

# College of Computer and Information Sciences كلية علوم الحاسب والمعلومات

## COLLEGE OF COMPUTER & INFORMATION SCIENCES QUALITY MANUAL

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College of Computer and Information Sciences, Dean

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<b>Title: Program's Quality System Manual</b>		
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## **I- Introduction**

This quality System manual serves as a guide for all programs in the College of Computer & Information Sciences. The document contains the Head for quality and development's units and their responsibilities to follow and support the academic programs. Next, the annual repeated scheduled task is tabulated with a time frame. Then, the continuous improvement process is presented and explained to be implemented by academic programs. All quality procedures in the college will be explained in detail as it is an essential for enhancing the quality of the academic programs. All-important references are included in the appendices.

This manual is prepared by the Quality Unit and to be used by all programs as a quality system manual and to unify the quality processes.

## **II. Head Quality Unit**

Quality Head in the College of Computer & Information Sciences concerns about enhancement and development of the quality and to make it a part of all members' daily life.

### **Mission:**

To develop and implement quality strategies those support the achievement of goals and objectives for supporting quality works in College of Computer & Information Sciences.

### **Objectives:**

1. Organizing, developing and implementing the quality work in the College of Computer & Information Sciences
2. To prepare all programs to be accredited nationally and internationally

### **II.1 Quality Steering Committee**

1. Steering all quality issues in the college
2. Recommending quality plans and programs
3. Supervising all activities in the quality office

### **Academic Accreditation Unit (AAU)**

1. Steering academic programs for academic accreditation
2. Supervising the implementation of quality standards in all academic programs
3. Organize and documentation of quality work in the college
4. Quality Reports

### **Quality Assurance Unit (QAU)**

1. Monitor the quality of services provided by the college
2. Develop methods for improving college's performance.
3. Assessment and evaluation
4. Feedback and recommendation

### **Assessment and Evaluation Unit (AEU)**

1. Assessing, evaluating and analyzing all the quality data in the college

2. Developing automatic assessment and evaluation programs

#### **Planning and Development Unit (PDU)**

1. Planning and developing the quality work
2. Preparing the Operational plan
3. Following the implementation of Quality Operational Plan

#### **Training Unit (TU)**

1. Ensure that there is a strategic plan for the college
2. Identify the training needs for faculty members and employees in the college.
3. Prepare the training plans and quality educational support for the college with the support of Quality and skills development deanship.
4. Encourage faculty members to participate in the training programs offered by the university.
5. Promote quality culture.

#### **Documentation and Archiving Committee (DAU)**

1. Identification of required data
2. Data Collection
3. Data processing and preparation with statistical analysis
4. Archiving and database management
5. Unifying documents and forms in the College of Computer & Information Sciences

**III. Table 1. Quality Guide/Quality Check Milestones (Regular Annual and Biannual Quality Work)**

Task	Stakeholders	Week	Level of Responsibility	Repetition	Description
<b>Program Operational Plan</b>	Head/Department Council	W1	Program	First semester Every year	<b>The quality committee in the program is encouraged to put its annual quality plan to follow the quality process during the academic year (Assessments, syllabus, ...)</b>
<b>Submit SSR for accreditation</b>	Quality Unit	W3-W5	Program steering committee with Supervision from College steering Committee	one time	<b>All NCAAA SSRP should be submitted to the Academic Accreditation Unit by using the NCAAA SSRP form</b>
<b>Preparing documents for Internal reviewing of academic programs by the deanship of quality and skills development</b>	Quality Unit	W6-W8	Programs with supervision from College Level Quality Assurance Unit	one time	<b>The Reviewing committee from the deanship of quality will review all documents of the program (Program specifications, course specifications, reports, improvement plans...)</b>
<b>Program Evaluation Survey</b>	Quality Unit	W12	Program	Every Semester	<b>Results of evaluation should be requested every semester</b>
<b>Experience evaluation survey</b>	Quality Unit	W12	Program	Every Semester	<b>Results of evaluation should be requested every semester</b>
<b>Indirect Assessment CLO surveys</b>	Instructor	W12-W14	Program	Every Semester	<b>To evaluate CLO for the course based on results of used assessment methods (Exams, HW, Quizzes,)</b>

<b>KPIs determination and measurements Report</b>	Quality Unit	W14-W17	Program	Every year	<b>Program KPIs should be measured and compared to a benchmark</b>
<b>Exit Survey</b>	Graduating Students	W14-W16	Program	Every Semester	<b>Using approved form for every program based on the PLO for the graduated students</b>
<b>Self-Evaluation Report</b>	Quality Unit	W16	Program	Every two ears	<b>Using NCAAA updated form</b>
<b>Advisory Board (meetings)</b>	Dean / External Advisory Board/Heads	W1-W16	Program	Every Semester	<b>achieving a meeting with board of advisors one time every semester to discuss quality and program issues</b>
<b>Preparing and analyzing results of graduated students and employers</b>	Quality Unit	W16-W18	program	Sixth months after graduation	<b>Contact Alumni unit to get data for analysis</b>
<b>Annual Program Report</b>	Quality Unit	By the end of the Academic Year/16W	Program	Every year	<b>Using NCAAA updated form</b>
<b>Course Report</b>	Instructor	By the end of the semester	Program	Every semester	<b>Using NCAAA updated form</b>
<b>Quality Deanship Internal Audit</b>	Quality Unit	<b>On Demand</b>	<b>College and program</b>		<b>Preparing program documents for internal audit from quality deanship to check their readiness for accreditation</b>



## IV Academic Program Improvement Process

All improvement processes are based on PDCA (Plan – Do – Check - Act)

### A. Program Improvement

#### a. Development Plan [Regularly]

**Purpose:** Development plan for continuous improvement of the program.

**Policy:** All feedback reports must be considered for continuous development

**Responsibility:** Follow-Up Coordinator, Strategic Planning Committee and HOD.

Flowchart: Figure 1.

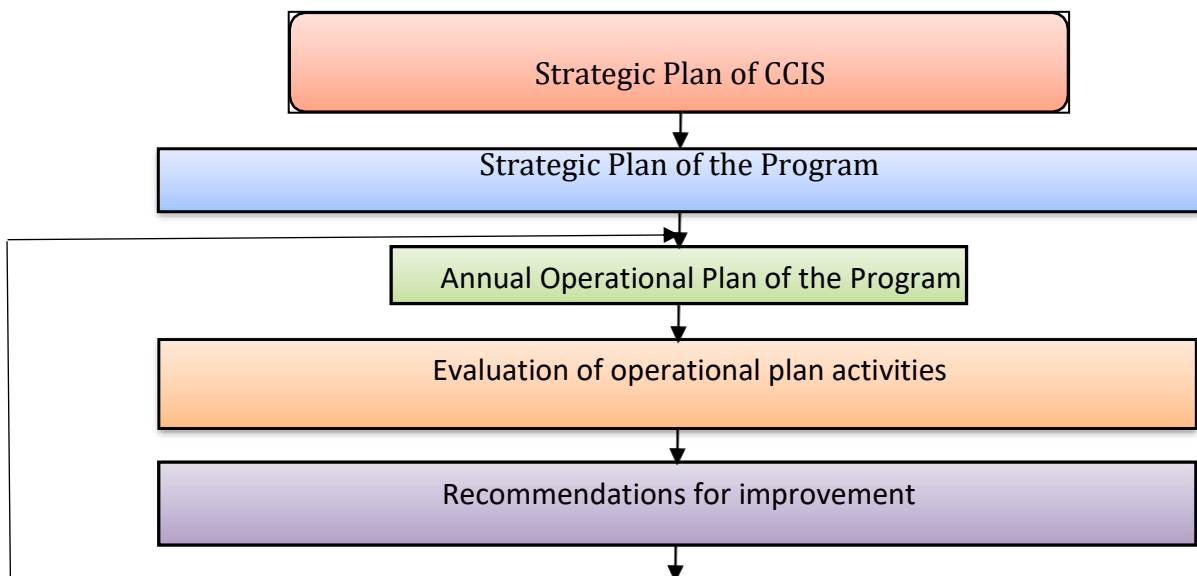


Figure 1. Process for program improvement plan

#### Feedback Report:

- Annual Program Report
- Internal Review/ External Review/ KPI Report/ Board of Advisor feedback
- Course Reports
- Annual Department Report
- Any report during the semester

#### b. Course Improvement Process (Annually)

##### Course Creation, Modification and Evaluation

All curricular changes for the CS program are proposed by faculty, whether an individual or by a faculty subgroup. Changes to the curriculum are managed by the curriculum development unit, which tables valid proposals to the department council for approval.

Curriculum changes, including course creation, deletion, or modification can be initiated by;

- Faculty members: Faculty member or faculty subgroup submit a proposal for changes including course creation, deletion, or modification based on their motivated opinion, or latest developments in computer science area to the curriculum development unit.
- Curriculum development Unit: The Curriculum Development Unit will review the proposal before submitting it to the department council. Curriculum development Unit ensure that proposed changes to the curriculum is aligned with the best international practices.
- The department council: The department council discusses on proposals, If the council approves a curriculum change, the new curriculum is submitted to the college council.
- The college council: The college council discuss the proposal submitted by department council in depth, if college council approves it, then it is submitted to the university scientific council.
- University scientific council: University scientific council which may request an external review before approving the proposal submitted by college council, if university scientific council approves it and send to college/department, the new curriculum becomes effective.

Figure 2 shows the process for changes in the curriculum change including course creation, deletion or modification.

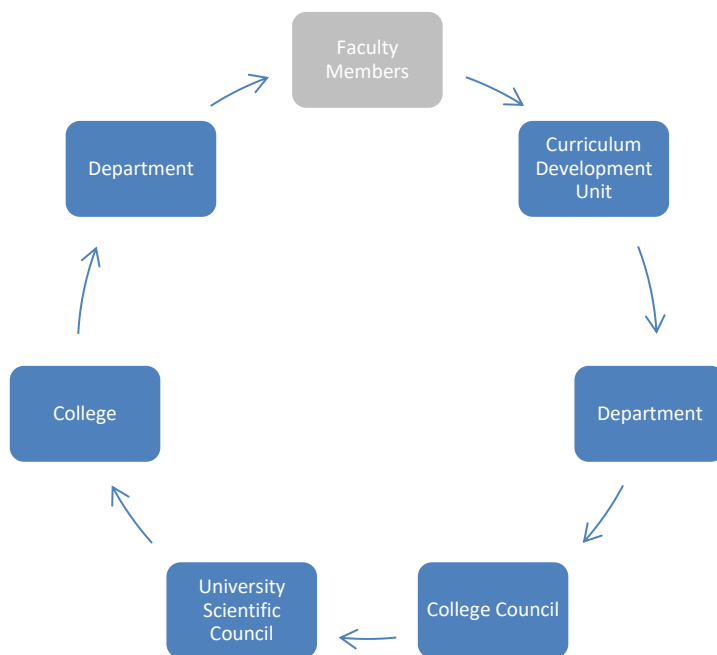


Figure 2. Process for changes in the curriculum

## Course Evaluation

Course evaluation is a continuous process in which course is evaluated by faculty members and course conveners after mid exam as well as after final Exam.

After mid examination, faculty members of the same courses fill the Course Evaluation Form 1 and will be submitted to the course convener with learning barriers and issues along with action plan. In addition, faculty members submit Form 2 (survey form) filled by students to the Course Conveners. After receiving both the forms course conveners analyze the course results and student outcomes (SOs) and communicate to Academic Development Unit through Form 3. **Appendix-H** shows the Course Evaluation Forms.

Academic development unit prepares a consolidated report and submit it to measurement and evaluation unit. Measurement unit prepare a report regarding student performance, student's

outcome(SOs) achieved and submit it to Quality Unit. Quality unit send the report to Department. The issues raised by the Quality unit will be discussed in department council meeting. Figure 3 shows the process of course evaluation after mid semester.

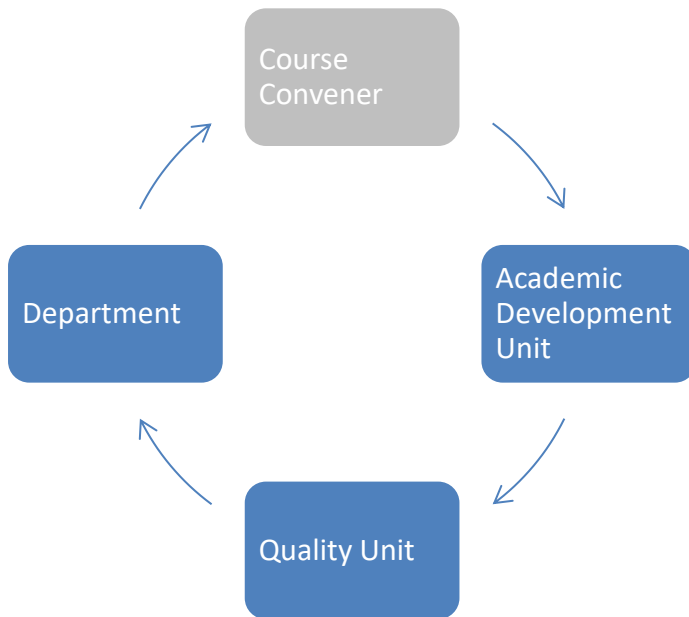


Figure 3. Process of course evaluation after Mid Semester Exam

Final Evaluation of the courses are reported in Course Assessment Report (CAR). All the course conveners will submit the CAR report to the Measurement and Evaluation unit. Measurement and Evaluation unit prepare a consolidated report covering attainment of student’s outcome (SOs) of all the courses offered during the semester and submit the report to the Quality Unit. Quality unit send the report to Department. The issues raised by the Quality unit will be discussed in department council meeting. Figure 4 shows the process of course evaluation after end semester examination.

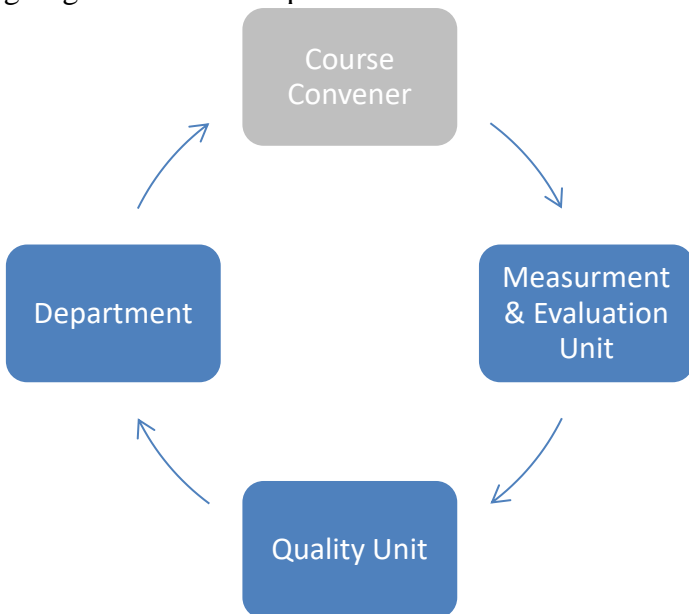


Figure 4. Process of course evaluation after final examination

## Forms

Academic Followup Unit(AFU) <a href="https://www.mu.edu.sa/en/colleges/computer-sciences-and-information-technology-college/176126">https://www.mu.edu.sa/en/colleges/computer-sciences-and-information-technology-college/176126</a>	Course Evaluation Form : Instructor	AD-1
	Course Evaluation Form: Student	AD-2
	Course Evaluation Form Compiled	AD-3
	Course Evaluation Form: Convener	AD-4
	Faculty Clearance Form	AD-5

### V. Quality Assurance Process

#### A. Bi-annual Quality Assurance Auditing

##### a. Program Quality Assurance Committee

Quality Assurance Committee in each program is responsible of performing a regular check on the quality of documents and services provided by the program. This is carried once each semester using approved forms by the Head of Quality Unit. These forms are used to evaluate the quality of the important documents and reports such as course reports, course specification and annual program report.

##### b. Quality Assurance Unit

Quality Assurance Unit (QAU) at performs a bi-annual review to make sure that quality of documents and services provided by programs meet the predetermined standards. For this purpose, QAU review the documents, ask for evidences, check programs facilities, and arrange meetings with different beneficiaries to evaluate the quality of documents and services provided by the different programs in the College of Computer & Information Sciences .

#### B. Annual Internal Review

This is the second reviewing process, which is an annual review and more comprehensive than the bi-annual Quality Assurance Auditing. The internal review process is carried out once per year under supervision of the Head Quality Unit for the main purposes of assessing and evaluating the quality of services offered by academic programs in the College of Computer & Information Sciences. In addition, the review checks also the readiness of programs for academic accreditation. The review team members of internal review process includes the

Vice-Dean of Quality and Development, the Coordinator of Academic Accreditation Unit, the Coordinator of Assessment and Evaluation Unit, and Coordinator of Quality Assurance Unit. The internal review process is a comprehensive and focused review of all quality documents and all services provided by the programs. Detailed review reports are prepared with suggestions and recommendations to the concerned programs. These feedbacks are used by program coordinators in development plans to improve the services provided by their programs.

## **VI. Procedures**

### **A. Assessment & Evaluation**

**Purpose:** To provide programs, units with analysis for further recommendations, writing action plans and for improvement issues.

**Policy:** To collect all data from reports, surveys results, comments, notes to analyze and writing recommendation

**Responsibility:** Assessment and Evaluation Unit (Committee)

**Flow Chart**



Figure 5. Process of Assessment and Evaluation

#### **B. Regulations of Majmaah University**

**Purpose:** Directing the students and behavior of students, within the university to appropriate behavior.

**Policy:** Re-direct (Reclamation) students who do not follow the rules and regulations using the available tools in the university.

**Flow Chart**

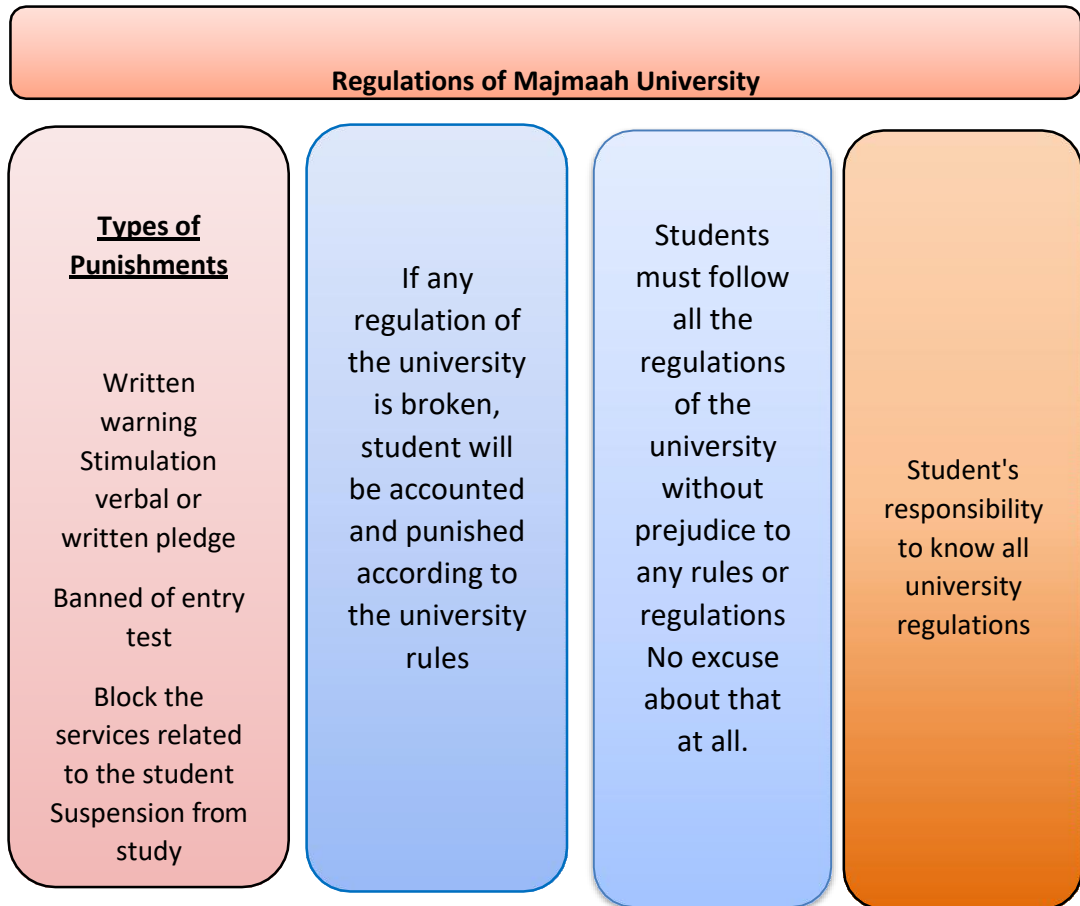


Figure 6. Regulations of Majmaah University

**Forms:**

[Regulations of Majmaah University](#)

**C. University Student Charter -Agreements**

**Purpose:** Inform students about their rights and duties at the university

**Policy:** Inform the students, faculty and staff members with the students' rights and duties.

**Flow Chart:**

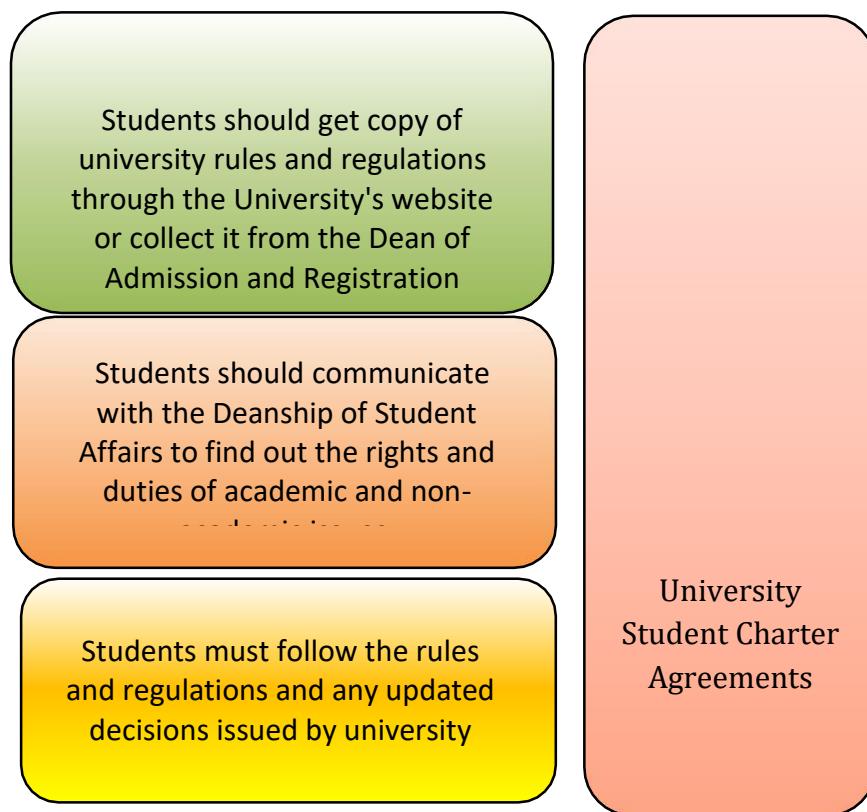


Figure 7. University Student Charter -Agreements

**Forms:**

[University Student Charter Agreements](#)

**D. Terms and Conditions for Acceptance Study of Visiting Student**

**Purpose:** Studying some courses at another university or at a branch of the university without transferring to that university.

**Policy:** Visiting student who is studying some courses at another university or at a branch of the university without transferring to that university. The studied courses credit in accordance with the university regulations.



## Terms and Conditions for Acceptance Study of Visiting Student

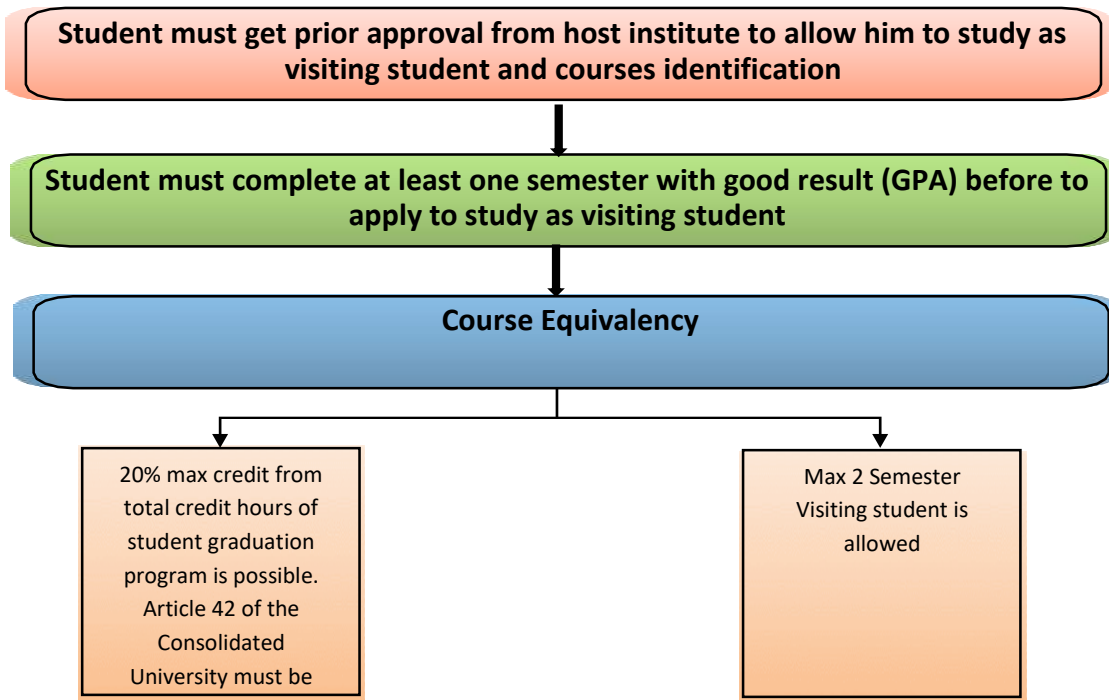


Figure 8. Terms and Conditions for Acceptance Study of Visiting Student

- Student must get prior approval from the host college/university to allow him to study as visiting student and identify the courses that will be studied
- Student must complete at least one semester with good result (GPA) before to apply to study as visiting student
- The study be in accredited university or college
- The course intended to be studied in other university must be equivalent to course that included in the student graduation program
- The equivalent course mark will not be calculated within the cumulative results (GPA) but will be recorded in the completed courses list.
- The maximum number of credit hours that student can take from other university is 20% from total credit hours of student graduation program. Article 42 of the Consolidated University must be taking into considerations.
- The maximum number of semesters that student allows to study as a visiting student are two semesters
- Student must provide the Admission and Registration Deanship with results obtained for the course studied in the other university within first week in the following semester

#### **E. Re-registration**

**Policy:** The student whose registration is closed can apply to his college for re-registration with his number and file, before dropping out

**Flow chart:**

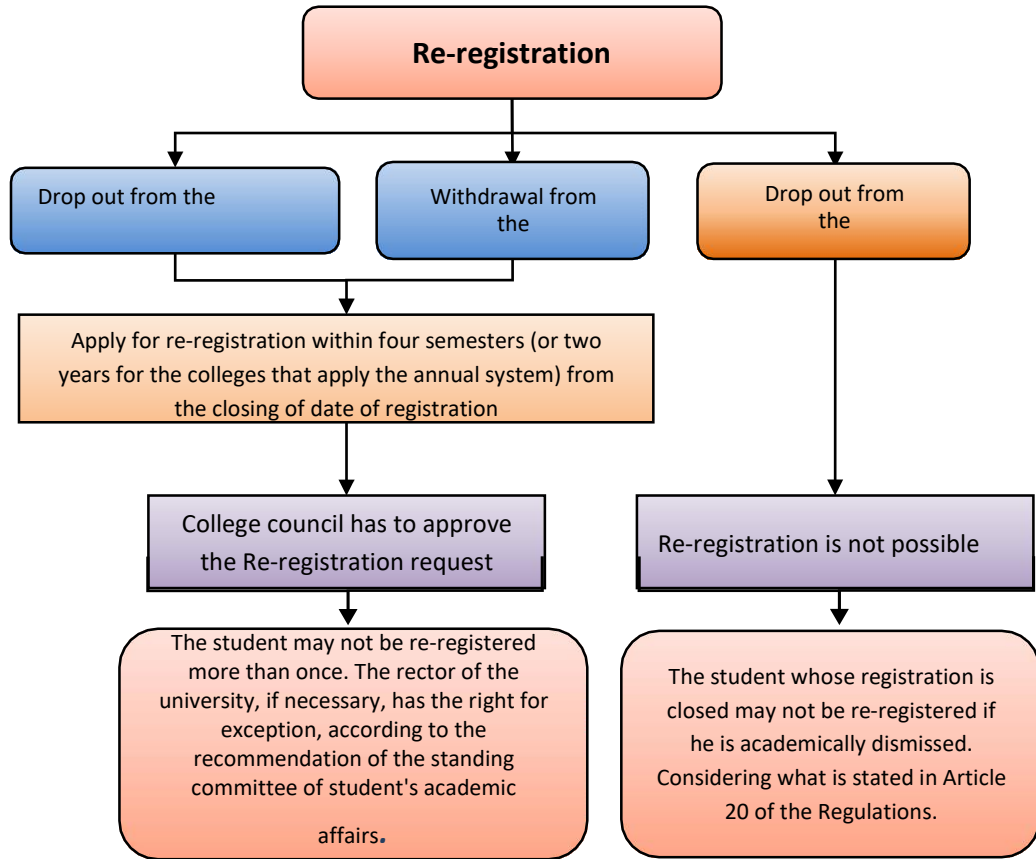


Figure 9. Flowchart for Re-registration

**Forms:**

Re-register Forms

**F. Final Exam Re Correction**

**Purpose:** Final Exam Re Correction

**Policy :** To form a committee from faculty members to study the case and report

**Flow chart:**

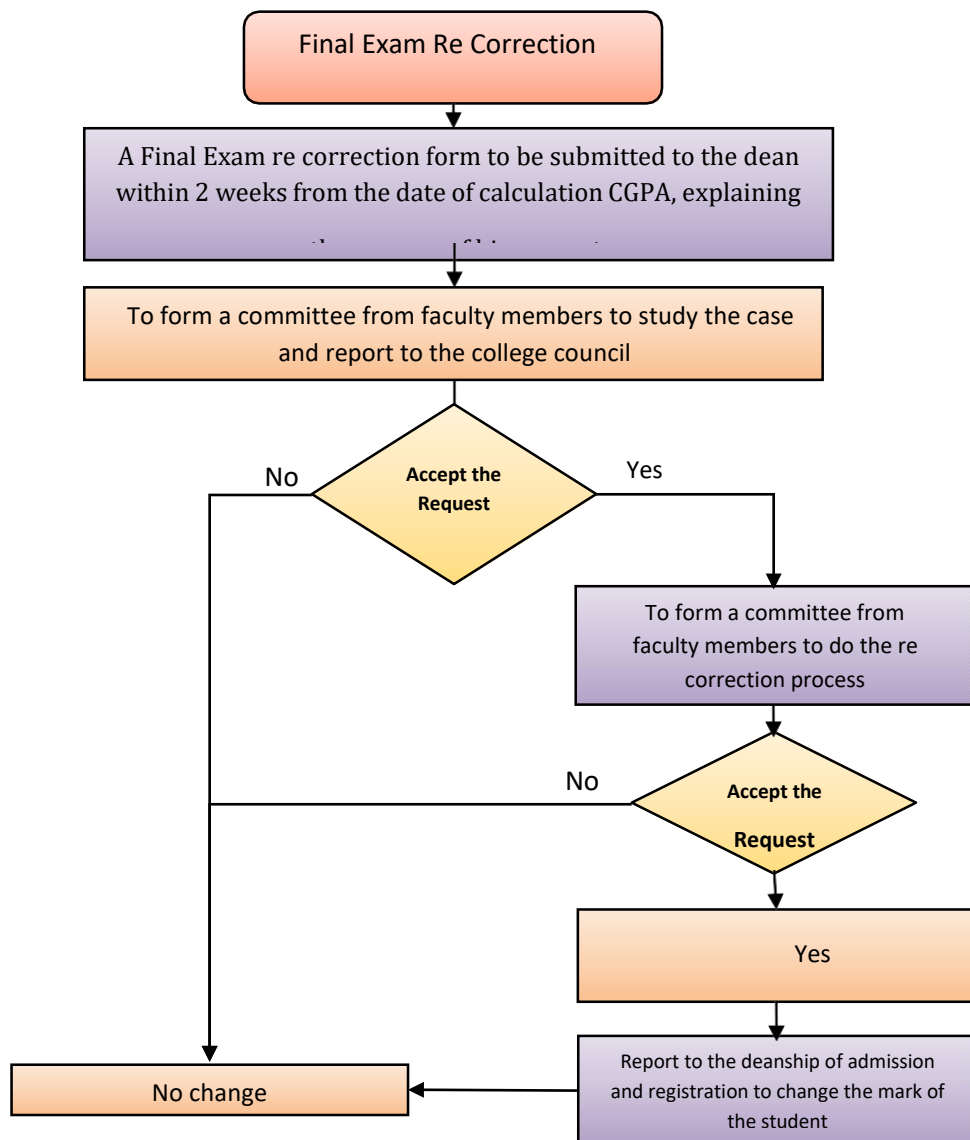


Figure 10. Flowchart for Final Exam Re-Correction

## G. Choosing Specialization

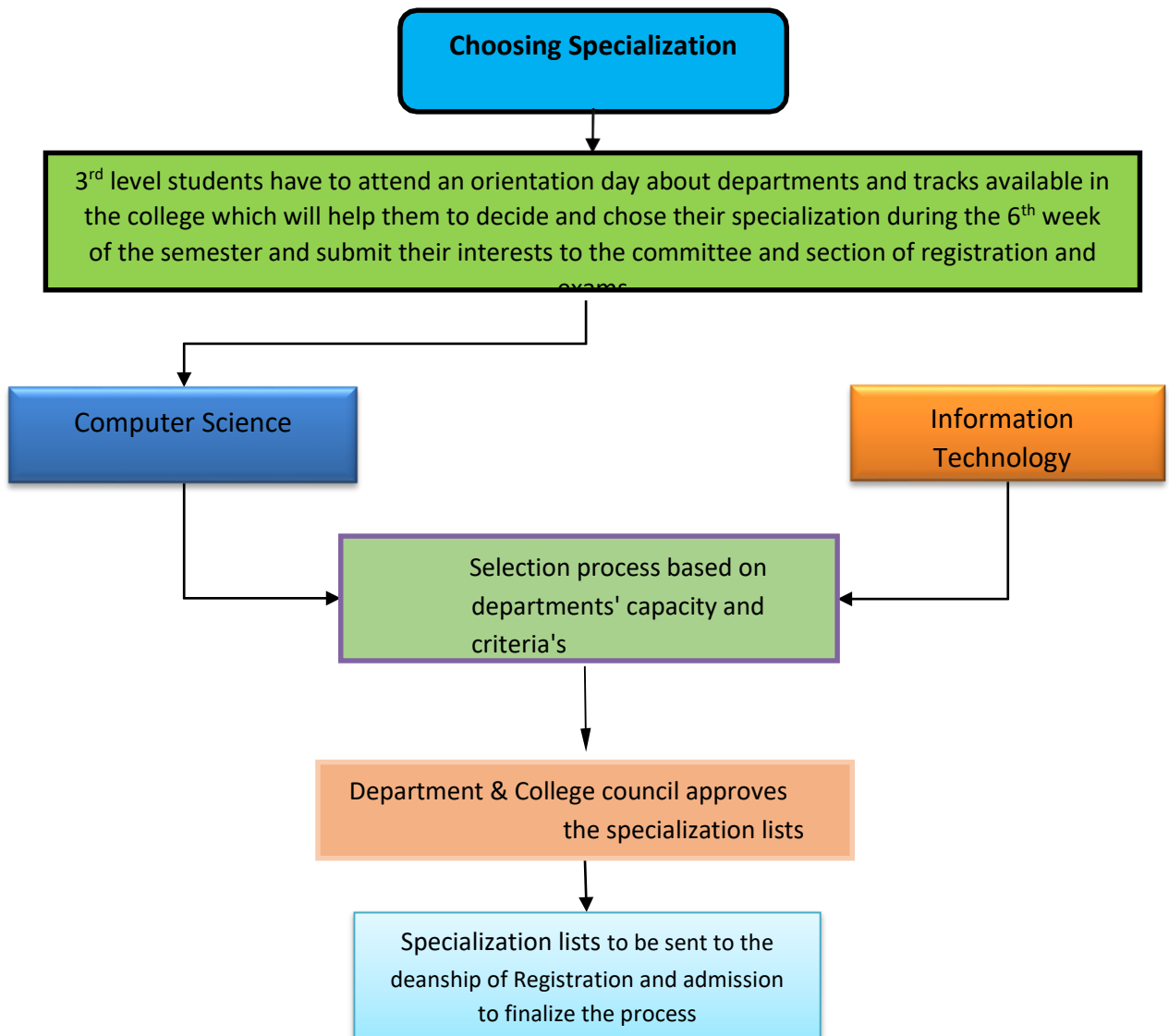


Figure 11. Flowchart for Choosing Specialization

## H. Transfer from a University to Another<sup>1</sup>

The student may transfer from other institutions or universities into College of Computer and Information Sciences at Majmaah University after meeting the following conditions:

### Article Forty Two

A student's transfer from another university may be accepted according to the following regulations:

1. The student must have studied at a recognized university.
2. He must not be dismissed from the university he referred from for disciplinary reasons.

<sup>1</sup> <http://www.mu.edu.sa/en/deanships/deanship-admission-and-registration/transfer>

3. Terms of transfer, determined by the University Council, must be applicable to him.

**The Executive Rule of Majmaah University:**

A student's transfer from another university may be accepted according to the following regulations:

1. He should have an academic record with a cumulative average of at least one semester and studied in a college or university recognized by the Ministry of Higher Education .
2. He should not have failed in the GPA.
3. He should not have been dismissed from the university for disciplinary reasons.
4. Transfer should not be from the lower academic degree to the higher.
5. Conditions of transfer , determined by the college board, must be applicable to him.
6. Credit hours required from the transferred student to study, must not be less than 60% of the total credit hours for obtaining the Bachelor degree from Majmaah University.
7. The total period spent by the student from the university he transfers from and the remaining period for him in Majmaah University should not be more than the average period between the minimum and the maximum for remaining in the college.
8. Procedures of transfer must be completed before the end of the first week from the beginning of the semester, or the beginning of the year for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective next semester.
9. Transfer must be written on the student's academic record.

**Article Forty Three**

The college board equates the courses the student studies in another university, according to a recommendation of the Department Board that provides the courses. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA.

**The Executive Rule of Majmaah University:**

The concerned college board equates the courses the student passes in another university, according to a recommendation of the Department Board that gives the courses, provided the equated courses should not exceed 40% of the credit hours of the syllabus of the specialization transferred to. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA, on condition that the content of the course the student passes is equivalent to the course(s) to be equated.

**Article Forty Four**

If it appears after the student's transfer, that he had previously been dismissed for disciplinary reasons, his registration shall be deemed canceled from the date of acceptance of his transfer to the university.

**Article Forty Five**

A student may be transferred in any semester, from a university to another, according to the procedures and declared schedules in the university transferred to, in the light of the general guidelines for transfer.

**Transfer from College to another within the University**

**Article Forty Six**

The student may transfer from one college to another within the university in accordance with the regulation approved by the University Council.

**The Executive Rule of Majmaah University:**

Firstly, transfer of a student from one college to another within the university is done according to the following regulations:

1. Acceptance of the students by deanship of the college is according to the regulations set by the college board.
2. A student must not have spent more than four semesters, provided that the preparatory programs such as extensive language courses are not counted within that period.
3. Procedures of transfer should be completed within the first week of the semester or the academic year, for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective the following semester.
4. Transfer shall not be allowed except after a student spends at least one semester in the college he wishes to transfer from.
5. A student is allowed to transfer once during his university studies, or twice if one of these is the preparatory year or the intensive course of English.
6. A student transferred to the preparatory year or the intensive course, will be returned to his previous department if he does not pass, only once.
7. Specialization after passing the preparatory programs is not counted within the transfer movements.

Secondly, transfer of a student from the qualifying programs to the corresponding college that awards Bachelor programs within the university is according to the following regulations:

1. No student may transfer from BA to one of the qualifying programs.
2. A student is allowed to move to the corresponding college, if he finishes all the courses of the qualifying program, with the Grade Point Average 2/5 (two out of five).
3. If a student completes 50% of the total credit hours of the qualifying program, with a Grade Point Average of 4 to 5, or more, he can transfer to the corresponding college.
4. If a student completes the qualifying program but six hours remain for him, he may transfer to the corresponding college, provided, his Grade Point Average is not less than 2.5 to 5.

#### **Article Forty seven**

All the previously studied courses shall be written in the academic record of the student who transfers from a college to another. This includes Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.

#### **Transfer from Specialization to Another**

##### **Article Forty Eight**

On the approval of the dean, a student may transfer from one specialization to another within the college, according to the regulations set by the University Council.

#### **The Executive Rule of Majmaah University:**

1. A student may transfer from one specialization to another within the college after the approval of the dean of the college, according to regulations set by the College Board.
2. The remaining period for him in the university should be enough to finish graduation requirements.
3. Transfer procedures should be completed within the first week of the beginning of the semester or year for the colleges that adopt the annual system. If procedures exceed this period, transfer will be effective the following semester.
4. A student is allowed to transfer once during his university study.

#### **Article Forty Nine**

All the previously studied courses shall be written in the academic record of the student who transfers from one specialization to another. This includes, Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.

### **Transfer of Students within the College**

The student may transfer from one major to another major inside the college after obtaining the acceptance of department to which the student is transferring to and the acceptance of the College Council. The transferring student maintains the previous credits, grades, and GPA for completed courses at his/her previous major in his/her academic record.

### **Transferring Credits**

The College Council equates the courses of the student passes in another university, according to a recommendation of the Department Council that gives the courses, provided the equated courses should not exceed 40% of the credit hours of the syllabus of the specialization transferred to. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA, on condition that the content of the course the student passes is equivalent to the course(s) to be equated.

If it appears that after the student's transfer, that he/she had previously been dismissed for disciplinary reasons, his/her registration shall be deemed canceled from the date of acceptance of his/her transfer to the university.

A student may be transferred in any semester, from a university to another, according to the procedures and declared schedules in the university transferred to, in the light of the general guidelines for transfer.

Students who want to study courses in other universities must do the following:

- Fill in a course transfer form and submit it to the vice-dean for academic affairs.
- The vice-dean consults the convener of the course, or failing that, the most recent faculty member to teach the course.
- The faculty member compares the syllabus of the transfer course and the departmental course syllabus, and determines if the course is equivalent based on the syllabus and credits.
- The department head approves the equivalency and signs the form.
- The student should then get the approval of the vice dean.
- The student hands in the form to university registrar office and gets an official acceptance letter to study the course at the specified university.
- After studying the course, the student should get an official completion letter and the transcript from the registrar office of the university where the transfer course was completed.

Finally, the student should hand the official completion letter to the Majmaah registrar office.



## **I. Academic Advising**

**Purpose:** the academic advisor must meet students and illustrate the curriculum and organized study plan, identified earlier potential problems the student might face and guide the student to ward a successful completion of the curriculum.

**Policy:** the academic advising day will be held every semester on Wednesday of the eight week of the semester. Student must come to his advisor with the complete accurate information. Advisor must be available in their office from 8:00 am to 3:00 pm.

**Responsibility:** academic advisor

### **Role of the Academic Advising Unit**

The goal of academic advising unit is to connect faculty members with students through following-up, guidance and observation of students academically. This process can be achieved through:

1. Welcoming the new students in their first day of the academic year, and notifying them of the University and College systems and the environments.
2. Distributing the students according to their specialties all over the college staff.
3. General supervising of Academic advisors and following up what are raised to him from student cases.
4. Resolving the cases that are raised to him from academic advisors or raising them to the academic vice dean or the dean according to the situation.
5. Organizing events and meetings with students at various levels related to academic advising.

### **Enrollment Advising**

The academic advising unit is primarily responsible for advising students prior to the start of each academic year. The unit allocates groups of students to faculty members, which, in turn, is recorded into the university's electronic registration system, EduGate. The student can see his/her advisor's name in the electronic registration system, and the advisor has access to the records of his/her advisees through the EduGate portal.

### **Role of the Academic Advisor**

Academic advisors are meant to provide educational counseling for students. The academic advisor's primary responsibility is to evaluate the student's study plan to ensure it will satisfy university requirements while it meets each student's specific needs. To be effective, the advisor must recognize that each student has different abilities, interests, aspirations, needs, experiences, and problems so that his/her approach in dealing with students can be different from one to another. Academic advising cannot, therefore, be a mechanical, routine matter. To fulfill this requirement, the general advising duties can be stated as follows:

1. Students are encouraged to meet with their academic advisors regularly during the semester for consultation and guidance. The relation between academic advisors and students can be summarized as follows:
  - a. Revising and studying the student academic register, including the courses studied and his academic plan and its data. This is to ensure that each student comply with the study plan he/she enrolled in and to avoid delays in graduation
  - b. Helping student in choosing the courses among his academic program.

- c. Following up the student continuously, and resolving the problems that may appear during his study.
  - d. Raising statistical reports about the department students to the department chief.
  - e. Preparing a complete file for each student advised by him, including his academic schedule, transcript, study plan and attendance during current semester.
2. Academic advisors are requested to conduct group meeting with all students at the beginning of each semester.
  3. Advisors should regularly follow up student 4 times during the term to check his/her attendance and academic progress rate during fifth, eighth, eleventh and fourteenth weeks.
  4. Students can meet his advisors in other times during the semester to discuss any academic-related issues that may arise and be of concern to the study progress of any student.

**Career Advising**

Career advising is provided to the students through academic advisors, industry/governmental affiliates, experts in the fields, etc. and organized by the Academic Advising Unit. The college is to start holding an annual event starting from this academic year (2016/2017) for the purpose of providing potential graduates with different career paths within their business field, the basic rules of choosing career, identifying and comparing various job opportunities, preparing well for personal interview and improving interview skills.

In addition, potential graduates will participate in on-site visits to companies in their field to raise their awareness and to train them on practical interviews, and writing professional CV's.

**Flow Chart**

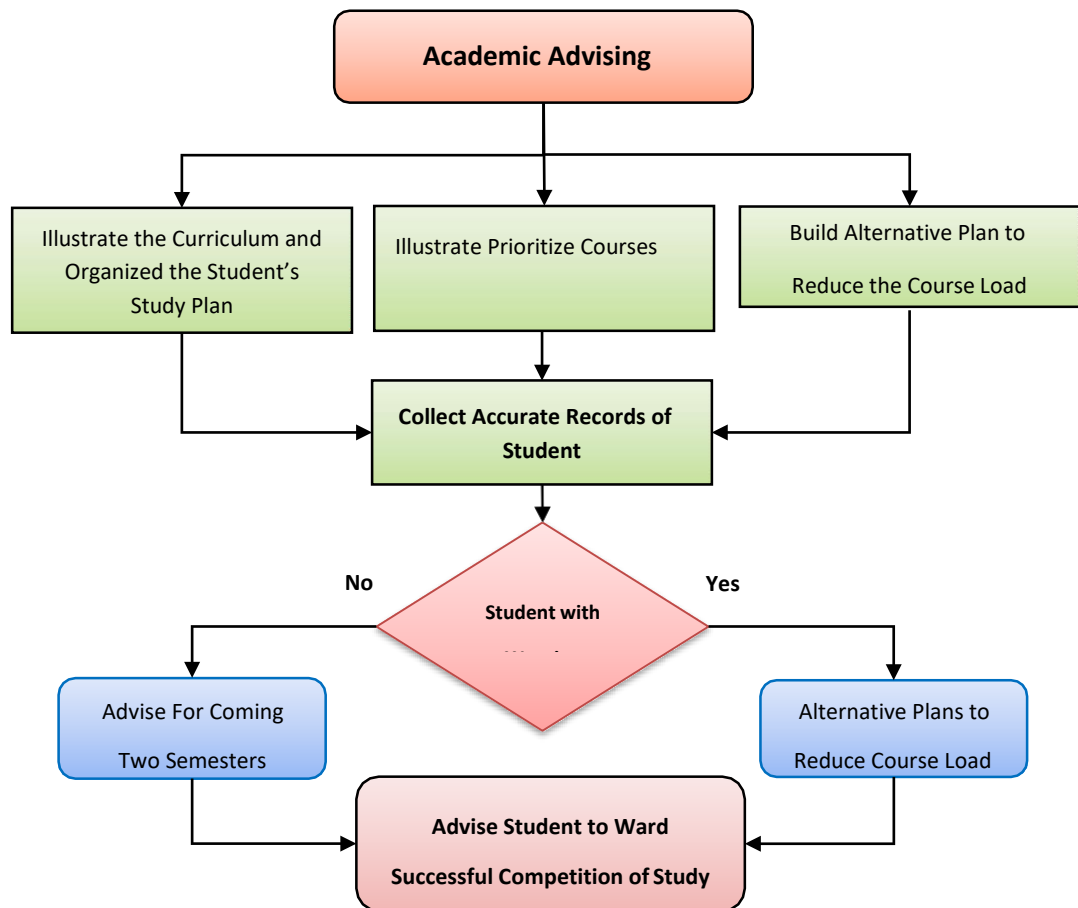


Figure 11. Flowchart for Academic Advising

**Forms:**

Unit/Committee (Code)	Form Name	Form No: X /- May- 17/ V 1.0
Academic Advising Unit(AA) <a href="https://www.mu.edu.sa/en/colleges/computer-sciences-and-information-technology-college/176126">https://www.mu.edu.sa/en/colleges/computer-sciences-and-information-technology-college/176126</a>	Student Registration Form	AA-1
	Student Enrollment Form	AA-2
	Student Study Plan	AA-3
	Program Selection Form	AA-4
	Add/Drop/ Withdraw Form	AA-5
	Student Academic Advising Form	AA-6
	IT Track Selection Form	AA-7
	CS Track Selection Form	AA-8
	Enrollment Survey Form	AA-9
	Group Advising Form	AA-10
	Non-progressive Student Recovery Form	AA-11

## J. Student Complains about Timetable

**Purpose:** When student does not satisfy about timetable, students should with academic advisor and student affairs for possible changes and arrangements.

**Policy:** student should discuss with the academic advisor to make suitable arrangements for student's timetable.

**Responsibility:** Academic advisor

### Flow Chart

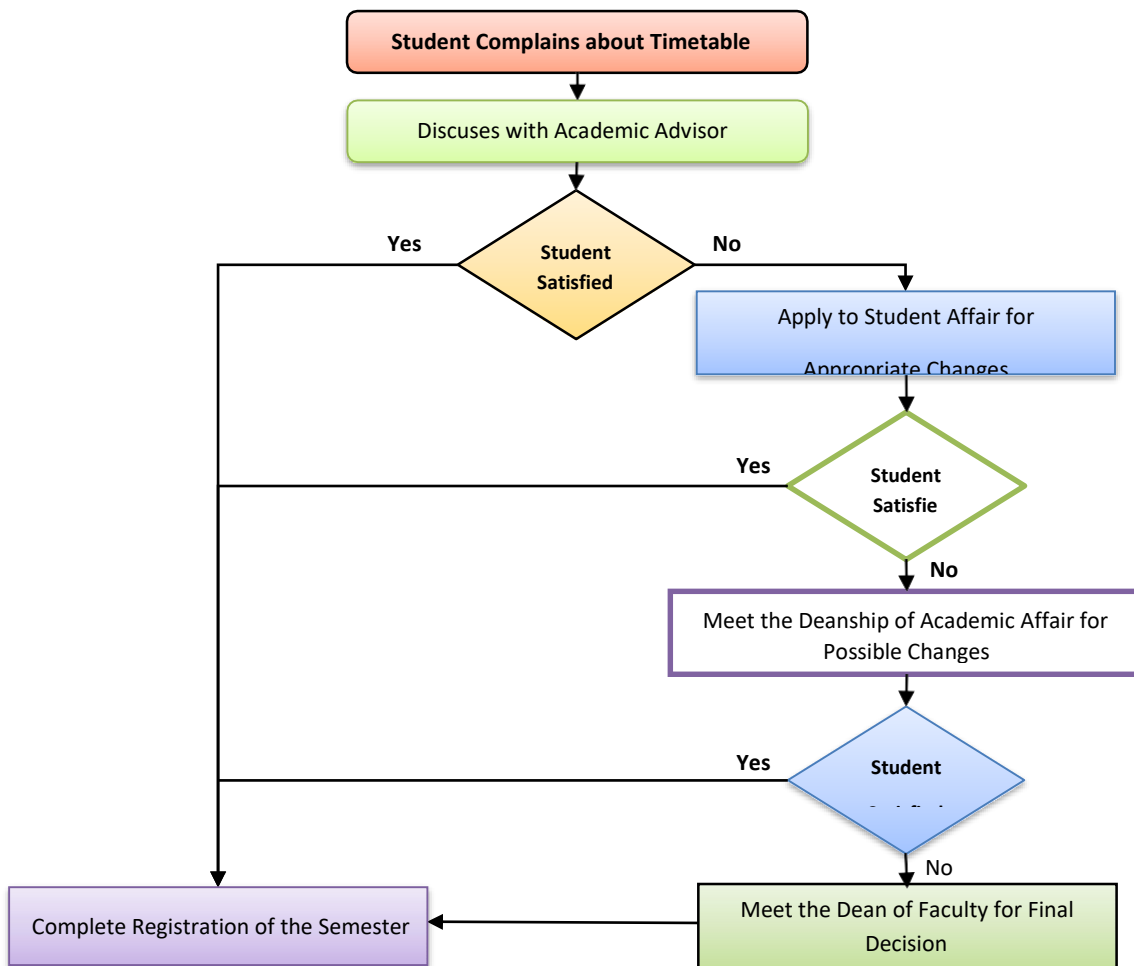


Figure 12. Flowchart for Student Complains about Timetable

## **K. Senior Design Project ( Graduation Project (GP) )**

The Graduation Project (GP) provides the opportunity to the students to showcase the talents through their learned skills and practices. The project is mandatory for all the students enrolled in the program. As such, students should regard their graduate projects as an ideal opportunity to implement the concept learned in most of the courses and gain hands on experience.

The program has graduation project (CS 498 & CS 499) that totals 5 credits. The mapping of CS 498 and CS 499 given in Table 5.7 shows how student outcomes are associated.

Students are required to work generally in group of 3 to 4 students on a specific project. In the first semester, teams focus on developing a strong foundation for formulating a solution to the problem. This includes surveying existing work and developing a detailed design. In the second semester, teams focus on coding, implementation and evaluation of the solution. Each semester students are required to give oral presentation and submit a significant written report. Marks are distributed over project management, oral presentation and written technical report. Additionally, in the second semester a large portion of marks are given to project demonstration where students demonstrate their completed solution or prototype that satisfies the project's requirements.

(Details are available in Graduation Project Hand Book -**Appendix E**)

**Purpose:** to provide student with appropriate knowledge of advanced technologies and developments in their academic field.

**Policy: Senior Design Project (SDP)** is an implementation of engineering knowledge and skills

**Responsibility:** Department of Computer Science- senior design coordinator

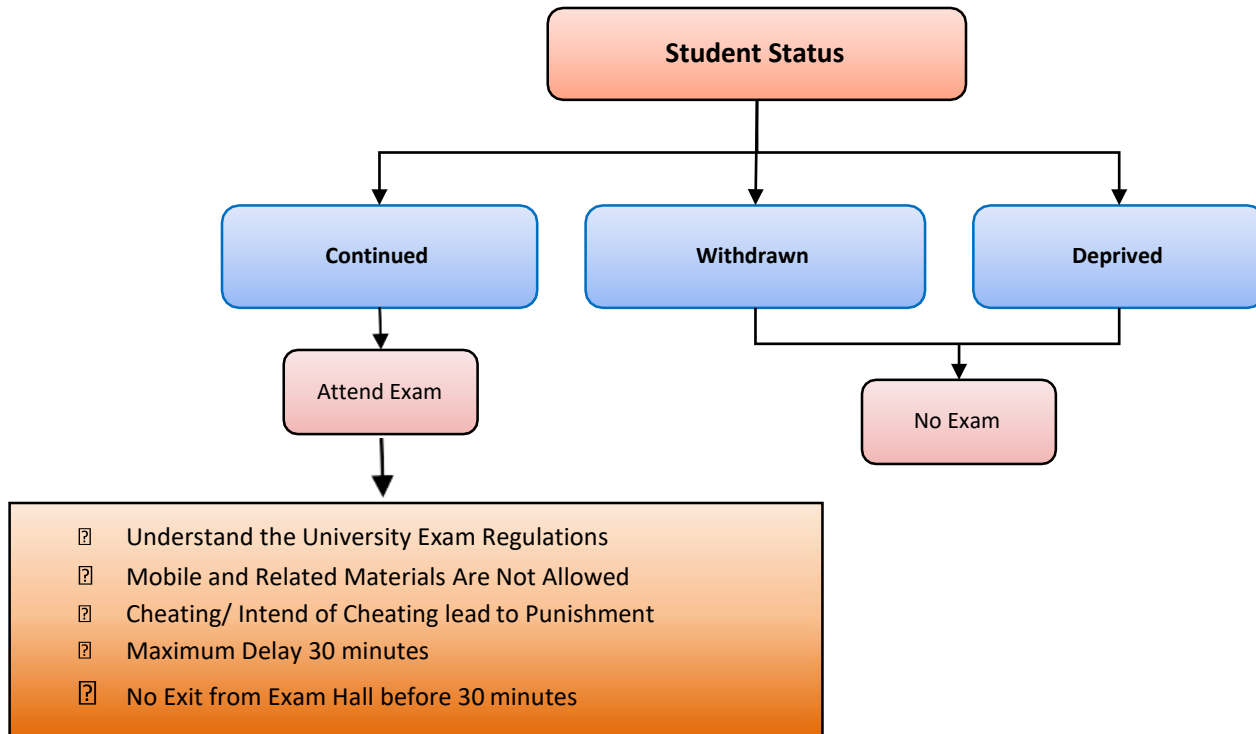
**L. Student Exam**

**Purpose:** Understanding the university exam regulations

**Policy:** Student must follow the exam regulations

**Responsibility:** Examination Committee

**Flow Chart**



**Figure 13. Flowchart for Student Status**

**Forms:**

Examination Unit	<a href="#"><u>Exam Time Change Form</u></a>	EU-1
	<a href="#"><u>Exam Timetable Conflict Form</u></a>	EU-2
	<a href="#"><u>Delivery of Exam Paper in Exam Hall</u></a>	EU-3
	<a href="#"><u>Receiving Answer Sheets</u></a>	EU-4

	<a href="#"><u>Delivery Answer Sheets</u></a>	EU-5
	<a href="#"><u>Student Absent Form</u></a>	EU-6
	<a href="#"><u>Receiving Exam Paper</u></a>	EU-7

### M. Student Excuses for Absence

**Purpose:** When absence is unavoidable, students should report the reason to the HOD to have replacement lecture/assignment/exams.

**Policy:** Class Instructors have no obligation to make special arrangements for students who have been absent unless the student has an institutional excuse that approved by HOD.

**Responsibility:** Committee and H.O.Ds.

#### Flow Chart

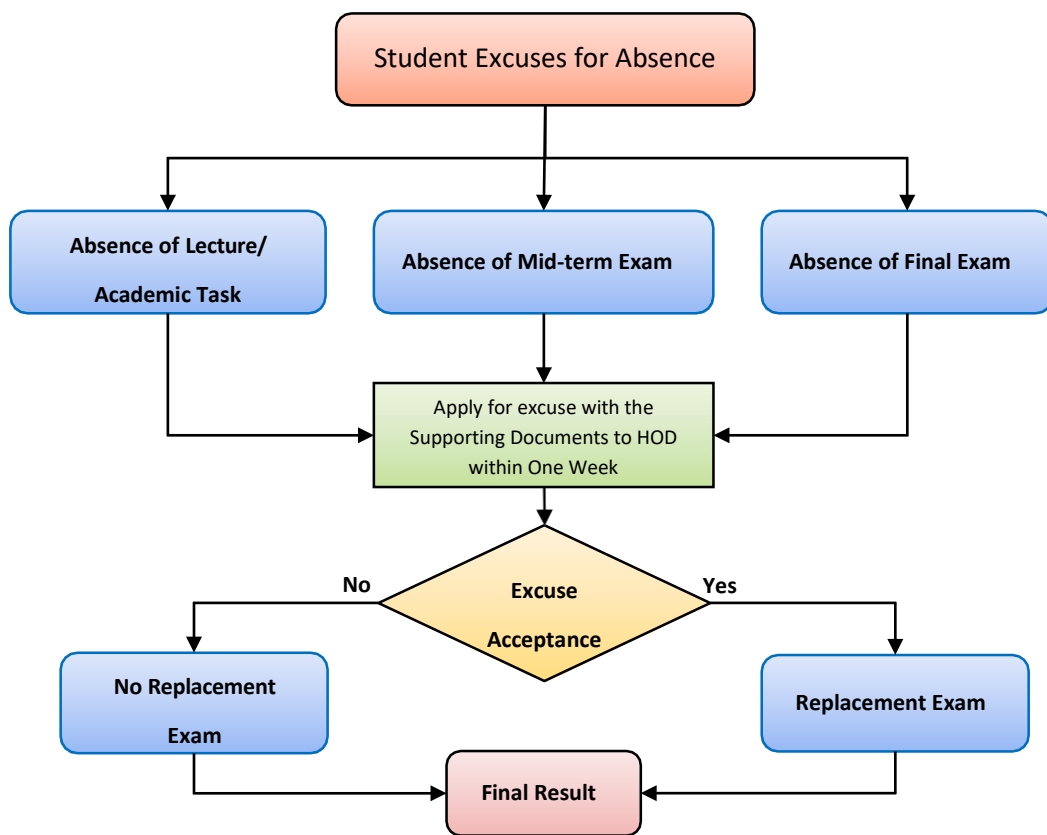


Figure 14. Flowchart for Student Excuses for Absence



## **N. How to calculate GPA**

**Purpose:** The grade point average GPA is a weighted average of the grades of the courses attempted by the student

**Policy:** The GPA is a point summary of the grades accumulated over all courses.

After assigning an academic advisor for each student in the program, the student is required to meet his/her academic advisor for the purpose of registration based on his/her study plan, addressing any academic or career issues, and meeting graduation requirements. Each student has his/her own study plan based on the progress in his/her academic study and his/ her choice of the program's tracks. The student is required to maintain an updated study plan each semester to help him/her in choosing appropriate courses for registration in the following semester and to easily follow up the academic progress. The study plan is available for both students and academic advisors<sup>2</sup>.

The student can add/drop courses during the first week of each semester after obtaining the permission from the academic advisor. The student is allowed to register up to 18 credit hours per semester but not less than 12. Exceptions to this rule can be made after getting the approval of academic advisor and Department Chair.

The performance of the student in his/her courses is evaluated by the instructor using course assessment tools such as final exams, midterms, quizzes, homework, projects, reports etc. that fulfill the course/student outcomes. The instructors are invited to submit list of students who suffer difficulties in their classes to academic advisors. This will help the advisors to present assistance to those students in order to improve their performance in the class. In addition, students are encouraged to stop by their instructor's office during the office hours to discuss with them any concerns regarding the course.

### **Examination and Grading**

#### **Grade Distribution**

The full mark for every course is 100, which is typically distributed as follows:

20 Marks for Midterm Exam

40 Marks for Final Exam that covers the entire course contents.

40 Marks for Semester work such as: verbal and written tests, reports or research work or additional studies, experimental lab, and weekly or monthly homework.

Instructors could alter this distribution given that the grade of the Final Exam does not exceed 60% of the total course grade, in addition to at least one midterm exam for no less than 20% of the total course grade.

#### **Examination**

The overall marks of any course is calculated as following

1. Sixty (60) marks out of one hundred (100) for student work during the semester that includes at least one written midterm and one or more of the following choices

- Written midterm
- Quizzes
- Oral exams
- Projects
- Presentations
- Class Activities
- Laboratory work
- Research

2. Forty (40) marks for the final examination that designated during the last week of each semester of the academic year.

Table shows the grading system used at Majmaah University. The table shows that each letter grade has a numeric value represented by points. The points of each course are based on this number value and the credit hour value of that course. The following table shows the letter grades and their related points, course grade, and mark.

Table 2. Grading System at Majmaah University

Grade	Points	Course Grade	Mark
A+	5.00	Excellent Plus	95 – 100
A	4.75	Excellent	90 less than 95
B+	4.50	Very Good Plus	85 less than 90
B	4.00	Very Good	80 less than 85
C+	3.50	Good Plus	75 less than 80
C	3.00	Good	70 less than 75
D+	2.50	Pass Plus	65 less than 70
D	2.00	Pass	60 less than 65
F	1.00	Fail	Less than 60
IC		Incomplete	
IP		In process	
W		Withdrawal	
DN	0.00	Deprivation	

Courses with a grade of IC, IP, and W carry no grade value. The grade of incomplete (IC) initially carries no grade value for courses that require more than one semester. The Department Council responsible for that course may allow the student to complete the requirements of any course in the following semester on the basis of a recommendation by the instructor of the course. The student then receives (IC) grade in his/her academic record and it is not calculated in his/her semester average nor in his/her accumulative average unless he/she fulfills the requirements of that course. If one academic semester passes without changing the (IC) grade in the student's record due to not fulfilling the course, the (IC) grade is replaced by (F) which is calculated in his/her semester average and in his/her accumulative average.

The grade of In Process (IP) initially carries no grade value for research courses that require more than one semester. The student then receives (IP) grade in his academic record and it is not calculated in his semester average or in his accumulative average. If the requirement of that course is not finished within the proposed period, the Department Council which is responsible for that course may replace (IP) grade by (IC) grade.

The deprivation (DN) grade, resulted from more than 25% absence rate in a course, carries a “0” points and included in the accumulative average.

### Semester and Accumulative Average

Semester GPA (or GPA in short) is resulted by dividing the sum of the points obtained by the student in all courses he/she studied during any individual semester by the total number of credit hours of those courses.

Accumulative GPA (or AGPA) is resulted of dividing the sum of points obtained by the student in all the courses that he/she has studied during his study in all semesters by the number of units representing those courses.

Table , Table , and Table show how semester average grade and accumulative grade point average over the two semesters are calculated.

Table 3. GPA Calculation for First Semester

Course	Credit hours	Grade	Points
Islam and society	2	C+	7.00
Programming 1	4	B	16.00
Calculus1	3	D	6.00
Discrete Mathematics	3	D	6.00
Technical English 1	2	C	6.00
<b>Sum</b>	<b>14</b>		<b>41</b>
<b>Semester average</b>	<b>41/14 = 2.92</b>		

Table 4. GPA Calculation for Second Semester

Course	Credit hours	Grade	Points
Islamic Culture	2	A	9.00
Programming 2	4	B+	18.00
Calculus2	3	C	9.00
Physics	3	D	6.00
Technical English 2	2	C+	7.00
<b>Sum</b>	<b>14</b>		<b>49</b>
<b>Semester average</b>	<b>49/14 = 3.5</b>		

Table 5. AGPA Calculation for First and Second Semesters

Semester	Credits	Points
First Semester	14	41
Second Semester	14	49
<b>Sum</b>	<b>28</b>	<b>90</b>
<b>AGPA</b>	<b>90 /28 = 3.21</b>	

The following conditions must be met for a student to be granted honors:

1. The student should not fail in any course taken at Majmaah University or any other university.

2. The student must fulfill the graduation requirements within the standard period for his/her program (which is 5 years for the computer science program).
3. The student must study at least 60% of courses required for graduation at Majmaah University.

### **Attendance**

Absences are counted from the first day of the semester. The student must regularly attend all lectures and practical lessons. The student will not be allowed to participate in the final examinations if his/her percentage of attendance is less than (75%) of the lectures and practical lessons allotted for the course.

The student who is deprived of attending the final examination will fail that course and have grade DN, unless he/she provides an excuse accepted by the College Council under the condition that he/she was not less than 50% of attendance.

### **Probation**

The student is required to maintain a AGPA of at least 2.0 out of 5.0. The student will receive an academic warning if his/her accumulative average is less than (2.00). Those who fail to maintain this AGPA will be placed on scholastic probation and are given two semesters in which they must improve their AGPA to at least 2.0. If this condition is not met and the student received three consecutive warnings (two semesters of probation), the student may then be dismissed from his/her study program.

### **Handling Prerequisites**

Under normal circumstances, all students are registered automatically through the university registration system, EduGate. Each student is automatically enrolled in all level courses he/she is allowed to register for. The system may allow the student to make changes to his/her registration under the condition that no violations to any of the prerequisites, no conflicts between courses timetables, and the student does not exceed the allowed number of credit load per semester. This process is handled automatically through the university's registration system without any manual interference.

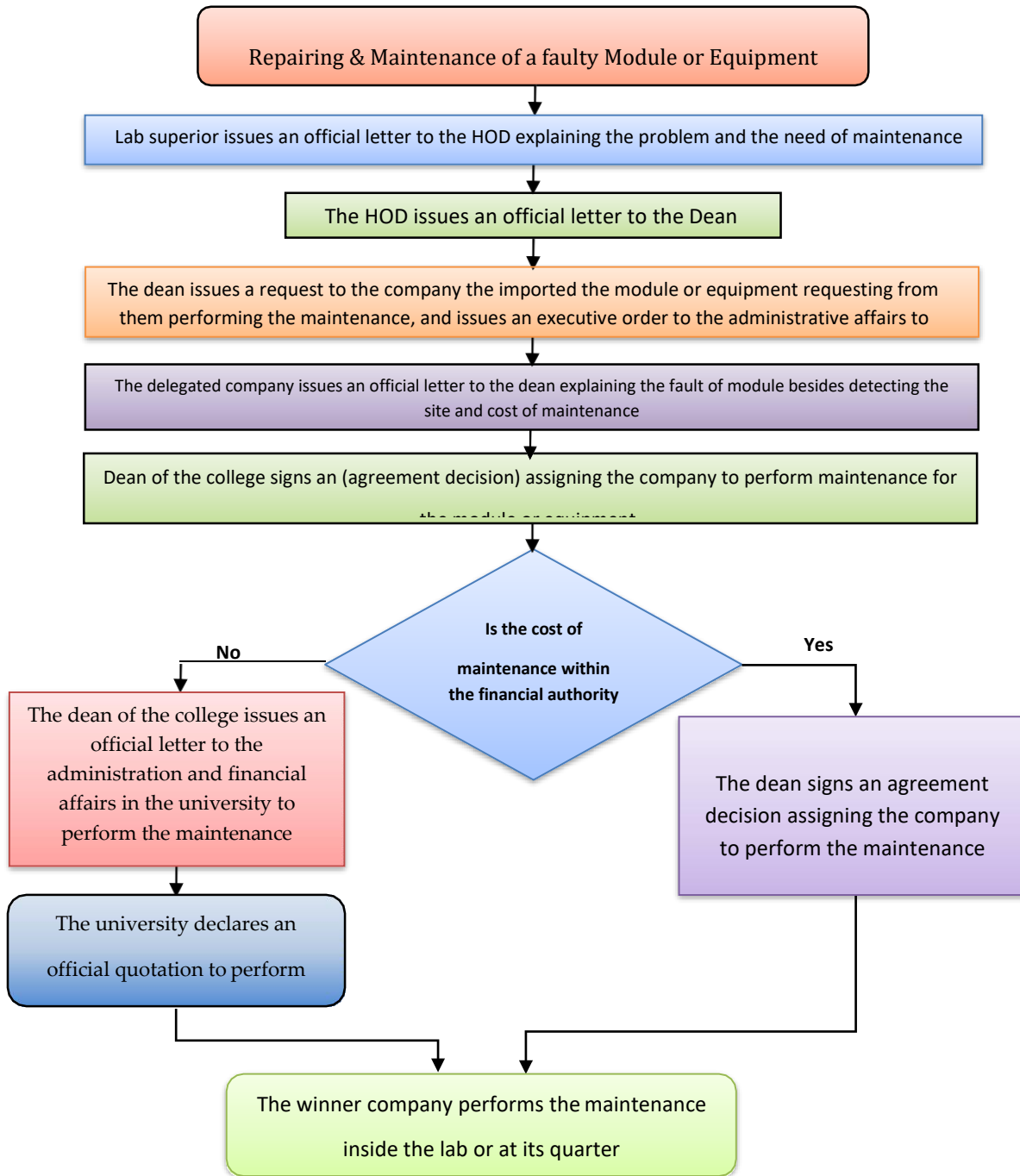
The student is allowed to make changes to his/her schedule by either adding or dropping courses only for up to the end of the first week of study. Course withdrawals, however, are allowed before the end of the tenth week of study of the semester. A student is allowed to withdraw for only one course per semester under the condition that he/she does not withdraw for more than three courses during his/her full study plan. A student can also withdraw the whole semester, usually no later than the end of the twelfth week of study pending department head and vice-dean for academic affairs approvals.

## 0. Repairing & Maintenance of a Faulty Module or Equipment

**Purpose:** to provide faculty and staff with appropriate knowledge to repair or maintain of faulty module or equipment

**Responsibility:** Dean of the college, HODs, lab supervisors, administrative staff

**Flow Chart**



**Figure 15. Flowchart for Repairing & Maintenance of a faulty Module or Equipment**

**P. Verification of Standards of Student Achievement**

1. Students Awareness of Assessment Practice

At the beginning of each semester, the instructors at the electrical engineering program are advised to distribute their courses’ syllabi to the intended students.

First, the instructor explains the course learning outcomes (CLOs) for the intended course and student learning outcomes (PLOs) associated with each one of them. Table 6. shows an example of CLOs and PLOs association in a course offered in the electrical engineering program. The PLOs of programs in the college of engineering are consist with new NCAA domains: Knowledge, Skills and Competency, Table 7.

**Table 6. An example of CLOs and PLOs association**

N	Course Learning Outcomes	Student Learning Outcomes
	By the end of course, the student will be able to:	
1		
2		
3		
4		
5		
6		



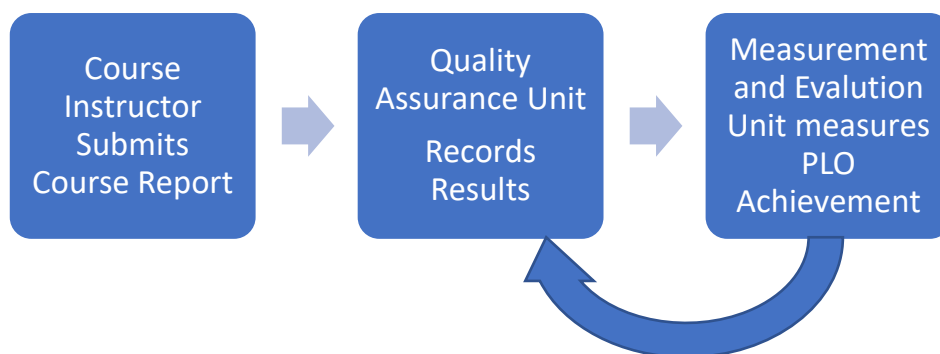
<b>First exam</b>			
<b>Second exam</b>			
<b>Quizzes</b>			
<b>Micro Project</b>			
<b>Final Exam</b>			
<b>Total</b>			

## 2. Verifying Standards of Student Achievement

<b>Evaluation Areas/Issues</b>	<b>Evaluators</b>	<b>Evaluation Methods</b>
Final Exam Answer Scripts Verification	Peer faculty members	Review
Course Feedback	Students	Survey
Course Grade Verification	Head	Inspection for checking consistency of Internal and External Evaluation

### 2.1 Process for Analysis of Exam Results

A Course Report will be prepared by the concerned faculty member in coordination with other sections and branches and will be submitted to the Quality Assurance Unit(QAU). The QAU records the result statistics and sends it for Measurement and Evaluation Unit(MEU) for recording the PLO achievement for Fall and Spring semesters. The PLO achievement results are shared with QAU for final recording in the required reports. The flow is shown in Figure 16.



**Figure 16. Process for Analysis of Exam Results**