



Jouf University  
College of Computer and Information Science  
Information Systems Program

Admission Rules



المنطقة الخضراء المحيطة  
بمبنى كلية العلوم في المدينة الجامعية



## Admission of Prospective Student

### **Article 2:**

1. 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.

### **Article 3:**

Admission of prospective students requires the following conditions:

1. The applicant must hold the General Secondary Certificate or its equivalent from inside 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/ her employer if he/she 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.

### **The Implementation Rule of Jouf University:**

Admission of prospective students requires the following conditions:

- a. The applicant must hold the General Secondary Certificate or its equivalent from inside KSA or abroad.
- b. The General Secondary Certificate or its equivalent must have been obtained within the last five years, where exceptions to this condition can only be taken by the Rector of the University in light of persuasive reasons.
- c. The applicant must enjoy a good conduct.
- d. The applicant must pass any interviews or tests decided by the University Council.
- e. The applicant must be medically fit.
- f. The applicant must obtain an approval to the study from his/ her employer if he/she works in any government or private body.
- g. The applicant must meet any other conditions determined and announced by the University Council at the time of applying.
- h. The applicant must have not been dismissed from another university for disciplinary reasons.

- i. Holders of a bachelor's degree or its equivalent may not be admitted to study another BA degree (exceptions can be decided only by the University Rector)
- j. Applicants who are currently registered for another university degree or less, in this university or another one, may not be admitted.

#### **Article 4:**

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).

## **STUDY SYSTEM**

#### **Article 5:**

- A. A student progresses in the study in accordance with the implementation rules approved by the University Council.
- B. Study plans for the undergraduate study are designed for a minimum of eight semesters.

#### **The Implementation Rule of Jouf University:**

1. The college assigns each student an academic advisor to guide him/her in matters related to the study system and his/her study course such as: selection of an academic major, registration of compulsory and optional courses, and other academic related issues.
2. The student is responsible for recognising and following-up the study system and its regulations governing the graduation requirements.
3. The student progresses in the study according to the following:
  - A. He/she progresses academically according to the courses he/she successfully passed within the approved study plan.
  - B. He/she continues his academic achievement according to the approved study plan and is a candidate for graduation if he/she completes graduation requirements.

4. Model study plans are designed for around a minimum of eight semesters for the undergraduate students; however, students can finish graduation requirements in a less period.
5. The study system covers undergraduate, transitional and preparation programs students.

### **Article 6:**

Study at some colleges could be based on the full academic year according to the rules and procedures approved by the University Council, where an academic year comprises two levels.

### **The Implementation Rule of Jouf University:**

Study at some colleges could be based on the full academic year according to the rules and procedures of this document of regulations and rules after replacing the phrase 'academic semester' by the phrase 'academic year' wherever it is mentioned, and taking into account the following:

1. In the annual system, courses are offered throughout the academic year for a minimum of 30-week period, where admission, registration and final examinations periods are not included.
2. A final exam is conducted for each course during or at the end of the academic year. As for practical and clinical courses of training nature, the final exams could be conducted at the end of the training period.
3. A re-take examination is conducted at least two weeks before the start of the academic year, where only those who failed in courses that the College Council determines their nature and the total number of their units, are allowed to do the re-take examination. Students who pass this examination are graded as (2D) instead of the previous Fail grade (F).
4. The student who fails in the retake examination remains in and fully repeats the same year with all its courses according to the followings:
  - If the student fails in three or more courses.
  - If the student fails in two courses of more than two hours for each.
  - The College Council, or its authorized representative, may allow these students to study courses of the next year.

## **Article 7: Academic Levels System**

The levels system refers to an academic year divided into two main semesters with an option of an extra summer semester that extends for a period of a half regular semester. The graduation requirements to obtain the university degree are distributed to levels in accordance with the study plan approved by the University Council.

## **Article 8:**

The University Council sets out the rules for registration, deletion and addition of courses within the levels of the approved study plans in a way ensuring students registration of the minimum course load.

### **The Implementation Rule of Jouf University:**

The student must adhere to attend lectures from the first day of starting the study as indicated in the university academic calendar.

#### **First- Early Registration:**

The process of early registration can be done according to the mechanism set out by the Deanship of Admission and Registration in coordination with colleges.

#### **Second – Formal Registration:**

1. The student is allowed to register or drop the courses he/she wishes to study as follows:
  - A. He/she can register the courses he / she wishes to study one week before the beginning of the semester and before the end the first week of the semester.
  - B. He/she can drop courses that he does not want to study during the period specified by the university calendar.
  - C. The registration must not exceed the maximum limit of the academic load and not less than the minimum limit as mentioned below in this rule.
2. The registration process of a student's courses is done after consultation with his/her academic advisor, where the student is responsible about any failure or errors resulted from his/her ignorance of instructions.
3. The student him/herself must carry out the registration process, and he/she is not entitled to appoint a representative on his behalf at all.
4. The registration process can be done automatically to certain college students or students of a certain level if necessary.
5. In case a student does not register any course during the regular registration period, he/she is considered a discontinued student.

**Third: Registration Approval:**

1. In the case of automatic registration, the student must approve his/her schedule in his/her personal profile on the University system during the deletion and addition period.
2. The student is suspended from the study and described in the computer system as "discontinued due to non-registration" if he did not approve his/her schedule during the deletion and addition period.

**Fourth: Study Load:**

- A. 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.
- B. A student who has been warned academically is not entitled to increase his/her study load over 14 hours.
- C. A student who gets a pass grade is not entitled to increase his/her study load over 16 hours.
- D. A student who gets a good grade is not entitled to increase his/her study load over 18 hours.
- E. Graduate students are allowed to exceed the maximum limit with no more than 24 credit hours in the semester and 12 credit hours in the summer semester.

**Fifth: Academic Warning:**

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

**Article 12:**

If a student is unable to attend the final exam of any course for an approved compulsive excuse, the College Council may, in cases of extreme necessity, accept that excuse and allow that student to do a retake exam within a period not exceeding the end of the following semester. The student result, in this case, is given as obtained after doing the retake exam.

**The Implementation Rule of Jouf University:**

1. The excuse for absence from the final exam is accepted in the following cases:
  - A. The excuse must be submitted to the department that is teaching the course from its emergence until one week after its demise.
  - B. Urgent excuses accepted by the College Council.
2. The retake exam and recording its result must be done within a period not exceeding the end of the next semester.

**Article 13:**

- A) A student may apologize for continuing to study a semester without being considered failing the course(s) if he/she 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.
- B) A student can withdraw from one or more courses in accordance with the implementation rules approved by the University Council.

**The Implementation Rule of Jouf University:**

1. The student may, after the approval of the Dean or his/her representative, apologize for continuing to study the semester without being considered failing if he/she finishes the apology procedures within the regular period.
2. The regular period of apology for continuing the semester extends to three weeks prior to the final exams according to the University calendar.
3. For the colleges applying the annual study system, the regular period of apology for continuing the semester extends to six weeks prior to the final exams according to the University calendar.