



**Majmaah University**  
***College of Computer and Information Science***  
**CCIS**

**College Policies, Procedures, and Roles**

# General Information

## Section Contents

1. Introduction .....
2. Instructional Philosophy.....
3. Collegiate Memberships and Affiliations.....
4. Public Service
5. Campuse.....
  - Description of Facilities
  - CCIS, Majmaah University Campus

## **1. Introduction**

College of Computer and Information Science (CCIS), Majmaah University, is an institution of higher learning. The student body is diverse, including recent high school graduates, and international students. The mission of Majmaah University is to prepare students for rewarding careers by providing quality educational programs that meet the changing needs of employers in high-demand industries. In order to meet this mission, CCIS offers a variety of bachelor programs in emerging and high employment demand fields. To meet the needs of a diverse community of learners, CCIS provides education that balances technical, professional, and critical thinking components. In pursuit of this mission, CCIS seeks to ensure:

- Student's career goals are met by matching students with appropriate programs of study,
- A quality learning experience by employing faculty committed to learning and who demonstrate excellent teaching skills,
- Relevant curricula through input from the advisory boards,
- Student success through a comprehensive support program including academic assistance, and other student services.

## 2. Instructional Philosophy

The face and climate of today's business world is changing rapidly. Economic growth and the constantly changing needs of modern industries can provide exciting and challenging opportunities for qualified graduates. CCIS is at the forefront of these changes and is dedicated to assisting graduates with employment in the evolving job market. The CCIS's innovative approach to education helps graduates gain the skills and self-confidence needed to be successful.

CCIS seeks to provide students with the relevant skills and knowledge to lead them to satisfying careers while maximizing their personal and academic growth. The CCIS can achieve these goals through carefully-planned academic programs and career advising, including timely curriculum revisions, hands-on learning experiences in appropriate undergraduate courses, and individual help.

- **Instructional Focus:** Programs are directed toward specific instructional goals and student-teacher interactions are collectively driven by CCIS strategy.
- **Communication:** Effective use of communication reinforces the instructional message. Creative seating arrangements and small group projects are used to encourage student to student and student to teacher interaction. Programs are structured to cultivate an environment of teamwork.
- **Self-Discovery:** Hands-on learning using actual equipment is essential to the CCIS's instructional methodology. The CCIS recognizes hands-on learning as a key to long-term retention of information. In the final analysis, the CIS combines sound instructional technology with an insight into the career market to produce a valuable and unique educational experience. coupled with small class size. All curricula, presentations, supportive reference materials,

### **3. Collegiate Memberships and Affiliations**

CCIS is proud of its industry and educational affiliations and continues to expand these relationships. It establishes a broad range of contacts for graduates. Some of these contacts include:

- CISCO,
- Oracle,
- Microsoft,
- IBM

### **4. Public Service**

CCIS understands that community service contributes to its mission. To this end, the CCIS maintains effective and continuous community relations. The CCIS is involved in activities at the national, regional, and local levels. The program representatives are continually developing relationships with various persons and organizations.

## 5. Campus

### □ Description of Facilities

CCIS campuses have been designed for students' educational convenience. All classrooms are equipped with whiteboards, comfortable seating, ceiling mounted projectors, projection screens, computer cabling and wireless Internet access. The CCIS has general purpose and state-of-the-art specialized classrooms. General purpose classrooms are traditional rooms with specific scheduling requirements determined by best matching the subject being presented with consideration of the room and class size. Specialized classrooms have been equipped with information technology equipment, or specialized resources as needed for e-Class with female Section. Classrooms, media services, and computer laboratories are available for use.

### • CCIS, Majmaah University Campus

**e-mail: ccis@mu.edu.sa .....**

**Phone #: 016 404 6700.....**

**Fax #: 016 404 5352.....**

**POLICIES AND PROCEDURES**  
**Section Contents**

- 1. Attendance Policy.....
- 2. Appeals for Absences
- 3. Grade Appeal
- 4. Standard Term of Non-Attendance.....
- 5. Withdrawal Policy.....
- 6. Honor Code.....
- 7. Non-Academic Dishonesty or Misconduct.....
- 8. Inclement Weather Policy.....
- 9. Non-Discrimination Policy.....
- 10. Satisfactory Academic Progress (SAP) Conditions
- 11. Student Records and Release of Information
- 12. Campus Safety.....

## 1. Attendance Policy

- CCIS faculty members take and record attendance in the self-service portal, **edugate**.
- Students are expected to attend and be on time for all regularly scheduled campus classes and labs.
- Logging into a course without active participation does not constitute attendance.
- Students are responsible for all scheduled course time, course requirements, and course material.

If a student is forced to miss class or an assignment,

- The student is expected to contact the faculty member to request make-up work and/or additional time.
- Faculty members are not required to assign make-up work for missed classes.
- Students who have a circumstance for which they must be absent, arrive late, or leave class early are responsible to obtain the faculty member's permission in advance.
  
- Circumstances may include, but are not limited to, serious illness of the student or immediate family member for whom the student is the primary caregiver, death of an immediate family member.
- A student who is late to class or leaves early may be marked absent at the faculty member's discretion.
- Excessive absences, tardiness, or leaving early make it difficult for a student to meet academic objectives and causes a student to receive a lower grade including the possibility of failing the course, even if the circumstances were unavoidable.

## 2. Appeals for Absences

- A student who is absent without notification is contacted by the faculty member and Student Support Services.
- Upon reaching **25% absences**, notification is sent to the student explaining they have reached the absence limit for the course and must file an appeal to remain in the course.
- The appeal form is attached with the notification and explains the required documentation for submission to the campus dean.
- The student has **Five Business Days** to submit the appeal and is instructed to attend class during that period.
- If the appeal is not granted, the student is informed of the decision; the registrar removes the student from the course as of the date of the **Forth** absence, and assigns a grade based on attendance withdrawal guidelines.
- If the appeal is granted, the student is informed of the decision and reminded any additional absences result in immediate removal from the course with grade based on attendance withdrawal guidelines.

### 3. Grade Appeal

#### Re-Marking Examination Answer Sheet

- The student may apply to the department that presents the course to re-mark his answer sheet which will be referred to the college council within a maximum of **ONE** month after the end of final examination.
- The student may not apply for a request to re-marking the answer sheet for more than one single course during one semester.
- A written **FORM** is filled out including: Student's name and ID, Course name and code, the semester, Instructor's name....
- In case of approval, the college council a committee including at least three staff member who will re-mark the answer sheet and present a report to the college council who will give a final decision.

#### **4. Standard Term of Non-Attendance**

- Students are eligible for a Standard Term of Non-Attendance (STNA) after they complete their first quarter of enrollment at CCIS; however, students must return the following quarter and register for courses.
- As such, students are not required to repeat the admissions process;
- If a student does not return in the subsequent term, the beginning of the STNA marks the start of the non-enrolled period.
- A student who is not enrolled for five quarters or more must follow the Return Student reprocess in the admissions.
- Students may take one quarter of STNA per academic year;

## 5. Withdrawal Policy

The process by which students are removed from courses is a withdrawal. Withdrawals may be University or student initiated and may affect all or individual courses. Additionally, withdrawals affect new or continuing students, reflect on student transcripts,

### Student-Initiated

**Cancel:** A new student who intends to withdraw from the University anytime during the first quarter he/she is registered should submit a **cancellation form** to the Office of the Registrar or on the self-service portal. The transcript does not reflect enrollment in any courses,

A new student who does not attend classes is cancelled; non-attendance constitutes student-initiation. **Student Support Services** contacts these students to notify them of the cancellation.

**Drop:** Continuing students may drop all or individual courses from the first day after Add/Drop Period. Courses dropped after these dates receive grades based on student achievements. **Withdrawal forms** are available in the Office of the Registrar. The last date of attendance is the last recorded date of attendance.

### University-Initiated

**Failure to register:** Continuing students who do not register for a subsequent term or who do not return from STNA are withdrawn from the University.

This is determined at the end of the Add/Drop Period. The last date of attendance is recorded as the last day of the previous quarter. The transcript does not reflect enrollment.

**Failure to attend:** Continuing students who do not attend the first three course meetings of all courses is withdrawn from the University. This is determined after the third scheduled class is missed.

The last day of attendance is recorded as the last day of the previous quarter. The transcript does not reflect enrollment in these courses.

**Attendance:** A continuing student who is absent from three consecutive course meetings which are not the first three course meetings is withdrawn. This may be for one or all courses for which the student is registered.

The last date of attendance is the last recorded date of attendance. Students may appeal this action based on the attendance appeals process.

**No show:** Any student who does not attend the first three course meetings of an individual course is withdrawn from that course. This is determined after the third scheduled class is missed. The transcript does not reflect enrollment in these courses. The student who simply does not show up to class, makes no effort to get in touch with the instructor, and is unresponsive to communication from student services and/or the

instructor may **not appeal**; students in other circumstances may **appeal** following the appeal process.

### **Re-Entry after Withdrawal**

Students who have been withdrawn from all courses or the University entirely must complete a **re-entry form** prior to registering for a subsequent term. Re-entry students are those who have been away from the University less than five quarters; this includes students who are re-entering after a successful appeal to a withdrawal. Students enroll into the same program and catalog year as previously enrolled. This form is available from the student's program department or the Office of the Registrar.

## **6. Honor Code**

The Honor Code is a formal process governing student conduct at MU - CCIS.

It governs conduct directly related to academic life of the University and is in effect during all phases of a student's academic career.

The policy is applicable to any academically related experience involving University students whether occurring on-campus, or sites.

- Honor Code violations may occur on an exam, test, quiz, laboratory, out of class assignment, during online work, or on any other work submitted by a student to fulfill course requirements and presented as solely the work of the student.
- Soliciting the assistance of another to commit an act of academic dishonesty or intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty are also Honor Code violations.

When a student is found responsible for a first violation, the faculty member makes the final decision about a grade-related sanction.

Additional sanctions, including dismissal from the University, may be recommended by the faculty member, but must be assigned by the campus dean and campus director.

### **Cheating**

The use or attempted use of unauthorized materials, information, or study aids in any academic exercise is considered cheating.

This may include, but is not limited to:

- Unauthorized copying from the work of another student,
- Using notes or other unauthorized materials during an exam,
- Giving or receiving information or assistance on work when it is expected a student will do individual work, or
- engaging in any similar act that violates the concept of academic integrity.

## □ **Plagiarism**

Representing the work of another as one's own in any academic exercise is considered plagiarism.

- This can occur on any paper, report, or other work submitted to fulfill course requirements or as part of an educational activity.
- This includes submitting work done by another, whether a commercial or non-commercial enterprise, including websites, as one's own work.
- Plagiarism can also be a misrepresentation caused by failure to document sources accurately, thoroughly, and appropriately; the use of information or phrasing from any source not cited or included in the bibliography and references; or submitting as one's own work done by, copied from, or purchased from another.

## □ **Falsification**

The invention or alteration of information or citation in an academic exercise is considered falsification.

- This includes knowingly reporting data, research, or reports as different from what occurred;
- Falsely reporting attendance or participation in class, practicum, internship, or other types of field work experience;
- Submission of falsified excuses for tardiness or absences in such experiences.
- Falsification also includes submitting work to meet the requirements of one course when it was done in whole or in part to meet the requirements of another course, unless special permission has been granted from the faculty members involved.

Exceptions to this provision must be given prior approval by the faculty member to whom the work is to be submitted.

The recommended penalties for a first violation are at a minimum failure of the assignment or exam and the maximum is dismissal from the course for the term.

## **7. Non-Academic Dishonesty or Misconduct**

- Physical and/or psychological abuse, threat, or harassment
- Initiation of; causing to be initiated; any false report; or warning or threat of fire, explosion, or another emergency
- Unauthorized use; possession; or storage of any weapon, dangerous chemical, or explosive element
- Disrupting, obstructing, or interfering with University sponsored events
- Theft of University equipment, products, and supply materials;
  - This includes software protected by copyright.
  - Students may not copy the University's software without permission of the copyright holder.
  - Additionally, students may not place personal software on the University's computers or damage or destroy either software or computers.
- Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
- Gambling or holding a raffle or lottery at the University without approval
- Disorderly, lewd, or obscene conduct
- A breach of established or reasonable classroom safety procedures

## **8. Inclement Weather Policy**

- Due to adverse weather conditions, Majmaah University may be required to close, have delayed opening, or early closing.
- The University recognizes the importance of students attending class, thus, every effort is made to hold classes during inclement weather as long as staff, faculty, and student safety is not compromised.
- If a campus is closed or delayed, the decision is made and announced on the University website.
- If adverse weather begins during University hours, classes are dismissed based on the campus director and campus dean's coordinated announcement.
- During inclement weather, the University maintains full operations unless specifically announced by University officials. Missed class meetings are made up before the grades for the term are submitted.
- Faculty members are required to make accommodations for fulfilling contact hour requirements for missed classes.
- Policies of the Host Facility or Institution: Students are required to check with the faculty member or advisor about inclement weather policies for courses conducted off campus.

## **9. Non-Discrimination Policy**

- MU-CCIS does not discriminate based on race, color, religion, national origin, sex, age, or handicap.
- The Majmaah University-CCIS complies with the Civil Rights Act of KSA
- Majmaah University - CCIS complies with the KSA Disabilities Act.
- No qualified individual with a disability are excluded from participation in; be denied the benefits of; or be subjected to discrimination in any activity, service, or program of the MU-CCIS solely by reason of disability.
- Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in MU-CCIS programs are provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.
- It is the student's responsibility to initiate the process for disability services.
- The process for obtaining a reasonable accommodation is interactive and begins with the student's disclosure of disability and a request for reasonable accommodations.
- The student is responsible for providing Student Support Services with documentation not more than three years old of disability from a licensed professional which sets forth the recommended accommodations.
- Documentation is required at the beginning of each academic year and instructors should be notified before the start of each course.
- Student requests for accommodations are considered on an individual basis.

## 10. Satisfactory Academic Progress (SAP) Conditions

**Transfer Credits:** Approved transfer credits from another institution, They are not calculated in CGPA. These are counted as both attempted and earned credits for purposes of evaluation intervals.

**Course Withdrawals:** If a student withdraws from a course and receives a W, the grade is excluded from the CGPA calculation.

**Incompletes:** An incomplete grade is a transition grade to allow the registrar to close the term and issue grade reports. During the period the incomplete is on the transcript, it is not calculated in CGPA calculations until a letter grade is assigned.

**Standard Term of Non-Attendance:** Standard Terms of Non- Attendance do not affect CGPA calculations.

**Repeated Courses:** Courses which earn a grade, including failed grades, and are subsequently repeated are included in CGPA calculations. A repeated course with a better grade replaces the original grade in the CGPA.

**Program Change:** A program change occurs when a student moves programs at the same academic level without graduating; for instance, from one program to a second.

Only courses applicable to the second program are applied and subject to CGPA calculations. This includes transfer credits, and failed courses.

## **11. Student Records and Release of Information**

- CCIS-MU maintains student records during and after a student's enrollment and abides by all components of the Family Educational Rights and Privacy Act.
- A transcript is kept indicating student accomplishments in terms of credits.
- Transcripts are kept in digital format indefinitely.
- Students interested in receiving transcripts should refer to the Requesting Transcripts form. Student records are kept for a minimum of five years.
- CCIS-MU withholds all student information from third parties unless the student requests, in writing, for the information to be released.
- CCIS-MU has adopted policies and procedures which permits students the opportunity to view their educational records upon request. Educational records mean those records, files, documents, and other material containing information directly related to a student.
- CCIS-MU does not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:
  - Records required by CCIS-MU officials in the proper performance of their duties
  - Organizations conducting studies for educational and governmental agencies
  - KSA government agencies as listed in Law
  - Accrediting agencies
  - Parents of dependent Student as defined in the Law
  - Appropriate persons in connection with an emergency listed as emergency contacts
  - Other educational institutions upon request of transcripts for students seeking enrollment in that institution
  - In response to legal court orders

Name; address; telephone number; date and place of birth; program undertaken; dates of attendance; and certificates, diplomas, and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.

By agreeing to enroll at CCIS-MU students agree to give the University permission to use the student's name, photographic likeness, or written/spoken words in any format, for any lawful purpose.

## **12. Campus Safety**

CCIS-MU has a Campus Safety and Security for staff and student safety. These security regulations are designed to ensure the safety of all individuals at the CCIS-MU. Although the CCIS-MU strives to ensure a safe environment, each person must take ultimate responsibility for personal safety and personal belongings. CCIS-MU campus security cover issues concerning crime prevention, the reporting of crimes, and other related matters.

As a condition of enrollment, each student of CCIS-MU agrees to abide by the terms of the following statements.

- **Weapons**

A weapon is defined as any object, instrument, device, or substance designed to inflict a wound, cause injury or incapacitate and any other normally innocuous device modified and employed to facilitate such wounding, injury, or incapacitation. Possession or brandishing of any weapon or any other object in a menacing or threatening manner on institutionally owned or controlled property is prohibited.

