



General Academic Policies

I. FINAL EXAMS:

A-Student Failure in the Final Exam:

1. If a student fails in any course, he/she will be allowed to take a re-sit exam with the maximum score of 60% (quizzes, final practical & clinical grades will **NOT** be included).

NOTE: For Medicine students, please refer to the program academic policy.

2. The student will be allowed to take the re-sit exams in all failed or deprived courses.

B- Student Failure in the Re-sit Exam (courses more than 5 CH)

- If a student fails in the re-sit exams in a course/courses totaling **MORE** than 5 Credit Hours a warning letter will be issued to the student by the Academic Office, allowing him/her to repeat the year in those courses only according to the following conditions:

- 1- The student must follow the rules of attendance and absence.
- 2- Assignments, quizzes & practical exams will be included in the grade of the repeated course and the final exam will be out of 100%.
- 3- If the student failed the course or courses after repeating the year, they may take a re-sit exam with maximum score of 60%.
- 4- Failing the re-sit exam for the second time in the same level will result in dismissal from the college or transferring to another program and the College Council has the right to make exceptions in extreme circumstances according to its rules and conditions.



C- Student Failure in the Re-sit Exam (courses less than 5 CH)

- If a student fails in the re-sit exams in course or courses totaling **less than 5** credit hours a warning letter will be issued to the student by Academic Office, allowing him/her to carry the course to the next year (academic level) according to the following conditions:

- 1- **One or more** failed course or courses may be carried providing that the total credit hours of the carried courses do not exceed **5 credit hours**.
- 2- Students will not attend classes, quizzes or practical exams in carried courses.
- 3- Students will attend only the final exam and the score will be out of 100%.
- 4- If the student fails a carried subject, he/she may take a re-sit exam with maximum score of 60%.
- 5- The student will not be allowed to continue to the next academic level upon failing the final or re-sit exam (second time) and must repeat the year in the carried subjects **ALONE** along with attendance, assignments, quizzes, practical exams etc... out of 100%.
- 6- Failure to pass the carried course after repeating the year and failing in the final or re-sit exam will result in dismissal from the collage or transferring to another program and the College Council has the right to make exceptions in extreme circumstances according to its rules and conditions.
- 7- **EXCEPTION:** Failed subjects in FAST & the last year before Internship **cannot be carried**. The student must repeat the year in those subjects only.
- 8- **Pre-requisite** courses cannot be carried to the next academic level and the student must repeat the year in those courses regardless of the credit hours.
NOTE: Pre-requisite courses are specified by each program.

D- Student Failure in Clinical Courses:

- 1- If the student failed in any clinical Courses with hospital training only (no theoretical component), he/she has to repeat the year in those courses only. There are no clinical re-sit exams.
- 2- If the student failed in any clinical course which has theoretical component, he/she will be allowed to have a re-sit exam only if he/she fulfilled and passed all clinical requirements.



3- FAILED GRADE:

1. All failed grades will be recorded on the official transcript.
2. A repeated/carried course grade does not replace the failed grades.

II. ATTENDANCE, ABSENCE AND EXCUSES: (Including Online Courses)

A-Exceeding 25% Absence:

1. If the student exceeds 25% of absence **whether with or without excuse**, he/she will be deprived from the final theoretical exams.
2. The student has the right to enter the re-sit exams in those courses with maximum score of 60% (excluding quizzes, assignments....).
3. **Not more than** two weeks of a continual absence or a total of three weeks of separate absences will be accepted under emergencies with the approval of the Excuse Review Committee.
4. Excuses for absences other than emergencies will not be accepted.
5. The student will be allowed to take the re-sit exams in all failed or deprived courses.

B- Exceeding 25% Absence in Clinical Courses:

- If the percentage of absence has exceeded 25% in the clinical courses, without theoretical part, students will be deprived from taking the final clinical exam. The clinical subject must be repeated the next year and he/she cannot move on to the next academic year.
- For clinical courses with theoretical component, refer to the program's policy.



C-Excuses:

- **Excuses for only emergencies may be submitted** to the Academic Office on the *Student Excuse Form* with the proper documentation within five working days of the absence via this email excuse.committee@bmc.edu.sa.
- All general excuses, whether medical or not, **are NOT counted in the 25% of absence unless in some urgent cases as follows:**
 1. For medical emergencies of **five days or more**, students should attach medical reports which explain the case in detail in addition to the letter from Ministry of Health Platform.
 2. Submission of any Excuse should be within five working days from absence date.
 3. In the death of (Parents, siblings, spouse & children) the student may take five days off from the death date.
 4. In the death of (Grandparents) the student may take three days off from the death date.
 5. In the death of (Aunts and uncles) the student may take one day off from the death date.
 6. Proof of the relationship with a copy of the death certificate must be submitted within five working days.
 7. Maternity leave is ten days for a normal delivery and two weeks for a caesarian section.
 8. Paternity leave is three excused days.
 9. Elective surgery will not be considered as an accepted excuse.
 10. The student will be informed whether his/her excuse is accepted or not within five working days of the Excuse Committee meeting.

III- Absence from Quizzes, mid-term/block, Finals, Re-sit Exams or any other assessment: (Including Online Courses)

Excuses will be accepted in emergency cases only after being reviewed by Excuse Committee:

- 1- Submission within five working days.
- 2- Sick leave issued from emergency department through Ministry of



Health Platform.

- 3- Medical report from the hospital with detailed diagnosis might be requested.
- 4- The Committee has the right to request additional supporting documents.

➤ Missing Quiz/Mid-term/block Practical/Clinical or Final Exams:

1. If the student didn't attend a quiz/Mid-term/block, practical/clinical or final exam and does not have an accepted excuse, the grades will be marked as zero in the missing exam.
2. If the student didn't attend a quiz/Med-term/block, practical/clinical or final exam and has an accepted excuse from Student Excuse Review Committee, he/she may take a repeat exam.
3. The excuse must be submitted within **five working days** of the absence, or the missing exam will be marked as zero.
4. If the student didn't attend the final exam and does not have an accepted excuse, he/she may take the re-sit exam with maximum score of 60%.
5. If the student didn't attend the final exam and has an accepted excuse from Student Excuse Review Committee, he/she may re-take the re-sit exam after the end of each semester. The final grade will be out of 100% (including quizzes, assignments...)

Grading System:

Academic Standing	Mark	Letter Grade	Points (5)
Exceptional	95 – 100	A+	5.00
Excellent	90 – 94.99	A	4.75
Superior	85 – 89.99	B+	4.50
Very Good	80 – 84.99	B	4.00
Above Average	75 – 79.99	C+	3.50



Good	70 – 74.99	C	3.00
High Pass	65 – 69.99	D+	2.50
Pass	60 – 64.99	D	2.00
Fail	0 – 59.99	F	1.00