



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية العلوم | College of Science

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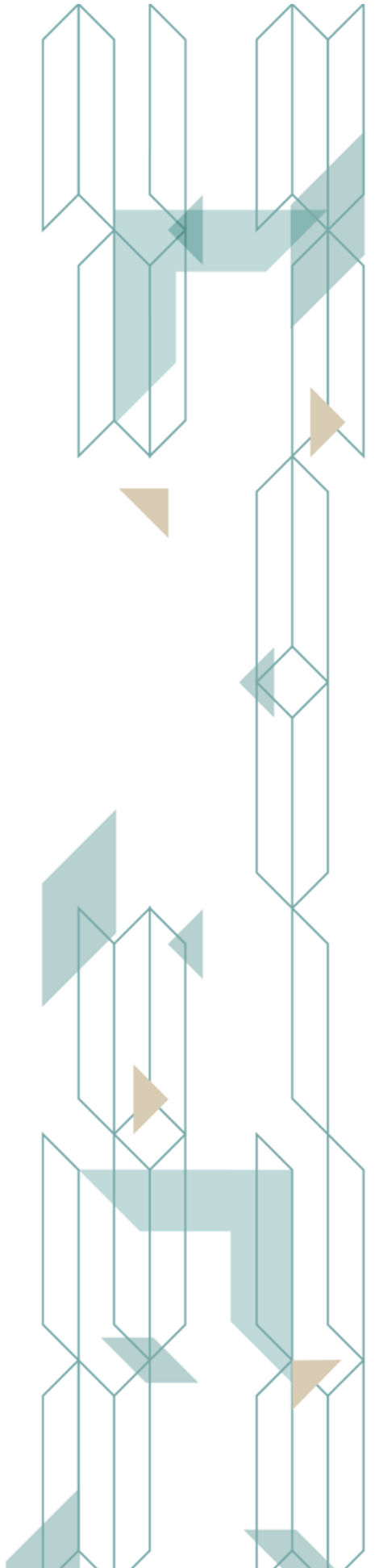
## Academic procedures at science college

- Student guide -

Second edition  
2024



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رَبِّ الْعَالَمِينَ



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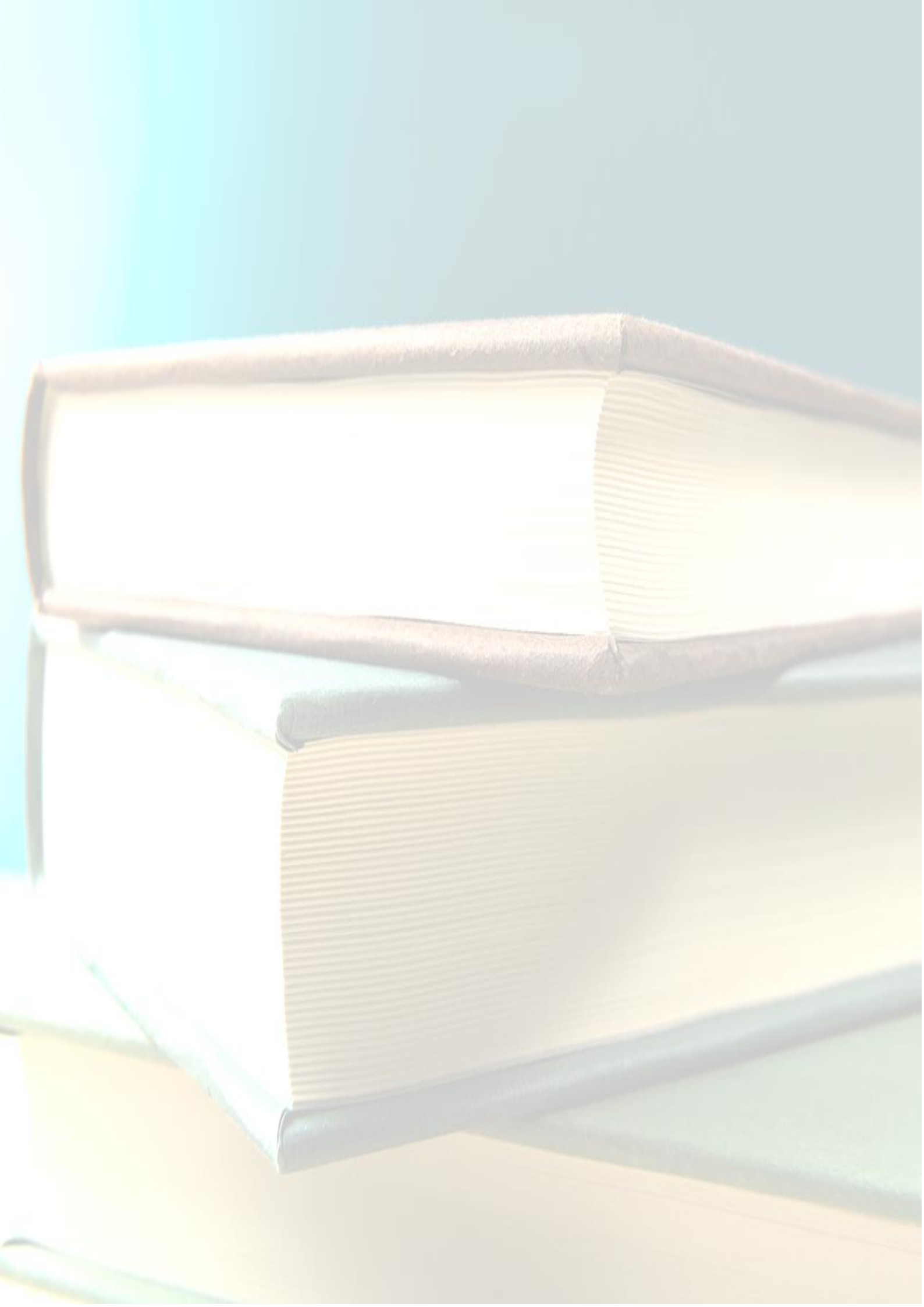
# Introduction



Based on the interest of the College of Science at Imam Abdul Rahman bin Faisal University in the students being a main component of the educational process, and to take their hands during their educational journey in the college to ensure its completion with all ease and smoothness, this is a comprehensive guide that contains all the information related to the academic life that contributes to supporting and assisting the student during this stage.

The guide demonstrates the study system, academic regulations and procedures at the university and college, and how to apply for each of them and when. It also encompasses everything related to academic advising, which has a major role in the success of the educational process as well as supporting the students. The guide addresses the advising mechanism, the concept of academic advising, its importance, the tasks and duties of the academic supervisor, and the rights and duties of the student.

Dear student, make this guide your companion throughout the years of your study at the college and until you, with God's help, achieve success. Always seek help from this guide to know the systems and take them from their reliable sources, and know that the college, with all its cadres, is created to facilitate your educational mission.





# **Chapter One**



## **Academic Supervision**

## Academic Terms

<b>Academic Year</b>	It consists of two semesters, to which the summer semester may be added, but students are not required to register for it.
<b>University ID</b>	It is a number indicating the university year in which the student was accepted in addition to the student's serial number for that year,
<b>Semester</b>	It is a period of time of no less than fifteen weeks to be devoted to the courses, not including registration periods or final exams.
<b>Study Plan</b>	It includes a group of compulsory, optional and free courses, which together form the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified specialization.
<b>Course</b>	The curriculum has specific objectives and content. It covers a subject for a full semester and distinguishes the course by name, number, and symbol .
<b>Academic Record</b>	It is an official document that shows the student's academic status, including the student's college name, major, academic status, courses he studied, number of study units, his grades in these courses, semester GPA, cumulative GPA, and academic warnings.
<b>University Requirements</b>	The group of courses that the university approves of teaching to all its students, which are courses that are consistent with the university's objectives.
<b>College Requirements</b>	A set of courses studied by all college students, regardless of their specializations.
<b>Specialization requirements</b>	It constitutes a group of courses that belong to one field of science and human knowledge, and is exclusively studied by students of one major in the college
<b>Academic schedule</b>	It is considered a contract that the student prints immediately after registration stating Courses for which registration has been made, including the name of the course, date of lectures (time - day - hall) and the student is obligated to attend them.
<b>Academic Supervisor</b>	He is the faculty member chosen by the academic department to guide the student in the process of registering the courses of each semester, and to follow his academic career from his entry into the university until his graduation.
<b>Adding and Dropping</b>	The student will have the opportunity, within just one week from the end of the registration period, to amend his registration in accordance with the college's approved coursework and within the limits of the permissible academic load.

<b>Discontinue Status Indicator</b>	It is an indicator given to the student if he does not register for any course during the specified registration period.
<b>Semester GPA</b>	It is the average grade of the courses that the student studied, whether successful or failing, in one semester. It is calculated as follows: The grades of each course are multiplied by the number of its approved hours, then the product is summed and divided by the total hours registered by the student in the semester. (Explained in Appendix 2)
<b>GPA</b>	It is the average grade of the courses that the student studied, passing or failing, until the last semester he completed his studies. It is calculated as the result of multiplying the grades of each course by the number of its approved hours for all the courses that the student studied in all semesters. Then, it is divided by the total credit hours for the semesters studied. (Explained in Appendix (2))

## Academic supervision

Academic supervision plays a crucial role in the educational system as it is an objective response to confronting the social, economic, and humanitarian variables at the heart of the system and its educational philosophy.

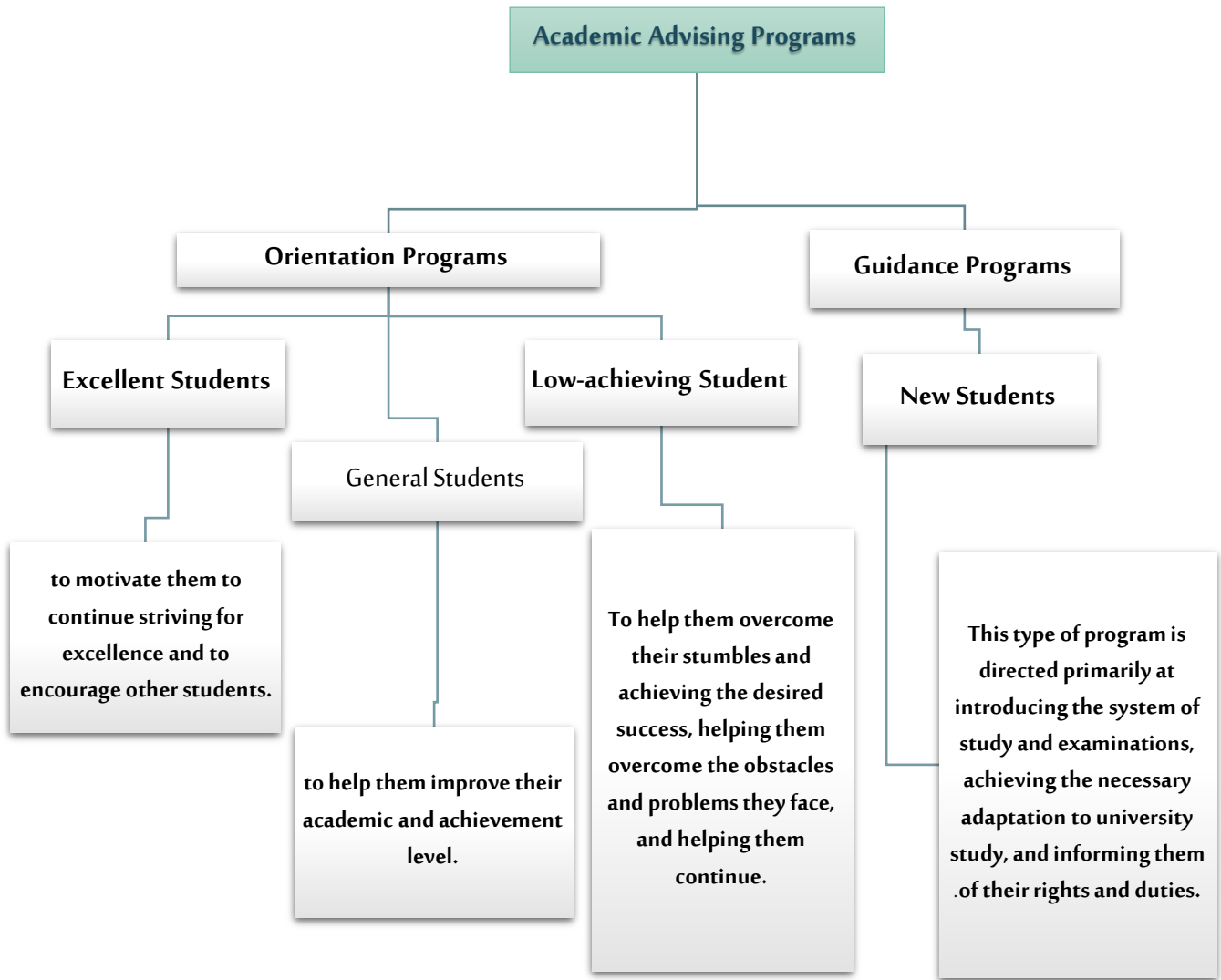
The system of academic supervision imposes responsibilities on both parties of the educational process: the educational institution and the student, and is integrated with the awareness and understanding of all parties; with the aim of directing the student to the most appropriate ways to achieve the desired success and adapt to the academic environment.

This goal is achieved through various guidance services, individual academic advising, advising programs, and consultations.

## Academic Supervision Objectives

- Prepare students to adapt to the academic life.
- Provide the students with the correct information about the college, educational policies, resources, and study programs.
- Enhance students' academic achievement.
- Provide effective advising and counseling service programs to students who have academic issues.
- Develop a program of care for low-achieving students.
- Provide social, financial, health, and psychological counseling services to the student through specialized units.
- Adopt an appropriate system to take care of the talented, gifted, excellent, and creative students.

# Academic Supervision Tools



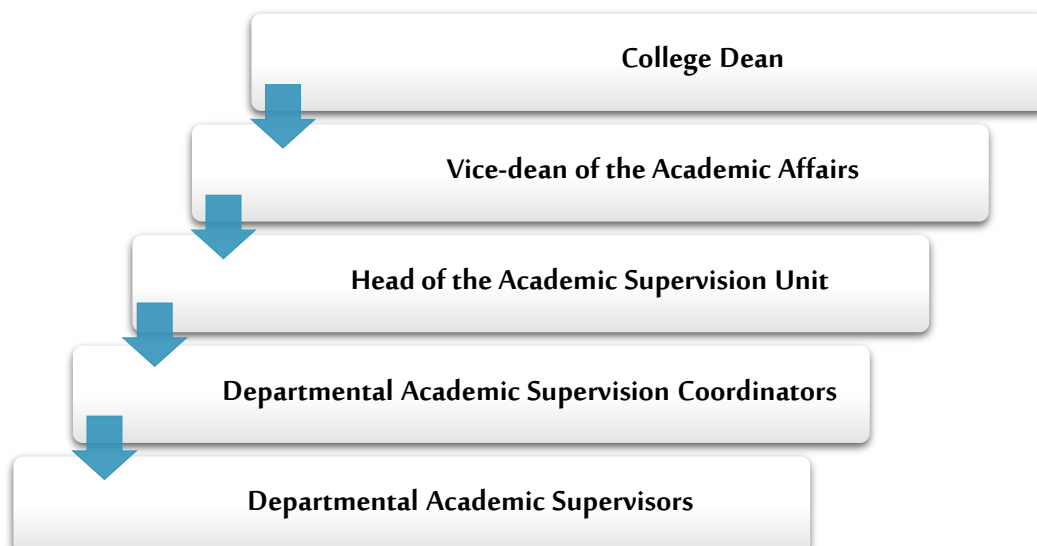
The student must have some necessary and important tools to make use of the guidance provided by the academic supervisor.

- Knowledge of the university's rules and regulations (study and exam regulations - behavioral control - policies and exams guide - rights and duties list...)
- Academic supervision guide (student)
- Electronic services (Email - SIS- LMS) .
- Academic Calendar (familiarity with registration dates, withdrawal, postponement, excuse .. )
- Program study plan
- College, university and graduation requirements.
- Academic record
- Follow-up report.
- Student schedule

## Academic Supervision Unit

The Academic Supervision Unit is concerned with providing support and guidance to college students. It works to develop their skills and encourage them to excel and be academically creative, to graduate in the specified period of time after they have acquired scientific experiences and practical skills that will provide them with the opportunity of getting a job.

## Organizational Structure



## Academic supervisor tasks and duties

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- Assisting students with course registration at the beginning of each semester, including adding and dropping courses.
- Ensure that the student's schedule is consistent with the program's study plan through the student's follow-up record in the system.
- Preparing the plan leading to the student's graduation in a way that suits his abilities within the specified time period.
- Allocate supervisory hours and add them to the student records system.
- Allocating supervisory hours to meet students and discuss the problems they face while studying, especially struggling students, and try to solve them through appropriate methods, such as proposing alternative exams or increasing teaching hours (extra lessons - office hours), or otherwise, to get them out of the state of stumbling.
- Discussing the appropriate options for the student in the next semester (registration, deletion, withdrawal, change of major, etc.).
- Closely monitoring the student's academic achievement in the subjects he is enrolled in and urging and encouraging him to work more diligently and praising him.
- Preparing a special file for each of the students entrusted with the task of supervising them, especially students who are struggling or who are expected to be struggling, so that it is easy to follow up on them and obtain their information through the records system (SIS).
- Helping students on how to make the most of the e-learning website (LMS).
- Urging students to participate in activities.
- Encouraging students and urging them to attend training courses and workshops provided by the Guidance Services Unit, the Deanship of Student Affairs, and the Graduates Unit.
- Urging and encouraging students to benefit from the library and manage time effectively (digital library).
- Introducing the services and support the university provides to students (financial support - student services), which contribute to completing their studies smoothly and conveniently.
- Supervising the student from the moment he enters college until graduation; To ensure that he completes the study plan within the regular period
- It provides the psychological and social counselor with brief information about the student's condition if needed
- Maintaining the maximum degree of confidentiality in organizing counseling sessions.
- Urging students to enter and benefit from the student support system.

- Adding office hours, reviewing office hours reserved for students, and responding to them in the student support system

## Student Rights and Duties

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### Rights:

- Discusses with the academic supervisor previous academic achievement, academic status, and work plan for the next semester
- Direct or electronic communication with the academic supervisor through all available channels.
- Providing assistance and advice regarding deletions and additions during the course registration period.
- Discuss with the academic supervisor everything related to his academic future.
- Providing guidance and guidance on an ongoing basis until graduation.
- All student files and information are treated with complete confidentiality and within the context of the requirements of the case.
- Introducing the services available at the college and university to benefit from them.

### Duties:

- The student bears full responsibility for his academic performance, as academic supervision is a tool for providing aid and assistance and overcoming obstacles and difficulties facing the student.
- View the college's directory and website to learn about the requirements of the department, college, and university and the study plan for the program
- Familiarity with the details of the academic calendar and critical dates related to registration, withdrawal, apology, etc.
- Knowing the academic supervisor, the dates of his supervisory hours, and the means of communicating with him (office, mail, phone).
- Regularly meet with the supervisor to consult about academic and professional goals, the program, and the study schedule, and to inquire about all aspects in which he finds ambiguity.
- Regularly meet with the supervisor according to the agreed-upon dates and commit to attending the meetings.
- Notifying the supervisor of any variables that may affect his academic performance (economic, health, social, and academic).

## Student support system

It is a system to support university students and support them in the areas of academic, psychological, and social guidance, additional lessons, recording and evaluating every activity in student activities through a unified electronic system, and providing the following electronic services:

- 1- Academic supervision (guidelines, regulations, forms, articles)
- 2- University guidance (workshops, events, training courses)
- 3- Learning Support Center (peer lessons - electronic resources)
- 4- Office hours (review and reserve office hours)
- 5- Student activities (College Durra Competition - University teams - Request to establish a club - Courses and programs - Activities and events)
- 6- Requests and complaints (enables the student to communicate with the college administration electronically and file any complaint or applicable proposal)



## Obtaining counseling services:

You can communicate with the unit through:

### 1. Academic Supervision Unit:



013-3337481



5B GF17



[csd.adu@iau.edu.sa](mailto:csd.adu@iau.edu.sa)

### 2. Academic Supervisor:

Live meeting:



Phone



Email:



### 3. Extension Services Unit:



Second floor, above the clinic complex,



013-333000

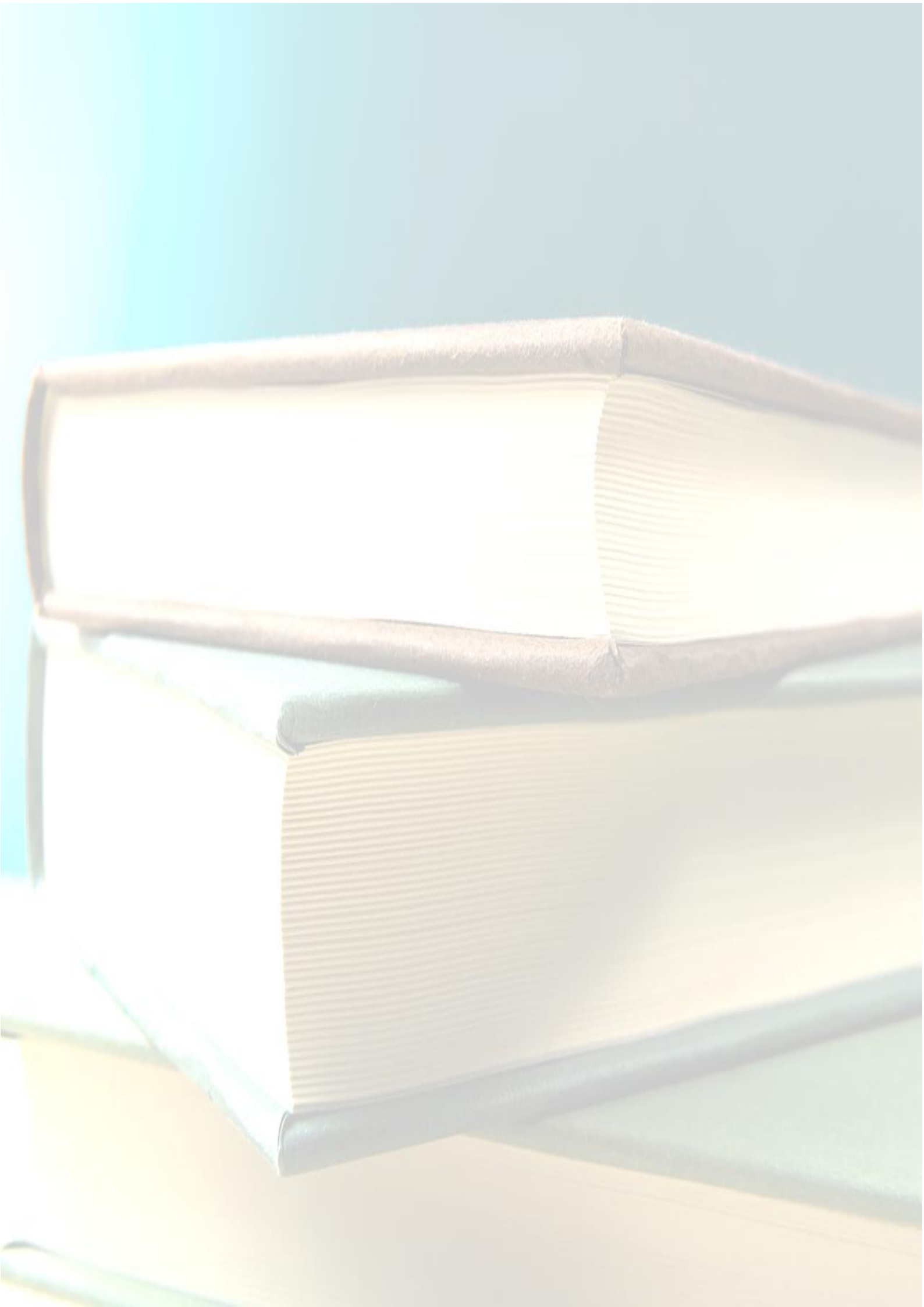


[cac@iau.edu.sa](mailto:cac@iau.edu.sa)

# Admissions



The College of Science at Imam Abdul Rahman bin Faisal University accepts new students after they meet the admission criteria outlined in Article Eleven of the Regulations for Study and Examinations, along with their respective Executive Rules. Prospective students apply for admission to the College via the university's electronic admission portal. Admission decisions are based on a comparison of applicants, evaluating their fulfillment of all admission requirements electronically. This assessment considers factors such as the weighted percentage of students and the absorptive capacity allocated to the College of Science track.



# Chapter Two



## Academic Procedures Guide

## Course Registration

### Registration :

It is an academic process that the university student commits to under the registration plan announced by the university and takes place at the beginning of each semester, where the student is committed to registering for the courses that he must study on his own, following his/her study plan, which guarantees his graduation during the duration of the program.

### Registration Conditions

The maximum academic load is determined according to the student's cumulative average according to the following table:

Maximum limit of credit units per term	Cumulative GPA
12 credit units	<b>Less than 2 Under Academic Warning</b>
15 credit units	<b>2.00 and less than 2.5</b>
as specified in the plan	<b>2.5 and less than 4</b>
20-23 credit units	<b>4 and above</b>

2- The student must register for no less than the minimum credit units per term, which is 12 credit units, as stated in the regulations for study and examinations for the undergraduate stage and their executive rules at the University Imam Abdul Rahman bin Faisal.

3- The Dean of the College or their authorized representative may grant exceptions to the maximum number of units for all categories mentioned in the table above in the following cases:

- a- Adding three academic units, if necessary, in the semester preceding the graduation semester
- b- Adding four academic units in the semester in which the student will graduate.
- c- Adding two academic units for students not included in paragraphs (A) and (B) above.

4- During the first week of the semester, the students are allowed to modify their registration in accordance with the approved study plan for the program and within the limits of the permissible study load. Anyone who does not register during this week is considered dropped out.

5- Students are not allowed to drop any of the College of Science track program courses throughout their studies

6- Student must register for courses at two levels below their academic level, and they are allowed to register for courses at two levels higher than their academic level when needed, taking into account that priority is given to registering for courses at their academic level.

7- If the student fails one or more courses in the semester system, they are obligated to re-study these courses.

8- Students are not allowed to combine the registration of academic courses with the practical training course for the college's programs, but the College Council has the right to make an exception in this regard.

9- The registration of students who do not meet the conditions for moving from one stage to another is processed by the college administration in coordination with the Deanship of Admission and Registration. This is to fulfill the minimum number of academic units, as much as possible.

10- Registration for the summer semester:


A. The maximum number of study units allowed to be registered during the summer semester is ten study units, with an exception for graduates who may register for a maximum of thirteen study units.


B. The student is allowed to drop and add courses during the summer registration period according to the time plan of the Deanship of Admission and Registration, taking into account the requirements of Paragraph (A) above.


C. The student is not allowed to cancel the summer semester or withdraw from a course except in cases of extreme necessity with the approval of the Dean of the College or their authorized representative.

**The following points must be considered when registering for courses:**

Adhere to the calendar of official procedures in the student records system as determined by the Deanship of Admissions and Registration for general controls.

 Admission and Registration >> Academic Calendar and Registration Plan >> Academic Calendar for the current year through the university website.

 To register for courses through the student records system, follow these steps:  
Student Records >> Electronic Services >> Registration

 • If the student does not register during this period, they are considered to have dropped out of school.

## Registration Instructions:

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### Before registration is available in the system:

- Ensure there is no conflict in the timing of the final exams for registered courses by reviewing the semester schedules and final exam schedules available at the College of Science: <https://tusc.site>
- Adhere to the college's registered study plan courses and the beneficiary section of the division. To ensure accuracy, refer to the correct class numbers listed in the registration tables: [tables link](#).
- Access the College of Science's [schedules link](#) to set up a basic schedule and an alternative schedule in case the departments are closed.
- Refer to the university's official website for information on the : (academic calendar, registration time plan, and [schedule link](#)).

### During registration:

- Begin registering courses from lower levels to facilitate the registration process.
- Choose the appropriate section if the course is two levels lower than your current level. You can find your current level by viewing it on your electronic services page. Withdrawal from these courses will not be allowed.
- Read the error messages carefully during registration to understand any issues.
- Submit electronic registration requests through the website.
- Remember, the presence of courses in the shopping cart does not mean they have been registered. You must complete the registration steps and ensure that your study schedule is confirmed on your page.
- If you submit a registration request, please follow up on the request until it is either rejected or accepted, and print your registration schedule afterward.
- Do not delete courses from the shopping cart, so you can apply (register) for them later.
- If a message appears stating "Seats are reserved," this indicates that the section is restricted to other sections or tracks. You must choose the section assigned to your section or track.
- Expanding a full division is not allowed if there is a vacant concurrent division.
- If there are any problems with registration during the registration period, the student must report the issue to the head of the academic advising committee in their department and follow up on the application status with them.

## After registration ends:

- Print the academic schedule and verify all registered courses.
- Attend all divisional courses that have been registered in the system and listed in the schedule.
- Verify the classrooms according to what is listed in the system, registration schedules, and the schedules link on the College of Science website.
- 

## Attendance and Deprivation:



1. A regular student must attend lectures and practical lessons. They will be prohibited from taking the final exams for any course if their percentage of absence exceeds 15% of the contact hours for the course during the semester.
2. The College Council or its authorized representative may lift the ban and allow the student to take the final exam if the student presents an acceptable excuse in the student records system within a week from the date of absence, provided that the percentage of the student's absence does not exceed 25% of the course's contact hours.
3. The monthly stipend will not be discontinued for eligible students if they receive grades in all registered courses in a semester that indicate irregular study, such as (deprivation, course withdrawal, course equivalency, or course exemption.)

Students will be deprived of taking the final exam if their attendance rate in lectures and scientific lessons falls below the required level (85%)

## Consequences include:

- Being assigned a grade of Deprived (DN), resulting in a course failure.
- Lowering the student's GPA.
- Receiving a deprivation indicator and being barred from attending lectures.
- Prohibiting withdrawal from a previously deprived course.
- The cessation of deserved awards when a "deprived" grade is recorded in all registered courses



## withdrawal of study (Apology)

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### withdrawal of study (Apology):

The process requires the student to submit an electronic request through the system to withdraw from all the courses they are registered for during the semester. This withdrawal does not result in failing grades, as it is due to the student's inability to continue studying, citing an excuse deemed acceptable by the college.

### Terms and conditions of withdrawal of Study (Apology):

1. A student in the College of Science track does not have the right to withdraw from continuing their studies in any semester of the academic year. However, the Standing Committee for Academic Follow-up may consider exceptional cases in accordance with approved conditions and regulations.
2. The student may withdraw from continuing studies in a semester without receiving failing grades based on the approval of the Dean of the College or their authorized representative, upon the recommendation of the academic supervisor. This withdrawal must occur before the end of the fourteenth week of the semester.
3. In exceptional cases, apologizing for continuing to study in the semester system after week 14 and before the start of the final exams for the same semester shall require approval from the Standing Committee for Academic Follow-up, upon the recommendation of the Dean of the College or their authorized representative.
4. The maximum number of times a student can withdraw from continuing studies is two semesters.
5. The period for apologizing during the semester or academic year is counted within the necessary period for graduation. However, withdrawing from studying during the summer semester will not be counted as part of the period necessary for graduation.
6. The Standing Committee for Academic Follow-up may, upon the recommendation of the Dean of the College or their authorized representative, grant the student only one exceptional opportunity to apologize.
7. Before a student's request to withdraw from studying in the semester is approved by the college, they must register for the courses and adhere to attendance requirements.
8. A student eligible for suspension from all registered courses is not permitted to request an apology for studying.



Admission and Registration >> Academic Calendar and Registration Plan >> Academic Calendar for the current year through the university website



To submit a request to withdraw from studying through the student records system by following the following steps:

Student Records >> Electronic Services >> Student Academic Status >> Apology

## Consequences:

- The student is assigned a grade of (W) in all courses registered in the academic schedule, with the grade not included in the calculation of the cumulative average.
- The period of withdrawal is calculated within the duration of study and the maximum graduation timeline.
- The reward will be suspended from the date the apology is approved.
- Once approved by the college, the application cannot be withdrawn.
- Apologizing for studying affects the student's regularity in the study plan and may impact the smooth registration of courses.

## Postponing Study:



Postponement entails the student submitting a request through the student records system at the beginning of the semester, while not registering for any courses in the semester to be postponed.

## Conditions:

1. Students in the College of Science track do not have the right to postpone studies.
2. The student should not enroll in any courses during the postponed study semester.
3. The maximum number of postponements allowed is two consecutive semesters or three separate semesters.
4. The postponement request must be submitted within two weeks from the beginning of the semester, according to the calendar of official procedures in the student records system determined by the Deanship of Admissions and Registration.
5. Female students accompanying their husbands on scholarship outside the Kingdom are allowed, as an exception and with the approval of the relevant college council, to postpone their studies for a maximum of two years after completing the allowed period for postponement through the student records system. This is contingent upon submitting proof of accompaniment from official authorities, with consideration given to changes in study plans or program closures. The possibility of the student's return depends on the continuity of the program's study plan.



- To access the Academic Calendar for the current year, visit the university website and navigate to Admission and Registration >> Academic Calendar and Registration Plan >> Academic Calendar.



- To apply for postponement of studies through the student records system, follow these steps: Student Records >> Electronic Services >> Student Academic Status >> Postponement.



- If a student is applying to postpone studies during the semester, they must register for courses and attend until their request is approved by the college.

### Consequences :

- Deferral classes are not counted towards the period necessary to complete graduation requirements.
- Enrollment will be closed if the postponement period exceeds 3 semesters.
- There's a limited number of hours that can be registered later due to the lack of guarantee that courses will be offered or that all requirements will be passed, potentially delaying graduation.
- Postponement cannot be undone after the request is approved.
- Bonus payments will be suspended from the date the postponement is implemented.

## The Difference Between Postponement of Study and Withdrawal of Study (Apology)

Differences:	Areas of Agreement:
<ul style="list-style-type: none"> <li>- Postponing Studies: The student must not be registered for any courses during the postponement semester.</li> <li>- Apology: The student must be registered for courses.</li> </ul>	Both involve pausing your studies with the intention to resume in later semesters.
<ul style="list-style-type: none"> <li>- The deadline for postponing studies is within the first two weeks of the semester.</li> <li>- The deadline for withdrawing from studies (apology) is from the third week to the end of the fourteenth week of the semester.</li> </ul>	Both require the student to submit a formal request through the student records system at the time announced by the Deanship of Admission and Registration.
<ul style="list-style-type: none"> <li>- Postponement is not counted within the regular period for graduation.</li> <li>- An apology is counted within the regular period for graduation</li> </ul>	The reward stops upon agreeing to either postpone or withdraw from studying.

**if a student does not attend the next semester, she is considered discontinued, and her enrollment will be closed**

**All requests for apology and postponement are** subject to review and approval by the college. Students are advised not to resort to either option unless they are completely unable to attend regular studies, as this will inevitably delay their graduation

## Specialization :

### Definition of specialization:

Specialization refers to the process by which a student, after successfully passing all the courses of the College of Science track program, is allowed to join one of the college's specialized programs.

### Specialization Conditions:

1. The student must successfully pass all first-year courses during the first year, including a summer semester if necessary.
2. The student must achieve a cumulative GPA of no less than 3 out of 5.
3. Admission is subject to the capacity of each program.
4. Differentiation between students is based on their cumulative GPA and the order of preferences listed in the system.
5. A student who does not pass the courses of the joint first-year program for colleges or the first foundation year at the college, or does not achieve the minimum average required for placement in the relevant colleges, will be provided with an academic record that includes the courses and grades obtained.



- According to the calendar of official procedures in the student records system determined by the Deanship of Admission and Registration for general controls.



- Admission and Registration >> Academic Calendar and Registration Plan >> Academic Calendar for the current year.
- Through the university website.



- From the main page of the student records system >> Choose electronic services >> Choose your desires >> Major options in the college >> Add a new value >> Produce >>
- Arrange your desires by selecting the section >> Save.

## Withdrawal from a Course

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### Definition of Withdrawal from a Course:

Withdrawal from a course refers to a student's decision to stop attending and studying one or more courses without being considered as having failed those courses.

### Conditions:

- 1- A student is not allowed to withdraw from any course in the first year (College of Science track).
- 2- A student may withdraw from one or more courses upon the recommendation of the academic supervisor, according to the following conditions:
  - a. The course must not be part of the College of Science track program.
  - b. Withdrawal must occur no later than the end of the eleventh week from the beginning of the semester, with the student receiving a grade of (A) or (W).
  - c. The number of remaining academic units must not be less than the minimum of 12 academic units.
  - d. The Dean of the College or his authorized representative may consider cases of withdrawal from one or more courses for students whose study load falls below the minimum after withdrawal or for those unable to register the minimum study load, upon the recommendation of the academic supervisor.
  - e. A student is not allowed to withdraw from a course from which they have previously withdrawn or been deprived unless an exception is made by the Academic Follow-up Committee upon the recommendation of the Dean of the College or his authorized representative.
  - f. A student is not allowed to withdraw from a course that will not be offered again due to changes in the study plan with no equivalent in the ongoing plans.
  - g. It is not permitted to withdraw from a course offered at a level two levels lower than the student's academic level.
  - h. If a student is registered for only one course, they do not have the right to withdraw from this course, but they may request to excuse themselves from the semester.

- i. A student is not allowed to withdraw from a course in the summer semester except in cases of extreme necessity with the approval of the Dean of the College or his authorized representative.
- j. A student is not allowed to withdraw from a course at the same academic level unless there is an acceptable excuse and approval from the Dean of the College for academic affairs.
- k. A student has no right to withdraw from an elective course after registration unless there is an acceptable excuse and approval from the Dean of the College for academic affairs.
- l. A student is not allowed to withdraw from more than two courses during one semester.

### **Consequences:**

The student obtains a grade of (W) for withdrawn courses, which are not included in the calculation of the GPA.

- Before the end of the eleventh week according to the calendar of official procedures in the student records system determined by the Deanship of Admission and Registration in accordance with general regulations Admission and registration >> Academic calendar and registration plan >> Academic calendar for the current year through the university's website.
- To apply to withdraw from a course through the student records system, follow the following steps: Student Records >> Electronic Services >> Registration Requests >> Withdrawal Form with attaching the Academic Advisor Form.
- The student applying to withdraw from courses during the semester must attend until his request is approved by the college.

### **Dropout**

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**Dropping out of school is defined as follows:**

A student does not register for any course without obtaining permission to postpone or apologize from the college.

In this case, the student is considered to have dropped out of school, and their enrollment is closed.

### **Reasons for closing a student's enrollment:**

- A student who does not register for any course in a semester is considered to have dropped out of study for that semester, and their enrollment is closed unless they submit a request for postponement.
- If a student is absent from all registered courses for a period of four consecutive weeks at the beginning of the semester, they are considered to have dropped out of school. Their enrollment is closed, a status of (Discontinued, or Absent) is recorded in their academic record, and a grade of (DN) is recorded for those courses. This semester is counted towards the period required for graduation, and the reward stops for those who deserve it. They may not return to study except with the approval of the Standing Committee for Academic Follow-up based on the recommendation of the College Council.
- A student visiting another university is considered to have dropped out if the results of the visiting semester's courses are not submitted no later than the second week from the beginning of the semester following the visiting semester.
- If the student submits a postponement request and the postponement period exceeds three semesters.
- Academically or disciplinary expelled.
- Withdrawn

### **Conditions for Re-enrollment for a Student Who Has Dropped Out of School for the First Time (Within Four Semesters):**

1- A student who has dropped out for the first time applies for re-enrollment using their number and record before the drop, and the application is considered by the Dean of the College or their authorized representative before the start of the final exams for the semester preceding their re-enrollment, in accordance with the following controls:

- a- Apply for re-enrollment within four semesters from the date of closing the enrollment.
- b- Submit the application through the student records system according to the academic calendar announced by the Deanship of Admission and Registration.
- c- For approval of the application, the student must be able to complete the graduation requirements after re-enrollment within the legally permitted period.
- d- Th. For approval, the study plan for the program is required to continue from the semester in which the student reached.
- e- A suspended student will not be re-enrolled if he has been academically dismissed.

### **Conditions for Re-enrolling a Student Who Has Dropped Out of School for the First Time if the Dropped Out Period Exceeds Four Semesters:**

1- The Permanent Committee for Academic Follow-up, based on the recommendation of the College Council, may re-enroll the student **if the period of dropping out exceeds four semesters**, according to the following conditions:

- a. The period of interruption shall not exceed six semesters and shall be calculated from the semester in which the student dropped out until the date they submit their request for re-enrollment.
- b. The interruption must be based on a legitimate reason as determined by the College Council.
- c. The student must have successfully passed 50% of the total number of units required for graduation in the program.
- d. The cumulative GPA should not be less than 2.5 out of 5 for programs that require 2 out of 5 for graduation.
- e. To approve the application, the student must be able to complete the graduation requirements after re-enrollment within the legally permitted period.
- f. Approval is conditional on the continuation of the study plan for the program from the previous semester for the student.

### **Conditions for Re-enrolling a Student Who Has Dropped Out of School for the Second Time:**

1- In the student's second dropout, the Standing Committee for Academic Follow-up may re-enroll the student, upon the recommendation of the College Council, in accordance with the controls set by the committee and applying the conditions mentioned above in points 1 and 2, depending on the duration of the break.

a. If a student's enrollment has been closed for four semesters or more and he does not meet the conditions for re-enrollment, he can apply to the university as a new student, without referring to his previous academic record, provided that he meets all the admission conditions announced at the time.



A student who has dropped out or withdrawn applies for re-enrollment at any time during the semester, and the application is considered by the Dean of the College or his/her authorized representative before the start of the final exams for the semester that precedes his re-enrollment.



Through the student records system.  
To apply for an internal transfer between university colleges, follow these steps in the student records system: Student Records >> Electronic Services >> Re-enrollment.



## Withdrawal from the University

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A student who has withdrawn from the university may apply for re-enrollment using his previous number and record for an excuse acceptable by the authority determined by the University Council. A student who has withdrawn from the university may be re-enrolled in accordance with the following controls:

- A. The student must not be on academic probation.
- B. He must not have withdrawn more than four semesters.
- C. The student must have passed all the first-year courses of the study plan and met the conditions for transfer to the second year, if any.
- D. The College Council must agree to re-enroll him after withdrawal.
- E. The withdrawal semester is counted within the regular period of the student's program.

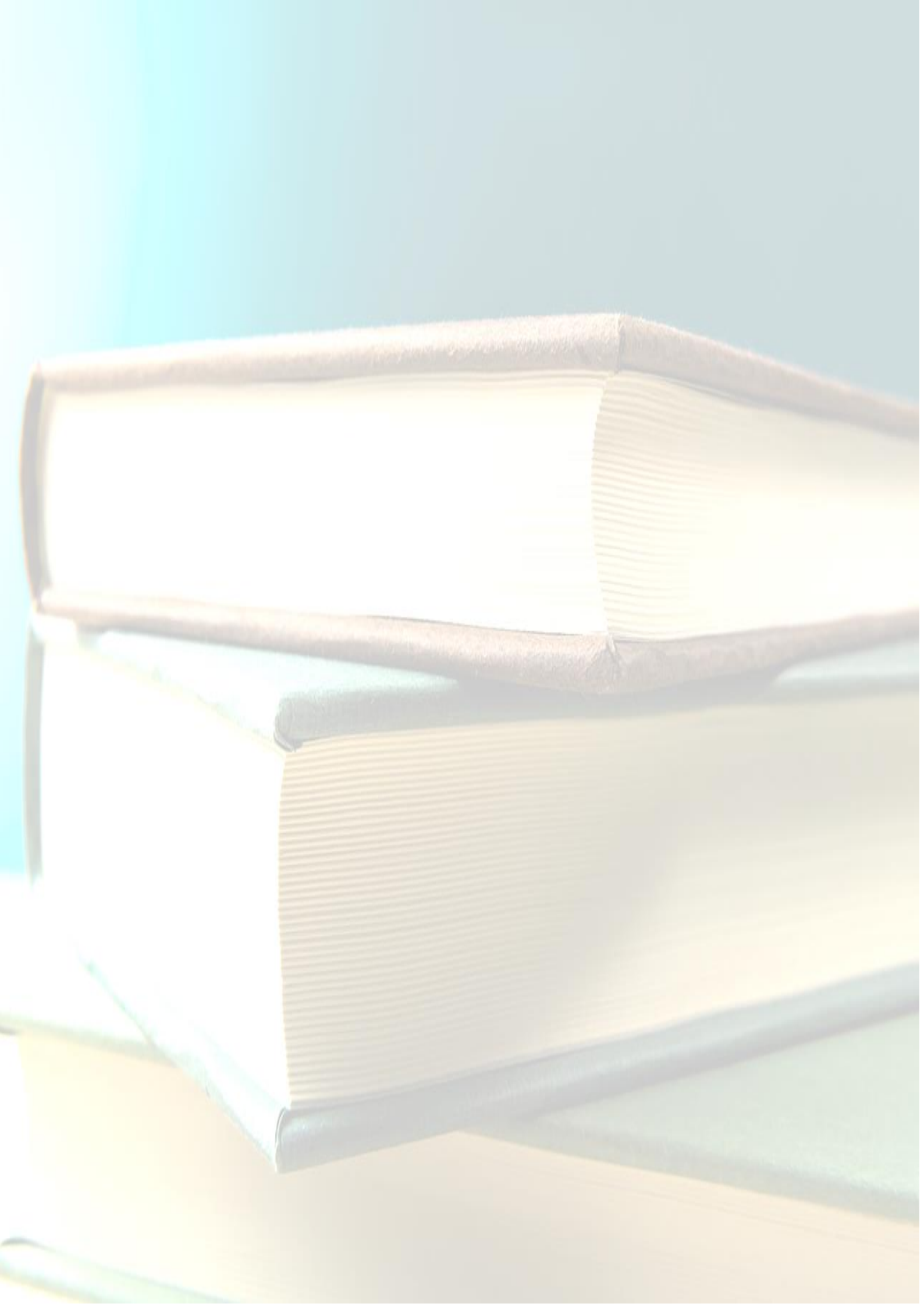
## Dismissal from the University

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**The student is dismissed in the following cases:**

- 1- If he receives at most three consecutive warnings for his cumulative average being lower than the average specified for graduation (not less than 2 out of 5). The Standing Committee for Academic Follow-up, based on the recommendation of the College Council, may give a fourth chance to anyone who can raise his cumulative average by studying the available courses according to the conditions mentioned in the study regulations and exams for the undergraduate stage and their executive rules at Imam Abdulrahman bin Faisal University.
- 2- If he does not complete the graduation requirements within a maximum period of half the period prescribed for his graduation in addition to the duration of the program. The Standing Committee for Academic Follow-up may grant the student an exceptional opportunity for one semester when he exceeds the maximum period for graduation, based on the college's recommendation.
- 3- The University Council, based on the recommendation of the Permanent Committee for Academic Follow-up, shall address the situation of students to whom Paragraph 2 applies by giving them an exceptional opportunity not to exceed two semesters in addition to the semester granted in Paragraph 2 if the student exceeds the maximum graduation period.
- 4- The summer semester is not counted among the semesters in which warnings are given to the student in the event of a drop in the average.
- 5- The student may be subject to final or temporary expulsion from the university if he violates the university's rules and regulations. This is issued by a decision of the university's Student Conduct Control Committee.
- 6- A student enrolled in the College of Science track will be dismissed from the university if he obtains a cumulative GPA of less than (3 out of 5) or does not pass all the courses by the end of the program.



# Chapter Three



## Transfers and Visiting

## Transfer from the university to another

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This is a process where a student transfers from their university to another university in accordance with specific regulations during a period of time determined by the university's Council.

Any other controls set by the University Council.

## Transfer from one college to another within the university

It is an academic movement undertaken by a student to transfer from the college in which he studies to another college within the university under certain conditions and controls and within a limited period of time by the University Council and announced through the official channels affiliated with that university.

### Transfer from a college at Imam Abdulrahman bin Faisal University to the College of Science.

Conditions for accepting the transfer to the College of Science from other colleges within Imam Abdulrahman bin Faisal University.

**The College Council may approve transfer requests from other colleges within the university in accordance with the following conditions:**

- 1- The student must have studied for an academic year and have been assigned grades for at least (24) academic units in the college from which he wishes to transfer after passing the first year program at the college.
- 2- He must not have dropped out of studies at the college from which he wishes to transfer.
- 3- The cumulative GPA upon transfer must not be less than (3.5) out of (5).
- 4- It is required that the program to which the student is transferred has the same academic degree as the student's current program.
- 5- Transferring between university colleges is only one time for the duration of his studies at Imam Abdulrahman bin Faisal University.
- 6- The student must submit a transfer request through the student information system and according to the timetable determined by the Deanship of Admissions and Registration.
- 7- A committee headed by the Dean of the College or the Vice Dean for Academic Affairs with the participation of two other members with experience in the College shall consider and respond to the transfer requests, and the College Council shall be informed of that.
8. The student has not passed (60%) of his study plan in the college from which he wishes to transfer.
9. To be accepted for transfer, a student must be able to complete the graduation requirements within the period legally permitted in the program he is transferring from.

10. Applications for transfer between university colleges are available annually after the end of the second semester of each academic year.
11. All grades and academic courses that are equivalent and non-equivalent for a student transferred from one college to another are recorded in the Transcript. Only grades for equivalent courses are included in the cumulative average, while grades for non-equivalent courses are not counted in the cumulative average.
12. The student must fulfill any other conditions determined by the College Council for the purpose of converting water.
13. Vacant seats in the required specialty.
14. Fulfilling the conditions for admission to the major to which you wish to transfer at the College of Science, as specified by the College Council, which are as follows:
  - a. Passing at least three scientific courses equivalent to the four scientific courses (general chemistry, general physics, general biology, calculus (1)
  - b. Passing courses equivalent to the scientific courses in the College of Science track and related to each of the College of Science programs is a condition for admission to those programs: ( Passing the general chemistry course to join the chemistry program. Passing the general physics course to join the physics program. Passing the general biology course to join the biology program. Passing the calculus course to join the mathematics program. )

**When the student is accepted into the College of Science, an equation is made to the course that the student studied outside the college in accordance with the following conditions:**

- 1 - The equivalency is done based on the recommendation of the relevant departments that offer these courses.
- 2- The content of the course required for equivalency from the student's university must match (75%) as a minimum to the vocabulary of the corresponding course in the college.
- 3- The student has the right to take a copy of the equivalency document after it is approved.
- 4- The student does not have the right to request the equivalence of other courses after a semester has passed.

## **Transfer procedures:**

1. Receiving transfer requests from within the university electronically through the student information system.
2. Study the status of the application and present it to the competent committee of the Vice Deanship for Academic Affairs to ensure that admission conditions are met.
3. Send an email to accepted transfer students stating the necessity of completing the electronic procedures and uploading the attachments, release form, and course descriptions.

## **Transferring from one major to another within the college**

It is an academic movement undertaken by the student to move from one major to another within the college in which he is studying, under certain conditions and controls, and within a specific period of time announced through official channels.

## Conditions for accepting transfer from one major to another within the college.

**The College Council may approve requests for transfer from one major to another within the college in accordance with the following conditions:**

- 1- The transfer must be made once throughout the duration of his studies in that college.
- 2- He is required to study a whole semester with no less than 12 academic units in the specialty from which he wishes to transfer.
- 3- The student has not passed (60%) of the courses for the specialization stage in his study plan in the program from which he wishes to transfer.
- 4- Application to transfer from one major to another is available within the college after the end of each semester.
- 5- Academic grades are recorded according to the calendar announced by the Deanship of Admission and Registration in each academic year. All academic grades and courses for the student transferring from one major to another are included in the cumulative GPA and recorded in the student's academic record.
- 6- To be accepted for transfer, the student must be able to complete the graduation requirements within the legally permitted period in the program to which you are transferring.
- 7- The student must meet the conditions for admission to the major to which he wishes to transfer, specified by the College Council, which are as follows:
  - a. Passing at least three of the four scientific courses (General Chemistry, General Physics, General Biology, and Calculus (1))
  - b. Passing the courses: Passing the general chemistry course to join the chemistry program, passing the general physics course to join the physics program, passing the general biology course to join the program, passing the calculus course to join the mathematics program.
  - c. The cumulative GPA must not be less than 3 out of 5 when a student transfers, the College Council may reconsider the average and raise it for some specializations according to the capacity of each specialization.
  - d. There are vacant seats in the specialty to which transfer is requested.
  - e. Comparison is made according to the students' cumulative GPAs and the order of their desires.

## Visiting

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Visiting student is one who studies some courses at another university or in a branch of the university, and the subjects he studied are equivalent to him according to the following conditions:

### First: Visiting from outside the university

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1. A distance learning student will not be accepted as a visiting student.
2. The visiting student must be a Saudi citizen or have a Saudi mother.

3. It is a condition for the visiting student to be accepted from outside the university that he must have spent a full academic year in the college to which he was accepted at his university.
4. The visiting student doesn't have an academic warning at his university.
5. Visiting procedures from outside the university are carried out through the Deanship of Admission and Registration through the student information system according to the specified timetable. In order to submit applications for a visit from outside the university, a letter from the Dean of Admissions and Registration at the student's university is required to be attached. It has to include the courses that he wishes to take at Imam Abdulrahman bin Faisal University and the official academic record stamped with a recent date from the Deanship of Admission and Registration at his university.
6. Visits are not permitted at the university for any of the College of Science track courses.
7. The national ID number for a student visiting from outside the university is an academic number that he uses during his studies at the university.
8. The university does not have any financial rights for visitors from outside.
9. External visits are available quarterly, except for the summer semester.

### **The documents required to submit a visit request from outside the university**

1. An academic record with a recent and official date, approved and stamped by the Deanship of Admission and Registration at his university. The academic record extracted from the student's account is not accepted.
2. A copy of the national ID, family record, or residence.
3. A letter or visit form with approval and approved by the Dean of Admission and Registration at the student's university addressed to the Dean of Admission and Registration at Imam Abdulrahman bin Faisal University to allow him to visit and mentioning the courses that the student wishes to study.

**Note: (It is scanned electronically and attached to the visit request)**

### **Visit procedures**

1. Receiving visit requests from outside the university electronically.
2. Ensure the presence of visiting courses in the application for approval in the academic schedule and approve the class numbers for them after they are approved by the Academic Advising Unit at the department.
3. Referral to the competent authority (the Advising Unit at the Academic Affairs Vice Deanship) to keep record of the courses that the visiting student from outside the university has studied after reviewing it and ensuring its authenticity.
4. After the end of the visit, the visiting student from outside the university receives the academic record after the approval of the result indicating the results of the visit's courses from the Admissions and Registration Department.

### **Finalizing the visit procedures for a student from outside the university.**

### **If the student obtains approval for the visit request:**

1. The student must complete the visit procedures and visit the college where he is accepted as a visiting student, according to the academic calendar of Imam Abdulrahman bin Faisal University.
2. The visiting student's national ID number is considered an academic number that he will use during his studies at the university.
3. After the end of the visit, the visiting student from outside the university receives the academic record of the result showing the results of the visit courses from the Deanship's Admission and Registration Department.

### **Second : Internal Visit**

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1. A distance education student is not accepted as a visiting student.
2. The student's college approval is required for the visit between the university's colleges, specifying the courses taught in the other college, which must be equivalent to the courses in the plan of the college in which the student is enrolled.
3. For a visiting student to be accepted between the university's colleges, he must have spent an academic year in the college from which he wishes to visit.
4. A university student is not allowed to study as a visitor within the university in any of the College of Science courses.
5. Visiting procedures between the university's colleges are carried out through the student information system according to the specified calendar
6. The student is considered a visitor in the subjects he registers in any of the university's colleges.
7. The visit must be during the university stage itself.
8. Grades for internal visiting courses are calculated within the student's cumulative GPA and recorded in the academic record.
9. The student can visit simultaneously in coordination between his college and the visited college to ensure that the times of weekly lectures and semester and final exams do not conflict.

### **Visit procedures:**

Visit requests are received from within the university electronically, and all procedures are completed through the student information system. The student is committed to attending lectures and fulfilling their requirements since his registration is accepted.

### **Third: The visit outside the university:**

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1. The study must be at a government university in the Kingdom, and the visit can be applied to private universities or colleges in the Kingdom, provided that it has full institutional accreditation from Education and Training Evaluation Commission. It is permissible to apply for a visit to one of the public or private universities from outside the Kingdom, provided that it is recommended on the list of the Ministry of Education.
2. The maximum total number of academic units that can be equivalent to a visiting student outside the university is (20%) of the total graduation units from Imam Abdulrahman bin Faisal University, and it is calculated within the total number of academic units that can be studied outside the university so that the unit of all equivalent courses



does not exceed (40%) of the approved units for the study plan, including equivalent courses from external transfer, a visit outside the university, or exemption courses.

3. The relevant department determines the courses that the student studies outside the university based on their equivalence with the courses of his study plan, and he is directed to study in an official letter from the Deanship of Admission and Registration to the other university based on the college's approval.
4. Equivalent courses are monitored with an equivalent grade (TR) in the academic record of the visiting student outside the university and are not included in the cumulative GPA, provided that his grade in the course is less than Good (c), and a grade (NF) is granted otherwise, which results in not granting honors.
5. The student's semester academic load is considered when agreeing on the number of course units that the student will study as a visitor at another university.
6. The controls for equivalency of identical courses are subject to the description of the content of the course that the student studied with the content of the course of the student's program at Imam Abdulrahman bin Faisal University, which is no less than (75%).
7. Visiting procedures outside the university are carried out through the student information system.
8. A university student in the College of Science track is not allowed to study as a visitor in any of its courses at another university.
9. The monthly remuneration will not be paid to a visiting university student, if he is eligible for it, unless he proves that he is regular in his studies at the university he visited and submits the results of the approved courses at the beginning of the academic semester following the visit. Otherwise, he is considered to have stopped studying, except for the summer semesters.
10. A regular student can study concurrently in coordination between a college and the college visited at another university to ensure that the times of weekly lectures and semester and final exams do not conflict, provided that he has prior approval from his college, specifying the courses he will study and the possibility of equating them.

### **Procedures for visiting outside the university:**

- 1- Receiving requests for visiting outside the university electronically.
- 2- Ensure that the requirements for the visit courses are completed by the competent authority in the Academic Affairs Vice Deanship before sending the student's application to the departments.
- 3- The student's equivalency form is issued by the competent authority at the Academic Affairs Vice Deanship (Admissions Unit).
- 4- Ensure that the equivalency percentage of any course description for a student in the College of Science is equivalent to (75)% as a minimum for the corresponding courses at the University of Visitation by the Equivalency Committee in the relevant department.
- 5- Approval of the equation on paper and electronically by the competent authorities.
- 6- After the end of the visit, the student's approved result is received from the university and her equivalency form is prepared and reviewed by the competent authority at the Vice Deanship for Academic Affairs.
- 7- The passed visit courses are entered as shown in the student's academic record by the competent authority in the admission unit.

- 8- Follow up on the student record system to ensure that the passed visit courses are included in the student's academic record, and submit the comments, if there is any, to the competent authority in the Deanship of Admission and Registration.
- 9- Final review of all Visit requests for the two semesters are submitted by the Admissions Unit of the College's Academic Affairs Vice Deanship before submitting the final report.

Submitting transfer or visit requests is done entirely electronically through the student information system.

The student must follow the university's website to find out the specific period for submitting the transfer and visit through the academic calendar approved by the Deanship of Admission and registration at the university.



# Chapter Four



# Exams

## The Exams

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- 1- The course descriptions in the study plan for each program determine the grades allocated for semester work; this includes practical or oral tests and the final exam grade, provided that the grade for the semester work is not less than 60% of the final grade for courses of a theoretical nature and 50-70% of the total course grades if the course includes practical or clinical tests, taking into account what is stated in Paragraph (3) below.
- 2- The grade for the semester work for the course is calculated according to what is stated in the course description approved by the relevant department councils, taking into account what is stated in the manual of policies and procedures for evaluation and examinations at Imam Abdul Rahman bin Faisal University.
- 3- Courses such as seminars, research, projects, and courses of a practical or field nature may be excluded from holding a final exam and from the provisions of the previous paragraphs, by a decision of the College Council based on the recommendation of the Department Council that is teaching the course. The College Council shall determine the mechanism for measuring student achievement in these courses.
- 4- The Deanship of Admissions and Registration announces the timetable for final exams in the university's academic calendar at the beginning of each semester.
- 5- It is not permissible for a student to be tested in more than two courses in one day, although the University Council may make an exception to this.
- 6- The student is not allowed to take the final exam after it begins, and the college dean for academic affairs may allow the student to take the exam up to half an hour after it begins once during the exam period.
- 7- Cheating on the test, attempting to cheat, or violating the instructions and rules for taking the test are matters for which the student will be punished, according to what is stated in the regulations governing student behavior at the university and approved by the University Council.
- 8- The College Council - based on the recommendation of the relevant department council - determines the duration of the final written exam, provided that it is not less than one hour and does not exceed three hours.
- 9- A student who is absent from the final exam will have a score of zero on the scheduled test. His grade in that course is calculated based on the grades for the semester work he obtained.
- 10- If a student is unable to attend the final exam in any of the semester subjects due to a compelling excuse, the College Council or its authorized representative may, in cases of extreme necessity, accept his excuse and allow him to take an equivalent alternative exam within a period not exceeding the end of the following semester, and in accordance with the following conditions:

- a. The student submits an excuse for absence from the final exam through the student records system, including proof of the reason for being absent from the test, within a period not exceeding one week from the date of the final test.
- b. The grade of the student who is absent with an acceptable excuse will be changed and he will be given the grade he obtains after taking the alternative test.
- c. If the student misses the alternative test without an excuse, he will be given a failing grade of (E) or (F) and a grade of zero.

## Cases in which a student can excuse him/herself from the final and mid-term exams:

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- 1- In the event of the death of a first-degree relative, a permit is granted for five days. In the event of the death of a second or third-degree relative, a permit is granted for three days. Please ensure to attach a copy of the death certificate to the college representative.
- 2- A birth report from any government or private hospital is acceptable for up to two weeks of absence.
- 3- If a student experiences loss of consciousness (fainting) during tests, permission can be granted based on the university doctor's or hospital report in case of a transfer.
- 4- Accompaniment to the hospital by a spouse, parent, or child is permissible for emergency cases only, as documented in the hospital report. Routine appointments do not qualify for permission.
- 5- One-day excuses or routine appointments outside of exam times will not be accepted.
- 6- Sickness certificates from government and private hospitals will be considered for surgery, hospitalization, or chronic diseases, subject to regular procedures and as per the hospital report.
- 7- Excuses for emergency cases documented by a government or private hospital, such as renal colic, high diabetes, bleeding, fractures, burns, or high temperature, require a detailed medical report for consideration. The college representative may verify the accuracy of the report with the issuing body.
- 8- Excuses for accidents will be accepted if reported at the time of the incident and during the official review.
- 9- Excuses for security-related reviews that necessitate the presence of the individual cannot be postponed or conflict with testing times

## Mechanism for submitting an excuse for absence via the student records system:

Log in to the student records system >> electronic services >> other >> submit an excuse for absence >> Add a new value >> Add >> Fill out the form

## Appealing Against Test Results



1. The student may submit a grievance request within one week from the date of the result announcement using the official re-correction request form in the College's Evaluation Quality Unit.
2. The council of the college teaching the course may, in cases of necessity, agree to re-correct the answer sheets within two weeks, provided the student is notified of the college's response.
3. The student's grade is updated and approved after modification in the student records system within a period not exceeding the beginning of the next semester's exams.
4. A student who has submitted two requests to review the correction of the final exam grade, and whose claims were not validated, is not entitled to submit another request in any course for an academic year.
5. Procedures for re-correcting answer sheets are carried out in accordance with the procedures and policies mentioned in the Manual of Evaluation and Test Policies and Procedures.
6. The student can file a grievance against the results of semester exams within a week of the result announcement using the official re-correction request form in the College's Evaluation Quality Unit.

### Appealing Against Test Results Conditions:

- 1- The student may not file a grievance to re-correct the test if he has previously submitted three requests to re-correct semester or final exams for courses he studied, and these requests were proven to be incorrect, and were saved for a period of two semesters.
- 2- It is not permissible to appeal the results of oral exams, performance tests, and projects if a committee of examiners participated in estimating the student's grades.
- 3- It is not permissible to appeal the result of the improvement test.

### Mechanism for Grievance Regarding the Grade of the Final or Semester Exam:

A. The student submits a re-correction request using the university's approved form (Form 6) during the announced grievance period to the college's deanship for academic affairs and pledges that the information contained therein is correct.

B. The form can be obtained from the College's Evaluation Quality Unit by emailing [csd.cqae@iau.edu.sa](mailto:csd.cqae@iau.edu.sa).

C. The student submits the form after filling it out via email to the College's Evaluation Quality Unit at the email address listed above within the specified period.

D. The application will be considered and accepted or rejected in accordance with the previous re-correction controls.

E. When the request is accepted, a department committee is formed and the student is summoned to review her paper and compare it with the model answer. If the student is convinced of the correctness of the correction, the student signs the model, and this request is counted as one of the re-correction requests submitted by the student.

F. If the student is not convinced, the committee will re-correct, provided that the committee completes its work within 5 working days from the date of its formation.

G. The new grade is approved by the Department and College Council, and the student is informed either in writing or via email, provided that the student signs it knowingly.

## Exams and Evaluation Procedures:

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Testing and evaluation procedures are crucial components of the educational process as they gauge students' achievements and academic progress. They also assess the effectiveness of learning and the extent to which educational goals are met.

### Final Test:

- Conducted at the end of each semester.
- May include written, oral, and practical components.

### Alternative Test:

- Administered for students with acceptable excuses for missing the final or semester exam.
- The obtained grade is recorded, and the student's overall grade is adjusted accordingly in the following semester.

### Evaluation Calendar:

Evaluation extends beyond grading and aims to measure program and course learning outcomes. It informs teaching strategies and provides feedback for improvement.

### Student's Role and Responsibilities in Evaluation:

- Actively participate in evaluation tasks and activities.



- Complete evaluation requirements on time.
- Conduct evaluation tasks honestly.
- Adhere to test schedules, regulations, and guidelines.
- Provide feedback on evaluation tasks through questionnaires.

### **Student's Responsibilities During Exams:**

- Familiarize themselves with test dates and locations.
- Arrive at least ten minutes early.
- Bring their university ID card.
- Enter the examination hall on time; late entry may be permitted under certain circumstances.
- Remain in the exam hall until half the time has passed.
- Refrain from speaking or communicating with other students during the test.
- Obtain permission before leaving the test location temporarily; emergencies may allow for temporary leave with an escort.
- Female students are not allowed in the examination room to wear the abaya, niqab, or any clothing that prevents identity verification or allows cheating, as well as sunglasses and colored glasses

### **Prohibited Materials in Examination Halls:**

- Textbooks, dictionaries, notes, or any documents containing information.
- Mobile phones or any communication devices.
- Personal items, except for tools required for tests.
- Drafts or scratch paper.

### **Cheating During Tests:**

- Cheating, attempting to cheat, or violating test instructions and rules, including possessing communication devices, will result in disciplinary action.
- Copying answers from other students, books, laptops, or using mobile phones to access information is strictly prohibited.
- Any student caught cheating must leave the examination hall under the supervision of the proctor, who will document the incident.
- If the proctor observes disruptive behavior from the student cheating, they may allow the student to remain seated while documenting the incident on the cheating report form. The case will then be referred to the college dean for further action, potentially involving the subcommittee for behavioral control.

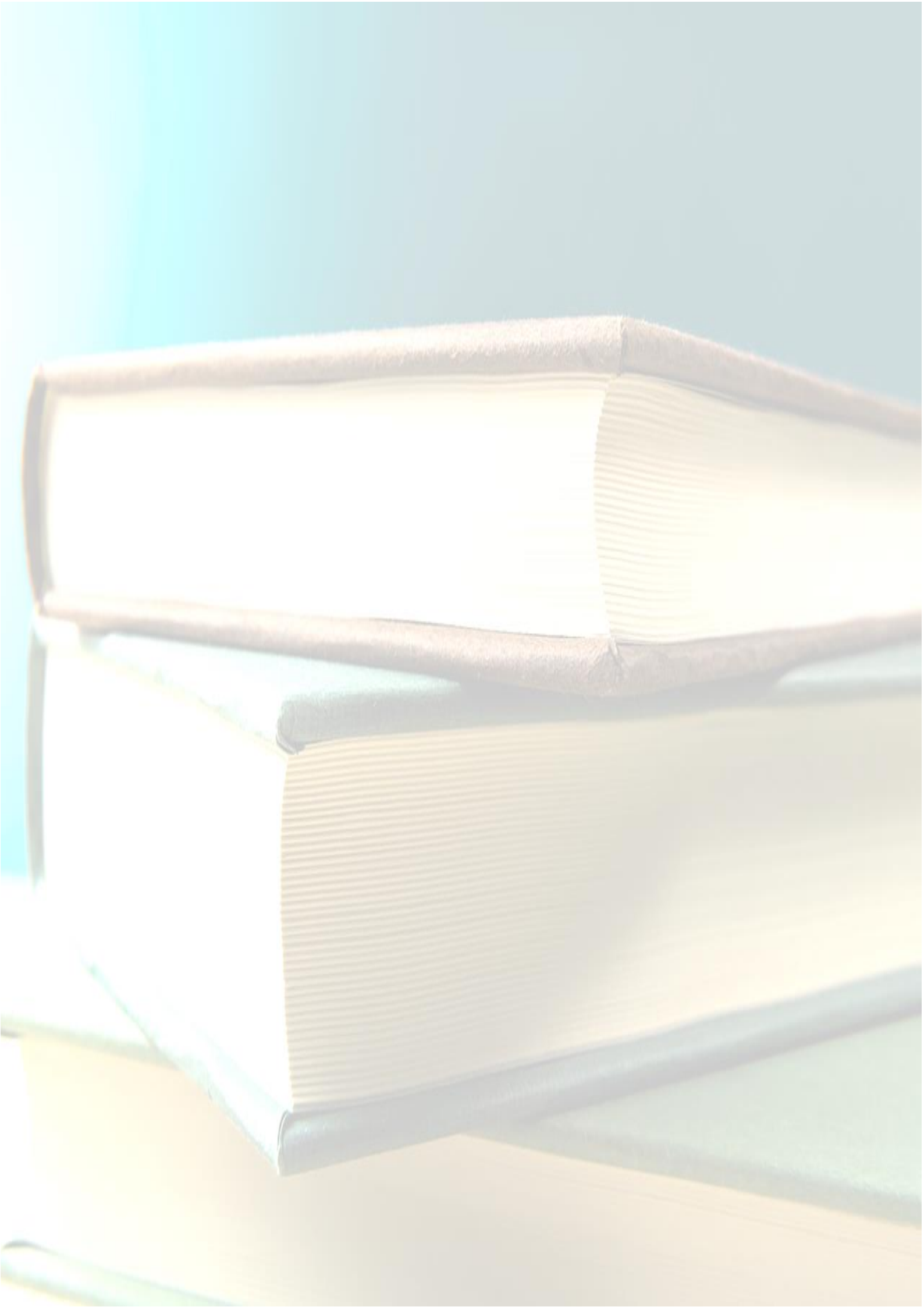
- Punishments for cheating are imposed following an interrogation and consideration of the student's statements, adhering to the progression of punishments outlined in Article 15 of the Student Conduct Regulations.

## **Excuses and Exceptions:**

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- If a student is absent from the final exam, they will receive a zero grade. The course grade will be determined based on the grades for the semester work, as per Article Eleven of the Study and Examinations Regulations.
- In cases where a student is unable to attend the final exam due to a compelling excuse (as outlined on page 43), the College Council may accept the apology if deemed necessary. The student will then be allowed to take an alternative exam by the end of the following semester, and their grade will be based on their performance in this exam.



# Chapter Five:



# Graduation

## Graduation:

**Graduation** is defined as the successful completion of all academic requirements stipulated in the study plan, ensuring that the student's cumulative GPA meets or exceeds the minimum threshold required for graduation from the program.

## Graduation Requirements:

1. **Completion of Study Plan:** A student graduates upon successful completion of the graduation requirements outlined in the study plan, provided the cumulative GPA is at least 2 out of 5.
2. **Improving GPA:** If a student's cumulative GPA falls below the required average for graduation, the student must enroll in additional courses outside the original study plan to improve the GPA to meet the graduation standard.
3. **Certificate Issuance:** Each graduate receives a certificate in both Arabic and English.
4. **Replacement Certificates:** In the event of a lost certificate, a replacement can be issued under the following conditions:
  - The student must submit a request to the Deanship of Admission and Registration, completing the relevant form.
  - The replacement certificate will be stamped with the phrase "replacement for a lost certificate" by the Deanship of Admission and Registration.

## Honors

### First Class Honours:

- Awarded to students with a cumulative GPA of 4.75 to 5 upon graduation.

### Second Class Honours:

- Awarded to students with a cumulative GPA of 4.25 to less than 4.75 out of 5 upon graduation.

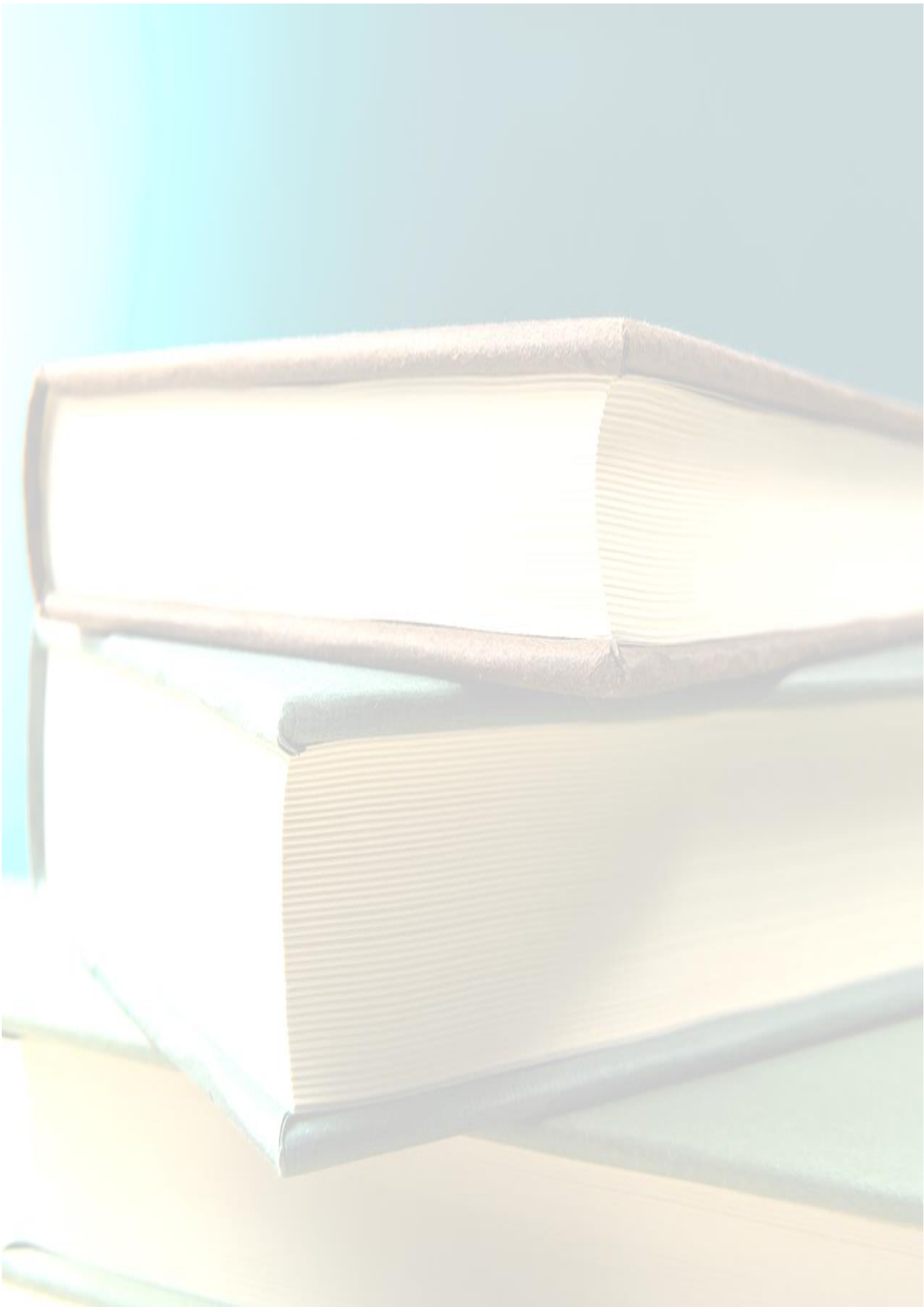
### Conditions for Obtaining First or Second Honours:

1. **Course Failures:** The student must not have failed any course taken at the university or another institution, including courses taken as a visiting student or as a transfer student.

- If a visiting course taken at another university results in a failure, it will be recorded as “Fail without a grade” (NF), disqualifying the student from receiving honors.
2. **Completion Period:** The student must complete graduation requirements within an average time frame between the minimum and maximum graduation periods.
  3. **Disciplinary Record:** The student must have no disciplinary actions recorded against them during their studies at the university.
  4. **University Credits:** The student must have completed at least 60% of the graduation requirements at the university from which they will graduate.

### Duration of Study in College Programs and Eligibility for Honors:

Duration of Study in Years	Program Duration in Semesters	Eligibility for Honors in Semesters	Maximum Graduation in Semesters
5 years	10 semesters	13	15
4 years	8 semesters	10	12



# Chapter Six



## Student Services



## Student services

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Student services are concerned with providing students' non-academic needs through various facilities and services, food, office, and others. It is also concerned with everything that would enhance the student's environment with high quality through its following units and centers:

### Nutrition unit

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- Provides appropriate food options and the latest in food services.
- Ensures high quality and safety standards in meal preparation.
- Identifies additional nutritional service needs and works to implement them.
- Develops and improves food services by surveying students' opinions via electronic questionnaires, providing a clear vision and proposals for improvement.

#### Food service locations:

- Nutrition Center restaurants in the Colleges of Science and Education, opposite the outpatient clinics.
- College of Arts Nutrition Center restaurants next to the College of Arts female employees' portal.
- Cafés in college halls and the common hall.
- Self-checkout machines are distributed inside college halls and buildings.

#### Our Locations:

- Office of the Nutrition Unit for the Nutrition Center of the Faculties of Science and Education, located inside the Center building, first floor.
- Office of the Nutrition Unit of the College of Arts Nutrition Center, located inside the center building.

Working hours: 8 am - 2 pm

## University Book Selling Center

Sells textbooks for curricula in coordination with the colleges (Arts, Science, Education) and offers various scientific and cultural books.

#### Our Location:

The center is located in the College of Arts hall, next to the Nutrition Center in the College of Science.

Working hours: 8:30 am - 2:30 pm

## **Student Lockers Unit**

Supervises the process ensuring female students benefit from personal lockers.

Our Location:

The locker rental office is located in the common hall (right).

Working hours: 8 am - 12 noon

## **Day Care Time Center (Nursery)**

Supervises services at the Time Day Care Center (nursery), ensuring all necessary requirements for students' children are met with the highest standards of quality, health, and safety.

Our Location:

The nursery is located in the Education Building (1).

Working hours: 7 am - 2:30 pm

## **University Transportation (Buses)**

Announces service start and stop times, bus movement times on school days, and bus movement times during the testing period.

## **Social Services**

Provides subsidies and advances.

## **Security and Safety Services**

- Maintains the security of employees and all facilities.
- Supervises the availability of all safety requirements.
- Manages university card issuance services.
- Handles permits and lost and found services.



# Chapter Seven



## Student Fund

# University Student Fund

The University Student Fund is a crucial facility within the Deanship of Student Affairs, directly addressing students' financial needs and special requirements. Established under regulations approved by the Supreme Council of Saudi Universities on 07/26/1398 AH, it functions as a student social association with financial and administrative independence, overseen by a board of directors linked directly to the university president and monitored by the General Audit Bureau.

## Fund Purposes:

- Student subsidies and loans.
- Student employment programs.
- Investment of the Fund's money in developing resources and services for students, such as canteens, printing, copying, and providing office and scientific tools.
- Contribution to the development of student activities.
- Support for student activities and the provision of prizes.

## Programs Offered by the Fund:

### 1. Salaf Program (Loan Program)

Through this program, loans are provided to students and deducted from their monthly stipends through the Rewards Department of the Deanship of Admission and Registration.

#### Conditions and Controls for Requesting an Advance:

- 1- The student must be a regular university student during the semester in which they apply for the loan.
- 2- The student must be one who receives rewards.
- 3- The reasons for requesting the advance must be convincing to the Deanship of Student Affairs.
- 4- The student must not have any outstanding advance payments and must not have received any aid during the same semester.
- 5- Supporting documents for the need for an advance must be attached.
- 6- Advance application forms must be filled out.
- 7- The student must apply in person and cannot be represented.
- 8- Exemption from the advance repayment requires approval from the Student Fund Board of Directors, which may take all necessary measures to recover the advance from the student.

## Documents Required:

- Copy of the university student card.
- A copy of the civil status card.
- Documents proving the student's need for an advance.

## Additional Condition Based on Cumulative GPA:

**First Category:** A GPA above 3.00 can receive up to 3,000 riyals.

**Second Category:** GPA 2.75 to 3.00 can receive up to 2,500 riyals.

**Third Category:** GPA 2.51 to 2.74 can receive up to 2,000 riyals.

**Fourth Category:** GPA 2.00 to 2.50 can receive up to 1,500 riyals.

**Fifth Category:** Students with special needs can repay the advance during the disbursement semester.

## Repayment Controls:

- Based on hours studied and the expected graduation date.
- Installments are paid at a rate of 10% of the advance, with a maximum of 10 installments.

## 2. Subsidy Program

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Provides aid to university special needs students, including lump sum aid and aid for those with special needs. The value of the aid varies based on individual needs and supporting documents.

### Conditions and Controls for Requesting Aid:

- 1- The student must be registered during the semester in which they apply for aid.
- 2- The reasons for applying must align with the controls regulating aid disbursement.
- 3- The student must apply in person and cannot delegate.
- 4- Official documents proving the need for aid must be attached.
- 5- The student must not have received aid during the same semester.
- 6- A student can receive aid up to three times during their regular study period.
- 7- Priority is given to those who have not previously received aid.
- 8- The Fund Board's management may make exceptions as needed.
- 9- Aid will be canceled if the student does not collect it within two weeks of approval.

## **Basic Documents Required:**

- Aid application form.
- A letter requesting aid.
- A copy of the national ID.
- A copy of the university card.
- Identification certificate.
- Academic registration.

## **General Controls for Subsidies:**

- A social researcher will study the student's case.

The student must be eligible for the subsidy.

## **Controls for Disbursing Aid to Special Needs Students:**

### **If the student receives a reward:**

- Breadwinner deceased or no income: 2,500 riyals.
- Breadwinner with low income: 2,000 riyals.

### **If the student does not receive a reward:**

- Breadwinner deceased or no income: 3,000 riyals.
- Breadwinner with low income: 2,500 riyals.

## **Special Cases:**

The Student Fund Board of Directors may adjust the amount in certain special cases.

## **Examples of Circumstances for Aid Disbursement:**

### **Traffic Accidents:**

- Request aid within 15 days of the accident.
- Provide proof of the accident.
- The applicant must be present in person.

### **Required Papers for Traffic Accidents:**

- Traffic accident report in the student's name.
- Repair invoices or an official report from the Sheikh of the exhibition dealers certified by the Traffic Department.

## **Treatment Aid:**

- The student must submit a request for aid within (30) days of the procedure.
- Bring proof of the student's health condition from the university's health center (see the required official documents). The operation or treatment cannot be obtained from university or government hospitals.

## **Documents required to be attached to treatment:**

- Medical report on the student's condition.
- Official invoices for treatment costs.

## **1- Providing Medical Equipment for Students with Special Needs:**

- Bring proof of the student's health condition (see official papers).
- The student must be present, or someone on his behalf must be represented by an authorization signed by the student.

## **Required Documents for Medical Equipment:**

- Medical report on the student's condition.
- Official invoices for the cost of the required medical device.

## **Student Employment Program:**

This program aims to develop student's skills and provide them with experience in administrative and technical work within university departments. It also allows university sectors to benefit from student labor.

### Program Controls:

#### Eligibility:

- Priority is given to students with financial need who have not previously worked in the program.
- Students who have worked three times previously at the university are not eligible.

#### Employment Conditions:

- Students are not allowed to combine two employment opportunities during the semester.
- The number of working hours per entity should not exceed the specified limit.
- Student working hours should be between 40 and 80 hours per semester.
- Daily working hours should not exceed 3 hours.



### **Employment Process:**

- Students are nominated for employment through their college in coordination with the Deanship of Social Affairs.
- Employment lists are sent to the Deanship of Student Affairs for approval.
- Students' dues are paid immediately after the employment period ends.
- Operating statements and attachments must be submitted two weeks before the semester ends; delays result in the postponement of dues to the following semester.

# Appendices



*Appendix (1): Estimates*

*Appendix 2: Calculating the semester and cumulative GPA*

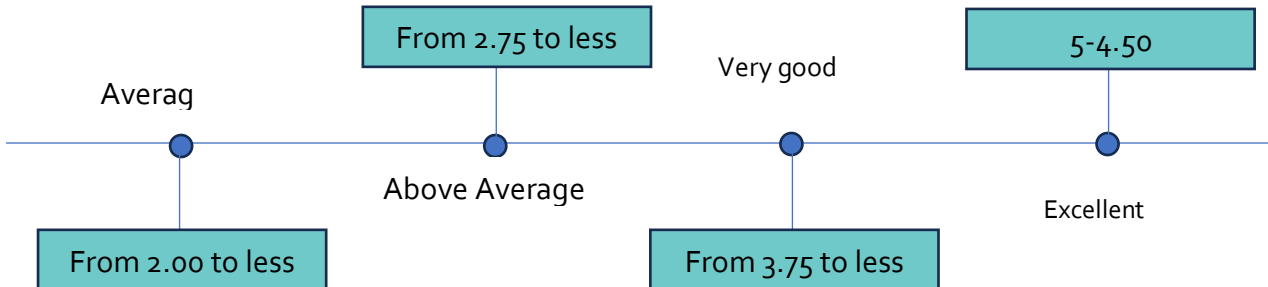
## Grading codes for courses in the student's academic record:

<i>Percentage</i>	<i>Rating</i>	<i>Rating code</i>	<i>Rating weight of (5)</i>
<i>100-95</i>	<i>Excellent</i>	<i>A+</i>	<i>4.75- 5.0</i>
<i>90 to less than 95</i>	<i>High Excellent</i>	<i>A</i>	<i>Less than 4.5 – 4.75</i>
<i>85 to less than 90</i>	<i>Very good</i>	<i>B+</i>	<i>Less than 4.5 – 4.0</i>
<i>80 to less than 85</i>	<i>good</i>	<i>B</i>	<i>Less than 4.0 – 3.5</i>
<i>75 to less than 80</i>	<i>Above Average</i>	<i>C+</i>	<i>Less than 3.5 – 3</i>
<i>70 to less than 75</i>	<i>Average</i>	<i>C</i>	<i>Less than 3.0 – 2.5</i>
<i>65 to less than 70</i>	<i>Below Average</i>	<i>D+</i>	<i>Less than 2.5 – 2.0</i>
<i>60 to less than 65</i>	<i>Poor</i>	<i>D</i>	<i>2.0</i>
<i>Less than 60</i>	<i>Fail</i>	<i>F</i>	<i>1.0</i>
<i>-</i>	<i>Denie</i>	<i>DN</i>	<i>1.0</i>
<i>-</i>	<i>Failing without a grade</i>	<i>NF</i>	<i>-</i>
<i>-</i>	<i>Passed without a degree</i>	<i>NP</i>	<i>-</i>
<i>-</i>	<i>Transfer Credit</i>	<i>TR</i>	<i>-</i>
<i>-</i>	<i>In complete</i>	<i>IC</i>	<i>-</i>
<i>-</i>	<i>In progress</i>	<i>IP</i>	<i>-</i>
<i>-</i>	<i>Withdrawal</i>	<i>W</i>	<i>-</i>
<i>-</i>	<i>exempted</i>	<i>E</i>	<i>-</i>

### Appendix (1): Estimates



## Appendix 2: Calculating the semester and *cumulative GPA*



**Points = Number of Units for the Course \* Weight of the Grade**

**Semester Average (GPA) = Total Points in the Semester / Total Number of Hours  
(Credit Hours) in the Semester**

**CGPA =  $\frac{\text{Total previous points} + \text{Total points in the current semester}}{\text{Total previous hours} + \text{Total hours in the current semester}}$**

# Communication guide

## College of Science departments

<i>Ext</i>	<i>Email</i>	<i>Departments</i>
37069	<i>md.sci.dam@iau.edu.sa</i>	<b>Mathematics</b>
37089	<i>Pd.sci.dam@iau.edu.sa</i>	<b>Physics</b>
37354	<i>Chd.sci.dam@iau.edu.sa</i>	<b>Chemistry</b>
37230	<i>Bd.sci.dam@iau.edu.sa</i>	<b>Biology</b>

## Academic Affairs units:

<i>Ext</i>	<i>Email</i>	<i>Unit</i>
37481	<i>Csd.adu@iau.edu.sa</i>	<b>Academic Supervision Unit</b>
37441 - 37244	<i>Csd.ru@iau.edu.sa</i>	<b>Registration Unit</b>
37119 - 37017	<i>Csd.au@iau.edu.sa</i>	<b>Admissions Unit</b>
37134	<i>Csd.eu@iau.edu.sa</i>	<b>Testing Unit</b>
37018	<i>Csd.cqae@iau.edu.sa</i>	<b>Evaluation quality unit</b>
37277 - 37345	<i>Tu.sci.dam@iau.edu.sa</i>	<b>Tables Unit</b>
37238	<i>Eu.sci.dam@iau.edu.sa</i>	<b>E-Learning Unit</b>
37092	<i>Csd.gpu@iau.edu.sa</i>	<b>Graduation Projects Unit</b>
37173	<i>Csd.sau@iau.edu.sa</i>	<b>Student Activities and Services Unit</b>
37362	<i>Vdta.scd@iau.edu.sa</i>	<b>Field Training Unit</b>



***The Guide Was Approved By***

***The College Council No. (5)***

***On 1/5/1445 AH***





جامعة الإمام عبد الرحمن بن فيصل

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية العلوم | College of Science