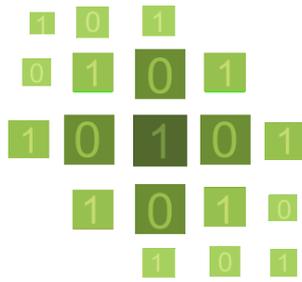




جامعة المجمعة
Majmaah University



College of Computer
and Information Sciences
كلية علوم الحاسب والمعلومات

Academic Advising Guide

Academic Advising Unit
2017-2018

1. Academic Advising

The academic advising is an essential procedure in educating students and it is very important to achieve the requirement of high quality in the educational process. A faculty advisor will be assigned to each student at College of Computer and Information Sciences at Majmaah University. The role of the advisor with student begins since the student joined the university until graduation. The Guidance and Advisory Unit in accordance with departments assign a group of students for each faculty member who is responsible for guiding them in their academic life. The purpose of academic advising is to improve the student's performance and to help him/her to understand the college environment.

1.1 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 week 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.

1.2 Academic Guidance Skills

A successful academic leader must have a range of knowledge and skills that enable him to interact with his students and identify their needs. Here are some of these knowledge and skills:

1. Have leadership skills in order to establish a positive relationship with students and influence them and help them achieve their goals.
2. Skills of providing advice and guidance.
3. Problem analysis skills.
4. Decision-making skills to help students make the right decisions to solve their problems.
5. Ability to support and encourage confidence in academic decision-making by enhancing student autonomy in academic processes and procedures.
6. Ability to direct the student to the departments or administrative units in the university and related to the student's problems.
7. Organizational and planning skills.
8. Knowledge of the rules and regulations in force at the college and university regarding exams and examinations, the maximum and minimum number of hours a student can register, the rules of transfer and acceptance in the college departments and other rules that are important for academic guidance.
9. Knowledge of the system of study in the college.

1.3 Advisor Responsibilities

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. In addition, all administrative documents that show the academic progress of the student (Add/drop/withdraw, Program/track selection,...)
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.
5. Announce office hours for academic guidance.

1.4 Students Responsibilities

1. To set up an appointment with his/her academic advisor.
2. All relevant information and documents should be brought to advising session.
3. To inform the academic advisor about any changes in the academic progress.

1.5 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 the 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.

2. Study System at College of Computer and Information Sciences

1. Students must complete foundation year requirements, Majmaah University requirements, college requirements, major requirements, and specific track requirements. The student may complete the graduation within five academic years.
2. English is the official teaching language of instruction.
3. The student and some of his/her colleagues (as a team) must complete the graduation project.
4. The student must complete official training under the supervision of related department.
5. The study system in the college follows the rules and regulations of Higher Education Council and Universities System.

3. Admission

3.1 Freshmen Admission

For a student to be admitted to the College of Computer and Information Sciences, the following conditions must be satisfied:

- The student must have obtained a recent Secondary School Certificate (not earlier than five years), or its equivalent.
- The student must be of Saudi nationality. Non-Saudis are treated in accordance with Majmaah University regulations of international students scholarship.
- The student must have good behavior and conduct.
- The student must be physically fit and in a good health for the purpose of study.
- Admission is based on a combination of the student score in the General Certificate of Secondary Education (GCSE), known as THANAWIA, and scores in two standard national exams organized and administered by the "National Center for Assessment in Higher Education" (QIYAS). These two Exams are:
 - General Aptitude Test, known as QUDRAT.
 - Scientific Track Admission Test, known as TAHSEEL.

If all the above conditions are satisfied, admission is granted to the preparatory year. Students who have an initial acceptance to the college before the preparatory year must maintain a GPA not less than 3.0 / 5 in order to be eligible to continue in the college.

After completing the preparatory year, students are distributed to the various programs of the university according to three criteria: their preference, GPA from the preparatory year, and the capacity of each program.

3.2 Transfer Students: Intra-College

The student may transfer from one major to another major inside the college according to the following rules:

1. The student may, after the approval of the Dean of the College, transfer from one department to another within the College in accordance with the regulations set by the College Council.
2. The remaining period at the university is sufficient to complete graduation requirements.
3. The transfer procedures shall be completed within the first week of the beginning of the semester or the academic year of the colleges applying the annual system. If the procedures exceed this period, the transfer shall be for the next semester.
4. The student is allowed to transfer once during his university studies.
5. The student shall keep the hours he studied, his grades and the cumulative rate in his academic record after conversion to the new specialization.

3.3 Transfer Students: Intra-University

The rules and regulations of transferring from one college to another within the university:

1. The Dean of the destination college approval in accordance with the regulations issued by the college's council.
2. The student should not have spent a duration of more than 4 academic semesters without counting the semesters of the preparatory programs, such as (Preparatory Year and English Intensive Training Course) in the duration.
3. The transfer procedures should be completed during the first week of the semester.
4. The student is not allowed to transfer before completing at least one semester.
5. The student is allowed to transfer only once or twice if the first time was during the preparatory year or the intensive course.
6. A student who has transferred to preparatory year or the intensive course will be sent back to his previous department if he did not pass and that is only for one time.
7. Majoring after passing the preparatory programs is not counted from the transfer movements.

3.4 Transfer Students from Other Institutions

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

1. The student should have studied at a recognized university inside or outside the Kingdom of Saudi Arabia.

2. The student should have earned the secondary school certificate / scientific section, or its equivalent from inside or outside the Kingdom of Saudi Arabia.
3. The student should have an overall GPA of 3.5 or above from his/her current institution or university.
4. The student has not been dismissed from transferring university due to disciplinary or educational reasons.
5. The student must submit the admission application along with required documents.
6. The student must have a record of good conduct.
7. The student must be physically fit and healthy.
8. The student must successfully pass the interview.
9. The number of completed credits/hours required to study at Majmaah University should be no less than 60% of the credits/hours required for obtaining the Bachelor Degree at College of Science and Information at Majmaah University.
10. The student must satisfy any other conditions deemed by the Majmaah university or the College of Science and Information at the time of application.

The transfer student maintains all credits for completed courses at his/her previous institution or university and have been accepted through equivalence procedures by the college council in his/her academic record but they do not count in the overall AGPA.

3.5 Visiting Students

A visiting student is he who studies some courses in another university or a branch of the same university without transferring to it. The courses he studies are equated according to the following regulations:

- a. The student has to get the approval of the college in which he intends to study as a visiting student prior to admission.
- b. The college or the university in which he intends to study should be a recognized institution.
- c. The courses to be studied in another university should be equivalent to the requirements of graduation in his university.
- d. If the visiting student studies in one of the branches of the college he studies in, he will be treated in accordance with Article (47).
- e. The University Council determines the maximum percentage of credit hours to be considered for the external student.
- f. The courses equated for the visiting student are not counted within his CGPA. The courses are written on his academic record.
- g. Any other conditions set by the University Council.

The Operational Rule for Majmmah University

A visiting student is the student who studies some courses in another university or a branch of the same university without transferring to it. The courses he studies are equated according to the following regulations:

Firstly, any student from Majmmah University who wants to study as a visiting student:

1. Bring a prior permission from his college allowing him to study as a visiting student, determining the courses he would like to study. The college may condition that the student should attain a specific rate for the course equation. He will be given a letter from the Deanship of Admission and Registration to that effect.

2. The student should have an academic record with a (CGPA) for at least one semester in the university, before he applies as a visiting student.
3. The university or the college in which he intends to study should be a recognized institution.
4. The course the student intends to study in another university should be equivalent to one of the courses included as part graduation requirements.
5. Taking into account (Article 42), the maximum total for the credit hours to be counted for a visiting student is 20% from the total graduation credit hours in Majmmah University.
6. Equated courses of the visiting student shall not be counted as part of the student's (CGPA). The courses shall, however, be registered in his academic record.
7. The student should inform the Deanship of Admissions and Registration the results he obtains within the first week from the beginning of the semester following his study as a visiting student. If he does not provide his results , he shall be considered absent (except summer courses) and he shall be treated in accordance with (the Article 15).
8. A visiting student shall be paid a monthly bonus if he deserves it through manual files after forwarding his results of the semester to the Deanship of Admission and Registration.
9. The maximum number of the semesters students are allowed to study as a visitors ,are two semesters.

Secondly, any student from another university who wants to study in Majmmah university should:

1. Have an academic record with a (CGPA) of one semester at least from the university in which he had been admitted.
2. He should obtain a prior written approval from his university , permitting him to study as a visiting student in Majmmah University. In the letter he should mention the courses of Majmmah University he would like to study.
3. He should get the approval of the college in which he wishes to study as a visiting student.
4. The visiting student from another university would not be awarded a bonus from Majmmah University.
5. The courses the student takes are registered by the Deanship of Admission and Registration , taking into account all the regulation of registration.
6. At the end of his studies, the student shall be given a letter, showing the results of the courses .

Third, the procedures for studying as a visiting student in Almajma'ah University:

- a student needs to go to the department where the courses he would like to study are taught in order to know the description of courses and make certain they are offered in the next academic semester;

- a student applies to the department of admission in Deanship of Admission and Registration and he brings all the required documents and he must do that within the define period of time;

- after obtaining the approval from Deanship of Admission and Registration as a visiting student according to the terms and conditions followed, then a student will be issued a student number and the courses will be added in the letter.

4. Registration

1. The student is availed the courses he wishes to study or drop according to the following:
 - a. The student may add the courses he wishes to study a week before the beginning of the academic year and ends by the end of the first week.
 - b. The student may drop the courses he does not wish to study until the end of the second week from the beginning of the academic year.
 - c. Registration must not exceed the maximum credit hours and not be less than the minimum as shall be mentioned in the fourth paragraph of this regulation.
2. The process of the registration of the courses for the student is done in consultation with his academic supervisor. The student bears the responsibility of any deficiency or errors caused by ignorance of the instructions.
3. The student must complete the procedures of registration by himself, he is not entitled to assigned this responsibility to his representative at all.
4. The registration process can be performed automatically for students of a certain college or level if necessary.
5. If the student does not register for any course during the regular registration period, he shall be considered as leaving study.

Accreditation of Registration

1. The student must, in case of automatic registration, accredit his academic schedule through his personal file in the university website, during dropping/ addition period.
2. The student shall be considered as leaving study during dropping /addition period of registration if he does not accredit his academic schedule during addition/dropping period until the end of the second week from the beginning of the academic year.

Academic Load:

1. Academic load refers to the total credit hours for the courses the student registers for in the semester. It is determined in accordance to the following regulations:
 - The minimum academic load is 12 credit hours for a semester.
 - The maximum academic load is 20 credit hours per semester and 10 credit hours for the summer semester.
2. The student who has an academic probation shall not be allowed to increase his academic load to more than 14 credit hours.
3. The student who has a Pass Grade shall not be allowed to increase his academic load to more than 16 credit hours.
4. The student on the threshold of graduation is allowed to exceed the maximum, the increase being not more than three credit hours.

Academic Probation

The student shall be given an academic probation if his CGPA becomes less than 2.00 out of 5.00.

4.1 Attendance, Absences, and Warnings

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 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.

The student will receive an academic warning if his accumulative average is less than (2.00) and he will be dismissed from the university if he receives three consecutive warnings.

The College Council can lift the depriving of attending the final examination from the student if

2. He/she presents an excuse or reason accepted by the College Council,
3. The percentage of attendance is not less than (50%) of the lectures and practical lessons allotted for the course.

4.2 Dismissal from University

The student is subject to dismissal from university in the following cases:

1. If the student receives a maximum of three consecutive academic warnings due to his low accumulative average (less than 2).
2. Based on the recommendation of the College Council, the University Council may give the student who can raise his accumulative average to 2.00 or above a fourth chance.
3. If the student does not finish the graduation requirements within a maximum of one and a half the duration allotted for his/her graduation, the University Council may give the student an additional chance to finish the graduation requirements within a maximum of double the duration allotted for graduation.
4. Upon exceptional conditions, the University Council may give the students to whom sections 2 or 3 applied an exceptional chance not more than two semesters.

4.3 Leave of Absence

- A student may withdraw from studying a semester without being considered a failure, if he forwards an application to that effect to the dean of his college, at least three weeks before the beginning of the final examinations in accordance with the university schedule. The students of the colleges that adopt the annual system may withdraw before at least five weeks from the beginning of the final examinations. The students of the short courses may withdraw before the beginning of the examinations, equivalent to one third of the duration of the course. The university Rector may exceptionally, consider some , very urgent cases if necessary, from these durations, in which cases the student is given the withdrawal grade(W) and this period is counted as part of the of the time for completing the requirements of graduation.
- Withdrawal chances shall not exceed two consecutive or three non-consecutive semesters.As for the students of the colleges that adopt the annual system, they may not withdraw for two consecutive years. Years of withdrawal should not exceed two non-consecutive academic years throughout the student's stay in the university, after which period, the student's registration is cancelled. The dean of Admission and Registration may consider some exceptional cases.

- Dean of Admission and Registration may ask for the acceptance of the guardian of the female-student when she applies for withdrawal from a semester.
- A student may withdraw from one course or more per a semester and no more than three courses throughout the period of his study in the university in accordance with the period specified in the rules, according to the following conditions:
 - a. Approval of the dean of the college.
 - b. Applying for withdrawal from the course before the deadline for withdrawal from the semester.
 - c. The abbreviation (W) is entered for the course a student withdraws from

4.4 Study Postponement and Suspension

The student is allowed to apply for postponement before the end of the first week of the semester if he/she presents an excuse acceptable by the dean of the college. The postponement duration should not exceed two consecutive semesters or a maximum of three inconsecutive semesters throughout his/her stay in the university. The postponement duration is not counted within the duration required for fulfilling the requirements of graduation.

4.5 Withdrawal from University

The student can completely withdraw from the university if he finishes the clearance procedures, and returns the student I.D. card. The student must bring his identity documents to restore his file.

4.6 Reregistration

The student whose record has been closed may apply for the restoration of his record under the same number before the suspension as per the following restrictions:

1. The student should submit the reregistration request during four semesters from the closing date of the record.
2. The Council of the College and respective parties should approve the re-registration request submitted by the student.
3. If more than four semesters pass after the closing of the student record, the student can apply as new student without referring to his previous academic record. The University Council may exempt him/her based on rules of regulation issued by the Council.
4. The reregistration should not be done more than once, and the University Council – when necessary – may exempt from this matter.
5. The reregistration will not be allowed for the student whose record has been closed due to disciplinary or educational reasons.

4.7 Graduation

In order to earn the degree from College of Sciences and information at Majmaah University, the student must complete the following requirements:

1. Foundation year requirements
2. University requirements
3. College requirements
4. Mandatory major requirements
5. Elective major requirements.
6. Summer training.

The AGPA should need not be less than 2.00, and the College Council may determine suitable syllabuses to be studied by the student based on the recommendation of the Department Council to promote his accumulative average in case of passing the syllabuses and failing in the accumulative average.

The student will not be considered as graduated unless the approval of the University Council has been issued granting him the scientific grade.

The overall grade of AGPA for the student at graduation is considered as:

- Excellent: If AGPA is greater or equal to 4.5.
- Very Good: If AGPA is greater or equal to 3.75 and less than 4.5.
- Good: If AGPA is greater or equal to 2.75 and less than 3.75.
- Pass: If AGPA is greater or equal to 2 and less than 2.75.

4.8 Grade Points

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.

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	Deprivation	

Courses with a grade of IC, IP, W, and DN carry no grade value. The grade of incomplete (IC) initially carries no grade value for courses that require more than one semester. The Council of the Department which is 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 academic record and it is not calculated in his semester average nor in his accumulative average unless he 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 semester average and in his 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 nor 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.

4.9 Semester Average

Accumulative average is resulted by dividing the sum of the points obtained by the student in all courses he/she studied by the total number of credit hours of these courses.

4.10 Accumulative Average

The result of dividing the sum of points obtained by the student in all the courses that he/she has studied by the number of units representing these courses.

Example:

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

First Semester Average:

Sum of points (7+16+6+6+6) = 41

Sum of credit hours (2+4+3+3+2)=14

Semester average= 38/14= 2.92

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

Second Semester Average:

Sum of points $(9+18+9+6+7) = 49$

Sum of credit hours $(2+4+3+3+2)=14$

Semester average= $49/14= 3.5$

Accumulative Average:

Sum of points $49+41=90$

Sum of credit hours $14+14=28$

Accumulative average= $90/28= 3.21$

4.11 Honor Rank

The first and second honor rank are granted to students who have accumulative average from 4.75 to 5.00 and from 4.25 to less than 4.75 respectively and meet the following conditions:

1. The student should not fail in any course he has studied in the university or any other university.
2. The student should fulfill the university requirements within a maximum of the average duration expected for graduation.
3. The student should study at Majmaah University a minimum of (60%) of the graduation requirements.

5. Examination

The overall marks of any course is calculated as following

1. 60 marks out of 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. 40 marks for the final examination that designated during the last week of each semester of the academic year.

5.1 Examination Procedures

in order to maintain a healthy environment during the final exams, students **MUST** adhere to the following regulations:

1. Mobile phones are strictly forbidden in the exam room.
2. You will not be allowed to the exam room if you are more than 30 minutes late starting from the scheduled beginning of the exam.
3. You will not be allowed to leave the exam room before 30 minutes are passed from the beginning of the exam.
4. Laptops, programmable calculators, mathematical tablets, books, and extra blank sheets are not allowed to be used during the exam without prior permission from course instructor.
5. You **MUST** adhere to the place specified by the exam room invigilator.
6. Make sure you write your name and your ID number on both questions and answers' sheet.
7. Show your ID to the invigilator if requested.
8. You are to keep silent, and not to look or talk to any student in the exam room, in case of queries ask the invigilator.
9. Bring all tools necessary needed for the conducted exam as you will not be allowed to borrow from others.

5.2 Re-correct the answer sheets

Limitations on re-correcting the answer sheets:

1. The student will submit a request for re-correction of the answer papers to the section to which the course will be assigned, which will be forwarded to the College Council within a maximum period of one month from the end of the final examinations.
2. The student must submit the application in person and the application shall not be considered null and void.
3. The student can not apply for the re-correction of the answer papers for more than one course during the semester.
4. The application form will be filled out with the student's name, university number, course number, course code, course name, semester, absentee rate, cumulative average, alarms, teacher's name, exam date and related reasons. Re-correct the answer papers and pledge the student with respect to the accuracy of the information provided in the form.
5. In case of approval, the College Council shall consist of a committee of at least three members who will re-correct the response papers and submit their report to the College Council, which shall issue the final decision on this matter.

5.3 Excuse of not Attending the Examination

The rules of acceptance or rejection student's excuse of not attending the examination in Computer and Information Sciences at Majmaah University:

1. The student can present his crucial excuse of not attending the midterm examination to the department chair by filling out Midterm Examination Absence Form.
2. The student can present his crucial excuse of not attending the final examination to the college dean by filling out Final Examination Absence Form.
3. The excuse must be issued by governmental medical clinic/agency.
4. The excuse must be submitted by the student or his official representative within one week of its occurrence. All supported document should be included with correspondence absence form.
5. The department council has the authority of acceptance or rejection student's excuse of not attending the midterm examination taking into consideration the recommendation of course instructor. Copy of department council decree should be sent to Dean of the college, Examination Unit, and student's academic advisor.
6. The college council has the authority of acceptance or rejection student's excuse of not attending the final examination taking into consideration the recommendation of course instructor, and department chairman. Copy of department council decree should be sent to Examination Unit, and student's academic advisor.
7. The examination unit is responsible for announcing the names of students whose application has been accepted or rejected. The unit will organize the date and time of the alternative exam and the associated mechanisms in coordination with the course teachers and department heads in the college.

5.4 Changing the date and time of the examination:

Students can present a request to change the date/time of the examination. The dean has the authority of acceptance or rejection students' request taking into consideration the recommendation of course instructor and department chairman.

6. Frequently asked questions

1- What is the Academic Warning?

The Academic warning is a notification to the university student due to his/her low GPA (Grade Point Average), which is (2 out of 5) according to the Academic regulations.

2- What is the meaning of Semester Formative Marks?

Formative Marks are marks given to a student for his/her academic participation, research or educational activities during a given semester.

3- What is an Incomplete Grade?

Incomplete Grade is a temporary grade given to a student because of his/her failure to meet the course requirements at the specific time. It is coded as (IC) in the student Academic Transcript.

4- What is the meaning of a Continual Grade?

It is a temporary grade for a course that takes more than a semester to finish. It is coded as (IP)

5- How can calculate my semester grade?

The semester grade is the quotient of the student's total points divided by the total prescribed units of all the courses of a given semester. Points are calculated by multiplying the prescribed unit by the weighed grade obtained by the student in each course.

6- How is the GPA calculated?

It is the quotient of the total points obtained by the student in all the courses he/she has studied since joining university divided by the total prescribed units of such courses.

7- How many units can I register in one semester?

The minimum limit of units a student can register is 12 hours (one unit) in a single semester, and the maximum limit is 20 hours (unit) considering the Student Cumulative Grade. The number of units must fit the student cumulative grade.

8- What is the Level System at the university?

It is a study system of 2 semesters each year. The summer semester accounts for half of a spring or fall semester. Graduation requirements are distributed over levels according to the study plan.

9- When are courses of the next semester registered?

Courses are automatically registered at the Deanship of Admission and Registration before the beginning of a given semester.

10- IS the student required to confirm his/her automatic registration?

Yes. A student must take his/her timetable out of the University portal before the end of the first week of study, or he/she would be considered a dropout.

11- Can a student add courses to or delete courses from his/her timetable?

Yes. A student can delete courses he/she does not want to study, or add courses he/she wants to study within one week of the beginning of a semester and in the academic evaluation period of the university. Student study load mustn't be less than 12 credit hours (units) or more than 20 credit hours (units).

12- Can I register courses or credit hours even if I get an academic warning because of my lower cumulative grade (2 out of 5)? No. A student who received an academic warning cannot register more than 14 hours.

13- I have got a mediocre grade. How many hours or study units I can register?

A student who received a mediocre grade cannot register more than 16 hours.

14- I am expected to graduate this semester, and my grade is mediocre. I still have more than 16 hours or study units to graduate. What should I do to register the study units or credit hours?

A graduate student can exceed the maximum hours by only 3 hours.

15- What is the permissible proportion of the student absence hours according to the university regulations?

A regular student must attend lectures and sessions. He/she will be denied access to final examinations and fail the course if his/her absence hours exceeded the proportion set by the University Council. Attendance percentage mustn't be less than 75% of the total lectures and classes of each course.

16- What should I do if I did not attend the final examination of a course without a plausible excuse?

If a student misses the final examination of a course without a plausible excuse, he/she will be marked zero in that exam. Only his/her Formative assessment marks are marked and calculated.

17- What should I do if I miss the final examination due to a plausible excuse?

If a student misses a final examination of a course due to compelling and necessary conditions, the College Council may accept his/her excuse and allow him/her to sit the final exam during the next semester. He/she is given the mark he/she obtains at the exam.

18- Can a student apologize for a semester because of emergency, and how?

A student can apologize for a semester due to emergency if he/she submits a plausible excuse to the Dean of his/her college at least 3 weeks before the final examinations according to the academic calendar. But for those students whose colleges apply the Study Year System, they could apologize for the semester at least 5 weeks before the final exams according to the approved academic calendar.

19- How many times can I cancel for a semester throughout my university study?

You can only cancel for two consecutive semesters or three separate ones. However, students in the colleges that apply the annual system cannot cancel two or more consecutive years throughout the student period of study at the university.

20- Can I cancel for a course, and do not take a fail grade in it?

Yes, you can cancel for one or more courses according to the determined period, although the course load mustn't be less than the minimum limit (12 hours), and the cancelling is within the predetermined period.

21- Can I delay the course for specific reasons?

Yes, you can delay any course before the end of the first week of study, but the reason of delay has to be accepted by your college dean, and the delay should not exceed 2 consecutive semesters or more than two separate semesters. Moreover, the delay cannot take 2 consecutive years or 3 separate years. (However, students in the colleges that apply the annual system cannot cancel two or more consecutive years throughout the student period of study at the university.)

22- Is the delay period calculated in the required graduating period?

No, the delay period is not calculated in within the required period for graduation.

23- I dropped out of college for personal reasons without submitting any excuses or cancelling terms. What is my status then?

If a student drops out of college for a semester without the submission of any excuses, he/she is considered dismissed from the university. The college council can decide the student dismissal due to a period less than above. The distant learner is dismissed if he/she has not taken all semester final examinations without excuse.

24- I am a visiting student at another university. Am I considered a dropout?

No. A visiting student at another university is not considered a dropout.

25- What are the conditions of student dismissal?

The conditions that lead to student dismissal are:

- 1- Dropping out
- 2- Withdrawal without plausible excuse
- 3- Academic dismissal

26-Can I get readmission? What are the terms?

A dismissed student can submit a petition of readmission according to the following terms:

- 1- He/she should file the petition during 4 semesters after dismissal
- 2- The college council and respective authorities approve his/her readmission
- 3- A student can apply to the college as a new student if he/she misses the grace 4-semester period of readmission and meets the imposed requirements at the time. The University Council can make an exception according to the university regulations.
- 4- A student cannot be readmitted more than once. However, the college council can make exceptions if necessary.
- 5- Readmission is not permissible in case of academic dismissal

27- I have been dismissed from University due to disciplinary reasons. Can I get readmission?

No. Readmission is not possible in case of academic or disciplinary dismissal from any university.

28- When can I graduate?

After successfully completing graduation requirements as per the study plan, and the student's grade mustn't be less than mediocre i.e. not less than 2 out of 5

29- I completed the requirements of graduation according to the study plan, but my grade is less than 2 out of 5. What should I do to graduate?

The College Council according to the respective department can decide the required courses that raise student's grade to graduate.

30. What are the graduation document details?

Each graduate receives a document containing the following details written in English and Arabic: date of graduation, student's name, nationality, ID number, college, major, certificate, appreciation award (if found), and is finally signed by the dean.

31. Can I get an alternative to my lost graduation document?

A graduation document might be issued as an alternative but contain a phrase saying: "Back-up Document".

32. When does the student receive the academic warning?

The student deserves the academic warning if his GPA less than 2 out of 5.

33. It's written on my academic record a phrase saying: "rejected academically" after having three sequent academic warnings, so can I raise my GPA?

The student is considered academically rejected after three warnings until the council of the faculty is held which has the authority to give the student a fourth opportunity. If the student couldn't raise his GPA after the fourth opportunity, then his case is transferred to

the permanent committee of students' problems. The committee then has the right to give the student a fifth conditional approval depending on his GPA (not to be less than 2 out of 5). The sixth and last opportunity is given to him conditionally by the university council depending on the permanent committee recommendation.

34. What is the maximum duration to finish the required materials in college?

The student must finish all his required materials through the permitted duration of study plan unless his case is considered as the following: • If he doesn't finish his required materials through half of the permitted period, the council of the university gives him an exceptional opportunity to finish his required materials in a maximum duration doesn't exceed the double of the defined period of graduation under a condition of giving a convincing reasons to the university council. The university council gives another opportunity which is two terms to the dismissed students who exceeded the period of the program by the recommendation of the permanent committee of students' problems.

35. How is the students' grade considered?

• Oral and practical exams, researches, class participation and at least a one written exam. • At least two written exams.

36. How is the students' rate considered?

To know everything about the students' rates (press here)

37. How is the graduate's general rate calculated?

Excellent:

GPA mustn't be less than 4.5 Very good:

GPA mustn't be less than 3.5 Good:

the GPA mustn't be less than 2.75 Satisfactory:

GPA mustn't be less than

38. When do students get honors according the GPA?

First class honors are granted to the student who gets from (4.75) to (5.00) in GPA. Second class honors are granted to the student who gets from (4.25) to (4.75) in GPA.

39. What are the conditions to get the first and second class honors?

Students get the first and second class honors under the condition that: • Student shouldn't be failed in any material he studied throughout his study in the university. • Student should finish all his required materials in a maximum duration not exceeding the half of the defined period to stay in his college. • Student should have studied at least (60%) of the required materials in the same university he has graduated from.

40. Can I do more than one final exam in the same day?

The student can't do more than one exam in the same day unless the council of the university gives him an exception.

41. I was prevented to do the exam because I was late 45 minutes for the exam. What is the permitted period of lateness to enter the exams?

The student is not permitted to enter the exam after 30 minutes of the exam's assigned time. On the other hand, he couldn't get out till spending 30 minutes.

42. How can I transfer to Majmaa University?

- The student should have studied in a university accredited by the ministry of high education and he should have a GPA for at least one term.
- He shouldn't have failed in his GPA.
- He mustn't be dismissed from the university he transferred from.
- He mustn't transfer to a higher degree than the previous one.
- He must achieve the transferring conditions of the university council.
- His materials in Majmaa University should be at least (60%) of the required materials for BA degree.
- He must spend half of the period he spent in the previous university and that which left in Majmaa University.
- Dean's acceptance of the university he transfers to according to the conditions assigned by the council of the university.
- The procedures of transferring should be in the first week of the year. If not, it is delayed to the next term. The transferring process should be registered in the academic record of the student.

43. What are the conditions of materials equivalency for those who transferring to Majmaa University?

The council of the university does the materials equivalency of all materials that the student passed outside the university and the hours of these materials must not be less than 40% of the major he is transferring to. The content of the material that the student passed should be equivalent to the one he transferred to, but it doesn't enter his GPA.

44. Can I transfer from a college to college inside the university?

The student can transfer from a college to college inside the university under the conditions that:

- Admission of the college deanship the student transferred to according to the conditions assigned by the council of the university.
- The student mustn't spend more than four terms except the preparatory year.
- The procedures of transferring should be in the first week of the year. If not, it is delayed to the next term.
- The student must spend at least one term in the college he transferred from.
- The student can transfer once throughout his study in the university or twice if the preparatory year is included.
- The student who transferred to the preparatory year returns to his last department if he didn't pass.

45. How can I transfer from the transitional program to BA degree?

• The student can transfer to a college if he finishes all his materials in the transitional program with a GPA not less than 2 out of 5. • If he finished his transitional program but he has 6 hours, he could transfer to a college with a GPA not less than 2.5 out of 5. • He could transfer to a college if he finished 50% of his transitional program with a GPA 4 out of five.

46. Is my GPA registered in my academic record of the college I've recently transferred?

All materials are registered in the academic record of the student in the new college including grades and GPAs.

47. Can I change my major inside the college?

After the dean's acceptance the student can change his major under the condition that: • The period left for graduation is enough to complete his required materials. • The procedures of transferring should be in the first week of the year. If not, it is delayed to the

next term. • All materials are registered in the academic record of the student in the new college including grades and GPAs.

48. Who is the visiting student?

The visiting student is the student who studies in another university or another college in the same university without transferring to it.

49. What's the maximum number of hours can the visiting student study at the university he visits?

The maximum number of the units he studies is 20% of the total units in Majmaa University.

50. How can I get the approval of studying, as a visiting student, in Majmaa University?

- Student should get the approval from his university to be a visiting student and identifying the materials he wants to study. He should also prepare a formal letter from the deanship.

- The student should have an academic record for at least one term before being a visiting student.

- Study should be in an accredited university.

Equivalency should be done between the materials he is studying in the visited university and the graduation requirements. • The equivalent rates of the visiting student is not included in his GPA and registered in his academic record.

- Student should send his result to the deanship in the first week as a visiting student, unless he would be considered as a dropped out student.

- He receives his salary after sending his results the deanship.

- He can't spend more than two terms as a visiting student.

51. How can I be a visiting student in Majmaa University?

Student can study in Majmaa University under the condition that:

- He should have an academic record with a GPA for at least one term in his university.

- He should prepare a letter from his university as a visiting student directed to Majmaa University and materials he wants to study should be mentioned in the letter. • He must get an approval from the university he wants to study in.

- He doesn't receive his salary from Majmaa University. • His materials are decided by the deanship.

- He should prepare a letter of his results.

52. What is the policy of the salaries?

- Student should attend at his university.

- He should be Saudi or from Saudi mother.

- He should not be an employee

- Three months should pass before he gets the first salary.

53. When does the salary stop?

The salary stops if:

- The student's GPA shouldn't be less than 2 out of 5.

- The student withdraws his file.

- The student finished his study in the university which is 4 years.

- The student receives a disciplinary decision because of violation of the university.

54. How much is the salary? Does differ from a major to another?

- (1000)SR in the scientific section.
- (850) SR in the literary section.

55. How much is the monthly deduction of the salary for student's box?

10 SR is deducted from the scientific section student's salary and 8 SR from the literary one.

56. For whom the student's box is made?

- Giving support and loans to students.
- Establishing useful projects for students such as restaurants and stationary centers.
- Supporting the students' projects and awarding the talented ones.

57. What is the university card? How can I get it?

University card is a card given to the regular student in the university including his personal details and university number. The card should be available every time. He can get it from the deanship by sending his acceptance letter and ID card.

58. What is the academic record?

Academic record is a detailed report explains the academic affairs of the student and includes the materials he finished and grades in addition to the GPA for each term.

59. I've withdrew my file from the university but I want to get back. Can I?

Student should spend two years after his withdrawal from the university to get back again.

60- What is the university calendar? And how can I benefit from it?

It is a calendar of the university semesters including the summer term. You can know dates and deadlines of transfer, cancelling courses, addition, withdrawal and readmission.

61- What is the University debit card? It is the debit card that the student needs to cash his/her monthly salary?

62- What can I do if I lose my university debit card?

You must notify the Deanship of Admission and Registration to cancel the old card and issue an alternative debit card in 30 days.

63- What can I do if I lose my university card?

You must notify the Student Affairs Section at the Deanship of Admission and Registration in order to obtain an alternative card in 10 days.

64- What is the Portal? And what are the services it provides?

The portal is the student academic venue through which he follow up his educational requirements during his study at the university. Services provided by the portal are:

- 1- Getting timetables
- 2- Addition of and cancelling courses during the academic evaluation
- 3- Performing academic procedures including (cancelling courses- withdrawal)
- 4- Getting the university transcript
- 5- Knowing the student academic status
- 6- Reviewing courses results of the semester

For more enquiry, please visit : <https://m.mu.edu.sa/en/>