



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية العلوم | College of Science

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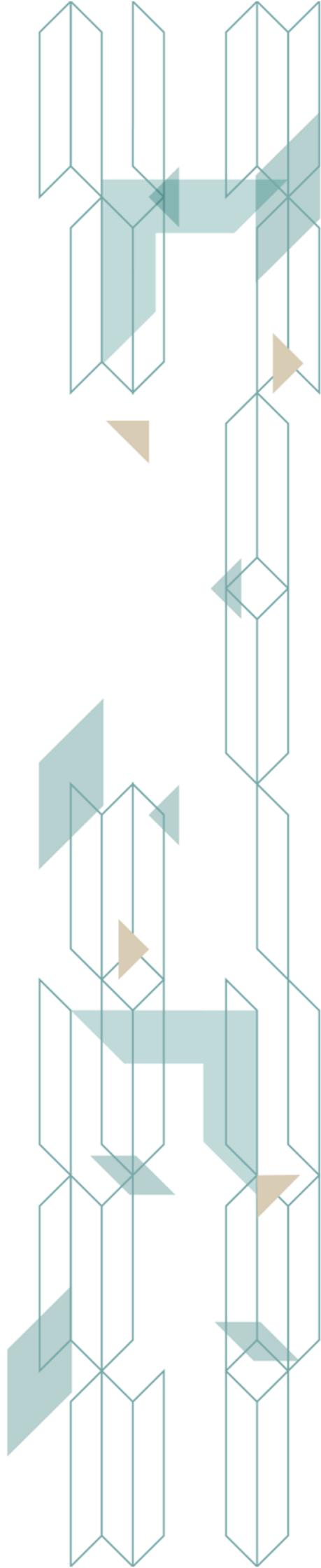
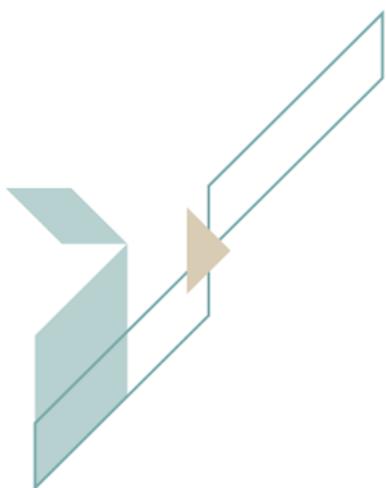
Academic procedures at science college

-Faculty members -

Second edition
2024



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ







- Table of Contents -





<i>Page</i>	<i>Topic</i>
10	Introduction
12	Academic Supervision
13	Academic Terms
14	Academic Supervision Concept
14	Academic Supervision Objectives
15	Academic Supervision aspects
16	Academic Advising Programs
17	Academic Supervision Tools
17	Academic Supervision Unit
17	Unit Organizational Structure
18	Unit Responsibilities
18	Mechanism for dealing with Low-achieving students
19	Mechanism for dealing with stumbling students
20	The mechanism for distributing students to academic supervisors
20	Academic Supervision Coordinator
20	Academic Supervision Coordinator Responsibilities
21	Academic Supervisor
21	Academic Supervisor's Responsibilities and Duties
22	Mechanism of adding office hours in the student's support system
23	Academic Supervisor Skills
27	<i>Academic Procedures – Student's guide</i>
28	Course registration
31	Attendance and deprivation
31	Withdrawal of study (apology)
33	Postponing the study
35	The difference between postponement and withdrawal of study
35	Specialization
36	Course withdrawal

<i>Page</i>	<i>Topic</i>
38	<i>Dropout</i>
41	<i>Withdrawal from university</i>
41	<i>Dismissal from the university</i>
44	Transfers and Visiting
45	Transfer from a university to another
49	Transfer from a college to another within the university
51	Transfer from a major to another within the college
52	Visiting
59	Exams
61	Cases in which a student can excuse himself from the final and semester exams
62	Grievance
66	Graduation
67	Honors Degree
70	Forms
71	<i>General and academic information form</i>
72	<i>Stumbling student form</i>
73	<i>Individual counseling case form</i>
74	<i>Courses needed form</i>
75	<i>Course request form</i>
76	<i>Course enrollment form</i>
77	<i>Grades form</i>
78	<i>Cumulative GPA and semester GPA calculation form</i>
79	<i>Semester apology form</i>
80	<i>Graduation plan and study case form</i>
81	<i>Course withdrawal request form</i>
82	<i>Approved initiative form</i>
83	<i>Departmental equivalency approval form</i>
84	Contact Guide



- Introduction -



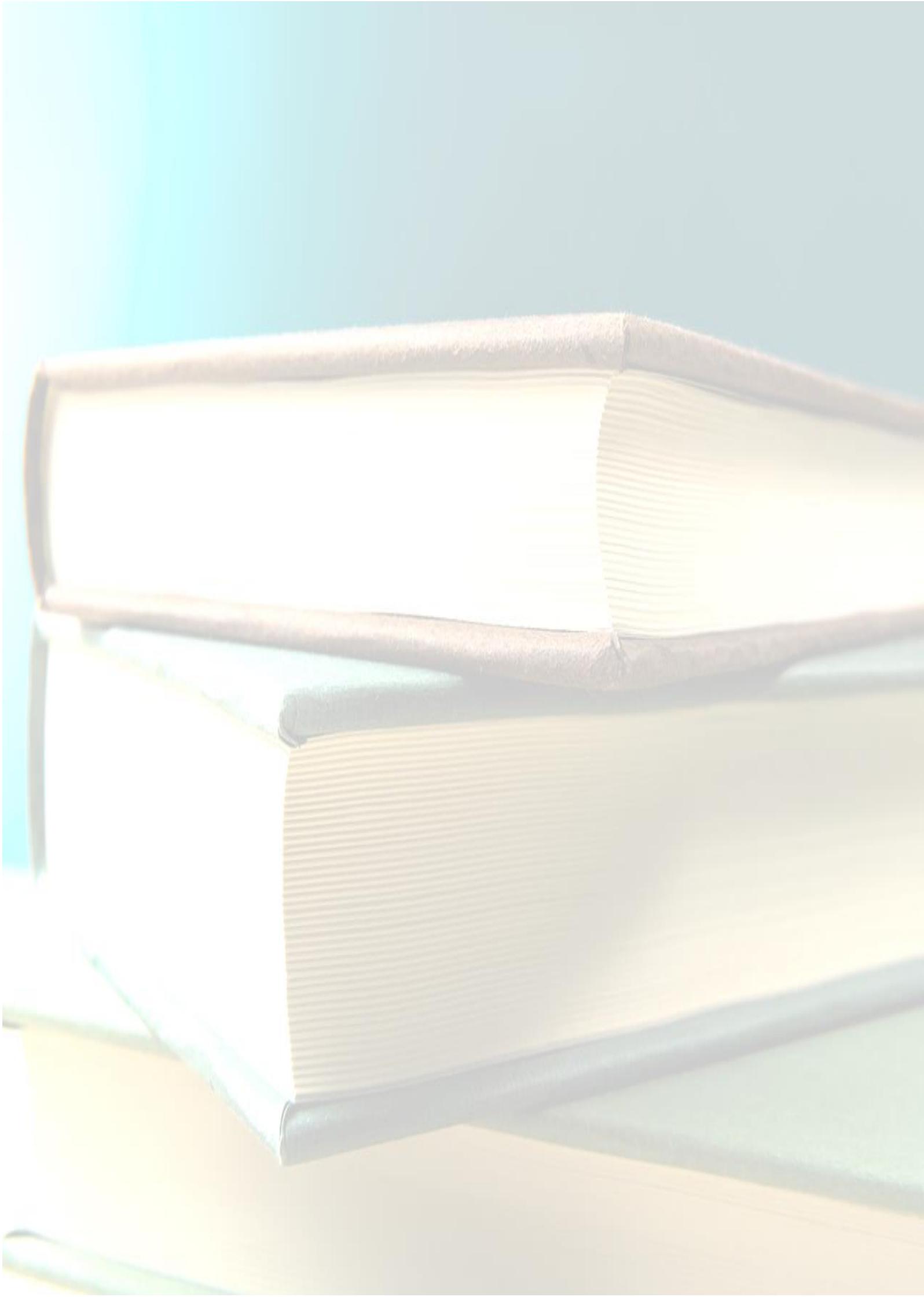


Introduction

Based on the interest of the College of Science at Imam Abdulrahman bin Faisal University in the student being a main component of the educational process, and to ensure the completion of their educational journey with all ease and smoothness, this is a comprehensive guide that contains all the information related to the academic life. It will contribute to supporting and assisting the student during this stage.

The guide demonstrates the study system, academic regulations and procedures at the university and college, and how to apply for each of them and when. It also encompasses everything related to academic advising, which has a major role in the success of the educational process as well as supporting the students. The guide addresses the advising mechanism, the concept of academic advising, its importance, the tasks and duties of the academic supervisor, and the rights and duties of the student.

Dear student, make this guide your companion throughout the years of your study at the college and until you, with God's help, achieve success. Always seek help from this guide to know the systems and take them from their reliable sources, and know that the college, with all its cadres, is created to facilitate your educational mission.





Chapter One

Academic Supervision

Academic Terms

<i>Academic Year</i>	It consists of two semesters, to which the summer semester may be added, but students are not required to register for it.
<i>University ID</i>	It is a number indicating the university year in which the student was accepted in addition to the student's serial number for that year,
<i>Semester</i>	It is a period of time of no less than fifteen weeks to be devoted to the courses, not including registration periods or final exams.
<i>Study Plan</i>	It includes a group of compulsory, optional and free courses, which together form the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified specialization.
<i>Course</i>	The curriculum has specific objectives and content. It covers a subject for a full semester and distinguishes the course by name, number, and symbol .
<i>Academic Record</i>	It is an official document that shows the student's academic status, including the student's college name, major, academic status, courses he studied, number of study units, his grades in these courses, semester GPA, cumulative GPA, and academic warnings.
<i>University Requirements</i>	The group of courses that the university approves of teaching to all its students, which are courses that are consistent with the university's objectives.
<i>College Requirements</i>	A set of courses studied by all college students, regardless of their specializations.
<i>Specialization requirements</i>	It constitutes a group of courses that belong to one field of science and human knowledge, and is exclusively studied by students of one major in the college
<i>Academic schedule</i>	It is considered a contract that the student prints immediately after registration stating Courses for which registration has been made, including the name of the course, date of lectures (time - day - hall) and the student is obligated to attend them.
<i>Academic Supervisor</i>	He is the faculty member chosen by the academic department to guide the student in the process of registering the courses of each semester, and to follow his academic career from his entry into the university until his graduation.
<i>Adding and Dropping</i>	The student will have the opportunity, within just one week from the end of the registration period, to amend his registration in accordance with the college's approved coursework and within the limits of the permissible academic load.
<i>Discontinue Status Indicator</i>	It is an indicator given to the student if he does not register for any course during the specified registration period.
<i>Semester GPA</i>	It is the average grade of the courses that the student studied, whether successful or failing, in one semester. It is calculated as follows: The grades of each course are multiplied by the number of its approved hours, then the product is summed and divided by the total hours registered by the student in the semester. (Explained in Appendix 2)
<i>GPA</i>	It is the average grade of the courses that the student studied, passing or failing, until the last semester he completed his studies. It is calculated as the result of multiplying the grades of each course by the number of its approved hours for all the courses that the student studied in all semesters. Then, it is divided by the total credit hours for the semesters studied. (Explained in Appendix (2))



Academic supervision



Academic supervision plays a crucial role in the educational system as it is an objective response to confronting the social, economic, and humanitarian variables at the heart of the system and its educational philosophy.

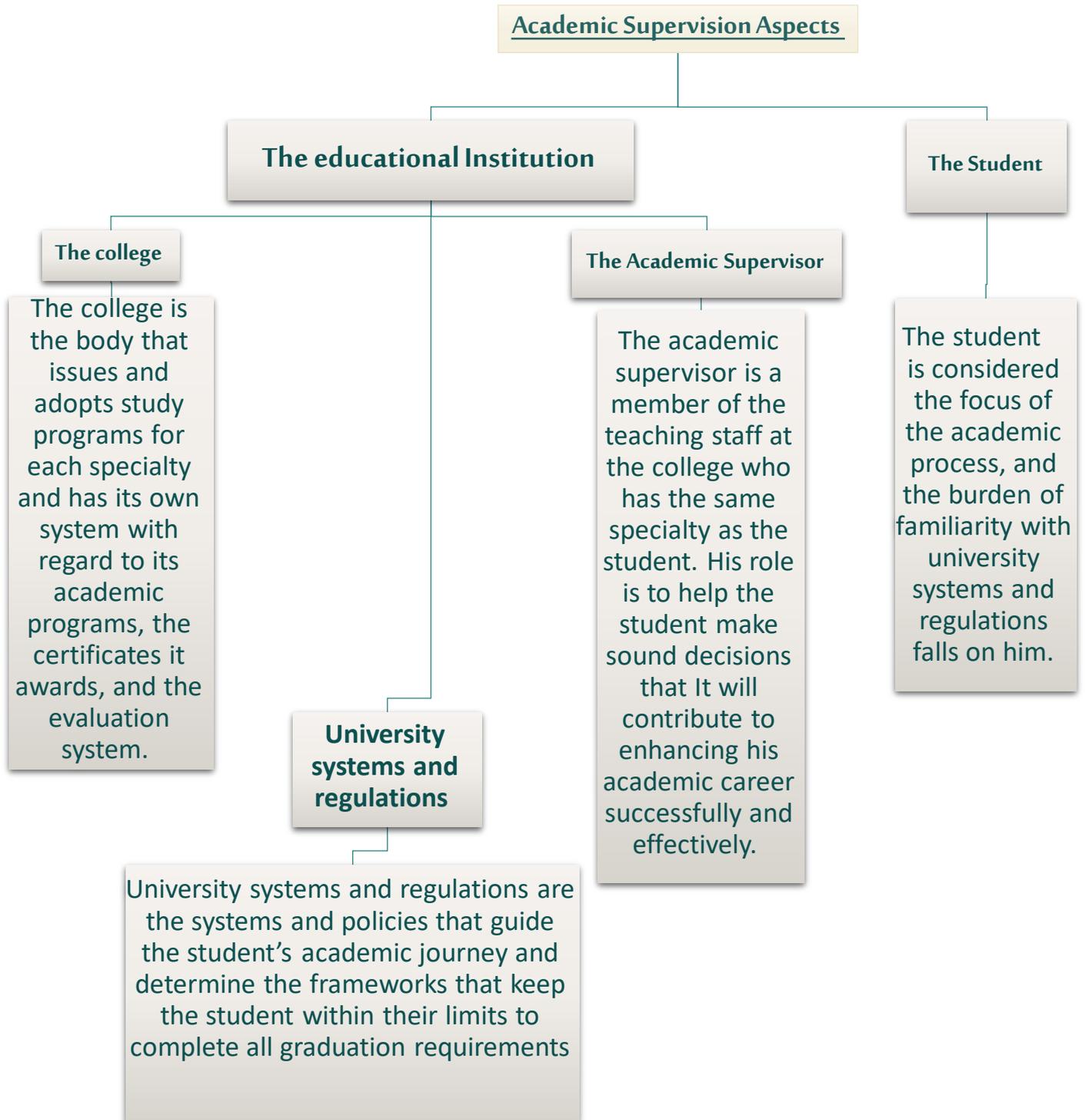
The system of academic supervision imposes responsibilities on both parties of the educational process: the educational institution and the student, and is integrated with the awareness and understanding of all parties; with the aim of directing the student to the most appropriate ways to achieve the desired success and adapt to the academic environment.

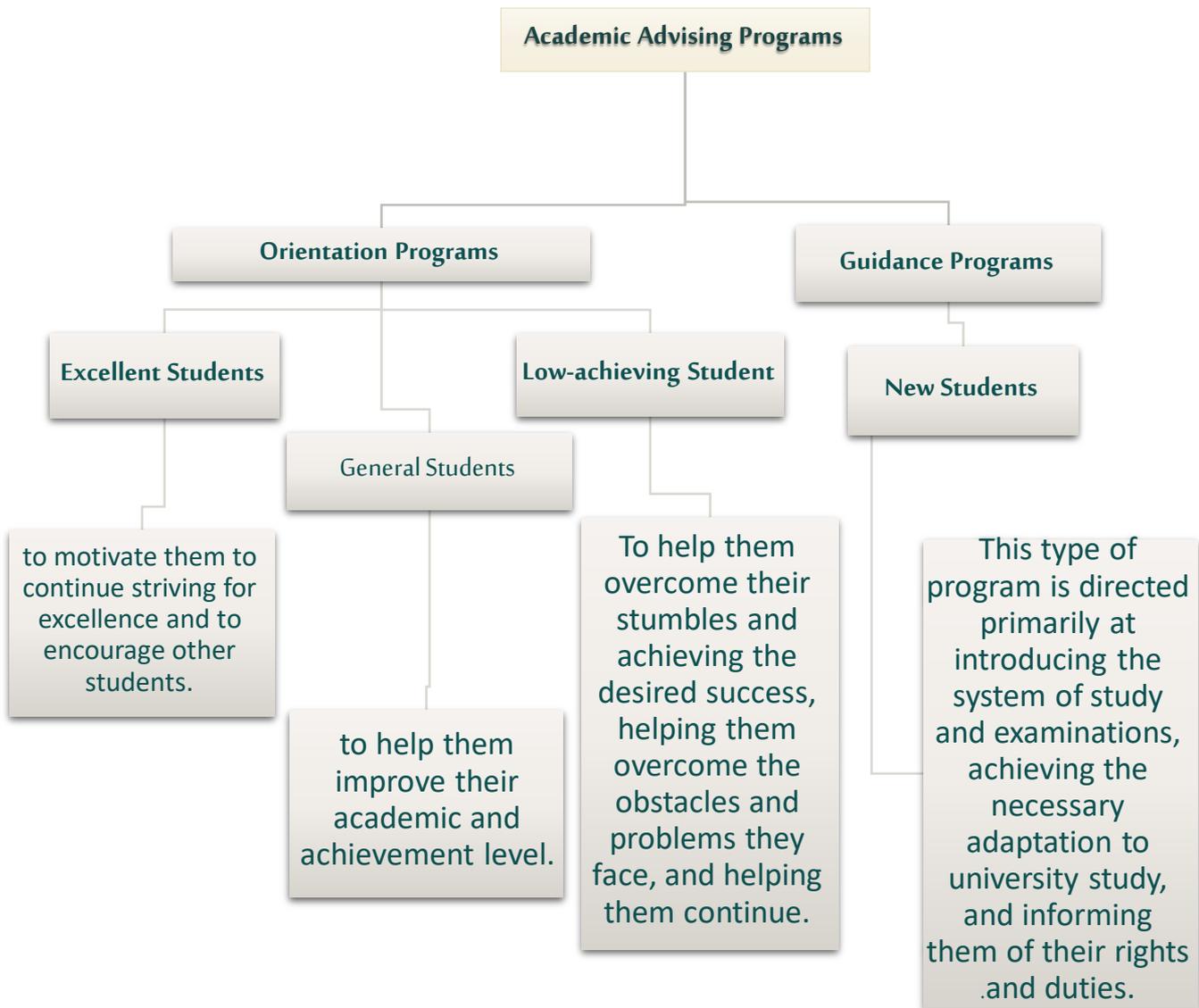
This goal is achieved through various guidance services, individual academic advising, advising programs and consultations.

Academic Supervision Objectives



- Prepare students to adapt to the academic life.
- Provide the students with the correct information about the college, educational policies, resources, and study programs.
- Enhance students' academic achievement.
- Provide effective advising and counseling service programs to students who have academic issues.
- Develop a program of care for low-achieving students.
- Provide social, financial, health and psychological counseling services to student through specialized units.
- Adopt an appropriate system to take care of the talented, gifted, excellent, and creative students.







Academic Supervision Tools

The student must have some necessary and important tools to make use of the guidance provided by the academic supervisor.

- Knowledge of the university's rules and regulations (study and exam regulations - behavioral control - policies and exams guide - rights and duties list...)
- Academic supervision guide (student)
- Electronic services (Email - SIS- LMS) .
- Academic calendar (familiarity with registration dates, withdrawal, postponement, excuse ..)
- Program study plan
- College, university and graduation requirements.
- Academic record
- Follow-up report.
- Student schedule

Academic Supervision Unit

The Academic Supervision Unit is concerned with providing support and guidance to college students. It works to develop their skills, and encourage them to excel and be academically creative, to graduate in the specified period of time after they have acquired scientific experiences and practical skills that will provide them with the opportunity of getting a job.

Organizational Structure





Unit Responsibilities



- Implementing the unit's operational plan and following up on the tasks of the departmental academic supervision.
- General supervision of the students' academic supervisors and following up on any cases raised
- Receiving new students and welcoming them on the first day of study and explaining to them about the university and college system and the academic environment.
- Supervising the equitable distribution of students according to the specialization among the department's faculty members.
- Receiving cases sent by supervision coordinators or academic supervisors to students to solve their problems or submitting them to the Vice Dean for Academic Affairs if needed
- Establishing programs for outstanding students to help them continue to excel, to encourage them and motivate other students, in cooperation with the University Counseling Center,
- Guiding the students who are struggling academically, taking care of them, and following up on them to raise their academic level.

Low-achieving Students



The idea of the academic supervision system is based on extracting lists of low-achieving students in the previous semester and directing them to the academic supervisor in the student information system to provide them with the necessary support, guide them, pay attention to them, follow up on them to raise their academic level and help them overcome the obstacles they face.

Mechanism for dealing with Low-achieving Students



- 1- The faculty member will be notified via email of the existence of a request for academic supervision for a student who is about to fail.
- 2- Access the university supervisor's account (academic supervision) in the student information system and view the list of students who are about to fail from the summary of the student's academic supervision requests.
- 3- Communicate with the students to provide the necessary support and find out the reasons for their low-scores to raising their academic level.



- 4- Process the request (write a meeting report with the student) and close the request in the system.

One of the aspects of assistance is the student's access to the student support system:

- To guide the student to attend peer-teaching classes.
- To urge students to attend Training courses and workshops
- To urge students to participate in the activities and the clubs.

Mechanism for dealing with stumbling Students



- Identify the students who are academically behind based on the results of the semester tests in order to follow them up and determine their levels immediately.
- Forms are filled out by those students to find out the reason for their low-scores and whether the reason is in their personal abilities/ the teaching method/the lecturer himself/the scientific sources used/the scientific atmosphere surrounding the educational process/other social or personal factors. After distinguishing the real reasons, assistance can be directed according to it.

Among the forms of assistance is:

- Urging the student to commit to meetings with the academic supervisor for motivation, advice, and guidance and guidance.
- Directing the student to make use of the course's office hours to raise his academic level.
- Directing the student to attend training classes conducted by peers.
- Urging the student to attend training courses and workshops to develop skills, for example, time management, planning.
- Referral to psychological and social counseling services if needed.
- Follow up on the progress of struggling students through exam results. Organize a meeting with struggling students to discuss the reasons for delay and guide them to the best methods.
- To improve their academic level after the semester results.
- Holding meetings with professors of courses in which poor-performance students discuss means of improvement to raise their level.



- Submitting exam forms of previous years on the website through the e-learning system (LMS).
- Analyzing the results of the development of the students in order to make use of it in similar cases in the coming years.

The mechanism for distributing students to academic supervisors



- A number of faculty members are assigned for each academic year to be assigned as academic supervisors, taking into account that the academic supervisor is not changed so that he remains with the student until graduation as much as possible.
- To ensure that students are distributed evenly so that each student is assigned an academic supervisor by the departmental advising coordinator.
- The academic supervisor is identified by the student through the academic supervision icon in the SIS..

Academic supervision coordinator



The academic supervision coordinator is the faculty member charged with coordinating the academic supervision process and following up on the implementation of its mechanisms in a specific program.

Academic Supervision Coordinator's Responsibilities



- Distributing and linking new students to the academic supervisors in the department.
- Sending a copy to all supervisors so that each supervisor can get to know his students and compare them with what has been linked electronically through the system.
- Meeting with academic supervisors to clarify the tasks assigned to them, the work mechanism, and the evaluation policy.
- Holding periodic meetings with academic supervisors to follow up on what has been accomplished
- Receiving proposals and opinions regarding developing the academic supervision process in the program and submitting them to the Academic Supervision Unit.
- Raising the needs of academic supervisors and students for workshops and training courses to the Academic Supervision Unit.



- Preparing semester reports on the supervision process in the program based on supervisors' reports.
- Supervising the registration committees in each semester and submitting a report on the pros and cons, suggestions and recommendations, and what was accomplished during the registration period.

Academic Supervisor

He is a member of the teaching staff at the college who has the same specialty as the student and has full knowledge of the study plan and academic systems and regulations. He is determined by the department. The academic supervisor is primarily responsible for supervising and guiding the student during his educational career at the university. His mission is to guide the student in choosing the appropriate courses according to the plan to successfully obtain the academic degree. He also helps the student overcome the obstacles he encounters in his studies and to provide advice on matters that affect his educational journey.

Academic Supervisor's Duties and Responsibilities

- Assisting students in registering the appropriate courses for them at the beginning of each semester, adding and deleting.
- Ensuring that the student's schedule agrees with the program's study plan through the student's follow-up record in the system.
- Preparing the plan leading to the student's graduation in a way that suits his abilities within the specified time period.
- Allocating supervisory hours and adding them to the student information system.
- Allocating supervisory hours to meet students and discuss the problems they face while studying, especially poor-performance students, and try to solve them by appropriate methods, such as proposing alternative exams or increasing teaching hours (extra lessons, office hours, etc., to get them out of the state of difficulty).
- Discussing appropriate options for the student in the next semester (registration, deletion, withdrawal, Changing majors... etc.)
- Closely monitoring the student's academic achievement in the subjects he is enrolled in, urging and encouraging him to work harder, and praising him.



- Preparing a special file for each student, especially low-achieving and poor-performance students, so that it is easy to follow up on them, and obtain their information through the SIS.
- Helping students on how to make the most of the LMS.
- Encouraging students to participate in activities.
- Encouraging and urging students to attend training courses and workshops provided by the Guidance Services Unit, the Deanship of Student Affairs, and the Graduate Unit.
- Urging and encouraging students to benefit from the library and manage time effectively (the digital library).
- Introducing the services and support provided by the university to students (financial support - student services, which contribute to completing their studies smoothly and conveniently).
- Supervising the student from the moment he enters the college until graduation to ensure that he completes the study plan within the regular period.
- Providing the psychological and social counselor with brief information about the student's condition in case it is needed.
- maintaining the maximum degree of confidentiality in organizing guidance sessions.
- Urging students to enter and benefit from the student support system.
- Adding office hours, reviewing office hours reserved for students, and responding to them in the student support system.

Mechanism for adding office hours and reviewing reserved office hours in the student support system



Entering the student support system through the electronic services on the university website:

1. Choosing office hours from the main menu.
2. Entering office hours, noting that the number of students does not exceed 20 students per day.
3. Viewing reserved office hours by choosing View reserved office hours from the main menu.
4. A list of the names of students who have reserved office hours appears.



Academic Supervisor's Skills

The successful supervisor is the one who is able to communicate effectively with his students, identifies their needs, listens to them, and builds channels for constructive and fruitful cooperation with them. In order to achieve the goal of supervision, there are some skills that the academic supervisor must have. Among these skills are:

which is sharing the student's feelings and emotions to form a good relationship with him that helps him accept guidance, advice

Empathy Skill

which is forming a positive relationship with the student to influence him and help him move towards achieving the set goals

Leadership skill

which is the academic supervisor's ability to organize supervision work and arrange it in a way that makes the most of it.

Organization Skill

It is important for the academic supervisor to be a good listener to his students, which strengthens the relationship between them and enables him to provide them with prolonged assistance.

Listening skill

is concerned with dealing with a group of students They share an issue such as ignorance of the collective system, academic delay, absence

Group supervision Skill

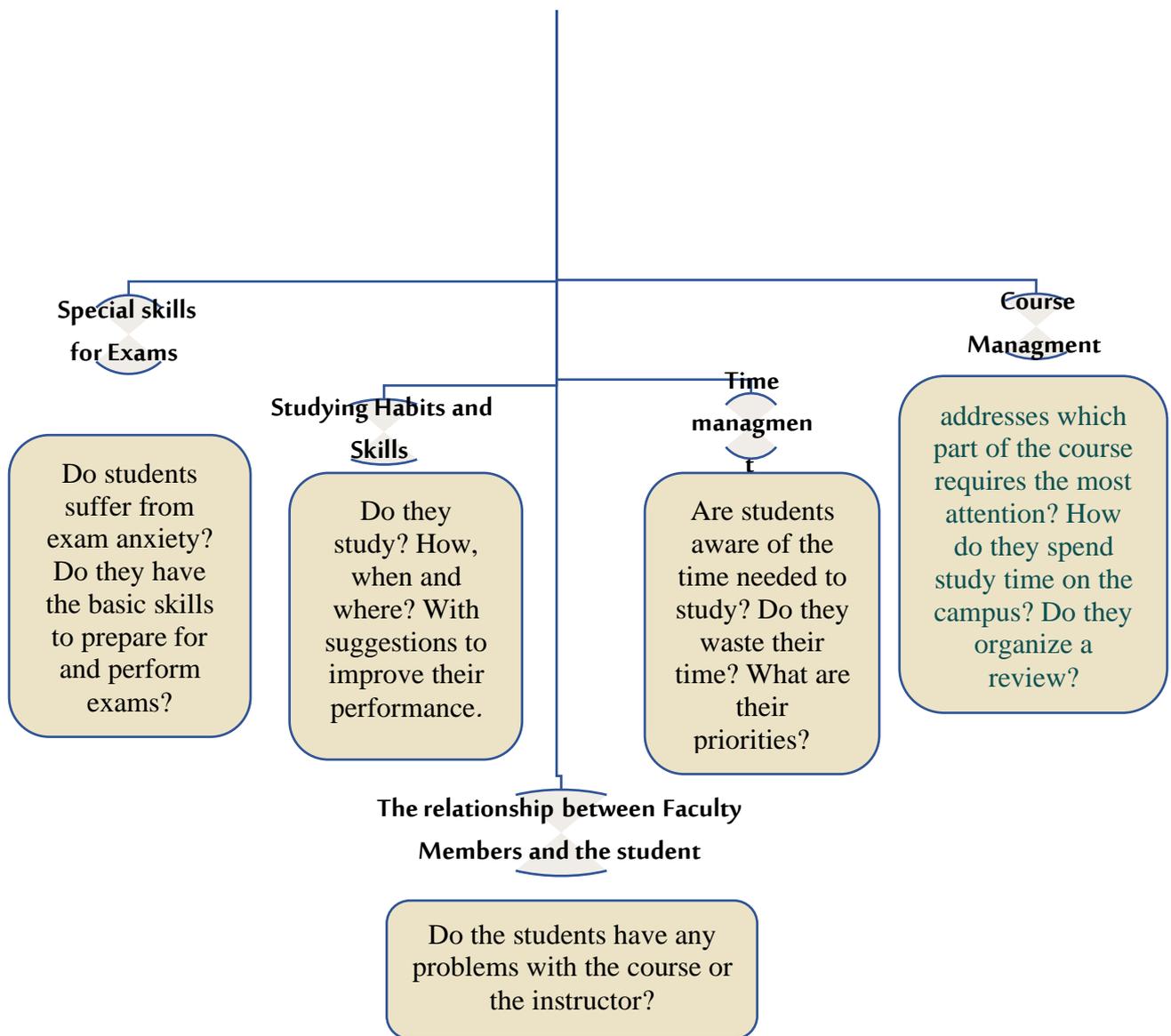
The ability to set goals and transform them into achievable actions, such as helping the student choose a major or preparing a plan to raise his average.

Planning skill



his skill is needed by the academic supervisor when listening to the student's point of view and interviewing him to identify the problems facing him, and then helping him to make the correct decisions necessary to solve the problem, **and among these problems is:**

Decision-making and problem-solving skill





Since academic supervision is a process in which both the supervisor and the student participate, as the supervisor contributes to providing aid and assistance and overcoming the obstacles and difficulties the student faces, the student also bears full responsibility for his academic performance. He should familiarize himself with the rules and regulations, the study plan, and the requirements of the department, college, and university. He has to be familiar with the details of the academic calendar and the critical dates related to registration, withdrawal, and excuse. He should also regularly meet with the supervisor and notify him of any variables and problems that may affect his academic performance and hinder his educational career.





Chapter Two



Academic Procedures

Student's Guide



Course Registration



Registration :

It is an academic process that the university student commits to according to the registration plan announced by the university and takes place at the beginning of each semester. The student is committed to registering the courses that he must study on his own, following his/her study plan. This guarantees his graduation during the duration of the program.

Registration Conditions

The maximum academic load is determined according to the student's cumulative average according to the following table:

Maximum limit of credit units per term	Cumulative GPA
12 credit units	Less than 2 Under Academic Warning
15 credit units	2.00 and less than 2.5
as specified in the plan	2.5 and less than 4
20-23 credit units	4 and above

2- The student must register for no less than the minimum credit units per term, which is 12 credit units, as stated in the regulations for study and examinations for the undergraduate stage and their executive rules at the University Imam Abdul Rahman bin Faisal.

3- The Dean of the College or their authorized representative may grant exceptions to the maximum number of units for all categories mentioned in the table above in the following cases:

- a- Adding three academic units, if necessary, in the semester preceding the graduation semester
- b- Adding four academic units in the semester in which the student will graduate.
- c- Adding two academic units for students not included in paragraphs (A) and (B) above.



4- During the first week of the semester, the students are allowed to modify their registration in accordance with the approved study plan for the program and within the limits of the permissible study load. Anyone who does not register during this week is considered dropped out.

5- Students are not allowed to drop any of the College of Science track program courses throughout their studies

6- Student must register for courses at two levels below their academic level, and they are allowed to register for courses at two levels higher than their academic level when needed, taking into account that priority is given to registering for courses at their academic level.

7- If the student fails one or more courses in the semester system, they are obligated to re-study these courses.

8- Students are not allowed to combine the registration of academic courses with the practical training course for the college's programs, but the College Council has the right to make an exception in this regard.

9- The registration of students who do not meet the conditions for moving from one stage to another is processed by the college administration in coordination with the Deanship of Admission and Registration. This is to fulfill the minimum number of academic units, as much as possible.

10- Registration for the summer semester:

A. The maximum number of study units allowed to be registered during the summer semester is ten study units, with an exception for graduates who may register for a maximum of thirteen study units.

B. The student is allowed to drop and add courses during the summer registration period according to the time plan of the Deanship of Admission and Registration, taking into account the requirements of Paragraph (A) above.

C. The student is not allowed to cancel the summer semester or withdraw from a course except in cases of extreme necessity with the approval of the Dean of the College or their authorized representative.

The following points must be considered when registering for courses:

Adhere to the calendar of official procedures in the student records system as determined by the Deanship of Admissions and Registration for general controls.



Admission and Registration >> Academic Calendar and Registration Plan >> Academic Calendar for the current year through the university website.



To register for courses through the student records system, follow these steps:

Student Records >> Electronic Services >> Registration



If the student does not register during this period, they are considered to have dropped out of school.

Registration Instructions:

Before registration is available in the system:

- Ensure there is no conflict in the timing of the final exams for registered courses by reviewing the semester schedules and final exam schedules available at the College of Science: <https://tusc.site>
- Adhere to the college's registered study plan courses and the beneficiary section of the division. To ensure accuracy, refer to the correct class numbers listed in the registration tables: [tables link](#).
- Access the College of Science's [schedules link](#) to set up a basic schedule and an alternative schedule in case the departments are closed.
- Refer to the university's official website for information on the : (academic calendar, registration time plan, and schedule link).

During registration:

- Begin registering courses from lower levels to facilitate the registration process.
- Choose the appropriate section if the course is two levels lower than your current level. You can find your current level by viewing it on your electronic services page. Withdrawal from these courses will not be allowed.
- Read the error messages carefully during registration to understand any issues.
- Submit electronic registration requests through the website.
- Remember, the presence of courses in the shopping cart does not mean they have been registered. You must complete the registration steps and ensure that your study schedule is confirmed on your page.
- If you submit a registration request, please follow up on the request until it is either rejected or accepted, and print your registration schedule afterward.
- Do not delete courses from the shopping cart, so you can apply (register) for them later.



- If a message appears stating "Seats are reserved," this indicates that the section is restricted to other sections or tracks. You must choose the section assigned to your section or track.
- Expanding a full division is not allowed if there is a vacant concurrent division.
- If there are any problems with registration during the registration period, the student must report the issue to the head of the academic advising committee in their department and follow up on the application status with them.

After registration ends:

- Print the academic schedule and verify all registered courses.
- Attend all divisional courses that have been registered in the system and listed in the schedule.
- Verify the classrooms according to what is listed in the system, registration schedules, and the schedules link on the College of Science website.

Attendance and Deprivation:

1. A regular student must attend lectures and practical lessons. They will be prohibited from taking the final exams for any course if their percentage of absence exceeds 15% of the contact hours for the course during the semester.
2. The College Council or its authorized representative may lift the ban and allow the student to take the final exam if the student presents an acceptable excuse in the student records system within a week from the date of absence, provided that the percentage of the student's absence does not exceed 25% of the course's contact hours.
3. The monthly stipend will not be discontinued for eligible students if they receive grades in all registered courses in a semester that indicate irregular study, such as (deprivation, course withdrawal, course equivalency, or course exemption.)

Students will be deprived of taking the final exam if their attendance rate in lectures and scientific lessons falls below the required level (85%)

Consequences include:

- Being assigned a grade of Deprived (DN), resulting in a course failure.
- Lowering the student's GPA.
- Receiving a deprivation indicator and being barred from attending lectures.
- Prohibiting withdrawal from a previously deprived course.
- The cessation of deserved awards when a "deprived" grade is recorded in all registered courses

withdrawal of study (Apology)

The process requires the student to submit an electronic request through the system to withdraw from all the courses they are registered for during the semester. This withdrawal



does not result in failing grades, as it is due to the student's inability to continue studying, citing an excuse deemed acceptable by the college.

Terms and conditions of withdrawal of Study (Apology):

- 1.** A student in the College of Science track does not have the right to withdraw from continuing their studies in any semester of the academic year. However, the Standing Committee for Academic Follow-up may consider exceptional cases in accordance with approved conditions and regulations.
- 2.** The student may withdraw from continuing studies in a semester without receiving failing grades based on the approval of the Dean of the College or their authorized representative, upon the recommendation of the academic supervisor. This withdrawal must occur before the end of the fourteenth week of the semester.
- 3.** In exceptional cases, apologizing for continuing to study in the semester system after week 14 and before the start of the final exams for the same semester shall require approval from the Standing Committee for Academic Follow-up, upon the recommendation of the Dean of the College or their authorized representative.
- 4.** The maximum number of times a student can withdraw from continuing studies is two semesters.
- 5.** The period for apologizing during the semester or academic year is counted within the necessary period for graduation. However, withdrawing from studying during the summer semester will not be counted as part of the period necessary for graduation.
- 6.** The Standing Committee for Academic Follow-up may, upon the recommendation of the Dean of the College or their authorized representative, grant the student only one exceptional opportunity to apologize.
- 7.** Before a student's request to withdraw from studying in the semester is approved by the college, they must register for the courses and adhere to attendance requirements.
- 8.** A student eligible for suspension from all registered courses is not permitted to request an apology for studying.



Admission and Registration >> Academic Calendar and Registration Plan >>
Academic Calendar for the current year through the university website



To submit a request to withdraw from studying through the student records system by following the following steps:

Student Records >> Electronic Services >> Student Academic Status >> Apology

Consequences:

- The student is assigned a grade of (W) in all courses registered in the academic schedule, with the grade not included in the calculation of the cumulative average.
- The period of withdrawal is calculated within the duration of study and the maximum graduation timeline.
- The reward will be suspended from the date the apology is approved.
- Once approved by the college, the application cannot be withdrawn.
- Apologizing for studying affects the student's regularity in the study plan and may impact the smooth registration of courses.

Postponing Study:

Postponement entails the student submitting a request through the student records system at the beginning of the semester, while not registering for any courses in the semester to be postponed.

Conditions:

1. Students in the College of Science track do not have the right to postpone studies.
2. The student should not enroll in any courses during the postponed study semester.
3. The maximum number of postponements allowed is two consecutive semesters or three separate semesters.



4. The postponement request must be submitted within two weeks from the beginning of the semester, according to the calendar of official procedures in the student records system determined by the Deanship of Admissions and Registration.
5. Female students accompanying their husbands on scholarship outside the Kingdom are allowed, as an exception and with the approval of the relevant college council, to postpone their studies for a maximum of two years after completing the allowed period for postponement through the student records system. This is contingent upon submitting proof of accompaniment from official authorities, with consideration given to changes in study plans or program closures. The possibility of the student's return depends on the continuity of the program's study plan.



- To access the Academic Calendar for the current year, visit the university website and navigate to Admission and Registration >> Academic Calendar and Registration Plan >> Academic Calendar.



- To apply for postponement of studies through the student records system, follow these steps: Student Records >> Electronic Services >> Student Academic Status >> Postponement.



- If a student is applying to postpone studies during the semester, they must register for courses and attend until their request is approved by the college.

Consequences :

- Deferral classes are not counted towards the period necessary to complete graduation requirements.
- Enrollment will be closed if the postponement period exceeds 3 semesters.
- There's a limited number of hours that can be registered later due to the lack of guarantee that courses will be offered or that all requirements will be passed, potentially delaying graduation.
- Postponement cannot be undone after the request is approved.
- Bonus payments will be suspended from the date the postponement is implemented.



The Difference Between Postponement of Study and Withdrawal of Study (Apology)

Differences:	Areas of Agreement:
<ul style="list-style-type: none"> - Postponing Studies: The student must not be registered for any courses during the postponement semester. - Apology: The student must be registered for courses. 	Both involve pausing your studies with the intention to resume in later semesters.
<ul style="list-style-type: none"> - The deadline for postponing studies is within the first two weeks of the semester. - The deadline for withdrawing from studies (apology) is from the third week to the end of the fourteenth week of the semester. 	Both require the student to submit a formal request through the student records system at the time announced by the Deanship of Admission and Registration.
<ul style="list-style-type: none"> - Postponement is not counted within the regular period for graduation. - An apology is counted within the regular period for graduation 	The reward stops upon agreeing to either postpone or withdraw from studying.
if a student does not attend the next semester, she is considered discontinued, and her enrollment will be closed	

All requests for apology and postponement are subject to review and approval by the college. Students are advised not to resort to either option unless they are completely unable to attend regular studies, as this will inevitably delay their graduation

Specialization :



Definition of specialization:

Specialization refers to the process by which a student, after successfully passing all the courses of the College of Science track program, is allowed to join one of the college's specialized programs.



Specialization Conditions:

1. The student must successfully pass all first-year courses during the first year, including a summer semester if necessary.
2. The student must achieve a cumulative GPA of no less than 3 out of 5.
3. Admission is subject to the capacity of each program.
4. Differentiation between students is based on their cumulative GPA and the order of preferences listed in the system.
5. A student who does not pass the courses of the joint first-year program for colleges or the first foundation year at the college, or does not achieve the minimum average required for placement in the relevant colleges, will be provided with an academic record that includes the courses and grades obtained.



- According to the calendar of official procedures in the student records system determined by the Deanship of Admission and Registration for general controls.



- Admission and Registration >> Academic Calendar and Registration Plan >> Academic Calendar for the current year.

Through the university website.



- From the main page of the student records system >> Choose electronic services >> Choose your desires >> Major options in the college >> Add a new value >> Produce >> Arrange your desires by selecting the section >> Save.

Withdrawal from a Course



Definition of Withdrawal from a Course:

Withdrawal from a course refers to a student's decision to stop attending and studying one or more courses without being considered as having failed those courses.

Conditions:

- 1- A student is not allowed to withdraw from any course in the first year (College of Science track).
- 2- A student may withdraw from one or more courses upon the recommendation of the academic supervisor, according to the following conditions:



- a. The course must not be part of the College of Science track program.
- b. Withdrawal must occur no later than the end of the eleventh week from the beginning of the semester, with the student receiving a grade of (A) or (W).
- c. The number of remaining academic units must not be less than the minimum of 12 academic units.
- d. The Dean of the College or his authorized representative may consider cases of withdrawal from one or more courses for students whose study load falls below the minimum after withdrawal or for those unable to register the minimum study load, upon the recommendation of the academic supervisor.
- e. A student is not allowed to withdraw from a course from which they have previously withdrawn or been deprived unless an exception is made by the Academic Follow-up Committee upon the recommendation of the Dean of the College or his authorized representative.
- f. A student is not allowed to withdraw from a course that will not be offered again due to changes in the study plan with no equivalent in the ongoing plans.
- g. It is not permitted to withdraw from a course offered at a level two levels lower than the student's academic level.
- h. If a student is registered for only one course, they do not have the right to withdraw from this course, but they may request to excuse themselves from the semester.
- i. A student is not allowed to withdraw from a course in the summer semester except in cases of extreme necessity with the approval of the Dean of the College or his authorized representative.
- j. A student is not allowed to withdraw from a course at the same academic level unless there is an acceptable excuse and approval from the Dean of the College for academic affairs.
- k. A student has no right to withdraw from an elective course after registration unless there is an acceptable excuse and approval from the Dean of the College for academic affairs.
- l. A student is not allowed to withdraw from more than two courses during one semester.

Consequences:



- The student obtains a grade of (W) for withdrawn courses, which are not included in the calculation of the GPA.



- Before the end of the eleventh week according to the calendar of official procedures in the student records system determined by the Deanship of Admission and Registration in accordance with general regulations.



- Admission and registration >> Academic calendar and registration plan >> Academic calendar for the current year through the university's website.



- To apply to withdraw from a course through the student records system, follow the following steps: Student Records >> Electronic Services >> Registration Requests >> Withdrawal Form with attaching the Academic Advisor Form.

- The student applying to withdraw from courses during the semester must attend until his request is approved by the college.

Dropout

Dropping out of school is defined as follows:

A student does not register for any course without obtaining permission to postpone or apologize from the college.

In this case, the student is considered to have dropped out of school, and their enrollment is closed.

Reasons for closing a student's enrollment:

- A student who does not register for any course in a semester is considered to have dropped out of study for that semester, and their enrollment is closed unless they submit a request for postponement.
- If a student is absent from all registered courses for a period of four consecutive weeks at the beginning of the semester, they are considered to have dropped out of school. Their enrollment is closed, a status of (Discontinued, or Absent) is recorded in their academic record, and a grade of (DN) is recorded for those courses. This



semester is counted towards the period required for graduation, and the reward stops for those who deserve it. They may not return to study except with the approval of the Standing Committee for Academic Follow-up based on the recommendation of the College Council.

- A student visiting another university is considered to have dropped out if the results of the visiting semester's courses are not submitted no later than the second week from the beginning of the semester following the visiting semester.
- If the student submits a postponement request and the postponement period exceeds three semesters.
- Academically or disciplinary expelled.
- Withdrawn

Conditions for Re-enrollment for a Student Who Has Dropped Out of School for the First Time (Within Four Semesters):

1- A student who has dropped out for the first time applies for re-enrollment using their number and record before the drop, and the application is considered by the Dean of the College or their authorized representative before the start of the final exams for the semester preceding their re-enrollment, in accordance with the following controls:

- a- Apply for re-enrollment within four semesters from the date of closing the enrollment.
- b- Submit the application through the student records system according to the academic calendar announced by the Deanship of Admission and Registration.
- c- For approval of the application, the student must be able to complete the graduation requirements after re-enrollment within the legally permitted period.
- d- Th. For approval, the study plan for the program is required to continue from the semester in which the student reached.
- e- A suspended student will not be re-enrolled if he has been academically dismissed.

Conditions for Re-enrolling a Student Who Has Dropped Out of School for the First Time if the Dropped Out Period Exceeds Four Semesters:

1- The Permanent Committee for Academic Follow-up, based on the recommendation of the College Council, may re-enroll the student **if the period of dropping out exceeds four semesters**, according to the following conditions:



- a. The period of interruption shall not exceed six semesters and shall be calculated from the semester in which the student dropped out until the date they submit their request for re-enrollment.
- b. The interruption must be based on a legitimate reason as determined by the College Council.
- c. The student must have successfully passed 50% of the total number of units required for graduation in the program.
- d. The cumulative GPA should not be less than 2.5 out of 5 for programs that require 2 out of 5 for graduation.
- e. To approve the application, the student must be able to complete the graduation requirements after re-enrollment within the legally permitted period.
- f. Approval is conditional on the continuation of the study plan for the program from the previous semester for the student.

Conditions for Re-enrolling a Student Who Has Dropped Out of School for the Second Time:

1- In the student's second dropout, the Standing Committee for Academic Follow-up may re-enroll the student, upon the recommendation of the College Council, in accordance with the controls set by the committee and applying the conditions mentioned above in points 1 and 2, depending on the duration of the break.

a. If a student's enrollment has been closed for four semesters or more and he does not meet the conditions for re-enrollment, 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.



A student who has dropped out or withdrawn applies for re-enrollment at any time during the semester, and the application is considered by the Dean of the College or his/her authorized representative before the start of the final exams for the semester that precedes his re-enrollment.



Through the student records system.

To apply for an internal transfer between university colleges, follow these steps in the student records system: Student Records >> Electronic Services >> Re-enrollment.



Withdrawal from the University

A student who has withdrawn from the university may apply for re-enrollment using his previous number and record for an excuse acceptable by the authority determined by the University Council. A student who has withdrawn from the university may be re-enrolled in accordance with the following controls:

- A. The student must not be on academic probation.
- B. He must not have withdrawn more than four semesters.
- C. The student must have passed all the first-year courses of the study plan and met the conditions for transfer to the second year, if any.
- D. The College Council must agree to re-enroll him after withdrawal.
- E. The withdrawal semester is counted within the regular period of the student's program.

Dismissal from the University

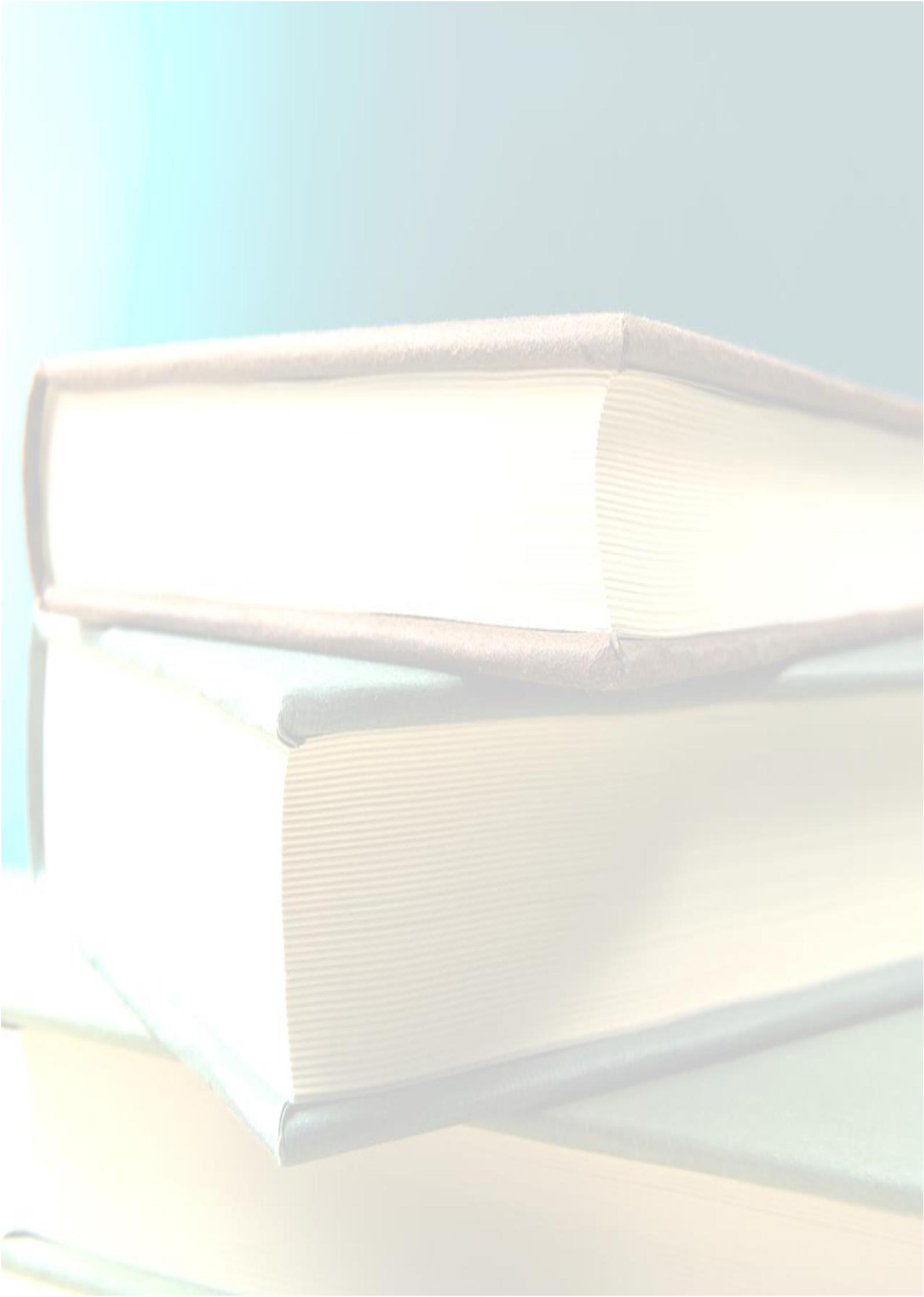
The student is dismissed in the following cases:

- 1- If he receives at most three consecutive warnings for his cumulative average being lower than the average specified for graduation (not less than 2 out of 5). The Standing Committee for Academic Follow-up, based on the recommendation of the College Council, may give a fourth chance to anyone who can raise his cumulative average by studying the available courses according to the conditions mentioned in the study regulations and exams for the undergraduate stage and their executive rules at Imam Abdulrahman bin Faisal University.
- 2- If he does not complete the graduation requirements within a maximum period of half the period prescribed for his graduation in addition to the duration of the program. The Standing Committee for Academic Follow-up may grant the student an exceptional opportunity for one semester when he exceeds the maximum period for graduation, based on the college's recommendation.
- 3- The University Council, based on the recommendation of the Permanent Committee for Academic Follow-up, shall address the situation of students to whom Paragraph 2



applies by giving them an exceptional opportunity not to exceed two semesters in addition to the semester granted in Paragraph 2 if the student exceeds the maximum graduation period.

- 4- The summer semester is not counted among the semesters in which warnings are given to the student in the event of a drop in the average.
- 5- The student may be subject to final or temporary expulsion from the university if he violates the university's rules and regulations. This is issued by a decision of the university's Student Conduct Control Committee.
- 6- A student enrolled in the College of Science track will be dismissed from the university if he obtains a cumulative GPA of less than (3 out of 5) or does not pass all the courses by the end of the program.





Chapter Three



Transfers and Visiting



Transfer from a university to another



This is a process where a student transfers from their university to another university in accordance with specific regulations during a period of time determined by the university's Council.

Transferring from another university to the College of Science at Imam Abdulrahman bin Faisal University

According to what is stated in Article Twenty-Three of the Regulations for Study and Examinations, is permissible. Accepting the transfer of a student from outside the university in accordance with the following controls:

The conditions for transferring from another university to the College of Science at Imam Abdulrahman bin Faisal University

1. The student must have studied at a local university or college or a foreign university, college or educational institution, provided that Licensed by the competent authority in the country of study.
2. He must not have been expelled from the university from which he transferred for disciplinary reasons.
3. Any other controls set by the University Council.

Conditions that must be met to apply for transfer from another university to the College of Science at Imam Abdulrahman bin Faisal University:

1. He must not be a student who has dropped out, been expelled, or withdrawn from his university.
2. The student must be enrolled in the same academic degree to which he is requesting transfer or higher.
3. The student must be enrolled in a public university in the Kingdom.



4. It is possible to apply for transfer from private universities in the Kingdom and all colleges, provided that they have full institutional accreditation from the Education and Training Evaluation Commission.
5. It is possible to apply for transfer from public and private universities outside the Kingdom, provided that they are recommended on the list of the Ministry of Education.
6. The student has studied a full academic year at his university and he passed with at least 24 credits recorded on his record.
7. The student must have passed the minimum number of courses studied in the first year and foundation year at Imam Abdulrahman bin Faisal University which is determined by the Standing Committee for Study Plans and Systems based on the recommendation of the College Council.
8. The student must submit a transfer request through the student records system according to the calendar determined by the Deanship of Admission and Registration. No application will be accepted outside the specified period. The applicant must attach an official academic record stamped with a recent date from the Deanship of Admission and Registration at his university, indicating the student's status for the last semester.
9. The student must meet any other conditions determined by the College Council.
10. The applicant must not have a previous record at Imam Abdulrahman bin Faisal University.
11. The applicant must be a Saudi or a non-Saudi with a Saudi mother (child of a citizen). As for applicants who are non-Saudis, holders of five-year cards, or citizens of the Gulf Cooperation Council, the procedures applicable in the scholarship system that are approved by the Ministry of Education will be applied to them.
12. Transfer to the track of the college of science will not be accepted.
13. The student must be enrolled in a college corresponding to the college to which he wishes to transfer, and the appropriate major for the student must be determined by the college according to the vacant seats.
14. The student's cumulative GPA when submitting the transfer request must not be less than (3.5 out of (5) or (2, 5) of (4).
15. The College Council or its authorized representative may make an exception to the GPA requirement in accordance with the controls announced in the regulations for study and examinations for the university stage and its executive rules at Imam Abdulrahman bin Faisal University.



16. Applying for transfer from outside the university must be done once a year before the start of the academic year.
17. After transferring the student, if he has already been expelled for disciplinary reasons, his enrollment is considered canceled from the date of acceptance of his transfer to the university.

Conditions for accepting transfer to the college of science:

- 1- The student must have passed courses equivalent to the course of the College of Science at Imam Abdulrahman bin Faisal University. Excluding - with the approval of the Committee for Reviewing Transfer Requests - those who have two or three courses remaining as a maximum of those other than the following scientific courses (General Mathematics / Calculus 1 / General Biology / General Chemistry / General Physics) and English language courses General English Language / General English Language 2 / English Language for Academic and Specialized Purposes, provided that he studies the remaining courses in the College of Science track –
- 2- The language of study in the program for the student applying for transfer is English.

Equivalency of academic courses :



When a student is accepted into the College of Science, the courses that the student studied outside Imam Abdulrahman bin Faisal University (College of Science) will be equated according to the following controls:

- 1- The department's competent committee shall equate the courses that were studied in an educational institution or in another academic program after the approval of the request for transfer to the university.
- 2- An equivalent grade (TR) will be recorded in the record of the student who transferred from another university for the passed courses that were equated to a him, provided that his grade is not less than "C" in the equivalent courses that he studied at his previous university.
- 3- Matching the description of the content of the course studied by the student with the content of the course of the student's program at Imam Abdulrahman bin Faisal University by no less than (75%).
- 4- The equivalent course units do not exceed (40%) of the approved units for the study plan. The equivalent courses include external transfer, a visit outside the university, or an exemption.



- 5- Every 15 academic units equivalent to a student transferred from outside the university is counted as one level of study, and it is counted within the period necessary to complete the university's graduation requirements, which includes the student's entitlement to the reward, the calculation of opportunities, and honors degree.
- 6- The course descriptions that the student has passed are equated as stated in the official academic record issued by the university he transferred from, regardless to the grades he studied at any university other than the one he transferred from.
- 7- The College Council determines the conditions for equivalency of courses studied by the student outside the university.
- 8- The student does not have the right to request the equivalence of other courses after a dramatic semester has passed after completing his transfer and submitting a request for course equivalency through the student information system.
- 9- The student has the right to take a copy of the equivalency document after it is approved by the college.

Documents required to submit a transfer request from outside the university

1. The applicant must have an academic record with a recent date, official, approved and stamped by the Deanship of Admission and Registration at his university, with confirming the current semester as regularity, postponement, or excuse.
2. An official letter of acceptance from the transfer institute, which he scans electronically via a scanner and attaches it in PDF format to his application.

To complete the transfer procedures:

The applicant must follow the status of the application through the system and follow all directives issued by the Deanship of Admission and Registration at Imam AbdulRahman bin Faisal University. If the student obtains final acceptance for transfer, he must do the following procedures:

1. Log in to follow up on a previous application, fill out the required forms, and attach a release from his previous university.
2. The following documents are delivered to the college manually or via the admission unit's e-mail:
 - An original academic record with a recent, official date, approved and stamped by the Deanship of Admission and Registration at his previous university.



- Academic specifications for the courses successfully passed from his previous university for the purpose of completing the equivalency.

Transfer from one college to another within the university



It is an academic movement undertaken by a student to transfer from his college in which he studies to another college within the university under certain conditions and controls and within a limited period of time by the University Council and announced through the official channels affiliated with that university.

Transfer from a college at Imam Abdulrahman bin Faisal University to the College of Science.

Conditions for accepting the transfer to the College of Science from other colleges within Imam Abdulrahman bin Faisal University.

The College Council may approve transfer requests from other colleges within the university in accordance with the following conditions:

- 1- The student must have studied for an academic year and have been assigned grades for at least (24) academic units in the college from which he wishes to transfer after passing the first year program at the college.
- 2- He must not have dropped out of studies at the college from which he wishes to transfer.
- 3- The cumulative GPA upon transfer must not be less than (3.5) out of (5).
- 4- It is required that the program to which the student is transferred has the same academic degree as the student's current program.
- 5- Transferring between university colleges is only one time for the duration of his studies at Imam Abdulrahman bin Faisal University.
- 6- The student must submit a transfer request through the student information system and according to the timetable determined by the Deanship of Admissions and Registration.



- 7- A committee headed by the Dean of the College or the Vice Dean for Academic Affairs with the participation of two other members with experience in the College shall consider and respond to the transfer requests, and the College Council shall be informed of that.
8. The student has not passed (60%) of his study plan in the college from which he wishes to transfer.
9. To be accepted for transfer, a student must be able to complete the graduation requirements within the period legally permitted in the program he is transferring from.
10. Applications for transfer between university colleges are available annually after the end of the second semester of each academic year.
11. All grades and academic courses that are equivalent and non-equivalent for a student transferred from one college to another are recorded in the Transcript. Only grades for equivalent courses are included in the cumulative average, while grades for non-equivalent courses are not counted in the cumulative average.
12. The student must fulfill any other conditions determined by the College Council for the purpose of converting water.
13. Vacant seats in the required specialty.
14. Fulfilling the conditions for admission to the major to which you wish to transfer at the College of Science, as specified by the College Council, which are as follows:
 - a. Passing at least three scientific courses equivalent to the four scientific courses (general chemistry, general physics, general biology, calculus (1)
 - b. Passing courses equivalent to the scientific courses in the College of Science track and related to each of the College of Science programs is a condition for admission to those programs: (Passing the general chemistry course to join the chemistry program. Passing the general physics course to join the physics program. Passing the general biology course to join the biology program. Passing the calculus course to join the mathematics program.)

When the student is accepted into the College of Science, an equation is made to the course that the student studied outside the college in accordance with the following conditions:

- 1 - The equivalency is done based on the recommendation of the relevant departments that offer these courses.
- 2- The content of the course required for equivalency from the student's university must match (75%) as a minimum to the vocabulary of the corresponding course in the college.



- 3- The student has the right to take a copy of the equivalency document after it is approved.
- 4- The student does not have the right to request the equivalence of other courses after a semester has passed.

Transfer procedures:

1. Receiving transfer requests from within the university electronically through the student information system.
2. Study the status of the application and present it to the competent committee of the Vice Deanship for Academic Affairs to ensure that admission conditions are met.
3. Send an email to accepted transfer students stating the necessity of completing the electronic procedures and uploading the attachments, release form and course descriptions.

Transferring from one major to another within the college



It is an academic movement undertaken by the student to move from one major to another within the college in which he is studying, under certain conditions and controls, and within a specific period of time announced through official channels.

Conditions for accepting transfer from one major to another within the college.

The College Council may approve requests for transfer from one major to another within the college in accordance with the following conditions:

- 1- The transfer must be made once throughout the duration of his studies in that college.
- 2- He is required to study a whole semester with no less than 12 academic units in the specialty from which he wishes to transfer.
- 3- The student has not passed (60%) of the courses for the specialization stage in his study plan in the program from which he wishes to transfer.
- 4- Application to transfer from one major to another is available within the college after the end of each semester.
- 5- Academic grades are recorded according to the calendar announced by the Deanship of Admission and Registration in each academic year. All academic grades and courses for the student transferring from one major to another are included in the cumulative GPA and recorded in the student's academic record.



- 6- To be accepted for transfer, the student must be able to complete the graduation requirements within the legally permitted period in the program to which you are transferring.
- 7- The student must meet the conditions for admission to the major to which he wishes to transfer, specified by the College Council, which are as follows:
 - a. Passing at least three of the four scientific courses (General Chemistry, General Physics, General Biology, and Calculus (1))
 - b. Passing the courses: Passing the general chemistry course to join the chemistry program, passing the general physics course to join the physics program, passing the general biology course to join the program, passing the calculus course to join the mathematics program.
 - c. The cumulative GPA must not be less than 3 out of 5 when a student transfers, the College Council may reconsider the average and raise it for some specializations according to the capacity of each specialization.
 - d. There are vacant seats in the specialty to which transfer is requested.
 - e. Comparison is made according to the students' cumulative GPAs and the order of their desires.

◇ Visiting

Visiting student is one who studies some courses at another university or in a branch of the university, and the subjects he studied are equivalent to him according to the following conditions:

◇ First: Visiting from outside the university

1. A distance learning student will not be accepted as a visiting student.
2. The visiting student must be a Saudi citizen or have a Saudi mother.
3. It is a condition for the visiting student to be accepted from outside the university that he must have spent a full academic year in the college to which he was accepted at his university.
4. The visiting student doesn't have an academic warning at his university.
5. Visiting procedures from outside the university are carried out through the Deanship of Admission and Registration through the student information system according to the specified timetable. In order to submit applications for a visit from outside the university, a letter from the Dean of Admissions and Registration at the student's university is required to



be attached. It has to include the courses that he wishes to take at Imam Abdulrahman bin Faisal University and the official academic record stamped with a recent date from the Deanship of Admission and Registration at his university.

6. Visits are not permitted at the university for any of the College of Science track courses.
7. The national ID number for a student visiting from outside the university is an academic number that he uses during his studies at the university.
8. The university does not have any financial rights for visitors from outside.
9. External visits are available quarterly, except for the summer semester.

The documents required to submit a visit request from outside the university

1. An academic record with a recent and official date, approved and stamped by the Deanship of Admission and Registration at his university. The academic record extracted from the student's account is not accepted.
2. A copy of the national ID, family record, or residence.
3. A letter or visit form with approval and approved by the Dean of Admission and Registration at the student's university addressed to the Dean of Admission and Registration at Imam Abdulrahman bin Faisal University to allow him to visit and mentioning the courses that the student wishes to study.

Note: (It is scanned electronically and attached to the visit request)

Visit procedures

1. Receiving visit requests from outside the university electronically.
2. Ensure the presence of visiting courses in the application for approval in the academic schedule and approve the class numbers for them after they are approved by the Academic Advising Unit at the department.
3. Referral to the competent authority (the Advising Unit at the Academic Affairs Vice Deanship) to keep record of the courses that the visiting student from outside the university has studied after reviewing it and ensuring its authenticity.
4. After the end of the visit, the visiting student from outside the university receives the academic record after the approval of the result indicating the results of the visit's courses from the Admissions and Registration Department.



Finalizing the visit procedures for a student from outside the university.

If the student obtains approval for the visit request:

1. The student must complete the visit procedures and visit the college where he is accepted as a visiting student, according to the academic calendar of Imam Abdulrahman bin Faisal University.
2. The visiting student's national ID number is considered an academic number that he will use during his studies at the university.
3. After the end of the visit, the visiting student from outside the university receives the academic record of the result showing the results of the visit courses from the Deanship's Admission and Registration Department.

Second : Internal Visit

1. A distance education student is not accepted as a visiting student.
2. The student's college approval is required for the visit between the university's colleges, specifying the courses taught in the other college, which must be equivalent to the courses in the plan of the college in which the student is enrolled.
3. For a visiting student to be accepted between the university's colleges, he must have spent an academic year in the college from which he wishes to visit.
4. A university student is not allowed to study as a visitor within the university in any of the College of Science courses.
5. Visiting procedures between the university's colleges are carried out through the student information system according to the specified calendar
6. The student is considered a visitor in the subjects he registers in any of the university's colleges.
7. The visit must be during the university stage itself.
8. Grades for internal visiting courses are calculated within the student's cumulative GPA and recorded in the academic record.
9. The student can visit simultaneously in coordination between his college and the visited college to ensure that the times of weekly lectures and semester and final exams do not conflict.



Visit procedures:

Visit requests are received from within the university electronically, and all procedures are completed through the student information system. The student is committed to attending lectures and fulfilling their requirements since his registration is accepted.

Third: The visit outside the university:

1. The study must be at a government university in the Kingdom, and the visit can be applied to private universities or colleges in the Kingdom, provided that it has full institutional accreditation from Education and Training Evaluation Commission. It is permissible to apply for a visit to one of the public or private universities from outside the Kingdom, provided that it is recommended on the list of the Ministry of Education.
2. The maximum total number of academic units that can be equivalent to a visiting student outside the university is (20%) of the total graduation units from Imam Abdulrahman bin Faisal University, and it is calculated within the total number of academic units that can be studied outside the university so that the unit of all equivalent courses does not exceed (40%) of the approved units for the study plan, including equivalent courses from external transfer, a visit outside the university, or exemption courses.
3. The relevant department determines the courses that the student studies outside the university based on their equivalence with the courses of his study plan, and he is directed to study in an official letter from the Deanship of Admission and Registration to the other university based on the college's approval.
4. Equivalent courses are monitored with an equivalent grade (TR) in the academic record of the visiting student outside the university and are not included in the cumulative GPA, provided that his grade in the course is less than Good (c), and a grade (NF) is granted otherwise, which results in not granting honors.
5. The student's semester academic load is considered when agreeing on the number of course units that the student will study as a visitor at another university.
6. The controls for equivalency of identical courses are subject to the description of the content of the course that the student studied with the content of the course of the student's program at Imam Abdulrahman bin Faisal University, which is no less than (75%).
7. Visiting procedures outside the university are carried out through the student information system.



8. A university student in the College of Science track is not allowed to study as a visitor in any of its courses at another university.
9. The monthly remuneration will not be paid to a visiting university student, if he is eligible for it, unless he proves that he is regular in his studies at the university he visited and submits the results of the approved courses at the beginning of the academic semester following the visit. Otherwise, he is considered to have stopped studying, except for the summer semesters.
10. A regular student can study concurrently in coordination between a college and the college visited at another university to ensure that the times of weekly lectures and semester and final exams do not conflict, provided that he has prior approval from his college, specifying the courses he will study and the possibility of equating them.

Procedures for visiting outside the university:

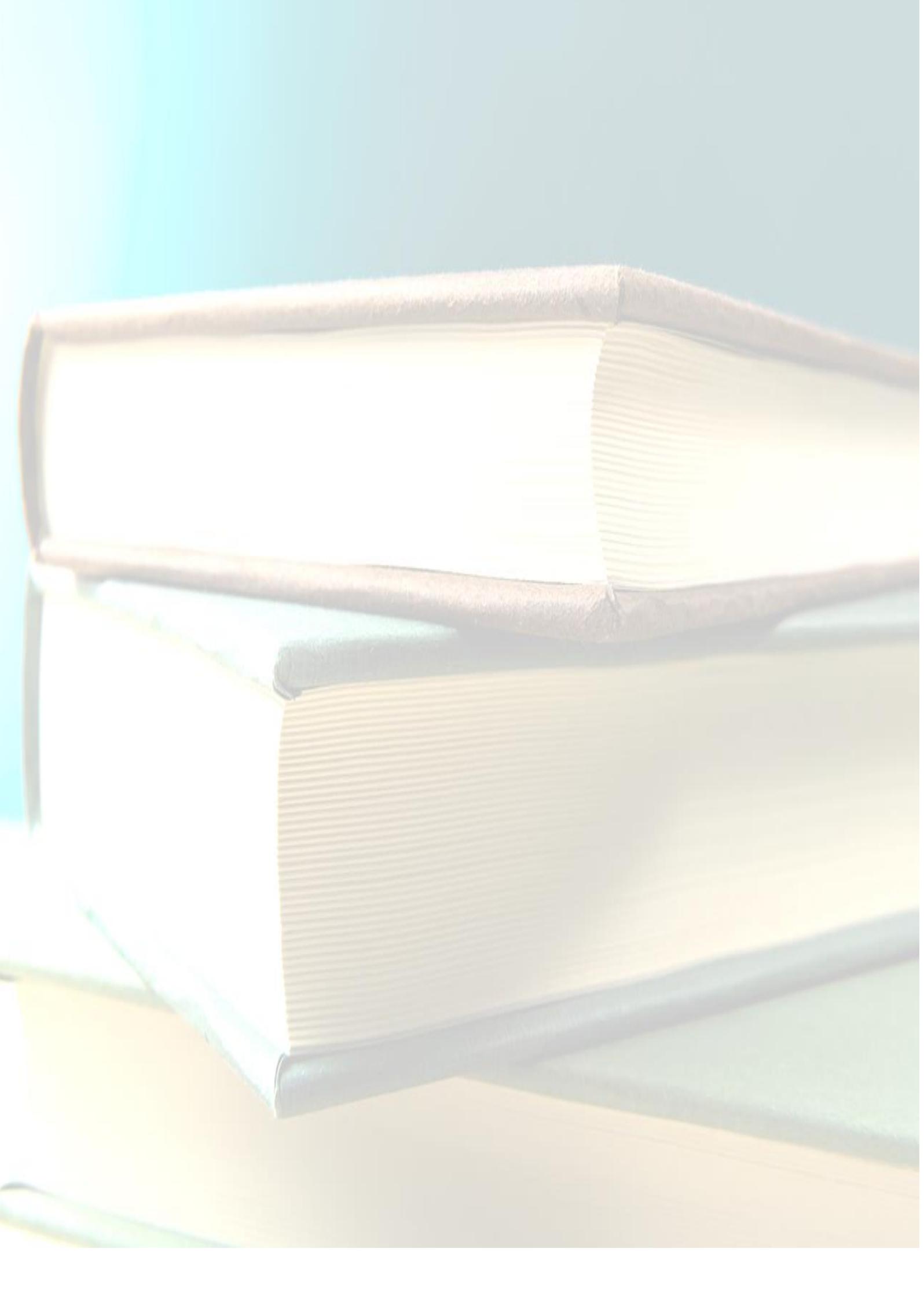
- 1- Receiving requests for visiting outside the university electronically.
- 2- Ensure that the requirements for the visit courses are completed by the competent authority in the Academic Affairs Vice Deanship before sending the student's application to the departments.
- 3- The student's equivalency form is issued by the competent authority at the Academic Affairs Vice Deanship (Admissions Unit).
- 4- Ensure that the equivalency percentage of any course description for a student in the College of Science is equivalent to (75)% as a minimum for the corresponding courses at the University of Visitation by the Equivalency Committee in the relevant department.
- 5- Approval of the equation on paper and electronically by the competent authorities.
- 6- After the end of the visit, the student's approved result is received from the university and her equivalency form is prepared and reviewed by the competent authority at the Vice Deanship for Academic Affairs.
- 7- The passed visit courses are entered as shown in the student's academic record by the competent authority in the admission unit.
- 8- Follow up on the student record system to ensure that the passed visit courses are included in the student's academic record, and submit the comments, if there is any, to the competent authority in the Deanship of Admission and Registration.



9- Final review of all Visit requests for the two semesters are submitted by the Admissions Unit of the College's Academic Affairs Vice Deanship before submitting the final report.

Submitting transfer or visit requests is done entirely electronically through the student information system.

The student must follow the university's website to find out the specific period for submitting the transfer and visit through the academic calendar approved by the Deanship of Admission and registration at the university.





Chapter Four



Exams



Exams



- 1- The course description in the study plan for each program determines the grades allocated for the mid term exams; which includes all the practical and oral exams and the final exam grade, giving that the mid term work is not less than 60% of the final grade for courses of a theoretical nature, and 60% of the total course grades if the course includes practical or clinical exams, taking into account what is stated in paragraph (3) below.
- 2- The grade for the semester work for the course is calculated according to what is stated in the course description approved by the relevant department councils, taking into account what is stated in the manual of policies and procedures for evaluation and examinations at Imam Abdul Rahman bin Faisal University.
- 3- Courses of seminars, research, projects, and courses of a practical or field nature may be excluded from holding a final exam and from the provisions of the previous paragraphs, by a decision of the College Council based on the recommendation of the Department Council that is teaching the course. The College Council determines the mechanism for measuring student achievement in these courses.
 1. The Deanship of Admission and Registration announces the timetable for final exams in the university's academic calendar at the beginning of each semester.
 2. It is not permissible for a student to be tested in more than two courses in one day, and the University Council may make an exception to this.
 3. The student is not allowed to take the final exam after it has begun, and the college vice-dean for academic affairs may allow the student to take the test before half an hour from its start once during the exam period.
 4. Cheating in the exam, attempting it, or violating the instructions and rules for conducting the exam are matters for which the student is punished, according to what is stated in the regulations of controlling student behavior at the university and approved by the University Council.
 5. The College Council - based on the recommendation of the relevant department council - determines the duration of the final written exam, provided that it is not less than one hour and does not exceed three hours.
 6. 9. The student who is absent from the final exam will have a grade of zero in the course test from which he is absent, and his grade in that academic course will be based on the grades for the semester work he obtained.



7. 10. If the student is unable to attend the final exam in any of the semester subjects due to a compelling excuse, the College Council or its authorized representative may, in cases of extreme necessity, accept his excuse and allow him to be given an equivalent alternative exam within a period not exceeding the end of the next academic semester, and according to the following conditions:
- a. Excuse absence from the final exam through the student records system, including proof of the reason for absence from the exam within a period not exceeding one week from the date of holding the final exam.
 - b. The grade of the student who is absent with an acceptable excuse will be changed, and the grade he receives after taking the alternative test will be given.
 - c. If the student is absent from the alternative test without excuse, he will be assigned a failing grade of (F) أو (هـ) or a grade of zero.

Cases in which a student can excuse himself from the final and semester exams

1. Death of a first-degree relative (he is granted permission for five days) and from the second and third degree (he is granted permission for three days) with providing the college vice-dean a copy of the certificate.
2. A birth report from any government or private hospital (permission is granted for two weeks).
3. Cases of loss of consciousness (fainting) during the tests are documented by the university doctor (permission is granted according to what is stated in the doctor's report or the hospital report).
4. If the husband/wife, parent, or child is accompanied to the hospital during the tests, permission will be granted according to what is stated in the hospital report, provided that the accompaniment is for emergency cases and not a routine appointment.
5. The one-day excuse or excuses provided for a routine review that may take place outside of exam times are not accepted.
6. Sickness certificates issued by government and private hospitals are accepted if the patient undergoes surgery, hospitalization, or cases associated with chronic diseases, provided that they comply with the regular procedures, and permission is granted in accordance with what is stated in the hospital report.



7. Excuses for emergency cases documented by a government or private hospital that make it impossible to perform the test will be accepted (renal colic, high diabetes, bleeding, fractures, burns, high temperature, etc.) provided that a detailed medical report is submitted explaining the diagnosis of the condition and it is reviewed by the college representative, who may contact the relevant authority, issuing the report to ensure its accuracy.
8. Excuses for accidents are accepted if the person making the excuse was a party to the incident, provided that he clarifies the excuse at the time of the incident and the time of review by the official body.
9. Excuses are accepted for review by the security authorities that require the presence of the person in the case and cannot be postponed and conflict with Test times.

Mechanism for submitting an excuse for absence through the student information system

Log in to the student information system >> Electronic services >> Other >> Submit an excuse for absence

Add a new value >> Add >> Fill out the form.

Grievance against the result of tests



1. The student may submit a grievance request within a period not exceeding one week from the date of announcing the result according to the official form for requesting re-correction in the Evaluation Quality Unit in the college.
2. The council of the college that is responsible for teaching the course, in cases of necessity, may approve re-correction of the answer sheets within a period not exceeding More than two weeks, provided that the student is notified of the college's response.
3. The student's grade will be monitored and approved after modification in the student records system within a period not exceeding the beginning of the next semester's exams.
4. A student who has submitted two review requests to correct the final exam grade and whose validity has not been proven is not entitled to submit another request in any course for an academic year.
5. Procedures for re-correcting answer sheets are carried out in accordance with the procedures and policies mentioned in the Manual of Policies and Procedures for Evaluation and Tests.



6. The student may file a grievance against the results of the semester exams for courses within a week of announcing the result according to the official form for requesting re-correction in the College's Evaluation Quality Unit.

Grievance Conditions :

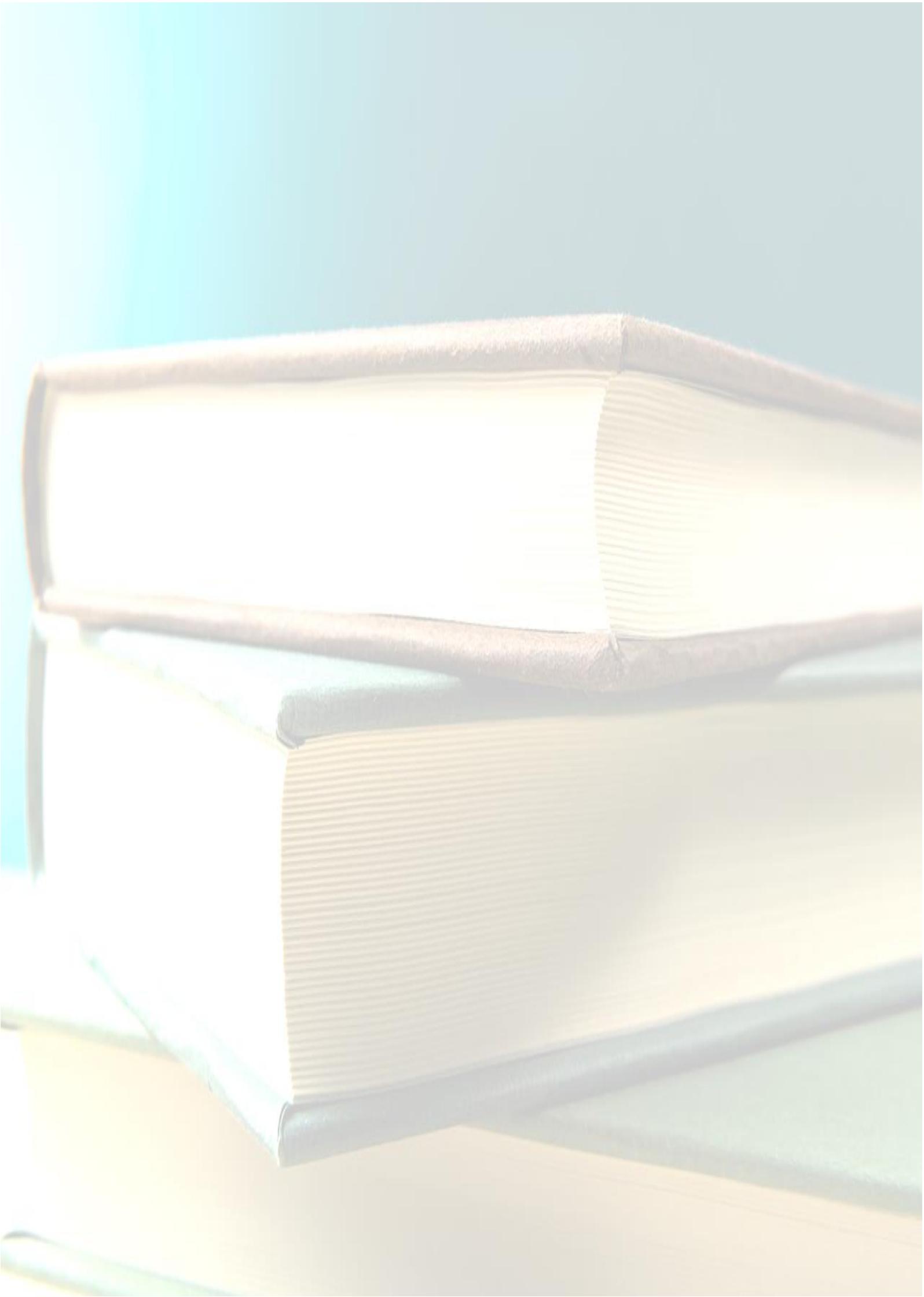
1. The student may not file a grievance to re-correct the test if he has previously submitted three requests to re-correct semester tests or Final for courses that he had previously studied, and these applications were proven to be incorrect and were saved for two semesters.
2. It is not permissible to appeal the results of oral exams, performance tests, and projects as long as a committee of examiners participate in estimating the student's grades.
3. It is not permissible to appeal the result of the improvement test.

The mechanism for grievance against the grade of the final or semester exam:

- a. The student submits a request to request re-correction according to the university's approved form (Form 6) during the period announced for grievance by the college's deanship for academic affairs and pledges that the information contained therein is correct.
- b. The form is obtained from the Evaluation Quality Unit by communicating with the college via email: csd.cqae@iau.edu.sa.
- c. The student submits the form after filling it out via email to the College's Evaluation Quality Unit at the email listed in the previous paragraph, and within the specified period.
- d. The application will be considered and accepted or rejected in accordance with the previous conditions for re-correction
- e. When the request is accepted, a committee is formed in the department and the student is summoned to review her paper and compare it with the model answer. If the student is convinced of the correctness of the correction, the student signs the form and this request is counted as one of the requests for re-correction submitted by the student.
- f. If the student is not convinced, the committee will re-correct, provided that the committee completes its work within 5 working days from the date of its formation.



- g. The new degree is approved by the Department and College Council and the student is informed of it either in writing or via email, provided that the student signs it knowingly.





Chapter Five



Graduation



Graduation

A Graduation is: the process of successfully completing all graduation requirements according to the study plan, provided that the student's cumulative GPA is not less than the GPA necessary for graduation in the program.

Graduation Conditions:

- 1- The student graduates after successfully completing the graduation requirements according to the study plan, provided that his cumulative GPA is not less than 2 out of 5.
- 2- When the student obtains a cumulative GPA that is less than the conditional average for graduation, she must register some courses outside his study plan so that he can raises his average to the conditional average and obtains the academic degree according to his study plan.
- 3- Every graduate is given a certificate in both Arabic and English.
- 4- A graduation certificate may be issued to replace a lost one according to the following:
 - a. The student must submit to the Deanship of Admissions and Registration a request to grant him a graduation certificate to replace a lost one after completing the relevant form for that.
 - b. A stamp with the phrase (replacement for missing) shall be placed by the Deanship of Admission and Registration on every certificate issued after the end of the year.

Honors

First honors

First honors are awarded to the student with a cumulative GPA of 4.75 to 5 upon graduation

Second honors

Second honors are awarded. Second honors for a student who has a cumulative GPA of 4.25 to less than 4.75 out of 5 upon graduation.

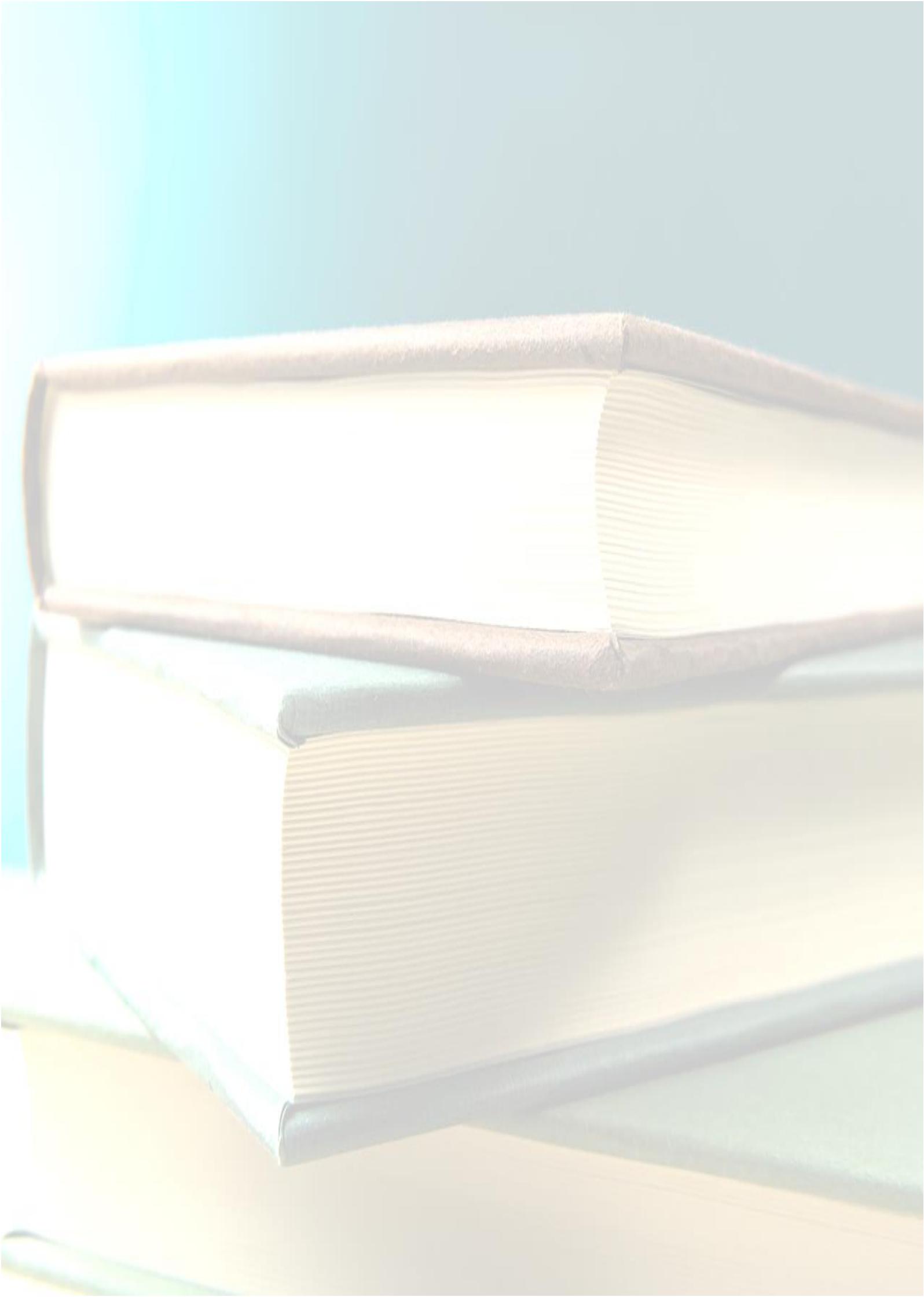


Conditions for obtaining first or second honors:

1. The student must not have failed in any course he studied at the university or another university, and this includes the visiting student and the student transferred to the university.
2. If the student studies a visiting course at another university and fails it, his academic record will be marked with a grade of “Fail without an NE grade” and he will not be awarded an honors degree.
3. He must have completed the graduation requirements in an average period between the minimum and maximum for graduation.
4. The applicant must not have been subjected to a disciplinary decision during his studies at the university.
5. The student must have studied at the university from which he will graduate. At least 60% of the graduation requirements have been met.

The duration of study in college programs and the period of eligibility for an honors degree

<i>The maximum number of semesters for graduation</i>	<i>Eligibility for an honors degree in number of semesters</i>	<i>Program duration in number of semesters</i>	<i>Duration of study in years</i>	<i>↑</i>
15	13	10 semesters	5 years	1
12	10	8 semesters	4 years	2





Forms



- 1-** General and academic form
- 2-** Stumbling student form
- 3-** Individual counseling case form
- 4-** Course needed form
- 5-** Course request form
- 6-** Course enrollment form
- 7-** Grades form
- 8-** Cumulative and semester GPAs calculation form
- 9-** Course apology request form
- 10-** Graduation plan and case study form
- 11-** Course withdrawal request form
- 12-** Approved initiative form
- 13-** Departmental equivalency approval form



Academic and General Information Form

General information:	Academic information:
:Student's name	
:Mobile No (personal)	Department:
:Mobile No (relative)	:Student ID
:Phone No.	:Academic Year
:University E-mail	:Semester
:Personal E-mail	:Passed hours
:Marital status Not married <input type="checkbox"/> Married <input type="checkbox"/>	:Registered hours
Address: Khobar <input type="checkbox"/> Dammam <input type="checkbox"/> Qatif <input type="checkbox"/> Jubail <input type="checkbox"/> other <input type="checkbox"/>	:Remaining hours
semester : Year :	Visitor <input type="checkbox"/>
semester : Year :	Transfer <input type="checkbox"/>
:Number of excuses (semesters)/	
:Number of postponements (semesters)/	
:Number of warnings (if there is)/	
no <input type="checkbox"/> yes <input type="checkbox"/> Have ever been dismissed?	
() Cumulative GPA () semester GPA	
..... :Student's signature	



نموذج (2)

Stumbling student form

Personal information					
Cu	ID number:		Student's name :		ID
	Passed hours :		Department :		
	Registered hours:		Academic year:		
	Remaining hours:		Semester:		
	Cumulative GPA:	Semester GPA:	Number of warnings:		
	Other information:		Have you ever been dismissed :		
The topic of the counseling meeting between the academic supervisor and the student:					
	postponing / discontinue ()		registration of academic courses ()		g
	Review of study plan ()		omission and addition process ()		
	review of progress in academic courses ()		Excuse for a course ()		
	review and evaluation of regular attendance ()		Excuse for a semester ()		
			rejoin ()		
Some problems that hinder academic progress:					
	psychological problem ()		Academic problem ()		
	Reasons	Not yet familial problem ()	Done	Procedure	Date
					others ()
	Recommendations:				
	Academic supervisor.....		date/...../.....		signature
Following up with the student the next semester : 144.....H () Cumulative GPA () Semester GPA					

نموذج (3)



Individual counseling case form

نموذج (4)



Courses needed Form

Summer <input type="checkbox"/>	Second <input type="checkbox"/>	First <input type="checkbox"/>	Semester		Supervisor's name:
			Email		Department
			Mobile number		Ext.

Courses

Number of students	Number of hours	Practical	Theoretical	Course title	No.
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10

Academic supervisor's signature :



Date:

- A copy of this form has to be submitted to the schedule committee of the department and another one to keep in the supervision file. To be filled out electronically

نموذج (5)



Course request form

To : The academic affairs vice-dean

I would like study the following courses:

First semester

Second semester

Summer semester

<i>Course semester</i>	<i>Course level</i>	<i>Course</i>

Reason:

.....

.....

.....

Recommendation:

.....

.....

.....



Signature	Email	Mobile	ID	Name

نموذج (6)



Course enrollment form

	Plan type		Student's name
	GPA		ID
	Number of hours registered		Major
	Mobile no.		Level

Second / the courses required

Courses									
CRN No.		Course title	Course no.	No.	CRN No.		Course title	Course no.	No.
Practical	Theoretical				Practical	Theoretical			
				5					1
				6					2
				7					3
				8					4

Enrollment problem:

Seventh lecture	Sixth lecture	Fifth lecture	Fourth lecture	Third lecture	Second lecture	First lecture	Third/ filling out the entire form	
3:10-2:20	1:30-2:20	12:30-1:20	11:00-11:50	10:00-10:50	09:00-9:50	08:00-08:50	Course title	Sun.
							Classroom	
							CRN	
							Course title	Mon.
							Classroom	
							CRN	
			Activity				Course title	Tue.
							Classroom	
							CRN	
							Course title	Wed.
							Classroom	



								RN		Thur.	
								se title			
								room			
								RN			
<i>The student's academic load is determined according to her GPA, provided that she meets the minimum academic load as much as possible according to the following table:</i>						<i>Credits</i>			<i>Cumulative GPA</i>		
						<i>maximum 12</i>			<i>Less than 2 academic warning</i>		
						<i>maximum 15</i>			<i>2.5 to less than 2 from</i>		
						<i>According to the student's level plan</i>			<i>4to less than2.5 from</i>		
						<i>minimum 23</i>			<i>or mor4</i>		
			<i>Supervisor's name</i>								
			<i>Signature</i>								
			<i>Date</i>								

نموذج (7)

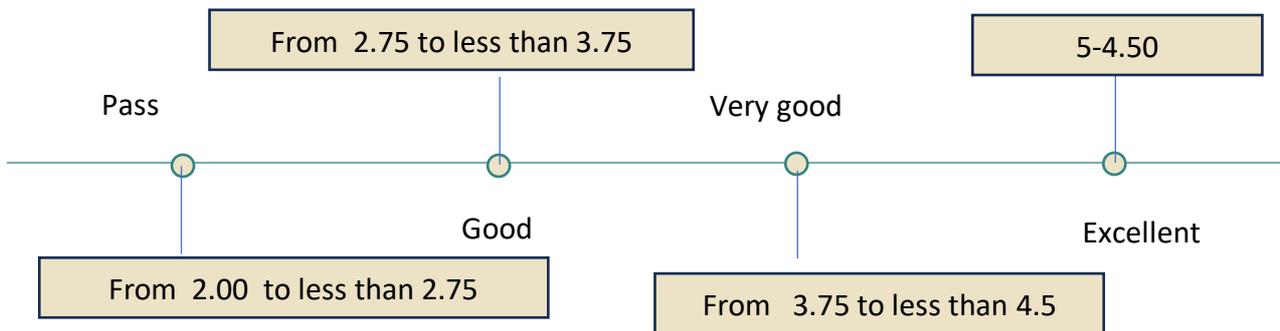
Grades form



<i>Percentage</i>	<i>Grade</i>	<i>Grade code</i>	<i>Points</i>
100-95	<i>Exceptional</i>	<i>A+</i>	4.75- 5.0
95 to less than90	<i>Excellent</i>	<i>A</i>	4.5 – 4.75 less than
90 to less than85	<i>Superior</i>	<i>B+</i>	4.0 – 4,5 less than
85 to less than80	<i>Very good</i>	<i>B</i>	3.5 – 4, . less than
80 to less than75	<i>Above Average</i>	<i>C+</i>	3 – 3.5 less than
75 to less than70	<i>Good</i>	<i>C</i>	2.5 – 3.0 less than
70 to less than65	<i>High pass</i>	<i>D+</i>	2.0 – 2.5 less than
65 to less than60	<i>Pass</i>	<i>D</i>	2.0
60 to less than	<i>Fail</i>	<i>F</i>	1.0
-	<i>Denial</i>	<i>DN</i>	1.0
-	<i>No grade fail</i>	<i>NF</i>	-
-	<i>No grade pass</i>	<i>NP</i>	-
-	<i>Transfer</i>	<i>TR</i>	-
-	<i>In-complete</i>	<i>IC</i>	-
-	<i>In-progress</i>	<i>IP</i>	-
-	<i>Withdrawn</i>	<i>W</i>	-
-	<i>Exemption</i>	<i>E</i>	-

نموذج (8)

Cumulative and Semester GPAs Calculation Form



The points = Weighted grade * Number of the credits of the course

Semester total points = **Semester GPA**
Semester total hours

The previous points + the current semester points = **Cumulative GPA**
The previous hours + the current semester hours

نموذج (9)



Semester apology request form

	<i>ID</i>		<i>Name</i>
	<i>Semester</i>		<i>Year</i>
	<i>Expected to graduate in :</i>		<i>Mobile no.</i>
	<i>Department / track / general and specific majors</i>		<i>Level</i>
	<i>Semester hours registered</i>		<i>Cumulative GPA</i>
	<i>Number of semesters for excuse</i>		<i>Have you ever requested an excuse</i>
			<i>Reason</i>
<i>: Signature</i>			<i>Request evaluation (for the academic supervisor)</i>

نموذج (10)



Graduation plan and case study form

			Name
	University enrollment year		ID
	Major		Level
	Number of active semesters		Status
Student Status:			Academic Status
According to the academic record:			
GPA	Semester GPA	Semester	Academic year
			First year
			Second year
			Third year
			Fourth year
			Fifth year
			Sixth year
			Seventh year
<div style="text-align: right; margin-bottom: 20px;"><u>:Graduation plan</u></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Academic supervisor's name: Signature</p> </div> <div style="width: 45%;"> <p>Student's name Signature</p> </div> </div>			

Academic Status



نموذج (11)

Course withdrawal request form

	ID		Name
	Semester		Academic year
	Graduation year		Mobile no.
	Department / track/ general and specific major		Level
	Hours registered for this semester		GPA
	Have you ever withdrawn the course or got denied number of) withdrawals and (denials		Course title Theoretical / practical
			Is it below the current level
			Withdrawal reasons
: Signature			<i>Request evaluation (for the academic supervisor</i>

I pledge to follow up on the request until I get the respond, and that I don't have the right to request a course not included in that semester .

Signature :

Date:

نموذج (12)



Approved initiative form

2 nd year	Term 1		Term 2	
	Course	Cr	Course	Cr
	Total		Total	
3 rd year	Term 1		Term 2	
	Course	Cr	Course	Cr
	Total		Total	
4 th year	Term 1		Term 2	
	Course	Cr	Course	Cr
	Total		Total	
5 th year	Term 1		Term 2	
	Course	Cr	Course	Cr
	Total		Total	

Second year goals:

- * Participate with the academic advisor and discuss everything that concerns your academic future
- * Familiarize yourself with the rules, regulations and study plan
- * Join a student club,

Third year goals

- * Meet with Dept. advisors in majors you are most interest in
- * Find a mentor (upper level student, professor or professional)
- * set your strengths and weakness points and work to develop them
- * Read and study in all areas you desire
- * Participate in teaching groups (peer)
- * enrollment in library courses

Fourth year goals:

- * Attending training courses
- * Volunteer
- * Develop a skill or talent
- * Investigate professional exams
- * enhance skills record document at the student skills development center in university

Fifth year goals:

- * Begin your job hunt or applications for grad programs
- * Create and refine your Resume or C.V.
- * Consider whom you would like a letter of reference from

Additional goals:

Add your own goals that you aim our

نموذج (13)



Departmental equivalency approval form

1444 H	Academic year	<input type="checkbox"/> summer	<input type="checkbox"/> second	<input type="checkbox"/> first	Semester
---------------	----------------------	----------------------------------------	----------------------------------------	---------------------------------------	-----------------

							Student	بيانات الطالب	
					Transfer/visit University				Current university
Major				Transfer/visit College			Current college		
							ID		

Courses required to study their equivalency

Note : After reviewing the course specifications of the transfer/visit student, the equivalent courses should be listed.

Previous university / college			Current university / college			
<i>Credits</i>	<i>Course No.</i>	<i>Course title</i>	<i>Credits</i>	<i>Course No.</i>	<i>Course title</i>	م
						1
						2
						3
						4
						5

<i>Admission unit employee</i>	<i>Head of the department</i>	<i>Head of the departmental equivalency committee</i>	<i>Approval source</i>
			<i>Name</i>
			<i>Signature</i>
			<i>Date</i>



Contact Guide



Science Departments

<i>Ext.</i>	<i>Email</i>	<i>Department</i>
37069	md.sci.dam@iau.edu.sa	Mathematics
37089	Pd.sci.dam@iau.edu.sa	Physics
37354	Chd.sci.dam@iau.edu.sa	Chemistry
37230	Bd.sci.dam@iau.edu.sa	Biology

Academic Affairs Vice-Deanship

<i>Ext.</i>	<i>Email</i>	<i>Unit</i>
37481	Csd.adu@iau.edu.sa	Academic Supervision Unit
37441 - 37244	Csd.ru@iau.edu.sa	Registration Unit
37119 - 37017	Csd.au@iau.edu.sa	Admissions Unit
37134	Csd.eu@iau.edu.sa	Exam Unit
37018	Csd.cqae@iau.edu.sa	Quality of Assessment Unit
37277 - 37345	Tu.sci.dam@iau.edu.sa	Schedules Unit
37238	Eu.sci.dam@iau.edu.sa	eLearning Unit
37092	Csd.gpu@iau.edu.sa	Graduation Projects Unit
37173	Csd.sau@iau.edu.sa	Students Activities Unit
37362	Vdta.scd@iau.edu.sa	Field Training Unit



This guide was approved by the college council

NO. (5) on 1-5-1445 H







جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية العلوم | College of Science