STUDENT REGISTRATION POLICY

A. Purpose of the Policy

This policy sets registration and early registration standards at PMU, determining the roles of the Registrar staff, the colleges as well as the students in the registration process.

B. Policy Statement

1. Registration Information

Registration procedures are outlined and published by the Office of the Registrar and are available in printed manuals, on PMU website and with the Registrar’s Office staff, particularly during early registration, registration and confirmation periods.

This information 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 posted on the PMU Web site, through Banner Self Services.
2. **Registration for a New Semester**

Registration involves four (4) principal steps:

2.1. **Advisement and Consultation**

In coordination with their advisors- assigned by their college and updated before early registration if needed- college students complete the registration worksheet and receive their registration Alternative Pin Number to complete early registration on Banner Self Services. Students will then register online. Instructions for online registration are available from the Office of the Registrar, and on PMU website/ Banner Registration Guide.

Students are advised to follow the study plans published by their college for the smooth progress in their major of study towards graduation. Students who chose to delay courses, or to take courses in an order that is not recommended, understand that such decisions are made at their own risk and might affect their expected time of graduation.

Advising/ Registration Worksheets are produced in three (3) copies to be kept as follows:

- **2.1.1. Student**
- **2.1.2. Advisor/College**
- **2.1.3. Student Record at the Registrar's Office**

Before the advising week, the Registrar's Office sends all advisors their list of advisees (updated if needed by the college) with their alternate pins. Advising guidelines are clarified by academic departments to assist all advisors in their task and to ensure smooth advising sessions.

The Registrar's Office also publishes an advising timetable that regulates the traffic of advisees to their advisors throughout the advising week.

2.2. **Selection and Early Registration of Courses**

- **2.2.1. Early Registration for Core and College Courses**
Early registration is open on Banner Self Services by the Registrar’s Office according to a timetable announced prior to the early registration. This timetable allows specific dates for the beginning of early registration for senior, junior, sophomore then freshmen students.

Early registration will not require early payment for the new semester. Therefore, financial holds will not prevent students from early registration.

Freshmen (advanced Prep students) and new students will attend Banner registration workshops organized by the Office of the Registrar to facilitate their self services on Banner Registration Module.

Early registration will not allow any form of override. All overrides applicable may be implemented during confirmation and add and drop weeks only.

Students with early registration difficulty may require assistance from the Registrar’s Office who will hold waiting lists when necessary to accommodate all students into the courses required. Waiting lists are maintained through Banner and will guarantee that the student is on a waiting list ONLY when all sections of a course are closed, or when all offered sections conflict with his/her schedule without possibility of adjustments.

PMU guarantees the students with the registration to the needed courses, but not with the selection of preferred timings or instructors.

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

2.2.2. New Student Registration

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. Upon completion of those documents and payment of registration fees, the student will be registered immediately by registration officers, and given his/her schedule immediately. The package upon registration confirmation will include: the student schedule (ensuring all rooms are assigned), the student services print out (SWRC001), the Academic Calendar, and an instruction sheet regarding the orientation dates and arrangements, the transportation and other services requests, the ID reception (Arranged by the Admissions office in coordination with the Department of Campus Life).

2.2.3. Preparatory Program Student Registration

Preparatory students’ registration is done by the Office of the Registrar as block schedules. Schedules can be printed from Banner Self Services after the exam results and the payment of fees. Bundles of English, math and study skills sections are prepared ensuring schedules are either day or evening, and the student does not stay on campus for over 10 hours per day.

2.2.4. 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. Request for course transfer must be made before the registration period, with completed documentation. Credit transfer requests are sent to the colleges by the Registrar’s Office through the Credit transfer Sheet. Decision on credit transfer should be communicated to the Registrar’s Office by the Colleges within five (5) working days of the original request date.

2.3. Payment of Fees
Students are required to make their payment to be able to confirm their schedules prior to the start of classes. Students who have not settled their fees will have financial holds on their accounts and will be dropped from their courses at the end of the Drop Period, except for special cases who are given a grace period at the discretion of the Dean of Students to Dean of Enrollment & Registration. In all cases, confirmation will not be possible as long as the financial hold still applies.

Payment will be made through bank deposit, bank transfer, or direct payment through debit or credit card. No cash payments are allowed.

2.4. Schedule Confirmation

Students schedule may be confirmed after settlement of all financial dues. Students can print their confirmed schedule from Banner Self Services and may proceed to PMU bookstore for the collection of their books- E-purse required.
CHANGES IN STUDENT STATUS

A. Purpose of the Policy
This policy ensures that student status at PMU is constantly updated and that all changes conform to deadlines stated in the Academic Calendar to avoid complication in the registration process and in financial records of the students.

B. Policy Statement

1. Changes of College or Major

Students seeking to change their major within their college/school or to change their college/school must complete the Change of Major form available from the Office of the Registrar and on Banner Self Services. Requests for a change of major or change of college should be submitted to the Office of the Registrar at least two weeks before the registration time of the affected semester. The date will be announced on the academic calendar every semester.

Signatures should also be obtained from the Financial Aid Office when students have scholarship. This is necessary to ensure the new major will be covered by the scholarship and that the terms of the respective scholarship program allow the change required. Finance stamp should be acquired to ensure there are no financial holds on the student account.
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. Therefore, after the required signatures, the form is sent to the office of the dean along with the student academic record.

If the request is approved, the Registrar's Office updates the student record on Banner and notifies the student and all the concerned departments at PMU. Courses that are not part of the new major's study plan are excluded from the student GPA calculations but not deleted from the student academic record. If rejected the office notifies the student by email and keeps the original copy of the form in the student’s file.

2. Adding and Dropping Courses

Students are allowed to add courses during the first week of fall and spring classes and are allowed to drop courses during the first two weeks 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.

Students shall add and drop courses on Banner online Services, but if they wish to discuss issues with the registration office, they have to fill and sign an Add and Drop form available on Banner or in the Office of the Registrar. Add and Drop follow strict deadlines announced in the Academic Calendar.

3. Withdrawal from Courses

Students are permitted to withdraw from courses after submitting the appropriate Course Withdrawal Form available at the Office of the Registrar and on Banner Self Services. Students are expected to maintain a minimum course load of 12 credits, but under special circumstances the dean of the college may allow students to drop below 12 credits.

Withdrawal from courses should occur no later than the end of the tenth (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 eleventh (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.

Students withdrawing from courses and dropping below 12 credit hours have to get approval from the Office of Financial Aid to determine whether the scholarship will be maintained or not, according to the terms of the respective scholarship program.

4. Leave of Absence

A student in good academic standing is allowed no more than two consecutive semesters of leave. Students apply for Leave of Absence and get the required approvals as per the Request for Leave of Absence. A student who leaves the university for more than two consecutive semesters must submit a new application for admission to the Office of Admissions.

5. Complete Withdrawal from the University

Complete Withdrawal Form is available at the Office of the Registrar and on Banner Self Services. It is a form of clearance from the university and should go through the approval process mentioned on the form.

The reasons for withdrawal are preferably required to be mentioned on the withdrawal form as the information will aid the university in reviewing the dropout rates and determining withdrawal factors.

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

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

Students who withdraw completely from PMU are required to reapply through the Admissions Office to be readmitted at PMU. Readmission will be reconsidered by the Admissions Committee that will evaluate the application, student academic and conduct record as well as attrition factors. Upon readmission, the PMU Identification number will be activated, and the student will not be re-enrolled under a new ID number.

6. Defined Student Status

<table>
<thead>
<tr>
<th>IS: Inactive</th>
<th>NS: No Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS: Active</td>
<td>VS: Visiting Student</td>
</tr>
<tr>
<td>CA: Admission Cancelled</td>
<td>AD: Academic Dismissal</td>
</tr>
<tr>
<td>DA: Delay Admission</td>
<td>DX: Dismissed with Exception</td>
</tr>
<tr>
<td></td>
<td>Dismissed for poor academic performance,</td>
</tr>
<tr>
<td></td>
<td>allowed to register non credit earning courses</td>
</tr>
<tr>
<td></td>
<td>or failed courses.</td>
</tr>
<tr>
<td>ER: Expected Return</td>
<td>EX: Expected to Graduate</td>
</tr>
<tr>
<td>CW: Complete Withdrawal</td>
<td>GR: Graduate B.Sc.</td>
</tr>
<tr>
<td>LA: Leave of Absence</td>
<td>GM: Graduate Masters</td>
</tr>
<tr>
<td>AE: Final Expulsion</td>
<td>DC: Deceased</td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR

A. Purpose of the Policy

This policy sets the standards of building the university Academic Calendars yearly by the University Registrar.

B. Policy Statement

The Registrar publishes and distributes the annual academic calendar which includes dates for registrations, adding and dropping courses, payment of fees, holidays, final exams, commencement and other important dates.

The calendar consists of two 15-week semesters. The first semester begins in mid-September. The start date of the second semester varies according to holiday schedules during the first semester. Typically, however, the end of the academic year occurs in mid-June.

It is the responsibility of each student to consult this calendar and conform to all important dates and deadlines. No student will be exempted from any deadline or policy with the excuse of ignoring the published calendars of PMU.

The Calendar is published through PMU website, and will also be available as a printed document within all academic and Deanship of Enrollment & Registration offices at PMU.


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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.

Before early registration dates for any semester, the Registrar’s Office in coordination with the academic departments shall update the list of advisors and advisees and issue Alternate Pin Numbers to all undergraduate and advance prep students. Students will proceed to their advisors according to an advising timetable published by the Registrar’s Office. After the academic advising session, students may proceed to registration as per the registration timetable published by the Registrar’s Office.

Student with poor academic performance placed on first probation or second probation will not be allowed to register for more than a total of twelve (12) credit/contact hours in a regular semester. They should be advised and strongly encouraged by their advisors to repeat failing courses to increase their GPA and be removed from the probation status.

Some students at risk of academic dismissal might be allowed for a semester of repeat, defined as a semester in which they will only be allowed to repeat courses they have failed. This will be recommended by the advisor in coordination with the Registrar.

Dismissed students with chance for reinstatement may be allowed an exception of registering zero credit-hour courses. Exceptions are given by the advisor and should be approved by the chair of the department and the Office of the Registrar.

Students at risk should be closely monitored by their academic advisor and counseled by the student counselor as needed.
**STUDENTS ACADEMIC LOAD**

A. Purpose of the Policy

This policy details student academic load and student categories at PMU, and consequently defines the duration of undergraduate study at PMU.

B. Policy Statement

1. Student Academic Load

   A full time 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. Students registering for less than 12 hours by the end of the add and drop period will be considered as part time students and their accounts will be charged accordingly. 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. PMU degree programs have been designed to be completed in four years. However, some students may require additional time, but will not exceed the maximum duration of study as announced by PMU policies.

Students on probation 1 or 2 may not register for more than 12 credit hours. Under special circumstances, disciplinary sanctions may affect student registration load and may limit it to 12 credit hours. This will be communicated in writing by the Dean of Students to the Deanship of Enrollment & Registration.

2. Residence Requirements

Residence requirements for degree completion at 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 PMU.

3. Categories of Students

3.1. 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 college may allow students to drop their course load below 12 credits. This will be in consultation with the office of Financial Aid when the student has been granted a scholarship of any kind, and the eligibility for the scholarship will completely depend on the terms and conditions of the respective scholarship program.

3.2. Part-Time Students
Enrollment as a part-time student is restricted to the following:

3.2.1. PMU staff members who are pursuing a degree (approval of the employee’s director is required).
3.2.2. Employed students studying at PMU (conditions apply, and employment documentation required).
3.2.3. Students who need fewer than 12 credits to complete an undergraduate degree (approval of the academic advisor is required).
3.2.4. Students who are granted permission by their dean.
3.2.5. Students who are enrolled as auditing*, non-degree or visiting students**.
3.2.6. Part-time status allows students to register for a maximum of 11 credit hours per semester.

*Audit Students:

Auditing students are PMU undergraduate or graduate students, or non PMU students requesting to attend a course on informational basis only. Audit requests will be made through a special Audit Request Form. Audit requests may be considered on a case by case basis only after regular students have registered and only if the requested course sections are still open. Auditing students level of participation in the course (assignments, quizzes etc..) is determined by the instructor. Attendance will also be required, and failure to comply may result in administrative withdrawal (AP or AF) depending on the case and date of withdrawal. Audit students may withdraw from the course by the specified deadlines in the academic calendar, in which case they might receive WP or WF as per the policy. Under no circumstance an AU grade may be change to a regular grade on a student transcript.

Audited courses are charged to the student account at 50% the value per credit. Books and technology are optional.

* *Visiting Students:
Visiting students are students registered in other local or international recognized universities requesting to take courses at PMU that will be accounted into their degree in their home institution. To be able to register for a course as a visiting student, the applicant should meet the particular course requirements and pre-requisites, secure an approval form from the home institution, and be approved by the college offering the course at PMU. All undergraduate courses at PMU are taught in English and the applicant should also meet language requirements to be admitted as a visiting student.

Visiting students are temporary members of the PMU community. They are expected to observe all academic and non-academic regulations.

Visiting students may choose to transfer to PMU as resident students, in which case transfer policy applies.

4. 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. Students apply for Leave of Absence and get the required approvals as per the Request for Leave of Absence. A student who leaves the university for more than two consecutive semesters must submit a new application for admission to the Office of Admissions.

Preparatory Program students have a maximum duration of study of five (5) semesters excluding any leave of absence. Students exceeding this maximum duration due to poor performance will be dismissed from the university and may apply again through the Office of Admissions after at least one regular semester of dismissal. It is expected that the student would have completed English proficiency courses outside the university and may only be considered for undergraduate admission.
**GRADING SYSTEM**

A. Purpose of the Policy

This policy clarifies the grading system adopted at PMU, as well as the GPA definition and computation.

B. Policy Statement

1. Grade Point Average and Grade Description

The grade point average (GPA) is computed on a four-point scale.

The following grading system is used at PMU:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>WF*</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*Administrative Withdrawal Fail
Grades not calculated in the grade point average are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>TR</td>
<td>Transfer; credit counted</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>N</td>
<td>No grade</td>
</tr>
<tr>
<td>EX</td>
<td>Exempt; no credit</td>
<td>P</td>
<td>Pass; credit counted</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

2. Grade Definitions

2.1. In Progress and Incomplete Grades

2.1.1. In Progress (IP) Grades

The (IP) grade is given to students in special circumstances when the particular course is not designed to be completed by the end of the term in which it was registered. The work must be completed before the end of the next semester. Beyond this period, the grade of IP granted to the student reverts into a grade of F, unless otherwise requested by the instructor and approved in writing by the college dean. The extension requested will give a non extendable final deadline to the Office of the Registrar.

To replace an In Progress grade, the instructor completes a Change of Grade Form and follows the normal grade change procedure with the Office of the Registrar.
Students with IP grades need not re-register for the class.

2.1.2. Incomplete (I) Grades

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). 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, unless otherwise requested by the instructor and approved in writing by the college dean. The extension requested will give a non-extendable final deadline to the Office of the Registrar.

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. To replace an In Progress grade, the instructor completes a Change of Grade Form and follows the normal grade change procedure with the Office of the Registrar.

Students with “I” grades need not re-register for the class.

2.2. Other Grade Definitions

2.2.1. Exempt (EX) Grades

A student may be exempted from taking a course when he/she has taken an equivalent or higher level course at PMU or at another accredited institution. He/she might also be exempted from a course after passing an agreed and standardized test such as Math placement or English
placement. Test scores in similar cases must be entered on the student record in Banner and a grade of “EX” is then entered on the student audit sheet and counts for no (0) credits. To exempt a student from a course, the Registrar’s Office in coordination with the academic department will complete a Course Exemption Form that will be kept in the student records at PMU.

2.2.2. Audit (AU) Grade

The grade of AU is given to a student as evidence of class attendance and participation during a particular semester. The grade of AU is given automatically to the auditing student without need for grade submission by the instructor. This grade carries no credit-hour value and cannot be converted to a credit earning grade at a later stage. However, the grade is recorded on the student permanent academic transcript of record.

The course also appears on the student's schedule and is calculated into the attempted credit hours. The student will also be charged for the class registration at 50% rate of the normal credit value (unless with an exception granted from the Registrar’s Office with the approval of the Rector), and his/her name will appear on the class roster.

At any point, the instructor may withdraw the student for poor attendance with a grade of W, following the regular administrative withdrawal policy.

Criteria and Conditions:

2.2.2.1. Only graduate students are allowed to audit a class.
2.2.2.2. To audit a class, a student must have met all course requirements and obtained the required approval from the academic authorities at PMU through the Audit Request Form.
2.2.2.3. The student may not attend the class without officially registering as auditor.
2.2.3. No Grade (N)

Some courses require no grade from the instructor. They are designed to complement a particular course which will be graded by the faculty member. This category includes but is not limited to all Labs for natural sciences, engineering and IT courses.

2.2.4. Pass Grade (P)

Pass is a grade given for courses that may include various components. The breakdown of each component grade is kept by the academic department. This category may include a number of Prep courses.
MEETING DEGREE REQUIREMENTS: ACADEMIC PERFORMANCE AND STANDING

A. Purpose of the Policy

This policy ensures the integrity and consistency of all academic courses definitions, attributions, values and description, and ensures any and all changes are implemented according to an academically sound process.

B. Policy Statement

1. 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 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.

2. Repeating Courses

A student who receives an 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 PMU. Prep courses repeats will be limited to 6 with a maximum duration of study of 5 semesters in the Prep after which the student is automatically dismissed. Prep dismissed students will be allowed to re-apply again after one regular semester. Readmission is subject to a proof of external English proficiency course or exam.

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. A withdrawal, whether WP or WF, is considered an attempt to take the course and will considered accordingly: WF will count towards the GPA as well as a repeat, whereas W and WP will be considered as withdrawals only (not repeats), however, no more than 10 withdrawals are allowed over the student’s career at PMU.

Students repeating courses are required to participate in tutoring and remediation programs offered by the college faculty through the Student Academic Support Centers and the PMU Learning Resources Center.
3. **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). 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. Make-up examinations will only be allowed with an official Make-up Examination Form which will be approved by the instructor, chair and dean of the college that offers the course. The excuses and documentation is verified by the Registrar for final approval, after which a make-up examination date is set with the college. The make-up exam version will be specially prepared for the approved case and will run in regular final exam conditions and will strictly follow the relevant policies and regulations. The instructor’s deadline for submitting incomplete grades to the Registrar is 72 hours after the date of any make-up examination.

4. **Academic Probation**

4.1. **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. (Non-cumulative GPA is defined as a single-semester GPA.) If they do so in their subsequent semester, they are removed from academic probation. Failure to do so results in dismissal from the university.

4.2. **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. (Cumulative GPA is defined as the total grade point average for all semesters since entering the university.) A student will be dismissed if he or she fails to remove his/her probation by the end of the third semester on probation. Actions involving academic probation and dismissal are entered on the student’s permanent record.

4.3. **Reinstatement:** Students who left 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. If the request for reinstatement is approved as described in the Reinstatement Form, the student will be placed on probation (P2) and is considered at his/her last chance to improve the academic performance. This can be done through the repeat of failed courses carefully selected with the advisor to ensure a good semester GPA and a removal from probation. Any second dismissal shall result in expulsion from the university.

The Diagram below describes probation, dismissal and expulsion stages at PMU. It is recommended that students at risk are reminded of this policy by their respective advisor and the Registrar’s Office.
5. **Study at Another Institution**

An enrolled student who wishes to take courses at another university for transfer credit to PMU must receive approval from his or her dean through a Request to Study at Another Institution Form. 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 PMU.
ACADEMIC COURSES

A. Purpose of the Policy

This policy ensures the integrity and consistency of all academic courses definitions, attributions, values and description, and ensures any and all changes are implemented according to an academically sound process.

B. Policy Statement

1. 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.

2. 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.

3. **PMU Course Numbering System**

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

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

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.
4. **Course Descriptions and Syllabi**

Course syllabi will be prepared by faculty and made available to students by the individual course instructor, department, or program offices. All course syllabi will be available on BlackBoard by the respective instructor for the access of students. Syllabi will 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. Specific guidelines on lateness and attendance will also be included.

5. **Course Prerequisites and Co‐requisites**

Courses at the university above the introductory level require a minimum background of knowledge, which will be indicated by prerequisite courses cited in individual course descriptions and syllabi.

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 will be provided by the deans’ offices.

Courses prerequisites are defined on Banner by the Registrar's Office. Curriculum changes will only be applicable through the Scientific Council review and upon the University Council's approval. No registration pre‐requisite restriction overrides will be accepted by any registration officer unless in case of courses transferred, approved by the academic authorities, and equivalent to the specific course pre‐requisite.

6. **Cross Listing**

Cross‐listed or partnered courses in Banner are identified by a two‐character Cross‐List Group Identifier or a Code. This code will be displayed on SSASECT, SSAXLST, SSAXMTI and SSAXLSQ.
Courses may be cross-listed once each section has been added to SSASECT, which has a valid CRN number and an enrollment capacity inserted. The cross-list code will not be entered on SSASECT, but will automatically display on this form once the cross-list group has been defined on SSAXLST. On SSAXLST, courses are grouped under a cross-list code; which is infrequently to the other groups and assigned by the Registrar.

A maximum enrollment will be entered for the cross-listed group; in which this maximum enrollment may not be lower than the cumulative sum of the maximum capacities for each of the sections in the group and may be as high as the maximum seating capacity of the assigned classroom.

**IMPORTANT NOTE:** The cross-list maximum capacity cannot be overridden by authorization or permission. If the maximum capacity of a cross-list group is 20 and the assigned classroom holds 30, the permission will not allow the student to register if all sections of the group are filled to a total of 20 and had been closed, even though there are still seats available in the room.

Academic departments must determine the maximum capacity of a cross-listed group taking into the consideration the maximum seating capacity of the room and the sum of the maximum enrollment capacities for each section in the cross-list group. This maximum capacity number should be submitted to the Registrar's office when a semester schedule is being created, in addition to the possibility of being adjusted as necessary.
SCHEDULE OF CLASSES: SCHEDULING GUIDELINES

A. Purpose of the Policy

This policy sets the standards of building the master schedule of classes every semester by the University Registrar.

B. Policy Statement

While scheduling the course offerings, the colleges will consider the following guiding principles:

1. Any 2 hours class should start at 08:00, 10:00, 14:00 or 16:00, and be scheduled on SMW

2. Every academic department should offer at least one section starting at 08:00 am, and one section starting at 16:00 pm for daytime classes.

3. Any course with lab should be scheduled preferably after 13:00 pm

4. These time blocks do not apply to PREP schedules (English, Math and Study Skills)

5. No classes are allowed to be scheduled during the lunch hour from 12:00 to 13:00 pm. This hour will be reserved for departmental meetings, student activities, meetings and assemblies, and campus events in addition of being a lunch break.

6. 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 (SMW). A four
semester credit hour course typically meets for three 50 minute sessions plus one 120-to-180 minute laboratory session.

7. Regular time slots will be respected to avoid conflicts. 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.

8. 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. These hours may be changed at the discretion of the University Management.

9. 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.

10. The Schedule of Classes contains a list of courses offered, times and places at which each course is offered, the sections’ maximum capacities, the faculty assigned for the courses offered, the schedules and locations of final exams and other information pertinent to the registration process.

11. The information will be available on Banner Self Services for the advising sessions and the early registration period.

12. After early registration, only minor changes due to unforeseen circumstances may be applicable. In this case, strong justification, guarantee of no conflict with the registered students’ schedules and approval of the Vice Rector for Academic Affairs are required to proceed with the changes needed. Faculty assignment may change without affecting the schedule of classes and without accountability to students, unless the registered students had failed the same course with the same instructor. In such cases, arrangements will be made to accommodate the affected student.

13. After the confirmation period, sections with low enrollment (less than 5 students) may be closed and arrangements for students enrolled in those sections will be made. Arrangements include adding other courses to the affected student’ schedules or offering the course as self-study.
## CLASS PERIODS

### MONDAY - WEDNESDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>75-minute Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 - 09:15</td>
<td></td>
</tr>
<tr>
<td>09:30 - 10:45</td>
<td></td>
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<tr>
<td>11:00 - 12:15</td>
<td></td>
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<tr>
<td>12:00 - 13:00</td>
<td>No Classes</td>
</tr>
<tr>
<td>13:00 - 14:15</td>
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<tr>
<td>19:00 - 20:15</td>
<td></td>
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<tr>
<td>20:30 - 21:45</td>
<td></td>
</tr>
</tbody>
</table>

### SUNDAY – TUESDAY - THURSDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>50-minute Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 - 08:50</td>
<td></td>
</tr>
<tr>
<td>09:00 - 09:50</td>
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<tr>
<td>20:00 - 20:50</td>
<td></td>
</tr>
<tr>
<td>21:00 - 21:50</td>
<td></td>
</tr>
</tbody>
</table>
**SCHEDULE OF CLASSES: SCHEDULING PROCESS**

**A. Purpose of the Policy**

This policy sets the process and various steps of building the master schedule of classes every semester by the University Registrar.

**B. Policy Statement**

At least two months prior to the beginning of an academic term, the Registrar prepares and makes available to students a Schedule of Classes. The Schedule Announcement is based on the following:

Feedback on course offerings from the various colleges is due one month (4 weeks) before the announcement of The Master Schedule of Classes. This is submitted to the Registrar’s Office according to the Course Offerings template.

- Scheduling Deadlines:

  1. Week 4 prior to Schedule Announcement - **Scheduling Priority**
     1.1. Agreement between Colleges and Core on block assignment.
1.2. Freshman and Sophomore years scheduling priority given to Core Humanities, and Core Math and Sciences- Submission to the Registrar’s Office.

1.3. Junior and Senior years scheduling priority given to the colleges- Submission to the Registrar’s Office

2. Week 3 prior to Schedule Announcement - **Schedule Completion**

2.1. Colleges receive Freshman and Sophomore years’ core schedules from the Registrar’s Office to build the adjusted college schedules- Submission to the Registrar’s Office.

2.2. Core Humanities and Math and Sciences receive Junior and Senior years’ college schedules from the Registrar’s Office to build the adjusted schedules- Submission to the Registrar’s Office.

3. Week 2 prior to Schedule Announcement - **Registrar’s Office Review**

3.1. The Registrar’s Office reviews the final submissions according to the official block timings, before building the sections in the system.

3.2. The Registrar’s Office builds the Final Exam Schedule

4. Week 1 prior to Advising Week - **Announcement of the Master Schedule Online**

1.1. The Registrar’s Office announces the Schedule to the students.

1.2. The Registrar’s Office announces the beginning of the advising week.

1.3. The Registrar’s Office announces the early registration timetable per class
FACULTY WORKLOAD/OVERLOAD POLICY

A. Purpose of the Policy

This policy ensures consistency with faculty workload/overload and financial compensation and the workload given is rigorously following strict procedures.

B. Policy Statement

This policy defines the followings:

✓ Regular faculty overload (minimum/maximum)
✓ Calculation of work/credit hour overload
✓ Workload/Overload eligibility
✓ Procedure taken to generate the faculty workload/overload reports
1. Defined Faculty Workload as per their Academic Rank - Regular Semester

<table>
<thead>
<tr>
<th>Category</th>
<th>Defined Faculty Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREP English</td>
<td>20 contact hours/week</td>
</tr>
<tr>
<td>PREP Study Skills</td>
<td>18 contact hours/week</td>
</tr>
<tr>
<td>PREP MATH</td>
<td>18 contact hours/week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Courses Taught by Non-Prep Faculty</th>
<th>Defined Faculty Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>18 credit hours/week</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>16 credit hours/week</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>14 credit hours/week</td>
</tr>
<tr>
<td>Full Professor</td>
<td>12 credit hours/week</td>
</tr>
<tr>
<td>Chairs and Associate Chairs</td>
<td>6-9 credit hours/week (6 credit hours minimum &amp; 9 credit hours maximum)</td>
</tr>
<tr>
<td>Dean</td>
<td>0-6 credit hours as per need</td>
</tr>
</tbody>
</table>

2. General guidelines for Faculty Workload/Overload

2.1. Note that all other temporary assignments will be handled on case by case basis and load will be approved by VRAA.

2.2. Every Instructional hour is counted as a credit hour and every 2 lab/design lab hours is counted as one credit hour. Other variations are pro rated accordingly. This rule only applies to regular semesters and not apply to summer.

2.3. For University Level College/departments, any credit hour beyond the regular load is counted as an overload taking into account the overload policy and pre-approval procedure.

2.4. The maximum overload per faculty is 6 credit hours not counting the evening prorata. The maximum overload per faculty is 9 credit hours to include the evening prorata.
2.5. PREP Instructors can have a maximum of 5 contact hours not including the evening prorata. The maximum overload for PREP instructors is 8 contact hours including the evening prorata. Any hour beyond the maximums will not be compensated.

2.6. An Administrator will not receive any overload pay if teaching overload unless the credit hours exceed the regular load for his/her academic rank, this is due to the fact that any administrator at PMU is not allowed to combine two benefits, i.e. stipend and overload, two stipends, contractual administrative position with overload or stipend, etc.

2.7. All overload assignments should have the pre-approval of the Rector and comply with the overload procedure.

3. Procedure to generate and validate faculty workload/overload

3.1. The Academic department chair in collaboration with the College Dean will prepare and verify the course workloads of their faculty in compliance with the faculty workload/overload policies and procedures of the University.

3.2. After the report is finalized and signed by the Department Chair and the Dean of the College, the workload/overload report will be forwarded to the Registrar’s Office for verification.

3.3. Once the report is verified, it will be sent to the Dean of Enrollment & Registration for final review and signature.

3.4. After, the report will be sent back to the concerned College Dean who in turn shall submit it for financial processing.
ATTENDANCE POLICY

A. Purpose of the Policy

This policy ensures that PMU students benefit from the educational process and reach the defined learning outcomes through attendance and participation. It also defines the terms of attendance, acceptable excuses and administrative withdrawal process.

B. Policy Statement

Attendance and participation in all class, studio, workshop, and laboratory sessions are essential to the process of education at 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. A student who reaches 15% of unexcused absences before the tenth week of classes will be administratively withdrawn with a grade of W.

Excused absences may be allowed up to 30%, after which, if the total percentage of absences, excused and unexcused, reaches 30%, the student will be administratively withdrawn with a grade of W before the tenth week, or WP or WF after the tenth week- at the discretion of the course instructor.

University Guidelines for Lateness and Attendance

University guidelines for lateness and attendance are as follows:
Enrollment Management

POLICIES AND PROCEDURES

MANUAL 2013
# Table of Contents

## ENROLLMENT POLICIES

- Enrollment Procedures for School Programs ......................................................... 4
  - Visits to Schools, School Fairs and Exhibitions .................................................. 5
  - Campus Visits from Schools, Spring Open House, Campus Activities, Events and Outreach Programs ................................................................. 6
  - Call Center ........................................................................................................... 7
  - Reports and Recommendations .......................................................................... 9
- Student Annual Satisfaction Survey ..................................................................... 9

## PREP AND UNDERGRADUATE ADMISSION POLICY

- Admission Procedures ....................................................................................... 10
- Admission Requirements ................................................................................... 13
- The English Placement Test- EPT ....................................................................... 14
- The Math Placement Test- MPT .......................................................................... 15
- The Admission Interview ................................................................................... 15
- Placing Students in a College ............................................................................. 15
- Notification of Acceptance/Rejection .................................................................. 16
- Re-Application by Unsuccessful Candidates ....................................................... 16
- Admission Periodical Reports ............................................................................ 16
- Re-Admission to PMU ........................................................................................ 16
- Delaying Admission ........................................................................................... 17
- Cancelling Admission ......................................................................................... 17
- Change of Major after Admission ...................................................................... 18
- Health Policy upon Admission .......................................................................... 18
- Student Identification Card ................................................................................ 19
- Newly Admitted Student Schedules .................................................................... 19
- Newly Admitted Students Activation of IT Services .......................................... 19
New Student Orientation ................................................................................................................... 19
Office Hours ........................................................................................................................................ 19

GRADUATE ADMISSION POLICY

Admission Procedures ....................................................................................................................... 20
Admission Requirements ................................................................................................................... 21
Transfer Students ............................................................................................................................... 21
The English Placement Test- EPT ........................................................................................................ 21
The Admission Interview .................................................................................................................... 22
Special Program Requirements ........................................................................................................ 22
Placing Student in Graduate Degree Program ................................................................................ 22
Notification of Acceptance/Rejection ................................................................................................. 22
Re-application by unsuccessful candidate ......................................................................................... 23
Health Policy upon Admission ......................................................................................................... 23
Student Identification Card .............................................................................................................. 23
Newly Admitted Student Schedules ................................................................................................ 23
Newly Admitted Students Activation of IT Services ........................................................................ 24
New Student Orientation ................................................................................................................... 24
Office Hours ........................................................................................................................................ 24

ADMISSION CRITERIA FOR TRANSFER STUDENTS

Admission Criteria for Transfer Students from Local Governmental Universities or Western
Universities or colleges ........................................................................................................................ 25
Admission Criteria for Transfer students coming from Colleges under the Royal Commission, or
European/Australian Colleges ........................................................................................................... 25
Admission Criteria for Transfer students coming from Local Community Colleges or Local Technical
Colleges ................................................................................................................................................ 26

Tuition Fee Refund Policy
ENROLLMENT POLICY

A. Purpose of the Policy

The Enrollment policy outlines the principles and procedures to follow to help potential students in various schools in their future decisions to join PMU. The role of the Enrollment Management is to provide information, advice and guidance about studying at PMU to prospective students, educational representatives, universities and schools in order to expand the enrollment reach in current and new markets.

We do this by:

1. Undertaking visits, exhibitions, presentations at schools and universities, meeting educational representatives.
2. Developing relationships and partnerships with institutions, schools and educational representatives to raise awareness about PMU.
3. Working with faculties and departments on specific recruitment strategies.
4. Attending recruitment fairs for undergraduate and postgraduate students.
5. Responding to enquiries (face to face, email and telephone)
6. Surveying community needs and satisfaction and recommending improvement measures and supporting decision making at PMU.
B. Campus Activities

1. Indirect Marketing:
   1.1 Science Week, Open House, Humanities Week and Other Competitions
   1.2 E-Social Groups in Facebook and Twitter
   1.3 Alumni Association
   1.4 Community Services Event

C. Policy Statement

1. Enrollment Procedures for School Programs
   1.1 Visits to Schools, School Fairs and Exhibitions
      1.1.1 The Database for all schools and colleges in the Eastern Province, the Kingdom, and the region will be maintained up to date at all times with all the necessary contact details of the Principal, counselors and coordinators of various departments. This includes landline, cell numbers, fax numbers and emails.
      1.1.2 Visits to schools are always through formal appointment with a notice of at least a week from the date of the visit, and a formal confirmation from the school management.
      1.1.3 Visits requirements are prepared with referral to past visits records to the respective school for tips and previous recommendations. Preparation continues through the formal checklist. Missing materials and equipment may result in postponement of the visit.
      1.1.4 At all times, the team of staff representing PMU should reflect the PMU image of a Saudi university with international standards. Students are best ambassadors of PMU and should accompany the university delegation to the schools, preferably a PMU student who is a graduate of the respective school.
      1.1.5 At the end of the presentation, activity or program, the team will always run the school survey and get contacts of students for future communication.
      1.1.6 Gift bags, promotional materials and souvenirs should always be presented to the students and preferably to the management.
1.1.7. Visits always end with a wrap up session with school officials for feedback and assessment.

1.1.8. Each visit is documented with all records of materials, surveys analyzed, outcomes and recommendations for future visits and programs.

1.1.9. Follow up with recommendations and schools programs is always necessary, as well as processing each and every request and questions received from various individuals and answer them accordingly.

1.2. Campus Visits From Schools, Spring Open House, Campus Activities, Events and Outreach Programs

Inviting schools and colleges to participate in various PMU events is necessary to forge and nurture relationships and partnership with local and international high schools.

1.2.1. The Database for all schools and colleges in the Eastern Province, the Kingdom, and the region will be maintained up to date at all times with all the necessary contact details of the Principal, counselors and coordinators of various departments. This is updated during and after every visit to PMU campus through data collection cards and attendance sheets. The database shall include landline, cell numbers, fax numbers and emails.

1.2.2. Visits from schools are always through formal appointment with a notice of at least a week from the date of the visit, and a formal confirmation from the school management and from PMU.

1.2.3. Visits requirements are prepared with referral to past visits records to the respective school for tips and previous recommendations. Preparation continues through the formal checklists, event program, lists of participants, map when needed, etc. Missing materials and equipment may result in postponement of the visit or event.

1.2.4. At all times, the PMU campus should be prepared to reflect the PMU image of a Saudi university with international standards. A welcoming team should be present upon receiving the school delegation at the internal campus gate. Students are best ambassadors of PMU and should be part of the visit program, preferably the PMU Student Council.

1.2.5. At the end of the presentation, activity or program, the team will always run the school survey and get contacts of students for future communication.
1.2.6. Gift bags, promotional materials and souvenirs should always be presented to the students and preferably to the chaperons.

1.2.7. Visits always end with a wrap up session with school officials for feedback and assessment.

1.2.8. Each visit is documented with all records of materials, surveys analyzed, outcomes and recommendations for future visits and programs.

1.2.9. Follow up with recommendations and schools programs is always necessary, as well as processing each and every request and questions received from various individuals and answer them accordingly.

1.3. Call Center

PMU Call Center is a vital tool for the enrollment department. It reflects directly all enrollment efforts and is considered as a very efficient way of surveying community needs and satisfaction and analyzing them for planning and improvement.

The Call Center is also the first contact of prospective students, families and parents with PMU. It is therefore essential to always follow certain protocols in answering inquiries or running tele-surveys.

Call Center agents are bilingual and reflect a professional image about PMU at all times. Answers to calls will always start with a PMU greeting statement and will end with a statement inquiring if all clarifications have been provided and thanking the callers for their interest in PMU.

Inquiries unanswered should always be followed up or forwarded until totally answered. Follow up may be through call, email, mail or fax.

The Enrollment Department shall build a strong database of contacts through the Call Center.
Call Center Chart

International incoming call
800 123 0 123

Welcome message in Arabic
شكرا لاتصالكم بجامعة الامير محمد بن فهد

Both languages

Admission Criteria & Procedures
Fees & Scholarships
Undergraduate Degree Programs
Graduate Degree Programs
Other Programs
To speak to an attendant

When line is busy
Your call is important to us
All our agents are busy right at the moment. Your call will be attended to as soon as possible

When line is free
Supervisor
Attendant
Attendant

After 4:00 PM & Weekends

Welcome message in Arabic
شكرا لاتصالكم بجامعة الامير محمد بن فهد

Thank you for calling PMU to speak to any of our agents, please call during business hours Saturday through Wednesday from 8:00 AM to 4:00 PM

Thank you for calling PMU
1.4. Reports and Recommendations

At the end of each semester, surveys and recommendations collected will be analyzed and compiled in a report that will determine the enrolment strategies for the following semesters. Action plans will be based on outcomes from analyzed surveys, SWOT analysis and quality assurance reports and evaluative self assessment reports and studies.

2. Student Annual Satisfaction Survey

PMU runs a student satisfaction survey annually, preferably in the Spring Semester after students have had the chance to experience most of PMU academic and non academic services for a more comprehensive reflection of the student experience.

Student annual satisfaction survey is a unified survey. It is important that the template and survey items and indicators used remain the same to allow analysis and trends over the time.

A SWOT Analysis will be performed after each cycle of surveys to support strategic recommendations to PMU management. All surveys, statistics and analysis report will be documented for quality and accreditation purposes.

It is recommended as per the Deanship of Quality at PMU to perform the Student Annual Satisfaction Survey on 50% of the total student body to ensure accuracy of the statistics produced.

(SASS Templates 1 and 2 attached)
PREP AND UNDERGRADUATE ADMISSION POLICY

A. Purpose of the Policy

The Admission Policy outlines the principles and procedures applying to students' enrollment into the preparatory and undergraduate programs in PMU.

The aims of the Admission Policy is to facilitate attracting and retaining a wide number of competent students from diverse backgrounds, and ensure that all applicants are treated fairly, supported and clearly guided through the process.

B. Policy Statement

1. Admission Procedures

APPLICANT

1.1. Go to PMU website www.pmu.edu.sa

Go to Admission Icon/Announcement.

1.2. Fill-up the application form, completing ALL required fields before you click the submission button

1.3. Expect to be contacted by the Admissions Office at PMU through a phone call or a text message on the mobile number provided in the application.
**ADMISSIONS OFFICE**

1.4. Perform the Push Process on Banner on a daily basis, always returning to the date of opening admissions for the respective semester.

1.5. All Applicants' names will be filtered (male/female) into spreadsheet for update and follow-up (See attached Form # 01)

1.6. Send SMS to all applicants within 24 hours from time of the push process to arrange for a date for the placement test and the interview (See attached Template # 02).
   - 1.6.1 Call to follow-up
   - 1.6.2 Email to follow-up

1.7. Document and verify applicant's file, including high school stream versus the major chosen.

1.8. Verify the Applicant Banner ID # through SPAIDEN (quick flow admin QFADM). Student legal name (Arabic and English), ID number and national/Iqama ID number to be verified for readmission and previously expelled candidates in order to avoid the duplication of ID number. The admission officers will also verify the copies of documents against the data filled in the application.

1.9. The admission officer must not issue a new ID number for any reinstated or graduate who has decided to complete graduate studies at PMU. After meeting all requirements and finalizing readmission or reinstatement processes, the student should be transferred to the Registrar Office for the ID number activation.

1.10. Authenticate documents on the (QFADM) quick flow admin. ALL entry fields must be filled, no field will be skipped; data entry in both languages must be verified.

1.11. The applicant is subsequently charged 500.00 SR application fee by clicking on the box, which is on the last form of the Quick Flow Admin, before he/she is asked to go to the Accounting Office to settle the payment of the said fee.

1.12. After the payment of the application fee (500.00 SR), the pink carbon copy of the receipt MUST be forwarded to the Admissions Office by the Accounting Department. The admissions officer will then attach the receipt copy to the applicant’s folder.
1.13. Applicants are scheduled for Math Placement Test (MPT), English Placement Test (EPT) and Admissions Interview.

1.14. On the day of the EPT, enter applicants name and ID numbers to the EPT lab.

1.15. The applicant takes the Math Placement Test, English Placement Test and Writing Essay according to his/her schedule under the supervision of Admissions staff.

1.16. After the computer based EPT, the applicant must take the written component of the test and wait for the personal interview. The upper part of the interview form must be completed by the admissions officer and the interview form must be attached along with the writing essay sample into the applicant's file, in preparation for the interview (See attachment sample # 03).

1.17. If the applicant has provided an IELTS or TOFEL test score, he/she is required to sit for the Math Placement Test (MPT) and Interview only, and will be exempted from the writing and computer based English Language test.

1.18. The computer based tests scores are printed by the admissions officer and filed for each applicant (See attachment sample # 04).

1.19. The interview is conducted by the interviewing committee, which is composed of certified English Language examiner (usually appointed by the Dean of the Preparatory Program) and an Admissions Counselor. No result is communicated to the applicant at this point. Any other concerns from the applicant may be answered by the admissions officers.

1.20. After the interview, the interviewing committee returns all files to the Admissions Office. No Original file will be allowed outside the Office of Admissions under any circumstance.

1.21. The Examiner assesses the written sample, and the final oral score is averaged with the other components and the student is placed accordingly. A signed test score sheet is provided by the examiner to the Admissions Office (See attachment sample # SA/ADM/form124). The final placement sheet is endorsed by the Chair of the Preparatory Program to ensure consistency.
1.22. The file along with the score sheet, is submitted to the Dean of Students for a final review and a decision on admission and placement and an acceptance Letter is generated accordingly and based on the interviewing committee's recommendations- Either Acceptance, or Conditional Acceptance or Denial of Admission (See attachment samples # 05).

1.23. The Admission Office contacts the accepted applicants via phone and text messages to collect acceptance letters (See attachment sample # 06)

1.24. Once the applicant receives the acceptance letter, he/she must sign a copy of the same acceptance letter which must be attached to his/her folder.

1.25. All accepted students are advised to pay the first installment fee at the Accounting Department within two weeks from the date of receiving the acceptance letter; at the same time the applicants' must submit the Original High School Certificate to the Admissions Office. Submission of the Original High School Certificate completes the final student commitment step to the admission offer extended by PMU. Students who do not submit this document for any reason will be on hold until further notice and will not be able to apply for any scholarship opportunity.

1.26. Upon document submission, each accepted student has to sign the original documents submission form and get a copy of it; Original form must be attached to his/ her folder. (See attached)

1.27. The Accounting Department submits the pink copy of the receipt of the applicant's first installment fee to the Admissions Office to be attached to the applicant's folder.

1.28. Student’s Record must be activated by the Admission Officer by entering the first installment of 10,000 SR on banner through (SAADCRV).

1.29. Upon closure of the admission season, the Admissions Office reviews all newly enrolled files for transfer of the files to the Registrar's Office as per the transfer form (See attachment form #--------). Any document missing should be finalized within the first two (2) weeks of classes, with a record hold on the student account until the completion of the requirements. Failure to comply to this condition will result in retrieval of the Acceptance/Conditional Acceptance Letter. Special arrangements
in special cases are made at the discretion of the Dean of Enrollment & Registration or his designee.

2. Admission Requirements

The following should be submitted to PMU Admissions Office before the application is considered complete:

2.1. High School Graduate:

2.1.1. Copy of the high school certificate
2.1.2. Copy of the Result of Qudurat test.
2.1.3. Copy of the Saudi ID/Iqama
2.1.4. Copy of the passport
2.1.5. 2 passport sized photos (with head cover)
2.1.6. SR 500 admission fees
2.1.7. IELTS / TOEFL (if any)

2.2. Transfer Student:

2.2.1. Copy of the high school certificate
2.2.2. Copy of Graduated Certificate (if available)
2.2.3. Copy of the Result of Qudurat test (if available)
2.2.4. Copy of the Transcript (English copy)
2.2.5. Course syllabus (English copy)
2.2.6. Copy of the Saudi ID / Iqama
2.2.7. Copy of the passport
2.2.8. 2 passport sized photos (with head cover)
2.2.9. SR 500 admission fees

Credit Transfer requests are processed on an individual basis. Once the applicant is accepted, all his/her documents are sent to the credit transfer committee of the concerned college to evaluate the transcript and course description and to make a decision on the courses to be transferred. (See Credit transfer form attached.)
3. **The English Placement Test - EPT**

The EPT consists of the following:

3.1. Listening Comprehension
3.2. Structure and Word Form
3.3. Reading Comprehension
3.4. Writing

4. **The Math Placement Test – MPT**

4.1. Introductory Algebra

Passed

4.2. Intermediate Algebra

Failed

4.3. Pre-Calculus

Major of CS
Major of CE

College of Business
Major of Interior
Major of IT

5. **The Admission Interview**

The Admission Interview assesses the following:

5.1. Spoken English Proficiency
5.2. Personal Skills
5.3. Learning Skills Maturity

6. **Placing Students in a College**

Admission to degree programs at PMU will be determined by a number of factors, including the student’s grades in Preparation Program courses, the interview, the essay, and PMU designed and administered exit and placement tests. These measures will be combined to determine ultimate placement in the degree programs.
Where demand exceeds the number of places available in specific majors, unsuccessful applicants may elect another degree program in order to continue at PMU. Second choice of major mentioned in the original application will be considered.

7. **Notification of Acceptance/Rejection**

The final decision on admission whether acceptance or rejection, will be communicated to the applicant via Banner AND in writing and a copy placed in the applicant’s file.

8. **Admission Periodical Reports**

The Admissions Office will report on the status of admissions as follows:

- 8.1 Daily report as per the template attached
- 8.2 End of Season report including the number of total online applicants, total tested and interviewed, total accepted, total committed, total delayed and total cancelled.

9. **Re-Application by Unsuccessful Candidates**

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 PMU (if the application date has not exceeded one academic year). In all cases a search by student national ID number will be performed to avoid duplication of names on Banner system.

Documents will be retained for one year. If no further contact with PMU is made by the individual during this time, the application materials may be disposed, and any originals will be returned to the applicant.

10. **Re-Admission to PMU**

Former students who have not attended another college, university, or other post-secondary institution since their last enrollment at PMU must complete an application for re-admission. Forms are available in the Office of Admissions. Re-admission to PMU is automatic following receipt of the completed application for re-admission along with the Re-Admission Application fee, provided the break in studies at PMU does not exceed one calendar year.

Former students who have not attended another college, university, or other post-secondary institution since their last enrollment at PMU but who had a break in enrollment of more than one calendar year must re-qualify for admission as in case of transfer students.
All former students who have enrolled at any college, university, or other post-secondary institution since their last enrollment at PMU must apply for re-admission as a regular transfer student. Students who re-enter PMU follow the academic requirements, policies, and procedures in force at the time of re-entry. All courses studied at another institution may be transferable provided the institution is accredited by the Ministry of Higher Education, the course content is evaluated and approved by the academic department and the student performance is satisfactory. Residence requirements must also be verified by the college and the Office of the Registrar.

11. Delaying Admission

Committed applicants who have settled the first payment of SAR 10,000 may choose to delay admission for various reasons. In such cases, the student may join the university in a subsequent semester provided the following:

11.1 The student has requested to delay admission before the start of classes or during the Add and Drop week
11.2 The student has requested to delay admission and will join the university within the two subsequent semesters
11.3 The student understands that the seat will be available within one academic year only. After one academic year, a refund of the initial payment will be calculated based on the date of the request of delaying admission, and as per PMU policy for tuition fee refund

The process will follow the steps below:

11.3.1 The student will fill the Delaying Admission Request # (SA/ADM/form100)
11.3.2 The student will provide reasons and a date for enrollment
11.3.3 No refund of the initial fee will be processed
11.3.4 Original documents will remain in the student file at PMU. In case any originals are needed, the student will fill the attached request form...
11.3.5 An email is immediately sent to the Registrar’s Office to drop any registered courses for the semester and to change the status of the student on Banner.
11.3.6 An email is sent to the Accounting Office to freeze the account with immediate effect.

A list of delayed admission cases will be sent to the Dean of Enrollment & Registration for reporting purposes at the end of the admission season.
12. Cancelling Admission

Committed applicants who have settled the first payment of SAR 10,000 may chose to cancel admission for various reasons. The request will be processed as admission cancellation provided it meets the following criteria:

The student has requested to cancel admission strictly before the start of classes or during the Add and Drop week at the latest

12.1 The student understands that the admission offer will not be valid after a cancellation is made and that a new application and admission process will be needed for future admission. Placement test results remain valid for 2 semesters only.

12.2 Student understands that refund will be processed based on the date of the request and as per PMU policy for tuition fee refund.

The process will follow the steps below:

12.2.1 The student will fill the Cancel Admission Request # (SA/ADM/form058)
12.2.2 Original documents will be released and the student will sign the Receiving Form # (SA/ADM/form130)
12.2.2 An email is immediately sent to the Registrar’s Office to drop any registered courses for the semester and to change the status of the student on Banner.
12.2.3 An email is sent to the Accounting Office to refund the account with immediate effect.

A list of cancelled admission cases will be sent to the Dean of Enrollment & Registration for reporting purposes at the end of the admission season.

13. Change of Major after Admission

Admitted students may choose to change their chosen major. This is possible provided the student meets the admission requirements of the newly chosen major.

The request to change major for a committed student will be forwarded to the Office of the Registrar for processing and implementing the changes on Banner.

14. Health Policy Upon Admission

PMU requires students to provide a thorough health history and show proof of immunization and other health related conditions at the time of initial enrollment in accordance with governmental regulations concerning students in post-secondary institutions (see form attached). This may include evidence of an individual health insurance policy.
The Clinic Staff verify new students health records through the Health Form to advise on possible problems affecting student admission or performance at PMU. A report with findings of the verification process is sent to the Admissions Office, and where situations may affect admission of students, the office advises the Dean of Students who will issue a final decision for individuals detected with serious health issues.

15. **Student Identification Card**

Students will be issued a university Identification Card (ID) which should be carried at all times while on campus. The Admissions Office forwards admissions lists periodically to the ID Office at PMU. Photos of accepted students will also be provided to prepare the ID cards for the students. This process should be performed in a timely manner as ID activation may take up to 5 working days.

16. **Newly Admitted Student Schedules**

The Admissions Office guides newly admitted students to the Office of the Registrar to receive their schedules upon student commitment and payment of fees. While Preparatory students are registered according to their level, undergraduate students receive their study plan and register core courses guided by the registration officer.

17. **Newly Admitted Students Activation of IT Services**

The Admissions Office sends admission lists periodically during the admission season to the IT department for the activation of emails, banner and blackboard accounts.

18. **New Student Orientation**

Prior to registration, an academic orientation is scheduled for all new students to acquire them with the general academic university regulation, policies and services. The Admissions Office arranges orientation dates and attendance with the Department of Campus Life who organizes a full orientation program prior to the start of classes.

19. **Office Hours**

Office Hours of the Admissions Office are from 8:00 am to 4:00 pm Sunday through Thursday.
Graduate Admission Policy

A. Purpose of the Policy

The Admission policy outlines the principles and procedures applying to students' enrollment into the post graduate degree programs at PMU.

The aims of the Admission Policy is to facilitate attracting and retaining a wide number of competent students from diverse backgrounds, and ensure that all applicants are treated fairly, supported and clearly guided through the process.

B. Policy Statement

1. Admission Procedures

APPLICATION

1.1. EMBA/Masters Application (emailed to Admissions office or walk-in applicant)
1.2. Student ID no. created by the Admission Office
1.3. Applicant invited to submit the supporting documents & Pay the application fee at student finance office in Student Affairs (660.00 SR), using student ID.
1.4. File complete and Application checklist created, signed and dated.

ENROLLMENT

1.5. Applicant invited for interview + EPT. Experience and Academic qualifications verified from the student. (Admission office to determine whether the student would sit the PMU EPT or...
exempted due to acceptable IELTS/TOEFL or previous Bachelors degree in English)

1.6. Student notified of Admissions Decision
1.7. The Applicant is advised on the outcome of application within 5-7 working days by sending an apology, a conditional or unconditional offer letter.
1.8. If accepted, advised to come and pay the fees (semester).

REGISTRATION
1.9. After fee payment student advised to register with the Registrar’s Office
1.10. Student advised to go to Student Services for student ID.

ORIENTATION
Student are advised on the Orientation Date with mandatory attendance
1.11. Masters classes begin.

2. Admission Requirements

The following should be submitted to PMU Admissions Office before the application is considered:

2.1. copy of baccalaureate degree
2.2. copy of official transcript
2.3. copy of Saudi ID/IQAMA
2.4. copy of passport
2.5. 2 passport size photos
2.6. 660.00 SR admission fee
2.7. personal resume in English
2.8. a statement of motivation
2.9. 6.5 score of IELTS, 550 TOEFL – submission within the last two years or 60 EPT (PMU English Placement Test)
2.10. 2 letters of referral/recommendation
2.11. proof of employment, stating the applicants job responsibilities (EMBA candidate only)

3. Transfer Students

Not applicable currently for graduate studies.

4. The English placement Test – EPT
The EPT consists of the following:

4.1 Listening Comprehension
4.2 Structure and Word Form.
4.3 Reading Comprehension
4.4 Writing.

5. The Admission Interview

The Admission Interview assesses the following:

5.1 English proficiency
5.2 Motivation for MBA/MEHD
5.3 Commitment
5.4 Communication and presentation skills
5.5 Analytical skills
5.6 Knowledge
5.7 Current knowledge in management and business education and human development.
5.8 Personal skills
5.9 Maturity level

6. Special Program Requirements

6.1 All MEHD applicants must pass the Pre-master program with a minimum grade of C.
6.2 All EMBA applicants must have five years of professional experience out of which two shall be in a managerial level.

7. Placing Student in Post Degree Program

Admission to a post graduate degree program will be determined by the admissions committee. The admissions committee will consider a number of factors including the applicant GPA in the undergraduate degree, the interview, the statement of motivation, English proficiency, and the reference/recommendation letters provided. These measures will be combined to determine ultimate placement in the post graduate degree program.

8. Notification of Acceptance/Rejection

The final decision on admission whether acceptance or rejection, will be communicated to the applicant via Banner AND in writing and a copy placed in the applicant’s file.
9. Re-application by unsuccessful candidate

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 PMU (if the application date has not exceeded one academic year). In all cases a search by student national ID number will be performed to avoid duplication of names on Banner system.

Documents will be retained for one year. If no further contact with PMU is made by the individual during this time, the application materials may be disposed, and any originals will be returned to the applicant.

10. Health Policy upon Admission

PMU requires students to provide a thorough health history and show proof of immunization and other health related conditions at the time of initial enrollment in accordance with governmental regulations concerning students in post-secondary institutions (see form attached). This may include evidence of an individual health insurance policy.

The Clinic Staff verify new students health records through the Health Form to advise on possible problems affecting student admission or performance at PMU. A report with findings of the verification process is sent to the Admissions Office, and where situations may affect admission of students, the office advises the Dean of Students who will issue a final decision for individuals detected with serious health issues.

11. Student Identification Card

Students will be issued a university Identification Card (ID) which should be carried at all times while on campus. The Admissions Office forwards admissions lists periodically to the ID Office at PMU. Photos of accepted students will also be provided to prepare the ID cards for the students. This process should be performed in a timely manner as ID activation may take up to 5 working days.

12. Newly Admitted Student Schedules

The Admissions Office guides newly admitted students to the Office of the Registrar to receive their schedules upon student commitment and payment of fees. While Preparatory students are registered according to their level, undergraduate
students receive their study plan and register core courses guided by the registration officer

13. Newly Admitted Students Activation of IT Services

The Admissions Office sends admission lists periodically during the admission season to the IT department for the activation of emails, banner and blackboard accounts.

14. New Student Orientation

Prior to registration, an academic orientation is scheduled for all new students to acquire them with the general academic university regulation, policies and services. The Admissions Office arranges orientation dates and attendance with the Department of Campus Life who organizes a full orientation program prior to the start of classes.

15. Office Hours

Office Hours of the Graduate Admissions Office are from 8:00 am to 4:00 pm Sunday through Thursday.
Admission Criteria for Transfer Students

A. Purpose of the Policy

The Admission of Transfer Students policy outlines the principles and procedures applying to students' enrollment into degree programs at PMU carrying courses and credits taken at another institution.

The aims of the Policy is to facilitate attracting and retaining a wide number of competent direct entry and academically competent students from diverse backgrounds, and ensure that all applicants are treated fairly, supported and clearly guided through the transfer process.

B. Policy Statement

1. Admission Criteria for Transfer Students from Local Governmental Universities or Western Universities or colleges:

   1.1 A total GPA of 2.0/4.0 from previous institution
   1.2 The student must meet all current PMU admission criteria.

Admission Criteria for Transfer students coming from Colleges under the Royal Commission, or European/Australian Colleges:

1.1. College of Engineering Requirements
1.1.1. A total GPA of 3.0 from previous institution.
1.1.2. The student must meet the current PMU admission Criteria.

1.2. College of Computer Engineering and Sciences Requirements
1.2.1. Computer Engineering
   a) A total GPA of 3.0 from previous institution.
   b) The student must meet the current PMU admission Criteria.

1.2.2. Computer Science and Information Technology
   a) A total GPA of 2.5 from previous institution.
   b) The students must meet the current PMU admission Criteria.

1.2.3. College of Business Administration Requirements
   a) A total GPA of 2.5 from previous institution.
   b) The students must meet the current PMU admission Criteria.

2. Admission Criteria for Transfer students coming from Local Community Colleges or Local Technical Colleges:

2.1. College of Engineering Requirements
2.1.1. A total GPA of 3.5 from previous institution.
2.1.2. The student must meet the current PMU admission Criteria.

2.2. College of Computer Engineering and Sciences Requirements

2.2.1. Computer Engineering
   2.2.1.1 A total GPA of 3.5 from previous institution.
   2.2.1.2 The student must meet the current PMU admission Criteria.

2.2.2. Computer Science and Information Technology
   2.2.2.1 A total GPA of 3.0 from previous institution.
   2.2.2.2 The student must meet the current PMU admission Criteria.

2.3. College of Business Administration Requirements
2.3.1. A total GPA of 3.0 from previous institution.
2.3.2. The student must meet the current PMU admission Criteria.
IMPORTANT NOTE:

PMU will not directly admit any student coming from Diploma programs as Transfer Students. A student coming from Diploma programs will apply for PMU admission as new student and will be subject to PMU admission criteria. No courses will be transferred for Diploma Program Students.

Students, who do not meet the criteria above, will apply to PMU as new students and not as transfer student and NO CREDIT TRANSFER WILL BE GIVEN. The students must meet the entrance criteria of the college he/she is applying for.
Tuition Fee Refund Policy

A. Purpose of the Policy:

This policy ensures clear guidelines and strict schedule deadlines of payment.

B. Policy Statement:

1. The first installment fee (non-refundable)* is ten thousand (10,000.00) Saudi Riyals. (First payment should be made within two weeks of receiving the acceptance letter).

2. A refund 75% of the first installment will be processed in case of a complete withdrawal 2 weeks before the first week of study.

3. A refund 50% of the first installment will be processed in case of a complete withdrawal before the first week of study.

4. A refund 25% of the first installment will be processed in case of a complete withdrawal within the first week of study (Add / Drop week).

5. After the end of the add and drop period, student is required to pay full semester tuition

*terms apply.
C. **Tuition Fee Schedule**

Please note that the tuition fees per semester, including textbooks, are *(SAR 27,500)* and are scheduled as follows:

1. The first installment *(SAR 10,000)* upon admission to the university.
2. The second installment *(SAR 10,000)* one month after the start of the semester.
3. Third installment *(SAR 7,500)* two months after the start of the semester.
FINANCIAL AID ELIGIBILITY CRITERIA

A. Purpose of the Policy

Financial Aid serves as a means to achieve the educational mission at the university. It aims at providing equal opportunities to all qualified students within constraints regardless of nationality and gender based on a combined assessment of financial need and merit or academic performance.

Structured policies define the conditions of available grants and scholarships programs at PMU.

B. Policy Statement

1. Merit Based Scholarship

   - The applicant must hold a High-School degree with a GPA at general high school of 95% or higher for Saudis and 98% for non-Saudis.
   - Enrolled students cumulative GPA should be 3.5 out of 4.0, or above
   - Good command in English; (Minimum score of 5 out of 9 in the IELTS with minimum score of 5.0 in the writing section and/or minimum...
• Enrolled students shall not have received a Denial Notice (DN) in any preparatory program subject or subject of specialization.
• New students must be able to meet all admission requirements.
• All applicants must have a record of good conduct.
• All applicants must show high performance on a personal interview.

* Refer to Financial Aid Process Page 5 - 9

2. Need Based Scholarship

• The applicant must hold a recent High-School degree with a GPA at general high school of 80% or higher.
• Enrolled students cumulative GPA shall be 2.0 out of 4.0, or above.
• Enrolled students shall not have received a denial notice (DN) in any preparatory program subject or subject of specialization.
• New students must be able to meet all admission requirements.
• All applicants must have a record of good conduct.
• All applicants must show a high performance on a personal interview.
• Present proof of a financial need that would make PMU otherwise unaffordable.

* Refer to Financial Aid Process Page 5 - 9

3. Sponsored Scholarship Programs

Sponsored Scholarships are provided through partnerships with the surrounding community, usually the business sector. Since the university will provide programs that are relevant to the needs of the business community, such a sponsored scholars program will connect the private sector with talented students who may later become excellent employees. Additionally, a sponsored scholars program is a tangible and meaningful way for successful people to give back to the community.

Moreover, a sponsored program will also help PMU build a broad-based community support system. The Founding Committee can take the lead in
initiating the program, but a staff person must coordinate the day-to-day
tasks associated with this type of program. A program of this magnitude will
require a significant amount of planning and oversight.

Two key components of this type of program include letters of appreciation
from the students to the sponsors and a significant annual recognition
function for the sponsors.

- Sponsored students are expected to write personal letters to the sponsors
  at the beginning of the academic year. A staff person in the Financial Aid
  Office usually oversees this task.
- The annual recognition function is usually an annual appreciation banquet
  that includes a keynote speaker, a short address by a sponsored student
  who is articulate and is willing to represent the other sponsored students,
  and a short address by the Rector or the Chair of the Founding
  Committee. Students usually sit with their sponsors to make sure the
  sponsors meet the students that they are sponsoring. This is a very
  successful program once it is implemented.

The selection criteria for this program will be determined by the program’s
requirements and any specific restrictions the sponsors may require for their
sponsored students. Some sponsors may, for example, be willing to sponsor
students who are seeking a major in a specific area, who are from a particular
community, or who meet other criteria.

The recommended eligibility criteria for recipients of sponsored scholarships
are:

- High School Certificate with an average of 90% or above
- Financial need that would make the PMU otherwise unaffordable
- Ability to meet all admissions requirements
- Distinguished intellectual and academic performance
- A record of good conduct
- High performance on a personal essay
- Recent graduate of high school (within 3 years)
- Ability to meet the sponsor’s designated criteria

The Scholarships 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 PMU, maintain a required GPA, and are not guilty of misconduct. Students who falsify their application will be disqualified immediately.

* Refer to Financial Aid Process
* Page 5 - 9

4. Ministry of Higher Education Scholarships Program for Private Universities

This program represents the governmental support to Saudi students completing their higher education in the private Saudi universities. It aims to prepare and qualify Saudi human resources in an effective manner so that they will be able to compete on an international level in the labor market, and thereby become an important source of supply of highly qualified individuals for Saudi universities as well as the government and private sectors.

This program is conducted by a thorough management process starting from the online application to the university nomination then application verification to result announcing.

Applicants are eligible for MOHE Scholarships as long as they have a required high school GPA and Quodorat/Aptitude Exam score as well as being fresh high school graduates for not longer than two academic years.

MOHE scholarships are renewed on a yearly basis.

In order to maintain their scholarships, scholars have to demonstrate a good academic standing with full attendance at their respective universities.
FINANCIAL AID PROCESS

A. Purpose of the Policy

Structured policies define the application and renewal process for available grants and scholarships programs at PMU.

B. Policy Statement

1. Financial Aid Committee

The Dean of Enrollment and Registration and the Vice Rector of Academic Affairs will appoint the members of the committee which will select scholarship recipients. The scholarship committee will consist of two faculty members each from the Preparation Program, the College of Engineering, the College of Information Technology, and the College of Business Administration. At the discretion of the Dean of Enrollment and Registration and the Vice Rector for Academic Affairs, an additional member may be added to represent the Department of Interior Design. It also will include the Director of Student Financial Aid and the Director of Enrollment
Management. The two directors will be non-voting ex-officio members of the committee.

The process will be as follows:

- The Applicant must complete the Financial Aid application available on PMU website (please check attachment)
- The applicant collects needed documents
- The applicant submits application to the Financial Aid Department
- Application verification by Financial Aid Department
- Conduct an interview (parents/guardian may be involved)
- Committee deliberations
- Award/rejection notification (please check attachment)
- Regular evaluation and annual assessment (renewal/suspension) of financial aid

2. Satisfactory Academic Progress for Financial Aid Renewal

Students will be eligible for scholarship renewal as long as they remain enrolled at PMU, maintain the required GPA and are not guilty of misconduct. Students found guilty of providing misleading information to the university will be disqualified immediately.

The minimum standards of "Satisfactory Academic Progress" towards continuing students who are receiving financial aid include:

2.1. Satisfactory Academic Standing

A student is required to maintain a minimum cumulative GPA of 2.0 on a 4.0 scale.

For preparatory students only courses with an "A, B, and C" will be accepted in their preparatory program on an "A" to "F" scale.

2.2. Satisfactory Enrollment Status
Students are expected to complete minimum 12 credit hours every term, except for any prior approvals for less than that.

2.3. Evaluation Period

Student’s academic progress will be monitored at the end of each academic term.

2.3.1. Financial Aid Probation

If a student fails to meet the above minimum satisfactory academic standards, the student will be notified in writing (as per the attachment), and will be placed on Financial Aid Probation for the next term of enrollment. During the probationary term, the student will remain eligible for financial aid.

If the student meets the minimum standards at the end of the probationary term the student is then removed from probation.

2.3.2. Financial Aid Suspension

If at the end of the probationary term the student again fails to meet the minimum standards, the student will then be notified in writing (Financial Aid Suspension notice) and placed on Financial Aid Suspension and cannot receive the financial assistance afterwards.

*Note:* academically suspended students are automatically suspended from financial aid.

2.3.3. Financial Aid Suspension Appeal

Students who are suspended from financial aid may submit a written letter of appeal if they provide strong reasons that may allow them to receive their award again.

2.4. Leave of Absence
All students are expected to complete a written leave of absence application before the beginning of a semester stating a reasonable verified cause to postpone their semester; approvals will be given accordingly.

Awards will be at risk of suspension if student did not return on the stated date in the Leave of Absence form.

2.5. Course Withdrawal

Any student who withdraws from all classes without prior approval will have his or her financial aid eligibility suspended until the student meets his/her financial aid advisor.

2.6. Change of Major

Change of major will not be accepted without prior approval from the Financial Aid Department. The Department will verify the validity of the change of major versus the availability of the scholarship for the new major.

4. Scholars Rights and Responsibilities

The scholarship is determined in accordance with the regulations of Prince Mohammad Bin Fahd University or the Financing entity, and is subject to adjustment or cancellation in the event of any changes that might occur in these regulations during the period of the award.

Students have the right to know:

- What financial aid programs are available at PMU
- The deadlines for submitting applications for each of the programs
- Be informed of the tuitions and tuition variations at PMU
- Be informed of Financial aid criteria, decisions on distribution of scholarships, and the basis for these decisions
- The financial need definition
- The details of the various programs in the student aid package
• The portion of the financial aid that must be repaid, and the portion that is granted aid
• Criteria and conditions for grant renewal, definition of satisfactory academic progress.

In accepting their responsibilities, students must:

• Complete all application forms accurately and submit them on time to the proper authority.
• Provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law.
• Return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid to which submitting the application
• Be responsible for reading and understanding all forms that they are asked to sign, and for keeping copies of them.
• Live up to all agreements that you sign
• Perform the work agreed on if accepting a work-study award
• Be aware of and comply with deadlines for application or reapplication for aid.
• Report changes in name, address, telephone number, and enrollment status to the Office of Financial Aid.