

A. Student Admissions

Admission Requirements

The University Council determines the number of students to be admitted in the upcoming academic year according to the recommendations of Colleges' Councils and respective bodies.

Admission of prospective students requires the following:

1. The applicant must hold the General Secondary Certificate or its equivalent from inside or outside Saudi Arabia.
2. The General Secondary Certificate or its equivalent must have been obtained within the last five years (Exceptions can only be decided by the University Council in light of persuasive reasons).
3. The applicant must enjoy a good conduct.
4. The applicant must pass any interviews or tests decided by the University Council.
5. The applicant must be medically fit.
6. The applicant must obtain an approval to the study from his employer if he works in any government or private institution.
7. The applicant must meet any other conditions determined and announced by the University Council at the time of application.
8. The applicant must have not been dismissed from another university for disciplinary reasons.
9. Holders of a bachelor's degree or its equivalent may not be admitted to study another bachelor's degree (exceptions can be decided only by the University Rector).
10. Applicants who are currently registered for another university degree or less, in this university or another one, may not be admitted.

Selection of admitted students from applicants who meet all admission requirements is taken on the basis of their grades in the general secondary certificate, personal interviews and admission tests (if any).

The Common First Year:

All newly admitted students spend their first academic year in the Common First Year. Since the language of instruction in majority of the private or public secondary schools is Arabic, the main objectives of the Common First Year program are:

- (a) To improve the students' English proficiency and thus enable them to pursue undergraduate studies in English, which is the principal language of instruction
- (b) To review and reinforce the students' knowledge of basic mathematics and physics with English as the language of instruction
- (c) To introduce the students to new university study skills needed by the students such as design studio, computer science as well as learning, communication, research and computer skills to improve their manual dexterity and develop practical skills
- (d) To expose the students to the various academic specialties available in the University and to improve the students' physical well-being through health and physical education.

Placement is done normally at the end of spring (second) semester or after summer semester for irregular students, i.e., the students that must repeat courses. Irregular students are given a chance in the summer semester to complete their Common First Year courses according to the study and examination rules of Jouf University.

B. Evaluating Student Performance

Like all other programs at Jouf University, the program follows a semester system. Each academic year consists mainly of two academic semesters and each academic semester has duration of 15 weeks. Additionally, there is one summer semester with duration of eight weeks. In summer semester, the duration of each course is twice its duration of a regular academic semester. The program is a four-year program with one year for Common First Year.

1. Student progresses in the study in accordance with the implementation rules approved by the University Council.
2. Study plans for the undergraduate study are designed for a minimum of eight semesters.

Study Load:

The study load is the total number of hours (units) of the courses registered by the student in the semester, and determined according to the following rules:

1. **Minimum Limit:** The minimum course load is 12 credit hours per semester and one credit hour per a summer semester.
2. **Maximum limit:** The maximum course load is 20 credit hours per semester and 10 credit hours per a summer semester.
3. A student who has been warned academically is not entitled to increase his study load over 14 hours.

Academic Warning:

A Student is given an academic warning if his cumulative GPA is less than 2.00 out of than 5.00.

Dismissal from University

A student is dismissed from the university in the following cases:

1. If he receives a maximum of three consecutive warnings for a low cumulative GPA of less than 2.00 out of 5.00. The University Council may, upon a recommendation of the College Council, give a fourth chance for those who can raise their Cumulative GPA through studying available courses.
2. If he cannot complete the graduation requirements within a maximum period equal to the half period required for his graduation plus program duration, the University Council is entitled to give an exceptional chance for the student to complete graduation requirements within a maximum period not exceeding the double of the original duration specified for graduation.
3. In exceptional cases, the University Council may address the status of students covered by the above mentioned two items by providing them with an exceptional chance not exceeding two semesters in maximum.

Grading System

The grades of semester works are calculated in one of the following two ways:

- A. Oral or practical tests, research, or other in- class activities (some or all) and at least one written test.
- B. Two written test at least.
 1. Student's grade obtained in each course are calculated as follows:

Table 1.1: Grading systems at Jouf University

Letter of Grade	Mark (%)	Average Point
A+	95-100	5.00
A	90-94	4.75
B+	85-89	4.50
B	80-84	4.00
C+	75-79	3.50
C	70-74	3.00
D+	65-69	2.50
D	60-64	2.00
F	Below 60	1.00

2. A student is given a grade of (Withdrawn with satisfying performance), coded as (WP), when his official withdrawal from all courses is excused, and he is given this grade after ensuring his instructor's approval on his satisfying performance and his unexcused absence did not exceed (20%) of lectures and labs until the date of withdrawal, where this grade does not affect student's cumulative GPA.
3. A student is given a grade of (Withdrawn with a fail grade), coded as (WF), when his official withdrawal from all courses is excused and his performance was satisfying. A student, in this case, is given a Fail result in the course.

Grades obtained by a student in each course are calculated on the basis of grade weight out of (5.00).

The overall grade of the cumulative GPA when a student graduates is calculated as follows:

1. (Excellent): If the cumulative GPA is not less than 4.50 out of 5.00.
2. (Very good): If the cumulative GPA is from 3.75 to less than 4.50 out of 5.00.
3. (Good): If the cumulative GPA is from 2.75 to less than 3.75 out of 5.00.
4. (Pass): If the cumulative GPA is from 2.00 to less than 2.75 out of 5.00.

Attendance:

The regular student must attend lectures and practical lessons, and in case his attendance is below the percentage determined by the University Council of not less than (75%) of lectures and practical classes for every course, he will be denied from entry to the final

exam. Denied students due to absenteeism would be considered failing in the related course and graded as (DN).

1. A student may apologize for continuing to study a semester without being considered failing the course(s) if he presents an approved excuse to the body determined by the University Council within a period of time determined by the implementation rules that are approved by the University Council, and the student, in this case, is given a grade of (W), and the semester is calculated from the time required to finalize the graduation requirements.
2. A student can withdraw from one or more courses in accordance with the implementation rules approved by the University Council.

Study Postponement and Discontinuance:

The student may apply for postponement of the study for an excuse accepted by the body determined by the University Council, provided that the period of postponement must not exceed two consecutive semesters or three non-consecutive semesters in maximum throughout his study at university, and then his enrolment is closed. The university council, in case of necessity, may exclude a student from this condition, where the duration of the postponement will not be counted within the period required to complete the graduation requirements.

If a regular student has discontinued studying for a semester without a request for postponement, his University enrolment is closed, and the University Council may close the enrolment for a shorter period. As for an associate student, his enrolment is closed if he is absent from all the final exams of that semester without an approved excuse.

Summer Training Performance Evaluation:

Each student must participate in the summer training in an external organization administered by a summer training committee. A student is guided and monitored by a faculty member, acting as a summer training supervisor from the department and a representative from the external organization. The student's performance is evaluated as follows:

- A field evaluation of the summer training by the representative of the external organizations submitted to the department at the end of the training.

- By visiting the student's working site in regular basis by the summer training supervisor.

C. Transfer Students and Transfer Courses

The transfer requirements are available on the website of the Deanship of Admission and Registration, the URL is: http://dar.ju.edu.sa/forms/list_laws_E.pdf.

Transfer from One University to Another:

A student transfer to University could be approved according to the following conditions:

1. He must have studied at a recognized college or university.
2. He must not have been dismissed from that university for disciplinary reasons.
3. He must satisfy the conditions of transfer determined by the University Council.

First: Student transfer to University could be approved according to the following conditions:

1. He must be enrolled in a college or university recognized by the Ministry of Higher Education for at least one academic semester.
2. He should not have failed in the cumulative GPA.
3. He should not have been dismissed from the university he is transferring from for disciplinary or educational reasons.
4. Transfer should not be from a lower to a higher educational degree.
5. The number of course credit hours required to be studied at Jouf University by the transferred student should not be less than (60%) out of the required hours to obtain a degree from the university.
6. The sum of the period spent by the student in the previous university and the remaining period at Jouf University should not exceed the average duration of the minimum and maximum limits of time to stay at university.
7. He should satisfy the conditions of the department to which he wishes to transfer.
8. His cumulative GPA should not be below (2.75) out of (5.00), and the Rector of University can exempt him from this condition for persuasive reasons.

9. Transfer procedures must be completed before the end of the first week of the semester or the academic year of the colleges that applies the annual system. In case of any delays the transfer would be for the upcoming semester.
10. The transfer movement is to be recorded in the student's academic record.

Second: It is permissible to accept the transfer of students from outside the university to one of the colleges that requires the common first year according to the following conditions:

1. If the student has passed the common first year at the university he is transferring from, and studied an academic semester obtaining a cumulative GPA in the requested specialization, he can transfer directly to the college he wishes after ensuring the approval of the Dean of the College of the specialization and submitting a formal proof of passing the common first year earlier.
2. The Common First Year Deanship Council sets out the necessary regulations to equate the common first year courses for students studying outside Jouf University.
3. If the transferred student has already studied an academic semester in the common first year at the university from which he is transferred, it is permissible to equate it according to the equation's controls.

The College Council equates courses studied by the student outside the University upon the recommendation of the departments offering these courses, where such courses are recorded in the academic record of the student and are not calculated within the cumulative GPA.

The Implementation Rule of Jouf University:

1. The transferred student can equate no more than (40%) of the hours for the study plan approved for the transferred specialization.
2. Grades obtained by the student in the equated courses are not calculated within the cumulative GPA.
3. The grade of the course to be equated should not be below "Good", and equivalent in the number of credit hours.
4. The content of the course to be equated should not be less than (70%) of the course content in the university.

In case it was found out that the student was dismissed for disciplinary reasons, after a his transfer, his enrollment is considered cancelled from the date of accepting his transfer to the University.

The transfer of a student from one university to another during any academic semester is done in accordance with the announced procedures and dates of university to which the student is transferring and the general rules of transfer.

Transfer from One College to Another within the University:

A student may transfer from one college to another within the University in accordance with the rules approved by the University Council.

The Implementation Rule of Jouf University:

First: Student transfer from one college to another within the University could be approved according to the following conditions:

1. He has not spent more than four semesters excluding the common first year program semesters such as: the common first year and the intensive English course.
2. Transfer procedures must be completed during the first week of the semester or the academic year for colleges that applies the annual system. In case of any delays the transfer would be for the next semester.
3. The student may not be transferred before completing at least one academic semester in the college from which he is transferred and has a cumulative GPA.

4. Students are permitted to do a transfer only once during their undergraduate study or twice if one of them was during the common first year or the intensive course.
5. The student who is transferred to the common first year or the intensive course is returned to the previous department in case he failed to pass it for one time only.
6. Allocation after passing the common first year programs is not counted in the transfer movements.
7. The transfer of common first year students to colleges that do not require the common first year is done according to the admission standard for the current or previous semester if admission is according to the vacant seats in the colleges is not active.

Second: The transfer of students from the transitional programs to their corresponding colleges in the Bachelor's program within the university is done according to the following rules:

1. The student is entitled to transfer from the bachelor's degree to a transitional or a preparing program with the equivalence of courses according to the system of equations.
2. The student transfers to the corresponding college if he completes all the transitional program courses with a grade of not less than 2.00 out of 5.00.
3. If the student has completed 50% of the total hours of the transitional program plan or all the courses of the common first year program in the transitional program with a cumulative GPA of not less than 4.00 out of 5.00, he can transfer to the corresponding college.
4. If the student has six hours left to complete the transitional program, he could be transferred to the corresponding college, provided that his/her cumulative GPA is not below 2.50 out of 5.00.
5. Transfer to the corresponding college of the transitional program is not included in the transfer movements.

Third: Transfer from one faculty to another within the university in the same specialization:

It is allowed to transfer from one faculty to another within the university in the same specialization unless the student exceeds (60%) of the program's graduation requirements and if the program plan to be transferred to identical to the original program plan, where this movement is calculated within the movements referred to in Article 46.

All previous courses studied by the transferred students from one college to another are recorded in his academic record including grades and semester and cumulative GPA throughout his study at the University.

Transfer from One Major to Another within the College:

A student may transfer from one major to another within a college, upon the Dean's approval, in accordance with the rules set out by the University Council:

The Implementation Rule of Jouf University:

1. The transfer from one department to another within the college takes into account the regulations stipulated in the implementation rules of Regulation 46.
2. The approval of the department being transferred to.
3. It is allowed to transfer between the tracks of the same department only once after ensuring the approval of the Dean of the College concerned, provided that this movement is not counted within the movements referred to in Regulation 46.

All previous courses studied by the transferred student from one major to another are recorded in his academic record including grades, and semester and cumulative GPA throughout his studies at the University.

D. Advising and Career Guidance

An Academic student guide is available in Arabic language on the website of the Deanship of Admission and Registration, the URL is:

http://dar.ju.edu.sa/forms/Acadmic_Student.pdf

Guidance to Advising:

At the beginning of each academic year, the dean and faculty of each college conduct a welcome orientation of its newly admitted students. The objectives of such an orientation include but not limited to:

1. A welcoming message from the Dean aimed at facilitating their integration into the various services of the university and also to the departments of the college.
2. Introducing the students to the Academic and Student Advising Unit in the college
3. Distributing the university Advising Guide
4. Assigning faculty advisors to the individual students
5. The meeting of the coordinators of the academic guidance to consult on the academic guidance plan in the college and about ways to develop it through practical proposals by each department under the supervision of the academic guidance unit,
6. Activate the service of an academic guide for the new faculty members and connect students with them to establish a balance in the service of guidance among all members of the faculty without full-time assignments.

Role of academic advisors

A departmental faculty member is assigned for each student as long as he is staying with the department as a student. The academic advisor advises the student until his graduation. The advisor monitors the student's performance, rectifies any errors and observed deficiencies, guides the student in preparation of the graduation plan, helps to select the elective courses and a suitable topic for senior design project to meet his graduation plan. Other responsibilities of the academic advisors may include:

1. Monitoring the absence of the student: Monitoring the absence of students from the functions of the professor of the course, and the academic advisor to follow up cases referred to him by the coordinator's guidance in accordance with the plan
2. Coaching about students' add and drop of courses procedures.
3. Providing students with direct and indirect access to the expertise of college members outside the classroom.
4. Advise the students of their career opportunities

Career Guidance

1. Workshops are conducted during the studying for students in the early stages of how to choose a career path.

2. In each academic year prior to the commencement of the practical examinations, the college participates in the professional day. On a professional day, several workshops are held to teach students how to write a C.V., how to conduct interviews and how to choose the right job. On a professional day, the university invites a group of companies specializing in Information Technology, where they are presented with graduation projects for senior students and graduates. There are photos of the 2nd professional day which is held on 17/4/2018.

E. Work in Lieu of Courses

There is no such policy in Saudi Arabia.

F. Graduation Requirements

A student graduates after completion of the graduation requirements successfully according to the study plan, provided that his cumulative GPA is no less than pass grade. The College Council, upon the recommendation of the relevant department council, may determine appropriate courses for a student to study and raise his cumulative GPA if he passes the courses and failed in the cumulative GPA.

Graduation Document:

Each graduate is given a graduation document showing the following information in Arabic and English: **Date of graduation** in both Hijri & Gregorian, **Student's Name** in four syllables, **his nationality**, **Civil Record Number**, **College**, **specialization** and track (if any), **academic degree**, **GPA**, **Rate/Rank**, **Honor Degree** (if any). The document is signed and stamped by the Dean of Admission & Registration.

A graduation document could be issued to replace a lost or damaged document labelled with the words "a replacement of a lost or a damaged graduation document".

Transcript:

Each graduate is given a graduation transcript showing the following information in Arabic and English: **Date of graduation** in both Hijri & Gregorian, **Student's Name** in four syllables, **his nationality**, **Civil Record Number**, **College**, **specialization** and track (if any), **academic degree**, **GPA**, **Rate/Rank**, **Honor Degree** (if any). The transcript is signed and stamped by the Dean of Admission & Registration.

A graduation transcript could be issued to replace a lost or damaged transcript labeled with the words "a replacement of a lost or a damaged graduation transcript".

G. Transcripts of Recent Graduates

The program will submit the transcripts of the recent graduates with interpretation of the transcript to the visiting team. These interpretations will include information but not limited to the curriculum of record, course sequence flow chart for that curriculum, final degree audit, reasons for waivers or inconsistencies etc. The transcripts will be selected according to the instruction provided by ABET or EAC visiting team chair.

The students' performance is regularly evaluated to monitor their progress. In addition, an academic supervisor is assigned for each group of students to advise them in following the curricular without any violations, and to highlight the proposed career after their graduation.