

Kingdom Of Saudi Arabia
Ministry Of Education
Jouf University
College Of Business
Department of Accounting

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جامعة الجوف
Jouf University

المملكة العربية السعودية
وزارة التعليم
جامعة الجوف
كلية الأعمال
قسم المحاسبة

Accounting Program

Handbook

Department Of Accounting

Bachelor of Accounting Program

College Of Business

Jouf University, KSA

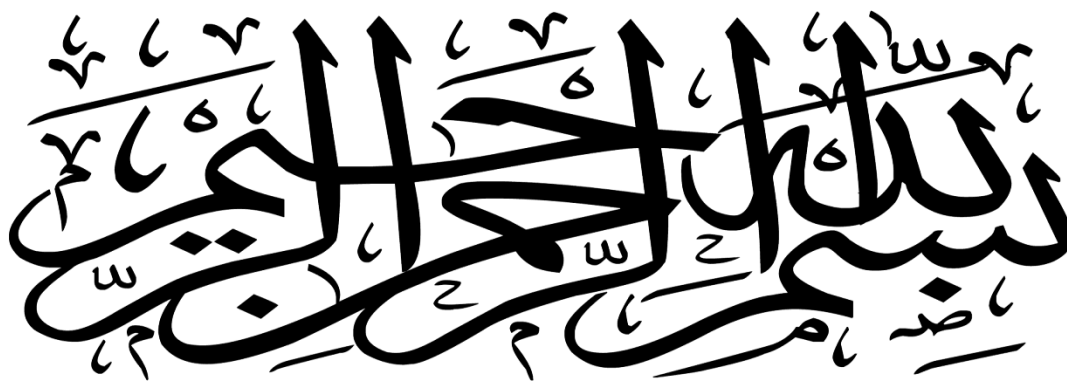


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1) The origin of the program

The Accounting Department was established in the College of Administrative Sciences and Humanities at Jouf University, and the study began at the beginning of the academic year 1431/1432 AH for students. As for the female branch, studies began in the academic year 1432/1433 AH. The main objectives of the department are to provide the Saudi business environment with human skills in the various accounting disciplines to meet the needs of the Saudi society and support the economic development in the Kingdom through the scientific program that qualifies for the "Bachelor of Accounting" degree.

The department includes in its membership approximately (23) members of the faculty of various scientific ranks (professor, associate professor and assistant professor) and is assisted by about (5) of the lecturers, lecturers, demonstrators and instructors.

Basic information:

Program name	Specializations available in the program	Department	the college	the University
Bachelor of Accounting	Accounting	Accounting	Business	Jouf University

Vision for the program

Excellence and leadership in providing study programs, research activities and community service in the field of accounting science.

2) Program message

Providing a supportive environment for learning, education, scientific research and community service in order to meet labor market needs in accounting and auditing.

3) Program objectives

1. Confirming that accounting program performance, enhance the quality and efficiency of education based on the standards of the education and training evaluation commission
2. Graduating of qualified students to meet the requirements of the labor market in accounting and auditing.
3. Achieving integrative skills and knowledge through organizing seminars, workshops, and conferences to enhance the quality of learning outcomes in programs
4. Enriching and support the research activity of faculty members in the program.
5. Enhancing societal partnership and community service.

4) Learning outcomes of the program

The learning outcomes, assessment methods, and teaching strategies are aligned.

They are linked together as a single unit. The following is a matrix of learning outcomes, measurement methods, and teaching strategies:

Program learning Outcomes	Teaching and learning strategies	Assessment Methods
1 Knowledge		
1.1 Remember the concepts, accounting principles and accounting and economic theories.	Interactive lectures Tutorials Blackboard	Quarterly and final exams Dialogue and discussion Blackboard
1.2 Describe the accounting treatment of financial transactions.	activities Class Discussion	Online discussion forums Researches
1.3 Identify laws and standards related to accounting and auditing.	Seminars Brain Storming	Case studies
2 Skill		
2.1 Apply international financial reporting standards in accounting functions and financial reports.	Interactive lectures Tutorials Blackboard activities	Quarterly and final exams Dialogue and discussion Blackboard
2.2 Solve accounting and economic problems in light of the developments of economic activities.	Class Discussion Seminars Brain Storming	Seminar Evaluation Researches Case studies
2.3 Analyze financial data and making decisions.		
2.4 Evaluate the outputs of the accounting system based on accounting and auditing standards.		
3 Value		
3.1 Demonstrate the ability to manage professional activities and work teams	Interactive lectures Tutorials	Brainstorming Researches
3.2 Use of new technologies in accounting and scientific research.	Blackboard activities Class Discussion	Case studies Observation sheet
3.3 Relate accounting and auditing applications with professional ethics.	Seminars Brain Storming	Penal discussion

5) Specifications of program graduates

1. Possesses a comprehensive and consistent structure of knowledge and understanding of the theories, principles and concepts involved in the field of specialization.
2. Mastery of accurate and advanced knowledge in the field of specialization, in order to qualify it to meet the requirements of the labor market.
3. Knowledge of and understanding of research methodology and investigation methods.
4. Having the ability to apply the knowledge, concepts and theories studied in the specialization to address issues and problems.
5. Critical evaluation of complex knowledge, and its use to provide innovative solutions to contemporary issues and problems.
6. Practicing techniques for investigating, verifying and investigating issues and problems.
7. The use of advanced and specialized tools, machines, materials and devices in dealing with practical activities related to specialization, work and profession.
8. Performing a set of complex practical tasks and procedures in a specific field, related to the field of specialization or work profession.
9. Communicate in various ways with individuals and groups to exchange knowledge, specialized skills.

10. The ability to choose and use a variety of digital technology and information and communication technology tools and applications to serve the field and support and enhance research and specialized projects.
11. Demonstrate integrity, professional and academic ethics, and a commitment to responsible citizenship.
12. Self-evaluation of the level of learning and way of thinking and dealing with issues related to aspects of specialization and society.
13. Mastering self-learning skills, and taking responsibility for professional development in the field of specialization.
14. The ability to social adapt and work in a team flexibly and effectively.
15. Serving the community by actively engaging in community issues that entrench the state's values and constants.

6) Program graduates work fields

Work at the university as a teaching assistant in the department.

Working in the banking sector, including commercial banks, Islamic banks, and specialized banks.

Working in other financial institutions (insurance companies - financial intermediary companies ... and others).

- Work in all institutions in the private sector as an accountant.
- Work in all government sectors in the financial field, such as accounts and the budget.
- Work in all financial oversight bodies such as the General Auditing Bureau and the Ministry of Finance.
- Work as an auditor in accounting and auditing offices.

Work in the Capital Market and Stock Exchange Authority

7) Conditions for admission to the program

The Executive Base at Jouf University:

To accept the new student at the College of Business and Accounting Department, the following is required:

- He must have a high school diploma or its equivalent from inside or outside the Kingdom.
- That no more than five years have passed since obtaining a high school diploma or its equivalent, and the university director may make an exception from this condition if convincing reasons are available
- Be of good conduct.
- To successfully pass any test or personal interview that the University Council sees fit.
- To be medically fit.
- To obtain the approval of his reference in the study if he is working for any governmental or private entity.
- To fulfill any other conditions determined by the University Council and announced at the time of application.
- He should not be dismissed from another university for disciplinary reasons.
- It is not permissible to accept holders of a bachelor's degree, or its equivalent, to obtain another bachelor's degree, and the university director may make an exception.
- It is not permissible to accept a student registered for another university degree or below,

whether in the same university or another.

8) The program's study system

The executive rule of the accounting department at Jouf University:

1. The College assigns an academic advisor to each student who assists him in matters related to the study system and his academic career, such as choosing a major, registering compulsory and elective courses, and other academic issues.
2. The student is responsible for knowing and following up the study system and the regulations governing it, including the graduation requirements.
3. The student's academic progression shall be according to the courses he successfully passed within the approved study plan of the Accounting Department.
4. The student continues his education according to the approved study plan and is a candidate for graduation if he fulfills the requirements for graduation by passing 134 study units.
5. Study plans are designed for the equivalent of eight semesters, including 134 study units.
6. The academic system in which the academic year is divided into two main semesters, and there may be a summer semester, provided that its duration is calculated half the term of the main semester, and the graduation requirements for obtaining the academic degree are divided into levels according to the study plan.
7. The student must abide by attending the lectures from the first day of the study commencement as in the university's academic calendar.

8) Duration of study

The academic year: two main semesters and one summer semester, if any.

- The academic semester: a period of time not less than fifteen weeks, all courses of which are taught, and registration periods and final examinations are not included in it.

Summer semester: a period of time that does not exceed eight weeks and does not include the registration and final exam periods, and during which the period allocated to each course is doubled.

- Academic level: It is indicative of the academic stage, and the number of levels required for graduation is eight levels or more, according to the approved study plans.

- The course: a subject that follows a specific level within the study plan approved in the accounting program, and each course has a number, code, name and detailed description of its vocabulary that distinguishes it in terms of content and level from other courses, and some courses have previous or simultaneous requirements.

- The unit of study: the weekly theoretical lecture of no less than fifty minutes, or the practical lesson of no less than one hundred minutes.

Academic warning: the notification given to the student because of his GPA falling below the minimum.

- Semester work degree: the degree awarded for work that shows the student's achievement during a semester of tests, research, and educational activities related to the course.

Final Exam: A course test that is held once at the end of the semester.

- Final exam score: the score that the student obtains in each course in the semester final exam.

Final score: the sum of the semester work scores plus the final exam score for each course.

Grade: a description of the percentage or alphabetical code of the final grade the student

attained in any course. The semester average: is obtained by dividing the total points obtained

by the student by the total units of all the courses he studied in any semester, and the points are calculated by multiplying the prescribed unit by the weight of the grade obtained in each course the student studied.

Cumulative GPA: is the result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total units determined for those courses.

- **General estimate:** Describe the student's level of educational attainment during his studies at the university.

Minimum academic load: the lowest number of academic units that a student should register in proportion to his cumulative GPA.

9) Choose a major

The student's academic progression shall be according to the courses he successfully passed within the approved study plan for the Accounting Department

- The student continues his education according to the approved study plan and is a candidate for graduation if he fulfills the requirements for graduation by passing 134 study units, and his GPA exceeds 2 out of 5.

- Study plans are designed for the equivalent of eight semesters.

- The school system in which the academic year is divided into two main semesters, and it is permissible for there to be a summer semester, provided that its duration is calculated half the term of the main semester, and the graduation requirements for obtaining the academic degree are divided into eight levels according to the study plan.

The college assigns an academic advisor to each student to guide him in matters related to the study system and his academic career, such as choosing a major, registering courses, and other academic affairs.

- The student must abide by attending the lectures from the first day of the start of the study as in the academic calendar of the university.

- The student is prohibited from entering the final examination of the course if his absence rate exceeds 25% without an excuse from the total lectures and scientific lessons specified for the course.

Registration, deletion and addition of courses shall be within the approved study plan levels to ensure that the student registers for the minimum academic load

The student may register or delete the courses he wishes to study as follows:

- The student can register the courses he wishes to study one week before the start of the semester and ends by the end of the first week of it

- The student can delete the courses he does not want to study according to the period specified in the university calendar.

- Registration must not exceed the maximum academic load and be no less than the minimum.

- The academic load is the sum of the hours (study units) for the courses that the student registers in the semester and is determined according to the following rules:

The minimum academic load is 12 credit hours in the semester and one credit hour in the summer semester.

- The maximum academic load is 18 credit hours in the semester and 13 credit hours in the summer semester.

- A student who is academically excused is not entitled to have more than 12 hours of study

load.

- A student with an acceptable grade is not entitled to more than 14 hours' study load.
- A graduate student is allowed to exceed the upper limit by no more than three credit hours.
- The student is given an academic warning if his cumulative GPA is less than 2 out of 5.
- A student may apologize for continuing to study a semester without being considered a failed one if he finishes the procedures of apology during the regular period, and the excuse semesters should not exceed two consecutive semesters or three separate semesters throughout the student's university study, and then his enrollment shall be closed after that.
- A student may withdraw from one or more courses within eight weeks of starting the study and four weeks for the summer semester, provided that the academic load is not less than the minimum.
- A student may apply for a study postponement before the start of the semester, provided that the period of postponement does not exceed two consecutive academic semesters or three non-consecutive semesters as a maximum.
- The student graduates after successfully completing the graduation requirements according to the study plan, provided that his GPA is not less than acceptable (i.e. his GPA is not less than 2 out of 5).
- The student is warned if his GPA falls below 2 out of 5 and this appears in his academic record, and if the student received three consecutive warnings, he is considered academic dismissed.

The course's semester work score is 40% of the final grade.

- The semester work score is calculated with two written tests, according to the nature of the course.
- The grades obtained by the student in each course are calculated as follows:

Denoted in English	Points	Degree limits	symbol
EXCEPTIONAL	5.00	95-100	A+
EXCELLENT	4.75	90-95	A
SUPERIOR	4.50	85-90	B+
VERY GOOD	4.00	80-85	B
ABOVE AVERAGE	3.50	75-80	C+
GOOD	3.00	70-75	C
HIGH PASS	2.00	65-70	D+
PASS	1.00	60 >	D
FAIL	-	95-100	F
IN-PROGRESS	-	95-100	IP
IN-COMPLITE	1.00	95-100	IC
DENILE	-	95-100	DN

NOGRADE-PASS	-	95-100	NP
NOGRADE-FAIL	-	95-100	NF
WITHDRAWN	-	95-100	W

10)The study plan :

1. Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	10	19	14.2%
	Elective	1	6	4.5%
College Requirements	Required	8	22	16.4%
	Elective	-	-	-
Program Requirements	Required	25	75	56%
	Elective	2	6	4.4%
Capstone Course/Project	Required	1	6	4.5%
Field Experience/ Internship	0	0	0	0%
Others	-	-	-	-
Total		47	134	100%

* Add a table for each track (if any)

2. Program Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	ISL 111	The Holy Quran	R	---	3	C
	ACCT111	Principles of Accounting and Financial Reporting	R	---	3	C
	BUS 111	Principles of Business Administration	R	---	3	C
	ISL 101	Origins of Islamic culture	R	---	2	U
	ARB 100	Language Skills	R	---	2	U
	ENGL 101	English language 1	R	---	3	U
	EDU 101	University Life skills	R	---	2	U
Level 2	ACCT 112	Intermediate Accounting (1)	R	ACCT 111	3	D
	BUS 122	Principles of Microeconomics	R	---	3	C
	CIS 101	Computer Skills	R	---	3	U
	ENGL 102	English language (2)	R	ENGL101	3	U
	ISL 110	The Moderation & Sobriety	R	---	2	U
	ARB 102	Writing Skills	R	---	2	U
Level 3	ACCT 211	Intermediate Accounting (2)	R	ACCT 112	3	D
	ACCT 221	Principles of Costs and Management Accounting	R	ACCT 111	3	C
	BUS 221	Principles of Macroeconomics	R	BUS 122	3	C
	MTH 282	Statistics in Business 1	R	---	3	D
	ISL	Studies in the Biography of the Prophet		---	2	C

	100		R			
		University Elective Course *	E	---	2	U
		University Elective Course *	E	---	2	U
Level 4	ACCT 212	Accounting in English	R	ACCT 111 & ENGL 102	3	D
	ACCT 222	Accounting Information Systems	R	ACCT 112	3	D
	BUS 231	Principles of Marketing	R	BUS 111	3	D
	LAWS 271	Principles of Commercial Law	R	---	3	D
	BUS 241	Principles of Financial Management	R	BUS111	3	D
	ISL 107	Professional ethics	R	---	2	C
Level 5	ACCT 311	Corporate Accounting	R	ACCT 211	3	D
	ACCT 321	Management Accounting and Decision Making	R	ACCT 221	3	D
	ACCT 322	Analysis of financial reports	R	BUS 241	3	D
	ACCT 341	Accounting In Islamic Banks	R	ACCT 211	3	D
	BUS 341	Financial Markets	R	BUS 241	3	D
	BUS 311	Production and Operations Management	R	BUS 111	3	D
Level 6	ACCT 323	Computerized Accounting Applications	R	ACCT 222	3	D
	ACCT 331	Auditing and confirmation services	R	ACCT 222	3	D
	ACCT 332	Zakat and Tax Accounting	R	ACCT 311	3	D
	ACCT 342	Government Accounting	R	ACCT 112	3	D
		Elective course from the university's courses**	E	---	2	U
		Elective course outside of specialization****	E	BUS 241 /BUS 341	3	D
Level 7	ACCT 411	International Accounting Standards	R	ACCT 331	3	D
	ACCT 421	Accounting reports in English	R	ACCT 212	3	D
	ACCT 441	Research Methods in Accounting	R	ACCT 331	3	D
	ACCT 442	Accounting of Specialized Establishments	R	ACCT 311	3	D
		Elective course inside of specialization****	E	ACCT 211	3	D
Level 8	ACCT 413	Advanced Accounting	R	ACCT 311	3	D
	ACCT 431	Internal control and Internal auditing	R	ACCT 331	3	D
	BUS 412	Strategic management	R	BUS 241	3	D
	ACCT 445	Practical Training	R	The student must	6	D

(*): The student chooses two courses from the three flowing courses: Human Rights ISL 105, Contemporary Issues ISL 108 and The Role of Women in Development ISL 109.

(**) The student chooses one of the university elective courses (Entrepreneurship BUS 101 or volunteer work EDU 102)

(***)The student selects one of the courses (Project Feasibility Study BUS 321 or Department of Securities BUS 345)

(****)The student chooses one of the courses (Accounting Theory ACCT 412 or Agricultural Accounting ACCT 443 or Trading ACCT 444).

12)Program Advisory Committee

The Accounting Program Advisory Committee is formed as follows:

The name	Job / employer	Job description
Dr. MOHAMMED BIN NAYEF AL OTAIBI	Dean of the College of Business	Chairman of the Committee
Dr. Salem bin Ali Lavi Al-Ghamdi	General Director of the Saudi Center for Financial Review and Performance Control at the General Accounting Bureau	Member
Dr. Abdul Aziz bin Adel Abdul Aziz Al-Darmi	Vice Dean of the College of Business Administration at the University of Tabuk	Member
Dr. Nif bin Farraj Abdullah Al-Wadani	Head of the Accounting Department at the College of Business at Al-Baha University	Member
Dr. EID MAHMOUD ABOZAID	Accounting department supervisor	Member and Rapporteur
DR. Abeer Abdallah Mohammed Grayb	Coordinator of the Accounting Department	Member

unctions of the Advisory Committee: The committee performs many tasks, which are as follows:

1. Contribute to familiarizing the various business establishments with the scientific program, the potentials of the college / department, its objectives and its activities.
2. Contribute to proposing mechanisms for cooperation and coordination between the scientific department and business enterprises in the public and private sectors.
3. The committee will be a link between the department and the labor market and the employers of

the program's graduates.

4. Contributing to developing the program and developing graduate skills

13) Regulations applicable to the program

Registration rules, deletion and addition to courses

1. Registration, deletion and addition of courses shall be within the approved study plan levels in a manner that ensures that the student registers for the minimum academic load.
2. The student may register or delete the courses he wishes to study as follows:
 - a. The student can register the courses he wishes to study one week before the start of the semester and ends by the end of the first week of it.
 - B. The student can delete the courses he does not want to study according to the period specified in the university calendar.
 - C. The registration should not exceed the maximum academic load and be no less than the minimum.
3. The student's course registration process takes place after consulting with his academic advisor, and the student is responsible for any deficiencies or errors that occur as a result of his ignorance of the instructions.
4. If the student does not register any course during the regular registration period, he is considered to have dropped out of study.
5. Registration approval:
 - a. In the case of automatic registration, the student must approve his study schedule through his personal file in the university computer system during the add and drop period.
 - B. The student is considered suspended from studying, and the phrase "discontinued for non-registration" is placed in the computer system if he does not approve his study schedule during the add and drop period.
6. The academic load is the sum of the study hours (units) for the courses that the student registers in the semester and is determined according to the following rules:
 - a. The minimum academic load is 12 credit hours in a semester and 1 credit hour in the summer semester. B - The maximum academic load is 18 credit hours in the semester and 13 credit hours in

the summer semester.

B. The academic student is not entitled to have more than 12 hours of study load.

C. A student with an acceptable grade is not entitled to more than 14 hours' study load

Dr. A graduate student is allowed to exceed the upper limit by no more than three credit hours.

7. A student is given an academic warning if his cumulative GPA is less than 2 out of 5.

Perseverance and apology for studying

Rules for denying entry to the final exam:

1. The student is denied entry to the final exam of the course if his absence exceeds 25% without an excuse from the total lectures and scientific lessons specified for the course.

2. The student who was denied entry to the exam due to absence is considered a failure in the course, and the semester work score is confirmed for him, and a deprived grade is assigned to him (h)

3. The deprivation lists are announced in the last week of study for each semester by the college itself.

4. An exception may be made to raise the ban and allow the student to enter the test, provided that the student provides an excuse, and the University Council determines the attendance rate, provided that it is not less than 50% of the lectures and practical lessons specified for the course

Rules for absenteeism from the final exam:

1. The student who is absent from the final exam will have a score of 0 in that test, and his grade in that course is calculated on the basis of the semester work grades obtained.

2. Absence of the final exam is excused in the following cases:

a. To present the excuse from the time of its cause until one week after its removal to the department to which the student belongs

B. Compulsive excuses accepted by the College Board.

3. The alternative examination and the results are monitored within a period not exceeding the end of the next semester.

Rules for excusing them from studying:

1. A student may apologize for continuing to study a semester without being considered a failed one if he finishes the procedures of apology during the regular period, which extends to three weeks before the final exams according to the university calendar.

2. The student is assigned a grade of (ع) or (w), and this semester is calculated from the period

required to complete the graduation requirements.

3. The excuse semesters should not exceed two consecutive semesters or three separate semesters throughout the student's university studies, and his registration shall be closed after that.

4. The apologizing student must register after the end of the excuse period, otherwise it will be considered interrupted.

5. A student may withdraw from one or more courses within eight weeks of starting the study and four weeks for the summer semester, provided that the academic load is not less than the minimum.

Postponement and suspension of studies

1. The student may submit a request to postpone the study before the start of the semester, provided that the period of postponement does not exceed two consecutive academic semesters or three non-consecutive semesters as a maximum, and then his enrollment is folded after that. And student affairs.

2. A female student accompanying her husband or who is legally dependent on her who is dispatched may suspend her studies (admission and registration) for a period not exceeding five years, and if the student wishes to return to study, her situation is treated as follows:

a. In the event that the study plans change, the equivalent or equivalent courses that the student or student had previously studied and complete the graduation requirements of the current plan.

B. In the event that the study plans are not changed, the student will return to her previous academic status.

C. After more than five years have passed, the student's seat in the department is reserved, and she begins as a freshman.

3. The postponement period is not counted within the period necessary to complete the graduation requirements.

4. The postponed student must register after the end of the postponement period, otherwise he will be considered interrupted.

5. A student who has been discontinued for lack of registration shall be closed if he does not process his academic status before the end of the fifth week of study

6. The student is not considered cut off from the study for the semesters he is visiting at another university.

Re-enrollment

1. The student whose registration has been withdrawn may apply to his faculty to re-enroll him with his number and previous record in accordance with the following controls:

- a. To apply for re-registration within four semesters from the date of the enrollment extinguishing.
- B. That the concerned college council approves the re-enrollment of the student according to the controls it sets during the registration period, and in the event that the college council's approval is late for the regular registration period, the student is not entitled to register except in the next semester.
- C. If four semesters or more have passed since the student's enrollment has been terminated, he can apply to the university as a new student without referring to his previous academic record, provided that he meets all the admission requirements announced at the time, and the University Council may make an exception based on the recommendation of the College Board.

Dr. A student may not be re-enrolled more than once, and the University Council may, in case of necessity, make an exception from that, based on the recommendation of the College Board.

H. It is not permissible to re-enroll a student whose registration has been withdrawn if he is academically dismissed.

2. It is not permissible to re-enroll a student who was dismissed from the university for educational or disciplinary reasons, or who was dismissed from another university for disciplinary reasons, and if it becomes clear after his re-enrollment that he was previously dismissed for such reasons, his registration is considered canceled from the date of re-registration.

Graduation

1. The student graduates after successfully completing the graduation requirements according to the study plan, provided that his GPA is not less than acceptable (ie his GPA is not less than 2 out of 5, and the College Council or whomever it delegates based on the recommendation of the relevant department council may specify appropriate courses for the student to study to raise his GPA If he passes the courses and fails the GPA.

2. A student is not considered a graduate except after the approval of the University Council to grant him an academic degree.

3. Graduation Document:

- a. Each graduate is given a graduation document in which he explains in both Arabic and English the following information: the date of graduation in Hijri and Gregorian, the student's name in quarter, his nationality, the civil registry number, the college, the major, the academic degree, the GPA, the grade, and the document is signed and stamped by the Dean of Admission for registration.
- B. A document that comes out as a lost or damaged allowance can be issued with the words "lost replacement" or "damaged allowance" written on it

Dismissal from the university

1. The student is warned if his cumulative GPA falls below 2 out of 5 and this appears in his academic record.

2. If the student receives three consecutive warnings, he is considered academically dismissed until the College Council issues a decision in his regard as follows:

The college council gives the student a fourth opportunity, and if the student's performance improves in the last semester so that his semester average is not less than 3 out of 5, then the College Board recommends that to the University Council to give him a last chance.

3. If the student does not complete the graduation requirements during the prescribed period for his graduation, then his situation is treated according to the following:

If he does not complete the graduation requirements within a period not exceeding half of the period determined for his graduation in addition to the duration of the program, the College Board may give an exceptional opportunity to the student to complete the graduation requirements with a maximum of twice the original period specified for graduation, provided that the reason for failure is acceptable to the College Board.

4. The College shall list all the cases it receives and present it to the relevant councils, and inform the Deanship of Admission and Registration of the decisions within a period not exceeding one week from the start of the study.

Final exams

1. The semester work score for the theoretical course is 40% and for the theoretical course, which includes a practical course, 50% of the final grade

2. The semester work score is calculated based on practical or research tests, or two written tests, depending on the nature of the course.

3. The grades obtained by the student in each course are calculated as follows:

degree	Denoted in English	Appreciation	Estimate weight
95-100	EXCEPTIONAL	A+	5.00
90-95	EXCELLENT	A	4.75
85-90	SUPERIOR	B+	4.50
80-85	VERY GOOD	B	4.00
75-80	ABOVE AVERAGE	C+	3.50
70-75	GOOD	C	3.00
65-70	HIGH PASS	D+	2.00
60 >	PASS	D	1.00
95-100	FAIL	F	-

1. A grade of (withdrawn with satisfactory performance), (WP) is given upon the official withdrawal of the student from all courses after the withdrawal period with an excuse, and the grade is given after the approval of the course teacher that the student's performance was satisfactory, and that his absence without an excuse did not exceed 20% of the lectures and laboratories. Until the date of his withdrawal, this estimate does not affect the student's GPA.

2. A grade (withdrawn with a fail grade) (WF) is given if the student officially withdraws from all courses after the withdrawal period with an excuse and his performance is satisfactory, and the student who obtained this grade is considered to have failed the course.

3. The general estimate for the GPA upon graduation is based on his cumulative GPA on the basis that the grade's weight is from (5). The general estimate for the GPA at the student's graduation based on his GPA is as follows:

- 1- **Exceptional:** If The Cumulative Average Of At Least 4.50 Out Of 5
- 2- **SUPERIOR:** If the cumulative average of 3.50 to less than about 4.50 of 5
- 3- **VERY GOOD:** If the cumulative average of 2.75 to less than 3.75 of 5
- 4- **ACCEPTABLE:** If the cumulative average of 2.00 to less than 2.75 of 5

2. A first-class honors degree is granted to a student with a GPA of (4.75 to 5) upon graduation, and a second honors degree is granted to a student with a GPA of (4.25 to less than 4.75) upon

graduation.

3. To obtain a first or second honors degree, the following are required:

A- The student should not have failed any course he studied at the university or at another university.

B - That the student has completed the graduation requirements in a period of no more than the average length of time between the minimum and maximum stay in his college.

C- That the student must have studied at the university at least (60%) of the graduation requirements.

Final test procedures

1- The College Council organizes the conduct of the examinations and submits the results to the Deanship of Admission and Registration in accordance with the instructions issued by it within a period not exceeding forty-eight hours from the date of examining any course.

2- The course instructor sets the test questions, and it is permissible, when necessary, based on the suggestion of the head of the department, that a person chosen by the faculty council.

3- The course instructor corrects the final examination papers of his course, and the head of the department (when needed) may associate one or more specialists with him in the correction, and the college council may, when necessary, assign the correction to whomever he deems appropriate.

4- The person who corrects the final exam monitors the grades obtained by the student in the transcripts prepared for this purpose and signs them; Then the department head approves it.

5- A student may not be tested in more than two courses in one day, and the University Council may make an exception from that.

6- The student is not allowed to enter the final exam after half an hour has passed from its beginning, and he is not allowed to leave the exam before half an hour has passed since its beginning.

7- Cheating in the exam, attempting to do it, or violating the instructions and rules for conducting the exam are matters for which the student is punished according to the student disciplinary regulation issued by the University Council.

8- The council of the faculty that teaches the course, in cases of necessity, has the right to approve the re-marking of the answer sheets within a period not exceeding the beginning of the next semester exams.

9- The college council determines, based on the department council's recommendation, the duration

of the final written examination, provided that it is not less than one hour and not more than three hours.

Controls for re-marking test answer sheets:

- 1- The review of the answer sheets is limited to general phenomena or extraordinary individual cases that require reconsideration.
- 2- The student submits to the faculty dean a request to re-correct the answer sheet within a week of calculating the cumulative averages according to the university calendar or announcing the results, including the justifications for the re-correction request and a pledge from the student that the information provided is correct.
- 3- The council of the faculty that teaches the course makes a decision in the case of the student's application.
- 4- Re-marking must be done within a week of the beginning of the next semester.
- 5- In the event that a re-correction is approved, the faculty council forms a re-correction committee from three faculty members in the department to re-correct the answer sheets. The committee submits a report to the college council for a decision, and the council's opinion is considered final.
- 6- The faculty that teaches the course informs the Deanship of Admission and Registration of the result of the amendment according to the approved form no later than the end of the second week of the beginning of the next semester.

Regulations for final examination procedures:

- 1- Regulations for final examination procedures, the following will be entrusted to the college:
 - A- Preparing for the final exams to ensure that the headquarters are prepared, the questions are available, and the availability of sufficient numbers of observers before the start of the tests in sufficient time.
 - B - Follow up on the progress of the tests and solve the student's problems in coordination with the relevant authorities at the university.
 - C- Ensure that the course professor submits the answer sheets and monitors the grades on the system after the result is approved by the department head, not exceeding the period specified according to the regulations.
 - W - Coordination with the departments in monitoring and reviewing the results of the decisions they supervise.
 - C- Keeping the transcripts of the grades at each department.

H- Keeping the student's paper answers for a period of no less than two semesters at the faculty to which the course is affiliated.

G- The College Deanship should follow up on cases of delays in monitoring results for the specified period according to the regulations and deal with them with the Deanship of Admission and Registration.

Services provided to the program student:

A- Academic and student counseling

- 1- An academic file is prepared for each student, accompanied by means of contacting him.
- 2- The student is directed to how to use the electronic portal of the university (Edugate) in order to benefit from all the services it provides to the student www.edugate.ju.edu.sa.
- 3- A file is prepared for the academic advisor and various indicative forms have been activated for different student cases. Enumeration of the students who are excelling in studies and the enumeration of students who have been academically dismissed. Students who have failed to study have been counted.
- 4- Student registration for the second semester courses will be followed up and instructed on the proper way to register and send the forms to them via a scanner via the blackboard.

Aid provided to struggling students:

- The student is assisted and guided in all educational, psychological, social, ethical, educational and professional aspects in order to understand his personality, know his capabilities and solve his problems within the framework of Islamic teachings to reach the achievement of his goals within the framework of the general goals of education in the Kingdom of Saudi Arabia and to become an actor in the university community.
- Through achieving a direct meeting and meeting with the student to research and diagnose the indicative situation and find out the student's academic, social and psychological problems, and try to work on solving the obstacles that stand in the way of their superiority and their continuation of study, either by directing the faculty members with the student's help or by directing the student to the best way to continue studying, and how Decision-making regarding the selection of study materials, additive and deletion materials, and other sound study methods, and defining future aspirations in the field of education and profession, developing self-abilities.
- Pay special attention and advance (at the beginning of the semester and after the first semester) to guide students with a low level or who have more warnings than the normal level (three or more) in

order to help them raise their scientific level and overcome academic obstacles.

The student is assisted in registering the academic hours that are compatible with his abilities and are compatible with the university system, in its upper, lower, and default limits.

Mechanism for communicating with the advised student

- Continuous advertisements posted on the door of the office.
- Phone calls and advertising through WhatsApp groups.
- Blackboard.
- During lectures (before or after the lecture), to maintain privacy (for the student I teach, or go to the lectures for the students I do not teach).

Advice for excellent students:

- Motivating students on the importance of maintaining excellence, and even increasing the average, through mentors, the library, and homework solutions.
- Advising them on sound study methods, determining future aspirations in the field of education and profession, and developing self-abilities.

B- Learning resources

A list of the services provided by the library

1. Internal viewing services
2. Beneficiary guidance and counseling services
3. Textbook provision service
4. Reference service
5. Secondment
6. Digital photography service
7. Direct search services for the Deanship's electronic services
8. User training services
9. Internet services
10. Access services to information sources from outside the university
11. Information resources search services
12. The electronic catalog for the library

C- Student activities

The annual plan for the activities of the Deanship of Student Affairs:

1. A reception party for the new student (s).
2. Celebrating the National Day.
3. World Health and Food Day.
4. Forum of intellectual security.
5. A scientific competition who will win the challenge.
6. Festival of the art of coffee and chocolate
7. Visiting projects and entrepreneurship.
8. International Teacher's Day.
9. The participation of the Deanship of Student Affairs in the new edition of the Olive Festival.
10. Book fair activities.
11. Janadriyah National Festival for Heritage and Culture (traditional colors).
12. The eighth scientific forum for male and female students at Jouf University.
13. Creative fingertips exhibition.
14. Closing ceremony for activities.

D - classrooms, laboratories and equipment

1. Classroom letters, classrooms and facilities appropriate to his needs
2. Laboratories, laboratories and technical equipment and their sciences and sciences are available for specializations, pamphlets, research and scientific studies.
3. It provides e-government messages (such as: digital references, commercial system, and measurement devices), and data bases
4. The availability of combinations and communication is available at the time offered by the restaurants
5. The library has a sufficient number of various easily accessible resources that are suitable for the program and the student, and are available for both male and female students at adequate and appropriate times and are updated periodically.

E - e-learning

E-learning and learning and school education learning and school education learning and school education learning and school education learning and school education. In the modern era, the blackboard system has been activated.

The main dimension of managing Internet search, in addition to general activities, as well as public (face to face) activities. Blackboard instructors can provide course materials, discussion and chat forums, online quizzes, as well as academic resources and much more.

And it is available that electronic spaces are available such as: digital references, numbers, numbers, and meteorology. S and laws of their own.

Student rights and duties

First: the student's academic rights:

University student rights and obligations include the following:

1. The right of the student to provide him with the appropriate study environment to achieve comprehension and study easily and easily by providing the available educational capabilities.
2. The right of the student to obtain the scientific material and knowledge related to the university courses he studies in accordance with the university provisions and regulations that govern academic work.
3. The student's right to obtain study plans in the college or department and the specializations available to him. As well as to see the study schedules before the start of the study and to conduct his registration in the courses provided by the system and the registration rules, taking into account the order of priorities in registration for the student.
4. The student's right to delete any course, add another, or delete the entire semester, according to what is provided by the study and registration system at the university, in the period specified for that and announced to the student.
5. The university faculty members' commitment to the dates and times of the lectures and the fulfillment of the scientific and laboratory hours for them and not to cancel the lectures or change their times except in the case of necessity and after announcing that, provided that alternative lectures are given to those that were canceled or absent by the faculty member to complete the course And after coordination with the students and the concerned department to complete this.
6. The student's right to inquire and appropriate scientific discussion with faculty members, without censorship or punishment for that, unless the discussion goes beyond what is required by public morals and the limits of decency and behavior in such cases, whether during the lecture or during the stated office hours to meet the student.
7. The right of the student to have exam questions within the course, its contents, and the issues raised or referred to during the lectures, and to take into account the balanced and logical

distribution of grades in order to achieve a fair assessment of the student's abilities.

8. The right of the student to take all the tests that are held for the course unless there is a statutory obstacle preventing them from taking them in accordance with the relevant regulations and instructions. Provided that the student is notified that he is deprived of taking the test well in advance.
9. The student's right to know the typical answer to the quarterly examination questions and the distribution of scores on the parts of the answer, on the basis of which the student's performance is evaluated before the final examination of the course.
10. The student has the right to request a review of his answer in the final exam, in accordance with what is decided by the regulations and decisions issued by the university in organizing the mechanism of that review and its controls.
11. The student's right to know his results obtained in the tests he took after completing their correction and approval.

Second: Non-Academic Student Rights:

- 1) Enjoying the subsidy provided by the university and participating in the activities established therein in accordance with the university's regulations and instructions.
- 2) Take advantage of the university's services and facilities (university book - library - sports fields - car parks and others) in accordance with the university's regulations and systems.
- 3) Obtaining the regularly prescribed incentives and rewards, especially for the outstanding student.
- 4) Nomination for training courses, programs, and internal and external trips and increase his participation in cultural activities, as well as participation in local community service activities and volunteer work.
- 5) A complaint or grievance about any matter that affects him in his relationship with members of the faculty, department, college, or any unit of the university, and the submission of the complaint or grievance is in accordance with the rules of the document of rights and obligations of students, and enabling the student to know the fate of his complaint by the responsible party about her.
- 6) Enabling him to defend himself before any party in the university in any disciplinary case brought against him, and not to be punished against him except after hearing his statements, unless it is proven that his non-attendance was an unacceptable excuse for two consecutive

times.

- 7) Grievance against the disciplinary decision issued against him in accordance with the rules established in this regard under the provisions for disciplining students.
- 8) Preserving the contents of his file inside the university, and the integrity of dealing with him, and not handing any of them over except to the student himself, his guardian or whoever he is officially authorized to do. With the exception of cases where the delivery or knowledge of the contents of that file is required by the investigation authorities, the judiciary bodies, or another government agency. It is not permissible to divulge or publish the contents of his file unless that publication is the result of a decision of disciplinary punishment against the applicant.
- 9) The right of students with special needs to receive decent service appropriate to their needs in accordance with the regulations and rules in force and according to the university's capabilities.

Third: the student's academic duties and obligations:

- 1- The student's commitment to study regularly and to fulfill all academic requirements in light of the rules and dates regulating the start and end of the study, transfer, registration, excuse, deletion and addition .. in accordance with the provisions contained in the rules and regulations in force at the university.
- 2- The student's commitment to respect the members of the faculty, employees and workers from the university's employees and other employees of the companies contracting with the university, and other students inside the university, as well as the guests and visitors to it, and not to be hurt by word or deed in any way.
- 3- The student's commitment to respect the rules and arrangements related to the conduct of lectures, their regularity, and not to be absent from them except with an acceptable excuse in accordance with the rules and regulations.
- 4- The commitment of the student when preparing research and other academic requirements for the courses not to cheat in them or participate in them when preparing them in any way or the percentage of work of others to the student or resort to any illegal means to prepare those research, reports, papers, studies or other basic requirements of the course.
- 5- The student shall abide by the rules and arrangements related to the tests and the system therein, and not to cheat, attempt, or assist in his commission in any form, behavior, impersonation, forgery, or the introduction of prohibited materials or devices in the exam

hall or laboratories.

- 6- The student's commitment to the instructions and instructions directed by the official or the superintendent in the examination hall or laboratories, and not to disturb the calm during the performance of the tests.

Fourth: The non-academic duties and obligations of the student:

- (1) Abide by the university's regulations, bylaws, instructions, and decisions issued in implementation thereof, and not to circumvent or violate them or present forged documents to obtain any right or advantage contrary to what is required by the relevant provisions.
- (2) The obligation to carry the university card while he is at the university and present it to the employees or faculty members when requested by them and upon termination of any student transaction inside the university.
- (3) Commitment not to violate, tamper with, disrupt university property, or take part in that, whether it is related to buildings or equipment.
- (4) Abide by the instructions related to arranging, organizing and using the university's facilities and equipment for the purposes assigned to them, and the necessity of obtaining prior permission from the competent authority to use those facilities or equipment when wanting to use them or benefit from them in other than what they were prepared for.
- (5) Commitment to dress and behavior appropriate to university and Islamic norms, and not to carry out any actions that violate Islamic morals or public morals observed within the university.
- (6) Commitment to peace and tranquility inside the university facilities and to refrain from smoking in them and not to cause disturbance or unlawful gathering or lawful gathering in places other than those designated for this.
- (7) Adherence to the rules of hygiene and not to throw waste in the hallways and squares of the university, and to use the places designated for it.

Complaints and grievances

First: Complaints and Grievance Controls:

1. All grievance requests are kept strictly confidential when necessary.
2. The student has the right to submit a request to review his grades to the Dean of the College or the Head of the Subcommittee, according to a form prepared for this purpose. Then the

request is referred to the subcommittee.

3. Submitting the grievance request should not exceed fifteen days from the incident subject of the grievance, and the right to grievance lapses after the lapse of the mentioned period.
4. Attached to the grievance application the aforementioned form and a copy of the student's academic record.
5. The committee accepts the grievance request when it becomes clear through examination of any of the following cases:
 - a. A big difference in the student's score in the subject of grievance versus his grades in other courses.
 - b. The existence of a collective grievance of grades from more than 25% of the students registered for the course provided that they follow the regular methods of submitting the grievance.
6. The committee has the right to refuse to accept the grievance request if it is proven that his grievance is incorrect, or if it is proven that he repeatedly submitted grievance requests and proved to be incorrect, provided that the refusal decision is justified.
7. In the event that the grievance request is rejected, the sub-committee shall notify the student electronically of the reasons for rejection.
8. In the event that the grievance request is accepted, the committee addresses the head of the concerned department to form a committee for re-correction.
9. The concerned department head is obligated to respond to the referred grievance request within a maximum period of one week from the date of receiving the request.
10. The student has the right to file a complaint to file what he deems wrongly committed against him, or diminish any of his academic or non-academic rights, through a form prepared for this purpose.
11. The sub-committee has the right to impose a punishment on the student if it appears that the complaint submitted is malicious in accordance with the student discipline regulations.
12. The sub-committee is obligated to notify the student of the outcome of his grievance within a maximum period of thirty days from the date of referral, with informing him of his right to appeal its decision before the Higher Committee.
13. The student has the right to submit a grievance request according to the form prepared for that from the decision of the subcommittee before the higher committee.
14. The form must be submitted to grievance against the decision of the subcommittee within a

maximum period of fifteen days from the date of being notified of the decision of the subcommittee, and his right to complain shall be forfeited after the expiration of this period.

15. In the event that the student files a grievance against the decision of the subcommittee before the higher committee, the work of the subcommittee's decision will be suspended until the grievance request is decided upon.

16. Periods of official holidays are not included in any of the aforementioned regular periods.

17. It is not permissible for the person complained of to attend any of the official committees or meetings that may be held to vote or decide whether to accept the grievance, or its outcome.

Second: Complaints Procedures Grievance:

- 1) The student submits a grievance to the head of the authority concerned with the subject matter of the grievance (faculty / deanship / competent agency) or the body he / she designates to receive grievance applications
- 2) In the event that the subject of the grievance is against the head of the relevant authority to receive grievances, the grievance shall be submitted to the direct head of that unit.
- 3) The grievance submitted by the student is registered and notified, with the date of submission and the date for notifying him of the outcome of the grievance.
- 4) The head of the competent authority (college / deanship / competent agency) takes the legal procedures to refer the grievance request to the authorities responsible for examining the issue of the grievance.
- 5) Follow the procedures mentioned in the form prepared for this purpose to review a student's grade in a course.
- 6) The student shall be notified of the outcome of the grievance in writing with a signature of receipt.