the students.
3. Semester work in each course shall include at least two written tests which must be announced to the students at least one week prior to the dates on which they will be held. The first test shall be held no later than the end of the seventh week from the beginning of each of the first and second semesters (and sixth week of the summer semester). Test papers shall be returned to

students no later than one week after the date on which the test was held (72 hours in respect of the summer semester). Semester work may include, in addition to the two written tests, oral examinations, reports, and research papers, all or some as may be resolved by the Department Council. Corrected test papers, reports and research papers shall be returned to students.

4. Seminar, laboratory, field work and project courses may be excepted from the provisions of Item (3) above. In this case, the Department Council shall determine the method of appraisal, which shall be announced to students at the beginning of the semester.
5. A student who is absent from an announced semester test without a sick report or other compelling reason acceptable to the Faculty dean shall receive a grade of zero for the test to be computed into his/her final grade for the course.
6. A student who is absent from an announced semester test due to sickness or other compelling reason acceptable to the Faculty dean shall provide evidence supporting his/her absence, within one week following the date of the student's return to class. In this case, the course instructor shall give the student a make-up test.
7. A student who is absent from a final examination due to sickness or other compelling reason acceptable to the Faculty dean shall provide evidence supporting his/her absence within three days following the date on which the examination was held.
8. A student who obtains an incomplete may not defer his/ her study at the University to the following semester unless he/she removes the incomplete, otherwise the Department of Admissions and Registration shall register the grade which is given for that course.

Third:

Where a course is taught in several sections, the Department chair shall entrust one of the course instructors to act as course coordinator in respect of the teaching plan, textbook, examinations and grades.

Fourth:

1. A course instructor shall inform students at the beginning of each semester of the method of appraisal of the students work in the course.
2. The course instructor shall be responsible for correcting examination papers pertaining to the course, reviewing the grades, entering them in the relevant rosters and cards and handing them in to the Department no later than (48) hours from the date of the final examination for the course.
3. Final grade lists for each course, with all necessary details, shall be forwarded to the Department for analysis and subsequent submission to the Faculty dean for approval by the Faculty Council no later than (72) hours from the date of the final examination. They shall then be sent to the Department of Admissions and Registration. Results may not be announced before they have been received by the Department of Admissions and Registration.

Fifth:

1. Alteration of a student's final course grade may be considered only in exceptional cases justified by the course instructor in writing to the Faculty dean, within a maximum period of one week after delivery of result. The Dean shall inform the Department of Admissions and Registration thereof.

2. A student may apply for a review of his final examination paper to the Faculty dean concerned within a maximum period of one week following the announcement of results, on a special review from against a fee of two Dinars.
3. The review process shall be restricted to material error in adding up grades, or failure to correct a question in part or in full A committee composed of the Faculty dean, the Department chair, and the course instructor shall review examination papers.

Sixth:

All test papers, reports, and research papers shall be returned to students after they have been corrected and their grades recorded. As for final examination papers, they shall be kept in the Dean's office for a period of two semesters.

Seventh:

1. If a student is absent from a final examination of a certain course due to sickness or other compelling reason acceptable to the Faculty dean, the word (Incomplete) shall be entered into the course record. The student must take a make-up examination within a maximum period of two weeks from the start of the subsequent semester. Otherwise, a grade of zero shall be given for that examination and the final result shall be computed accordingly, unless the student had deferred his/her studies to the subsequent semester.
2. If a student is absent from a final examination without a sick report or other compelling reason acceptable to the Faculty dean, the word (Absent) shall be entered into the course record. However, such absence shall be considered legitimate upon presentation of appropriate evidence, and the result shall be altered to (Incomplete). The student must eliminate his/her incomplete status in conformity with the provisions of Paragraph (1) of this Item. Otherwise, a grade of zero shall be given for that examination and shall be computed into the student's cumulative average.

Eighth:

1. The minimum passing grade in a course shall be (50%) while the minimum final grade shall be (35%).
2. Subject to mind the provisions of Article (10), the cumulative average shall be the average of the grades in all courses taken by the student, whether passed or failed, until the date the average is computed. Courses which have received the designation (Incomplete) shall be included in the cumulative average when this designation has been eliminated.
3. Cumulative averages shall have the following values:

Cumulative Average	Rating
84-100%	Excellent
76 to under 84%	Very Good
68 to under 76%	Good
60 to under 68%	Satisfactory

4. The semester average is the average of grades for all courses taken by a student during that semester.
5. Subject to the provisions of Article (10), any of the averages above shall be calculated by multiplying the grade for each course included in the average by its credit hours and dividing the result by the total number of credit hours.

6. The average shall be approximated to the nearest decimal.
7. The Dean shall place the name of students attaining a semester average of (84%) or above on the Faculty honor list and this shall be entered into his/her record, provided the student has taken no fewer than (12) credit hours during the semester.

Course Repetition

Article (10):

- A. In all cases of course repetition the higher grade attained in the course shall be the one included in the computation of the student's cumulative average. However, the higher grade shall be instituted only for purposes of fulfilling graduation requirements as provided for in Paragraph (A) of Article (18) of these Regulations.
- B. If a student repeats a course, the hours relating to the course shall be included only one time in the total number of hours required for graduation.
- C. A student may repeat any course for the purpose of raising his/her average in that course.
- D. A student may take an elective or free elective course in lieu of an elective or free elective course for which he/she had received a failing grade.

Student Probation

Article (11):

- A. A student shall be placed on probation if his/her cumulative average falls below (60%) at the end of any semester. The Department of Admissions and Registration shall notify the student thereof in writing at his/her most recent address known to the University.
- B. A student who is placed on probation must eliminate the reasons which have led to his placement on probation within a maximum period of two semesters following the semester in which his/her performance had led to such placement.
- C. If the student is unable to eliminate the reasons which had led to his/her placement on probation according to Paragraph (B) of this Article, he/she shall be dismissed from the specialized department in which he/she is enrolled.
- D. There shall be excepted from dismissal from the specialized department in implementation of the provisions of Paragraph (A) of this Article any student who has attained a cumulative average of (59.5-59.9%) or has successfully completed (90%) of the credit hours at the faculties of science, arts administrative and financial sciences, law, information technology, and nursing, and (105) credit hours at the faculties of engineering and pharmacy, provided that these hours have been part of the study plan of the specialized department.

- E. A student shall be dismissed from his/her department if he/she has attained a cumulative average of under (50%) in any semester except the first semester and the summer semester, having studied no fewer than (12) credit hours which are part of his/her average.
- F. If a student is dismissed again from his/her new specialization according to the provisions of Article (11) of the Regulations for the Award of the Bachelor's Degree, he/she will be dismissed finally from the University.

Article (12) :

A student who is dismissed from his/her department according to the provisions of Paragraph (C) or Paragraph (E) of Article (11) of these Regulations may apply for transfer to another University department before the start of the subsequent semester. In this case, the provisions of Article (17) of these Regulations shall apply. However, if the student is not accepted by any other department, he/she shall be finally dismissed from the University. If he/she is accepted by another department, one semester shall be deducted from the maximum number of years for graduation against every (15) credit hours counted for him/her.

Drop and Add

Article (13):

- A. A student shall be allowed to drop courses in which he/she has been registered or add new courses within the first five teaching days (excluding holidays) of the first and second semesters, and within the first three teaching days (excluding holidays) of the summer semester. Courses from which a student has withdrawn will not be entered into his/her academic record.
- B. Bearing in mind the provisions of Paragraph (A) of this Article and Paragraph (F) of Article (7), a student shall be permitted to drop one or more courses within a maximum period of up to the end of the thirteenth week of the first and second semesters, and the end of the seventh week of the summer semester. In such case, the course shall be entered into the student's record, and the word (withdrawn) shall be placed against it. A course from which a student has withdrawn shall not be included in the number of hours studied by the student with respect to success, failure or graduation requirements. However, if the student does not withdraw during the said period, the course instructor shall enter the result in the student's academic record.
The number of hours for which a student is registered may not, as a result of withdrawal, fall below the minimum academic load permitted by these Instructions except by a decision from the Faculty dean, provided that the number of the student's credit hours during the semester shall not be less than nine credit hours.
- C. If a student is considered to have withdrawn from all the courses for which he/she was registered in any semester according to Paragraph (F) of Article (8) of these Regulations, he/she shall be considered as having deferred his/her

studies. The semester concerned shall be counted as part of the deferment period allowed under Paragraph (A) of Article (14) of these Regulations, and this shall be entered into his/her academic record.

- D. A student may apply to the Faculty dean for withdrawal from all courses in which he/she has been registered in any semester. After approval by the Council of Deans on the recommendation of the Faculty Council, the student shall be considered as having deferred his/her studies. However, the student must submit such an application at least two weeks prior to the date of the final examinations.
- E. It is not permissible to drop practical courses concurrent with theoretical courses or vice versa. Dropping these courses should be concurrent.

Deferment, Cessation of Studies and Withdrawal from the University

Article (14):

- A. A student may defer his/her studies at the University for a period not exceeding four semesters (two years), whether intermittent or continuous and the Council of Deans may consider deferment for a period exceeding (4) semesters provided that this period shall not exceed (6) semesters and availability of a place at the University, he/she returns to the university.
- B. If teaching has started in either of the first or second semesters and a student has not registered for that semester, his/her registration at the University shall be considered void unless he/she provides a compelling excuse acceptable to the party concerned with acceptance of such excuses. Authority for accepting excuses shall be vested in the following:
 - The Faculty Dean: if the excuse was submitted within two weeks following the commencement of the semester, and in this case the student may be allowed to register for courses or defer his/her studies.
 - The Council of Deans on the recommendation of the Faculty Council, if the excuse was submitted within a period exceeding two weeks from the commencement of semester. If his/her excuse is accepted, he/she will be considered to have deferred his/her studies in respect of the semester concerned.
- C. The deferment period shall not be considered as part of the maximum period for graduation, or for purposes of eliminating probation or removing the word (Incomplete).
- D. Should the student remain absent beyond the approved deferment period, he/she shall lose his/her place at the University. However, he/she shall be entitled to apply again for reacceptance, and if he/she is excepted in the same department, his/her academic record shall be fully maintained, provided that he/she complete all graduation requirements. In this case, the previous period of study shall be requirements. In this case, the previous

period of study shall be counted for him/her within the maximum number of years for graduation. However, if he/she is accepted in another department, the provisions of Paragraphs (B) and (C) of Article (18) of these Regulations shall apply. If the student loses his/her place due to having gone beyond the approved deferment period for a compelling reason, the Council of Deans may, on the recommendation of the Faculty Council, consider the overstay period within the maximum limit of the deferment period permitted in Paragraph (A) of this Article.

- E. Deferment for a new or transfer student may be permitted only after the lapse of at least one semester from commencement of study.
- F. If a student wishes to withdraw from the university, he/she shall submit an application, on the specified form, to the Department of Admissions and Registration. In this case, the term "Withdrawn from the University" shall be entered into his/her record, and the student shall lose his/her seat. The Director of Admissions and Registration shall inform the relevant parties within and outside the University of all such withdrawals. However, if the student wishes to rejoin the University, he/she shall submit a new application. If he/she is accepted in the same department, his/her academic record shall be fully maintained, provided that he/she complete all graduation requirements according to the academic plan in force at the time of his/her return to the University, and the previous period of study shall be counted for him/her within the maximum number of years for graduation. If he/she is accepted in another department, the provisions of item (B) of Article (17) shall apply.
- G. If a student interrupts his/her study for one or more semesters, without obtaining written approval of deferment from the relevant dean, he/she shall lose his/her place at the University. He/she may however, submit a new application for reacceptance by the University. If he/she is accepted in the same department, his/her academic record shall be fully maintained, provided that he/she complete all graduation requirements according to the academic plan in force at the time of his/her return to the University, and the previous period of study shall be counted for him/her within the maximum number of years for graduation. If he/she is accepted in another department, the provisions of item (8) of Article (17) of these Regulations shall apply. If a student loses his seat for failing to register for a period of one or more semesters due to a compelling reason, the Council of Deans may, on the recommendation of the Faculty Council, consider the period of absence within the maximum deferment limit permitted under paragraph (A) of Article (14) of these Regulations.
- H. His/Her record should be free of any behavioral warnings.
- I. A student who obtains an Incomplete may not defer his/her study at the University to the following semester unless he/she eliminates the Incomplete, otherwise, the Department of Admissions and Registration shall enter the deserved grade in that course.

Transfer from other Universities

Article (15):

First:

Applications for transfer from other universities shall be submitted in accordance with the following conditions:

1. The student must meet the conditions of admission to the University as well as other conditions required by the faculty concerned and ratified by the Council of Deans.
2. The student must be transferring from a recognized university, university institute, or university college.

Second:

The Department of Admissions and Registration shall refer the accepted applications to the faculty dean concerned for calculation of hours studied by the student at his university in the light of the study plan of the department which he wishes to join, provided that not more than (50%) of the total credit hours be allowed for him under the higher Education Council's resolution No. 812007 on 9/5/2007 which states that credit hours studied before 7 years shall not be computed as part of the total credit hours of the student's study plan prescribed for this specialization , and the department of Admissions and Registration shall be notified of this in writing .

Third:

Courses previously studied by the student at another university or universities shall not be included in his cumulative average at the university.

Fourth:

One semester shall be deducted from the maximum number of years for graduation against every (12) credit hours counted for a transfer student.

Credit Hours Earned Outside Philadelphia University

Article (16):

Subject to the second, third and fourth paragraphs of Article (15) these Regulations, Philadelphia University students shall be permitted to study no more than (24) credit hours at another recognized University. These hours shall be credited to them according to the following conditions:

1. The student must have successfully completed no less than (36) credit hours at Philadelphia University.
2. The student must have obtained prior written approval from the Faculty dean concerned.
3. He must have attained passing grades therein.

4. Grades attained therein shall not be included in the student's cumulative average.

Transfer from one Department to another within the University

Article (17):

First:

Applications for transfer shall be submitted to the Department of Admissions and Registration at the beginning of the first or second semesters of each year. These applications shall be acted upon according to the following conditions:

1. The student must not have been dismissed or transferred from the department to which he wished to transfer.
2. His/Her average in the general secondary certificate must be within the acceptable range in the year he/she was accepted by the University or in the year of intended transfer.
3. A place must be available in the department to which he/she wishes to transfer.

Second:

1. When a student transfers to another department, courses selected by him/her from among the courses which he/her has studied in the department from which he/her is transferring shall be counted for him/her and shall be included in the study plan of the department to which he/she has transferred. Grades for these courses shall be included in the student's cumulative average.
2. A student transferring from one department to another within the University may apply in writing to the dean of the Faculty to which he/she has transferred to have his/her previous academic record erased in its entirety. In this case, the student shall be fully regarded as a new student.

Requirements for obtaining the Bachelor's Degree

Article (18):

The bachelor's degree shall be awarded to a student after he/she has met the following requirements:

- A. He/She must have passed all courses required under the study plan prescribed for the bachelor's degree in his/her department, and has attained a cumulative average of not less than (60%) in all courses.

- B. He/She must be within the maximum number of years for graduation stipulated in paragraph (A) of Article (7) of these Regulations.
- C. He/She must have been a regular student during his/her last three semesters at the University, including the graduation semester, even if it is a summer semester. However, any deferment period shall not be included in this period of study.
- D. He/She must abide by the provisions of Article (15) of these Regulations when necessary.

General provisions

Article (19):

- A. If the probability of a student's graduation is dependent on only one required course which is not offered in the graduation semester or is in conflict with another required course or in any such situation, his/her Faculty dean may, after taking the opinion of the department chair, permit the student to take an alternative course, and shall inform the Director of Admissions and Registration thereof.
- B. If the probability of a student's graduation is dependent on his/her passing a course which he/she had previously taken and failed twice or more, he/she may, with the approval of the Faculty dean on recommendation of the Department chairman concerned, be permitted to take an alternative course, subject to the decision of the Council of Deans No. 13/1998 on 5/4/1998 which stipulates that:
 - 1. The alternative course which is the same level of the required course is not offered or it conflicts with another required course.
 - 2. It should be the same field specified in the criteria of specific accreditation.
 - 3. The student must have passed the prerequisite, if any, of the alternative course or the course he/she takes for the graduation purposes.

Article (20):

Where a student needs fewer than (12) credit hours in his/her graduation semester, he/she may enroll for only the hours needed.

Article (21):

- A. If a student holding a bachelor's degree from Philadelphia University in a certain specialization wishes to study for a bachelor's degree in another specialization at the University, he/she must submit an application to the Department of Admissions and Registration. His/Her application will be considered in light of conditions of acceptance in the new specialization. It shall then be referred to the Faculty dean concerned for calculation of the

courses passed which fall within the study plan of the new specialization. One semester shall be deducted from the maximum number of years for graduation against every (15) credit hours. The number of hours required for attaining the bachelor's degree in the second specialization shall not be fewer than (50) credit hours.

- B. The provisions of Article (15) of these Regulations shall apply to students who hold a bachelor's degree from another university, but who wish to study at Philadelphia University in another specialization.
- C. If a regular student at Philadelphia University applies for acceptance in another specialization, his/her academic record shall be fully maintained, provided that he/she complete the requirements for graduation in the second specialization in conformity with the provisions of Paragraph (A) of Article (21). In this case, the previous study period shall be credited to him/her under the maximum number of years for graduation.

Article (22):

The specialization department and the Department of Admissions and Registration shall be responsible for the following up on the student's academic progress, and for ensuring that he/she has fulfilled the requirements for graduation.

Article (23):

The student must obtain an attestation of clearance from the University in order to complete graduation formalities.

Article (24):

No student may claim ignorance of these Regulations, or of University publications or of information posted on the University notice board in connection with these Regulations.

Article (25):

The bachelor's degree diploma shall bear its due date.

Article (26):

The University Council of Deans shall resolve matters arising in respect of the implementation of these Regulations.

Article (27):

The President, the Deans of faculties, and the Director of Admissions and Registration shall be responsible for executing the provisions of these Regulations.

Article (28):

These Regulations shall supersede any previous Regulations in this regard.