

Ministry of education
Jouf university
Business college
Department of
Accounting



Admission and Registration Handbook for Accounting Program

Department Of Accounting

Bachelor of Accounting Program

College Of Business

Jouf University, KSA

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Table of Contents:

N	Contents	Pages
	INTRODUCTION	5
First	The General Basic Principles	6
Second	Conditions for Admission to the Program	7
Third	The program's study system	7
Fourth	Duration of study	8
Sixth	The study plan	9
Seventh	Regularity and excuse for studying	13
Eighth	Postponement, abandonment of studies, and re-enrollment	15

INTRODUCTION:

On the basis of the Accounting program in College of Business's duty to achieve the quality of its outputs, it has prepared a Handbook to Admission and Registration Requirements, which aims to explain the regulatory procedures for admission and registration as a guide that allows faculty members and students to follow the standard and correct procedures.

As a result, the guide included the basic general principles, the principles of admission of new students to the bachelor's degree, the teaching method, attendance and reasons for study, postponement, abandonment of studies and re-enrolment, as well as the principles of graduation.

First: The General Basic Principles

- ✚ **The academic year:** consists of two main semesters and one summer semester.
- ✚ **The academic semester:** consists of a period of time not less than fifteen weeks, all courses of which are taught, and registration periods and final exams are not included within it.
- ✚ **The summer semester** consists of 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.
- ✚ **The academic level:** 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.
- ✚ **A course:** is a subject that follows a specific level within the approved study plan in each major program. 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 it is permissible for some courses to have a pre-requisite or requirements or concurrent with it
- ✚ **The study unit** is the weekly theoretical lecture of no less than fifty minutes, or the clinical lesson of no less than fifty minutes, or the practical or field lesson of no less than one hundred minutes
- ✚ **Academic warning:** is the notice given to the student due to a decrease in his GPA below the minimum indicated in these regulations.
- ✚ **Semester work grade:** the grade 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.

Second: 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/She must have a high school diploma or its equivalent from inside or outside the Kingdom.
- ✚ No more than five years have passed since obtaining a high school diploma or its equivalent, and the university rector 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/she 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/She 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 rector 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.

Third: the program's study system

The executive rule of the accounting department at Jouf University:

- ✚ 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.
- ✚ The student is responsible for knowing and following up the study system and the regulations governing it, including the graduation requirements.

- ✚ The student's academic progression shall be according to the courses he successfully passed within the approved study plan of 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.
- ✚ Study plans are designed for the equivalent of eight semesters, including 134 study units.
- ✚ 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.
- ✚ The student must abide by attending the lectures from the first day of the study commencement as in the university's academic calendar and the distribution of grades as follows:

Estimate weight of 4	An estimate weight of 5	Grade symbol	Grade	Percentile degree
4.00	5.00	+A	Excellent is high	100-95
3.75	4.75	A	Excellent	90to less than 95
3.50	4.50	+B	Very good, high	85to less than 90
3.00	4.00	B	very good	80to less than 85
2.50	3.50	+C	Good high	75to less than 80
2.00	3.00	C	good	70to less than 75
1.50	2.50	+D	Acceptable is high	65to less than 70
1.00	2.00	D	Acceptable	60to less than 65
00.00	1.00	F	Precipitate	Less than 60

1. The academic qualification obtained by the student upon graduation and completion of the program: Bachelor of Accounting.
2. Requirements for graduation and obtaining a Bachelor's in Business Administration:

- ✚ The student has successfully passed the number of credit hours, 134 units, according to the teaching plan.
- ✚ The GPA should not be less than 2 upon graduation.
- ✚ The college council or whoever it delegates may, based on the recommendation of the relevant program council, determine appropriate decisions for the student to study to raise his GPA in the event that he succeeds in the courses and fails in the GPA.

3. Graduation:

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

- ✚ The Deanship of Admission and Registration raises the University Council or whoever delegates it to the graduation notes to be presented at the nearest session after the end of the final exams and the monitoring of the grades, and the individual graduation notes are submitted in cases of students who obtain an incomplete grade (IC) or who are allowed to take an alternative exam in one or more courses in The last academic level of the graduation program, or those of similar status, graduation notes or their equivalent shall be submitted to them upon completion of the requirements, and the last semester in the student's record is the graduation semester. 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 name of the student with quadruple nationality, civil registry number, college, specialization and path (if any) degree, GPA, grade, and honors level, if any. (The document is signed by the Dean of Admission and the registration is stamped by the Dean of Admission. A document can be issued as a lost or damaged allowance and put on it the words "lost allowance" or "damaged allowance."

Fourth: Duration of study

The study in the program is done regularly, and the students are evaluated according to what has been approved by the program council, as follows:

- + Two quarterly exams: 30%
- + Participation and assignments: 10%
- + Final exam: 60%
- + Formal and technical review of the examination paper
- + The tests meet the standard criteria and the extent to which the test measures the targeted educational outcomes
- + Forming a committee to review students' work and tests and verify the accuracy of their achievements.
- + Communicate with one of the professors in the major from outside the institution to review students' work and verify the accuracy of their work

Four years programmed into 8 semesters (levels).

Fifth: Choice of specialization

None

Sixth: The study plan:

The study plan for the Accounting program is as follows:

- **Choose a major**
- The student's academic progression shall be according to the courses he/she successfully passed within the approved study plan for the Accounting Department
- The student continues his/her education according to the approved study plan and is a candidate for graduation if he/she fulfills the requirements for graduation by passing 134 credits, and his/her 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/her in

matters related to the study system and his/her 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/her 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/she wishes to study as follows:

- The student can register the courses he/she 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/she 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 (credit 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 ask excuse for continuing to study a semester without being considered a failed one if he/she finishes the procedures of excuse 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/her 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

- The study plan :

1. Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credi t Hour s	Percentag e
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)

- 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
	BUS111	Principles of Business Administration	R	---	3	C
	ISL101	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	ENGL 101	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 100	Studies in the Biography of the Prophet	R	---	2	C
		University Elective Course *	E	---	2	U
		University Elective Course *	E	---	2	U
	ACCT	Accounting in English	R	ACCT	3	D

Level 4	212			111 & ENGL 102		
	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	BUS1 11	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 1 6	ACCT 323	Computerized Accounting Applications	R	ACCT 222 CIS 101	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
Leve	ACCT 411	International Accounting Standards	R	ACCT 331	3	D
	ACCT	Accounting reports in English	R	ACCT	3	D

1 7	421			212		
	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
Leve 1 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 study 105 hours	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).

Seventh: Regularity and excuse for studying

- ✚ The student is prohibited from entering 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.
- ✚ A student who was denied entry to the exam due to absence is considered to have failed the course and the degree of realization is proven to him
- ✚ Quarterly and monitors him a deprived estimate.
- ✚ Lists of disadvantaged students are approved by the College Board that offers the course.

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

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

A - To present the excuse from the time its cause is found until one week after its removal to the department to which the student belongs.

B - Compulsive excuses accepted by the College Board.

Excuse for continuing to study:

1. A student may, after the approval of the dean of the faculty or whoever he delegates, apologize for continuing to study a semester without being considered as having failed if he/she finishes the excuse procedures during the regular period.

2. The statutory period for excusing a semester extends to three weeks before the final exams University calendar.

3. Faculties that apply the annual study system, the regular period in which to excuse themselves from studying extends to before

Final exams in six weeks according to the academic calendar of the university.

4- The student is assigned a grade of (W) or (W), and this semester (or year) is calculated from the period required to complete the requirements of Graduation.

5. The excuse semesters should not exceed two consecutive semesters or three separate semesters throughout the student's university study, and his registration shall be closed after that. As for students of colleges that apply the annual system, it is not permissible to apologize except for one year, and the University President - based on the recommendation of the College Board in cases of extreme necessity - may make an exception.

6. The excusing student must register after the end of the excuse period, otherwise he/she will be discontinued.

7. The student may, after the approval of the Dean of the College or whoever he/she delegates, withdraw from one or more courses within eight weeks

From the start of studies and four weeks for the summer semester, provided that the academic load is not less than the minimum.

Eighth: Postponement, abandon of studies, and re-registration

1. A student may apply for a study postponement before the beginning of the semester or academic year for an excuse accepted by the Department Council and approved by the College Board or whomever it authorizes, provided that the postponement period does not exceed two consecutive academic semesters or three non-consecutive semesters) As for students of colleges that apply the academic year system It is not permissible to postpone for two consecutive years, and the period of postponement may not exceed two non-consecutive years (maximum for the duration of his stay at the university, then his registration is folded after that, and the University Council may, in case of necessity, make an exception from this after the recommendation of the College Board and the support of the Permanent Committee for 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:

- ✚ 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.
- ✚ In the event that the study plans are not changed, the student will return to her previous academic status.
- ✚ After more than five years have passed, the student's seat in the department is reserved, and she begins as a freshman.

3. The period of postponement and interruption 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, it will be interrupted.

The enrollment of a student "discontinued for non-registration" shall be terminated if he does not process his academic status before the end of the fifth week of study.

Re-enrollment

The re-registration of the student shall be considered in the following cases:

The student whose registration has been terminated may apply to his college for re-registration with his number and previous record in accordance with the following controls:

A- To submit an application for re-registration within four semesters) or two academic years for colleges that apply the academic year system from the date of the enrollment termination.

B - That the relevant college council approves the re-enrollment of the student in accordance with the controls it sets during the registration period, and in the event that the College Board's approval is delayed for the regular period of registration, the student is not entitled to register except in the next semester.

C - If four semesters or more (or two academic years for colleges that apply the academic year system) or more have passed since the student's enrollment has passed, he can apply to the university as a new student without referring to his previous academic record provided that he meets all the admission conditions announced at the time, and the University Council has the exception From that on the recommendation of the College Board.

D - It is not permissible to re-enroll a student more than once, and the University Council - in case of necessity - may make an exception from that, based on the recommendation of the College Board.

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

- Regulations applicable to the program

Registration rules, deletion and addition of 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.

Regularity and excuse 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/her 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/her 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.