



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية علوم الحاسب وتقنية المعلومات
College of Computer Science and Information Technology

STUDENT HANDBOOK

2019



Foreword

This is the student handbook for the College of Computer Science and Information Technology (CCSIT) at Imam Abdulrahman Bin Faisal University. It presents the structure and outline for the Bachelors in Science programs in Computer Science, Computer Information Systems, Artificial Intelligence and Cyber Security and Digital Forensics, including policies and procedures, objectives and program standards. This handbook contains comprehensive guidelines on college rules and regulations that apply to students during their period of study at the college, and serves as an instructional manual, especially for new enrolled students. Every student enrolled in the CCSIT program should receive a copy of this handbook.

The authors have done their best to ensure this document is up to date. However, in case any new changes are needed, please let us know and we will include them in future versions.

Acknowledgements

This handbook includes some common content from the College of Nursing Students' Handbook which also applies to the College of Computer Science and Information Technology (CCSIT) at Imam Abdulrahman Bin Faisal University.

Table of Contents

Chapter 1 Introduction	1
2.1 Overview	1
2.2 College Mission, Vision, Values and Goals	2
2.3 Computer Science Program	4
2.4 Computer Information Systems Program	6
2.5 Cyber Security and Digital Forensics Program	8
2.6 Artificial Intelligence Program	11
Chapter 2 Undergraduate Programs & Policies	15
2.1 Programs Overview	15
2.1.1 Preparatory Year	15
2.1.2 Common Years	15
2.1.3 Specialization Years	16
2.2 CS Curriculum Outline & Yearly Plan	17
2.3 CIS Curriculum Outline & Yearly Plan	19
2.4 CYS Curriculum Outline & Yearly Plan	22
2.5 AI Curriculum Outline & Yearly Plan	25
2.6 Grading and Cumulative Rates	29
2.7 Graduation	30
2.8 Islamic Ethics	30
2.9 Code of Academic Conduct	31
2.8.1 Documentation and Academic Honesty	31
2.8.2 Plagiarism policy	32
2.8.3 Disciplinary Offenses	34
2.8.4 Students’ Rights and Responsibilities	39
2.8.5 General Guidelines	46
2.8.6 Policy on Confidentiality of Student Grades	47
2.10 Examination Policy	47
2.9.1 Rules of Students Examinations	48
2.11 Grade Appeal	51

2.10.1	Grade Reporting and Appeals.....	51
2.10.2	Incomplete Grades.....	52
2.10.3	Failing Grades	53
2.10.4	Grading and Testing Disputes.....	55
2.10.5	Hearing and Appeal of Student Disciplinary Decisions....	56
2.10.6	Policy for Review of Exam Sheet.....	57
2.10.7	Make-Up Exams	60
2.10.8	Using Mobile Phones	61
2.10.9	Policy on Academic Privacy	62
2.10.10	Policy on Access to Student Records	63
2.10.11	Students Email Usage Policy	63
2.10.12	Communication.....	64
2.10.13	Advising & Counselling policy	66
Chapter 3 Student Activities & Services		69
3.1	Overview.....	69
3.2	Service Contacts	73

List of Abbreviations

CIS	Computer Information Systems
CS	Computer Science
CYS	Cyber Security and Digital Forensics
AI	Artificial Intelligence
CCSIT	College of Computer Science and Information Technology

Chapter 1 Introduction

2.1 Overview

The College of Computer Science and Information Technology at Imam Abdulrahman Bin Faisal University is one of the largest colleges in the University. Since its establishment in 2010, the College has committed itself to provide its students with innovative curriculum and state-of-the-art facilities.

Computer Science and Information Technology are fascinating disciplines that have driven scientific and technological progress across the world, creating innovative solutions that advance society and improve our quality of life. To meet the growing demand in the job market for accomplished computer science and information technology professionals, who possess the latest scientific and technological skills, the College currently offers four undergraduate degree programs:

1. A Bachelor of Science degree in Computer Science.
2. A Bachelor of Science degree in Computer Information Systems.
3. A Bachelor of Science degree in Cyber Security and Digital Forensics.
4. A Bachelor of Science Degree in Artificial Intelligence

Different sets of elective courses are available in all the programs which allow students to choose from a set of advanced topics which include: Data Mining and Warehousing, Modeling and Simulation, Expert Systems, Advanced Programming Languages, Advanced Software Engineering, Knowledge Management and Information Retrieval, Multi-Agents, Computer Vision and Computer Graphics, Advanced Operating Systems, Mobile Application Programming, Distributed Systems, Computer Networks, Multimedia Security, Ethical Hacking and Digital Forensics, Cyber Warfare and several other courses that focus on the latest trends in the field.

2.2 College Mission, Vision, Values and Goals

CCSIT vision, mission, values and goals articulates the college desired future state, the purpose of its existence, the believes that drive its priorities and what it considers to be the fundamental purpose of education. The vision, mission, values and goals of the college are:

Vision

To be a leading computing college at national, regional, and global levels.

Mission

Provide quality computing education, discovery, and professional services with community engagements.

Values

- Quality Education
- Technology & System thinking
- Research and Creative Work
- Community Partnership
- Commitment

Goals

- Learning: To enhance the quality of graduating students.
- Discovery: To improve the culture of innovation and research by focusing on areas strategic to Imam Abdulrahman Bin Faisal University and the Kingdom of Saudi Arabia.
- Engagement: To engage high schools, colleges, alumni, community and the government.

2.3 Computer Science Program

The program of Computer Science (CS) has been providing its students with the latest computer science curriculum since its establishment in 2010. The program qualifies its students for a Bachelor of Science degree in Computer Science, to meet the demand in the job market for accomplished computer science professionals. The CS program mission, educational objectives and student outcomes are:

Mission

To offer quality education in the various domains of computer science and prepare students for both their professional careers and lifelong learning, by enhancing their problem-solving skills and instilling in them a sense of responsibility towards serving their community, society and the nation in a professional manner.

Program Educational Objectives

The graduates of Computer Science program will:

1. Apply computing knowledge and skills to design, and implement solutions in computer science domain.

2. Contribute effectively as an individual, team member and leader.
3. Demonstrate ethical and social values in their professional practices.
4. Engage in lifelong learning, higher education, career growth, and community service.

Student Outcomes

Graduates of the program will have an ability to:

1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the Program's discipline.
3. Communicate effectively in a variety of professional contexts
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles

5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline
6. Apply computer science theory and software development fundamentals to produce computing-based solutions

2.4 Computer Information Systems Program

The program of Computer Information Systems (CIS) is committed to providing its majors with a solid foundation in research and analyses; an expertise in designing systems, as well as creating and protecting databases and networks. The Bachelor of Science in Computer Information Systems is a rigorous program that prepares its graduates for not only a professional career in the business world, but its graduates are also well equipped to tackle the academic challenges of graduate study.

The Computer Information Systems program mission, educational objectives and student outcomes are:

Mission

Provide quality education in Computer Information Systems that prepares students for the technical and management challenges of professional life to better serve local as well as national communities.

Program Educational Objectives

Graduates of the Bachelor of Science in Computer Information Systems will demonstrate the following four career and professional accomplishments:

1. Strong practitioners of computer information systems knowledge in diverse user environments.
2. Valued contributors, applying the highest standards of professional and ethical conduct while working individually or within a team.
3. Ambitious lifelong learners motivated to engage in professional growth and higher-level studies.
4. Entrepreneurs and enthusiastic leaders of technology-based businesses.

Student Outcomes

Graduates of the program will have an ability to :

1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.

2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline
6. An understanding of processes that support the delivery and management of information systems within a specific application environment.

2.5 Cyber Security and Digital Forensics Program

The program of Cyber Security and Digital Forensics (CYS) is committed to providing its majors with a solid foundation in reliable and secure exchange of digital information which is vital to most human activity, from banking, medicine, infrastructure management to strategic assets. As the use of information and communication technology expands, so does the likelihood of cyber threats. The Bachelor of Sci-

ence in Cyber Security and Digital Forensics program is aimed at preparing its graduates to tackle real threats that have the potential of derailing our daily life and compromising national and global security. The program is also aimed at providing more job opportunities to the graduates, and to be leaders in the emerging discipline of cyber security & digital forensics. The Cyber Security and Digital Forensics program mission, educational objectives and student outcomes are:

Mission

Providing students with quality cybersecurity and digital forensics education to inspire discovery, lifelong learning and professional services with community engagements.

Program Educational Objectives

Graduates of the program will:

1. Have a successful career in practicing the knowledge and skills of cybersecurity and digital forensics for solving problems and designing appropriate solution following the best practices
2. Contribute effectively in the profession of cybersecurity and digital forensics as an individual, team member and leader.

3. Engage actively in lifelong learning, career growth, and community services
4. Demonstrate ethical and social values in their professional practices

Student Outcomes

Graduates of the program will have an ability to:

1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
6. Apply security principles and practices to maintain operations in the presence of risks and threats.

2.6 Artificial Intelligence Program

The Program of BSAI is focused on artificial intelligence education, research, and professional services which is aligned with mission of the college. The program enables students for professional careers to address the needs of the industry, academies, research and contribute to the community. The mission of BSAI program is also aligned with IAU mission and objectives as BSAI aims to be a leading program in the region. IAU in its mission emphasizes the need to flourish creative knowledge, research, and professional services. It also aims to excel in theoretical and applied research with a focus on contributing back to the society or community. BSAI program also inspire discovery, lifelong learning and professional services with community engagements for the socio-economic uplift of the community. BSAI program prospers social and ethical values of our students so that they learn to serve local community and professional societies and contribute to the discipline in general. The College aims to teach quality education to the students by focusing on creativity, research, and community partnership. These are also the hallmarks of BSAI, as the program focuses on enabling students to contribute to the society by practicing profession skills for the benefit of the community as an individual, team member and leader.

Mission

“Providing quality artificial intelligence education, research, and professional services for the socio-economic uplift of the community by preparing students for professional careers and lifelong learning”.

Program Educational Objectives

Graduates of the program will:

1. Apply principles, concepts, and techniques of AI to devise cutting-edge solutions.
2. Cultivate the culture of innovation and research in AI, data science and related disciplines.
3. Contribute to humanity using artificial intelligence knowledge while working individually or within a team.
4. Demonstrate ethical conduct and ability for lifelong learning.

Student Outcomes

Graduates of the program will have an ability to:

1. Describe the underlying principles and mechanisms for various kinds of intelligent processes

2. Identify problems requiring a combination of techniques from mathematics, computer science, artificial intelligence and data science
3. Interpret contemporary issues related to artificial intelligence and related disciplines
4. Identify appropriate tools and techniques related to computer science, artificial intelligence and data science
5. Apply computer science theory and software development fundamentals to produce computing-based solutions.
6. Apply concepts of artificial intelligence, mathematics, sciences, computer science and data science to the modelling, analysis, and design in their projects.
7. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
8. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the Program's discipline.
9. Demonstrate ethical conduct and continuing personal and professional development

10. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline
11. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles
12. Illustrate appropriate usage of information and communications technology.
13. Communicate effectively in a variety of professional contexts

Chapter 2 Undergraduate Programs & Policies

2.1 Programs Overview

Students are exposed gradually to different sets of courses. Typically, by the time of graduation, they should have completed two terms at preparatory year program provided by the Deanship of Preparatory Year and Supporting Studies and eight terms at CCSIT programs. Programs offered and all governing policies will be mentioned in later sections of this handbook.

2.1.1 Preparatory Year

Students must successfully complete 29 credits hours in the Preparatory year (two terms) before admission into the first year at the College of Computer Science and Information Technology.

2.1.2 Common Years

The term “Common years” refers to the first two years at the College of Computer Science and Information Technology since Computer

Science, Computer Information Systems and Cyber Security and Digital Forensics students are required to take the same courses (for a total of 63 credit hours) during these two years.

2.1.3 Specialization Years

The specialization years encompass the last two years of college. By this time, the student will have entered one of three programs, based on their choice of degree.

2.2 CS Curriculum Outline & Yearly Plan

The Bachelor of Science of Computer Science requires a minimum of 121 credit hours and are as shown on Table 1 below.

General Years	Year	Term 1				Term 2				
		Course			Prerequisite	Course			Prerequisite	
		Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.	
1		CIS 211	Fundamentals of Info. Systems	3		CS 221	Fundamentals of Programming	3	CS 211	
		CS 211	Introduction to Computing	3		CS 222	Electronics	4	PHYS 212	
		MATH 211	Calculus	3		STAT 207	Intro to Statist & Probability Theory	3	MATH 211	
		PHYS 212	Physics	4		BIOL 222	Biology	4		
		ISLM 271	Faith Morals	2		ISLM 272	Social System in Islam	2	ISLM 271	
		Total		15		Total		16		
		Course			Prerequisite	Course			Prerequisite	
	2		CIS 313	Technical Reports	2	CIS 211	CIS 321	Database Concepts and Design	3	CIS 211
			CIS 315	Communication & Network Fund.	3	CS 211	CIS 326	IT Infrastructure Management	3	CIS 315
			CS 311	Object Oriented Programming 1	3	CS 221	CIS 413	Professional Responsibility	2	CIS 313
			CS 314	Digital Hardware	3	CS 222	CS 310	Data Structure	2	CS 311
			MATH 301	Discrete Mathematics	3	STAT 207	CS 321	Object Oriented Programming 2	3	CS 311

	ISLM 273	The Economic System in Islam	2	ISLM 272	MGMT 320	Principles of Management	3	
	Total		16		Total		16	
	Course			Prerequisite	Course			Prerequisite
Specialized Years	Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.
	CS 322	Operating Systems	3	CS 314	CIS 422	Human Computer Interaction	3	CS 321
	CS 411	Software Engineering	3	CS 321 CIS 321	CIS 423	Web-Based Systems	3	CIS 321 CIS 325
	CS 412	Algorithm Analysis and Design	3	MATH 301	CIS 425	Computer Data Security & Privacy	3	CS 322 CIS 325
	CS 414	Computer Organization	3	CS 314	CS 422	Language Theory & Finite Automata	3	MATH 401
	MATH 401	Logic and Proof Techniques	3	MATH 301	MATH 411	Numerical Analysis	3	MATH 301
	Total		15				15	
	Term 3 - Summer							
	Course			Prerequisite				
	Catalog No.	Course Title	Cr	Catalog No.				
	CS 444	Practical (Co-op) Training	3	Completed 90 credit hours				
	Total		3					
		Course			Prerequisite	Course		
4	Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.
	CS 511	Project Proposal	2	CS 411 CS 412 CIS 423	CS 521	Project Implementation	3	CS 511
	CS 512	Artificial Intelligence	3	MATH 401	CS 522	Selected Topics in CS	3	CS 511
	CS 513	Mobile Computing	3	CIS 325	ISLM 274	Political System in Islam	2	ISLM 273

			Elective Course	3				Elective Course	3	
			Elective Course	3						
				14			Total		11	
Elective Courses	Course			Prerequisite						
	Catalog No.	Course Title	Cr	Catalog No.						
	CIS 517	Data Mining and Warehousing	3	CS 221 CIS 321						
	CS 514	Basic Lang Translator-Compiler	3	CS 422						
	CS 515	Modeling and Simulation	3	MATH 301						
	CS 516	Advanced Programming Language	3	CS 322 CS 422						
	CS 523	Multi Agents	3	CS 322						
	CS 524	Computer Vision & Comp Graphics	3	CS 321						
	CS 525	Advanced Operating Systems	3	CS 412 CIS 325						
	CS 526	Mobile Application Programming	3	CIS 325						

Table 1: CS Curriculum Outline & Yearly Plan

2.3 CIS Curriculum Outline & Yearly Plan

The Bachelor of Science in Computer Information System requires a minimum of 121 credit hours and are as shown on Table 2 below.

	Year	Term 1				Term 2			
		Course			Prerequisite	Course			Prerequisite
		Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.
General Years	1	CIS 211	Fundamentals of Info. Systems	3		CS 221	Fundamentals of Programming	3	CS 211
		CS 211	Introduction to Computing	3		CS 222	Electronics	4	PHYS 212
		MATH 211	Calculus	3		STAT 207	Intro to Statist & Probability Theory	3	MATH 211
		PHYS 212	Physics	4		BIOL 222	Biology	4	
		ISLM 271	Faith Morals	2		ISLM 272	Social System in Islam	2	ISLM 271
		Total		15		Total		16	
		Course			Prerequisite	Course			Prerequisite
	2	CIS 313	Technical Reports	2	CIS 211	CIS 321	Database Concepts and Design	3	CIS 211
		CIS 315	Communication & Network Fund.	3	CS 211	CIS 326	IT Infrastructure Management	3	CIS 315
		CS 311	Object Oriented Programming 1	3	CS 221	CIS 413	Professional Responsibility	2	CIS 313
		CS 314	Digital Hardware	3	CS 222	CS 310	Data Structure	2	CS 311
		MATH 301	Discrete Mathematics	3	STAT 207	CS 321	Object Oriented Programming 2	3	CS 311
		Course			Prerequisite	Course			Prerequisite

		ISLM 273	The Economic System in Islam	2	ISLM 272		MGMT 320	Principles of Management	3		
		Total		16			Total		16		
		Course			Prerequisite			Course			Prerequisite
Specialized Years	3	Catalog No.	Course Title	Cr	Catalog No.		Catalog No.	Course Title	Cr	Catalog No.	
		CS 322	Operating Systems	3	CS 314		CIS 426	Enterprise Architecture	3	CIS 326	
		CIS 416	Data and Information Management	3	CIS 321		CIS 422	Human Computer Interaction	3	CS 211	
		CIS 417	System Analysis and Design	3	CS 211		CIS 423	Web-Based Systems	3	CIS 211	
		MGMT 410	Fundamentals of Business	3	MGMT 320		MGMT 421	Organizational Behavior	3	MGMT 320	
		CIS 414	IT Project Management	3	MGMT 320		CIS 425	Computer Data Security & Privacy	3	CS 326	
		Total		15			Total		15		
		Term 3 - Summer									
		Course				Prerequisite					
		Catalog No.	Course Title	Cr	Catalog No.						
		CIS 444	Practical (Co-op) Training	3	Completed 90 credit hours						
		Total		3							
			Course			Prerequisite			Course		

4	Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.
	CIS 511	Project Proposal	2	CIS 414 CIS 417	CIS 521	Project Implementation	3	CIS 511
	CIS 512	Software Quality Assurance	3	CIS 421	MGMT 523	Organizational Performance Management	3	MGMT 320
	MGMT 513	Business Strategy	3	CIS 424	ISLM 274	Political System in Islam	2	ISLM 273
	CIS 424	Information Systems Management	3	CIS 211		Elective Course	3	
		Elective Course	3					
	Total		14		Total		11	
Elective Courses	Course			Prerequisite	Course			Prerequisite
	Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.
	CIS 514	Object Oriented Analysis & Design	3		CS 515	Modeling and Simulation	3	
	CIS 516	Decision Support & Expert Sys	3		CIS 518	Mobile Application Development	3	
	CIS 517	Data Mining and Warehousing	3		CYS 404	Information System Audit	3	
	CIS 523	Object Oriented Database	3		CIS 528	Business Process Management	3	
	CIS 524	Distributed & Mobile Databases	3		CIS 529	IS Innovation and Modern Technologies	3	
	CIS 525	Knowledge Mgmt. & Info Retrieval	3					

Table 2: CIS Curriculum Outline & Yearly Plan

2.4 CYS Curriculum Outline & Yearly Plan

The Bachelor of Science in in Cyber Security and Digital Forensics requires a minimum of 124 credit hours and are as shown on Table 3 below.

	Year	Term 1				Term 2				
		Course			Prerequisite	Course			Prerequisite	
General Years	1	Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.	
		CIS 211	Fundamentals of Info. Systems	3		CS 221	Fundamentals of Programming	3	CS 211	
		CS 211	Introduction to Computing	3		CS 222	Electronics	4	PHYS 212	
		MATH 211	Calculus	3		STAT 207	Intro to Statist & Probability Theory	3	MATH 211	
		PHYS 212	Physics	4		BIOL 222	Biology	4		
		ISLM 271	Faith Morals	2		ISLM 272	Social System in Islam	2	ISLM 271	
		Total		15		Total		16		
	المقرر Course				المطلب Prerequisite	المقرر Course				المطلب Prerequisite
	2	Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.	
		CIS 313	Technical Reports	2	CIS 211	CIS 321	Database Concepts and Design	3	CIS 211	
		CIS 315	Communication & Network Fund	3	CS 211	CIS 326	IT Infrastructure Management	3	CIS 315	
		CS 311	Object Oriented Programming 1	3	CS 221	CIS 413	Professional Responsibility	2	CIS 313	
		CS 314	Digital Hardware	3	CS 222	CS 310	Data Structure	2	CS 311	
MATH 301		Discrete Mathematics	3	STAT 207	CS 321	Object Oriented Programming 2	3	CS 311		
ISLM 273		The Economic System in Islam	2	ISLM 272	MGMT 320	Principles of Management	3			
Total		16		Total		16				
المقرر Course				المطلب Prerequisite	المقرر Course				المطلب Prerequisite	
Specialized Years	3	Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.	
		CS 322	Operating Systems	3	CS 314	CYS 406	Network Security	3		
		CYS 401	Cyber Laws & Security Policy	3		CYS 407	Digital Evidence Analysis	3	CS 311 STAT 207	
		CYS 402	Mathematical Foundations	3	CS 310	CYS 408	Architecture of Secure Operating System	3	CS 322	

			of Information Security										
		CYS 403	Network Forensics, Intrusion Detection, and Response	3		CIS 315		CYS 410	Digital Forensic Techniques and Tools	3			
		CYS 404	Information System Audit	3				CYS 409	Information Security Management & Standards	3			
		Total		15				Total		15			
	Term 3 - Summer												
	Course												
		Catalog No.	Course Title	Cr		Prerequisite Catalog No.							
		CYS 433	Cooperative Summer Training Program (COOP)	3		Completed 90 credit hours							
		Total		3									
	4	Course											
		Catalog No.	Course Title	Cr		Prerequisite Catalog No.							
		CYS 501	Project Proposal	2		Dept. Approval			CYS 506	Security Threats & Vulnerabilities	3		
		CYS 502	Mobile & Wireless Security	3		CYS 407			CYS 507	Applied Cryptography	3		
		CYS 503	Secure Software Design and Engineering	3					CYS 508	Project Implementation	3	Project Proposal	
			Elective Course	3					ISLM 274	Political System in Islam	2	ISLM 273	
			Elective Course	3						Elective Course	3		
		Total		14				Total		14			
Elective Courses		Course											
			Catalog No.	Course Title	Cr		Prerequisite Catalog No.			Catalog No.	Course Title	Cr	Prerequisite Catalog No.
		CYS 508	Digital Forensics for Legal Professionals	3					CYS 529	Ethical Hacking and Digital Forensics	3		
		CYS 521	Advanced Computer Forensics	3					CYS 530	Biometric Security	3		
		CYS 522	Advanced Digital Investigation	3					CYS 531	Distributed Systems Security	3		
		CYS 523	Information Theory and Coding	3					CYS 532	Multimedia Security	3		
		CYS 524	Cyber Warfare	3					CYS 533	File System Forensic Analysis	3		
		CYS 525	Introduction to Reverse Engineering	3					CYS 534	Advanced Computer Networks	3		
		CYS 526	Advanced Network Forensics and Analysis	3					CYS 535	Introduction to Complex Networks	3		

	CYS 527	Selected Topics in Cyber Security & Digital Forensic	3			CIS 411	Database Management Systems	3	CIS 321
	CYS 528	Digital Media Forensics	3						

Table 3: CYS Curriculum Outline & Yearly Plan

2.5 AI Curriculum Outline & Yearly Plan

The Bachelor of Science of Artificial Intelligence requires a minimum of 121 credit hours and are as shown on Table 1 below.

	Year	Term 1				Term 2			
		Course			Prerequisite	Course			Prerequisite
		Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.
General Years	1	CIS 211	Fundamentals of Info. Systems	3		CS 221	Fundamentals of Programming	3	CS 211
		CS 211	Introduction to Computing	3		CS 222	Electronics	4	PHYS 212
		MATH 211	Calculus	3		STAT 207	Intro to Statist & Probability Theory	3	MATH 211
		PHYS 212	Physics	4		BIOL 222	Biology	4	
		ISLM 271	Faith Morals	2		ISLM 272	Social System in Islam	2	ISLM 271
		Total		15		Total		16	
		Course			Prerequisite	Course			Prerequisite
	2	Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.

		CIS 313	Technical Reports	2	CIS 211		CIS 321	Database Concepts and Design	3	CIS 211			
		CIS 315	Communication & Network Fund.	3	CS 211		CIS 326	IT Infrastructure Management	3	CIS 315			
		CS 311	Object Oriented Programming I	3	CS 221		CIS 413	Professional Responsibility	2	CIS 313			
		CS 314	Digital Hardware	3	CS 222		CS 310	Data Structure	2	CS 311			
		MATH 301	Discrete Mathematics	3	STAT 207		CS 321	Object Oriented Programming 2	3	CS 311			
		ISLM 273	The Economic System in Islam	2	ISLM 272		MGMT 320	Principles of Management	3				
		Total		16			Total		16				
		Course			Prerequisite		Course			Prerequisite			
Specialized Years	3	Catalog No.	Course Title	Cr	Catalog No.		Catalog No.	Course Title	Cr	Catalog No.			
		CS 322	Operating Systems	3	CS 314		ARTI 403	Knowledge Representation and Reasoning	3				
		CS 411	Software Engineering	3	CS 321 CIS 321		ARTI 404	Image Processing	3	CS311			
		CS 412	Algorithm Analysis and Design	3	CS311		ARTI 405	Natural Language processing	3				
		ARTI 402	Functional Programming	3	CS311		ARTI 406	Machine Learning	3				
		ARTI 401	Artificial Intelligence: Principles and Techniques	3	MATH 301		ARTI 407	Robotics and Intelligent Systems	3	CS314			
		Total		15					15				
		Term 3 - Summer											
		Course			Prerequisite		Course			Prerequisite			
		Catalog No.	Course Title	Cr	Catalog No.		Catalog No.	Course Title	Cr	Catalog No.			
ARTI 444	a	3	Completed 90 credit hours										

		Total	3							
		Course			Prerequisite	Course			Prerequisite	
		Catalog No.	Course Title	Cr	Catalog No.	Catalog No.	Course Title	Cr	Catalog No.	
4	ARTI 502	Deep Learning	3	ART 406	ARTI 503	Data Science and Analytics	3			
	ARTI 501	Computer Vision and Application	3	ARTI 404	ARTI 521	Project Implementation	3	ARTI 511		
	CIS 425	Computer Data Security and Privacy	3	CIS 326	--	Elective Course	3			
	ARTI 511	Project Proposal	2	Dept. Approval	--	Elective Course	3			
	--	Elective Course	3							
			14			Total		11		
Elective Courses	Course			Prerequisite						
	Catalog No.	Course Title	Cr	Catalog No.						
	ARTI 551	Advanced Functional Programming	3	ARTI 402						
	ARTI 552	Data Visualization and Analytics	3							
	ARTI 553	Game Theory	3	STAT 207						
	ARTI 554	Data Mining	3							
	ARTI 556	Design of Problem Solvers	3	ARTI 401, ARTI 403						

	ARTI 557	Selected Topics in Artificial Intelligence	3					
	ARTI 558	Computer Graphics and Application	3					
	ARTI 559	Soft Computing	3	ARTI 406				

Table 4: AI Curriculum Outline & Yearly Plan

2.6 Grading and Cumulative Rates

The grading scale used in CCSIT College is as follows:

Percentage	Evaluation	Grade	Weight (GPA)
95-100	Excellent+	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	Very Good+	B+	4.50
80 to less than 85	Very Good	B	4.00
75 to less than 80	Good+	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	Pass+	D+	2.50
60 to less than 65	Pass	D	2.00
Less than 60	Failed	F	1.00

2.7 Graduation

A Student graduates after successfully completing the graduation requirements according to the degree plan. Please contact the Deanship of Academic Affairs for more information.

2.8 Islamic Ethics

Ethics is the study of right and wrong choices made by a person. In Islam, the duty of every Muslim is to obey and value the system of The Holy Book, Al Quran and the Sunnah (the sayings and acts of The Prophet Muhammad (peace be upon him)). A saying of Prophet Muhammad (peace be upon him) states: I have been sent to perfect good morals (Ibn Hanbal, No: 8595). People following the value system of Quran and Sunnah are expected to exhibit these qualities in their personal and professional lives. The Islamic value based system provides a comprehensive pattern of management which protects all stakeholders in society. Islamic value based system focuses on the moral development of human beings, thereby making sure that people follow the rule of law through their own will, not through fear or force. The Islamic principle is based on individual enterprise in business and likewise individual's reward. It is essentially based on promoting noble

human values while upholding God's commands. Islam firmly forbids any favouritism in business relationships or between people based on their religion or gender.

2.9 Code of Academic Conduct

This code of academic conduct exists to support high standards of behaviour and to ensure fair evaluation of student learning. These standards are discussed in the following sections.

2.8.1 Documentation and Academic Honesty

This section lists down the code of conduct expected by students when dealing documentations.

- Submit your homework covered with a sheet containing your name, number, course title and code, and type and number of the homework (e.g. tutorial, assignment, and project) or as directed by the course instructor.
- Any completed homework must be handed on the due date in hard-copy or softcopy or both as directed by the course instructor.
- Submission after the deadline may lead to decrease in the score of the homework for each delayed day in addition to decrease in score of professional behaviour.

- You must keep a duplicate copy of your work because it may be needed while the original is being marked.
- Protection by Copyright
- Coursework, laboratory exercises, reports, and essays submitted for assessment must be your own work, unless in the case of group projects where a joint effort is expected and is indicated as such.
- Use of quotations or data from the other peoples' work is acceptable, and is often very valuable provided the source of the information is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly your own. When quoting word-for-word from the work of another person, quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.
- Sources of quotations used should be listed in full in a bibliography at the end of your piece of work.

2.8.2 Plagiarism policy

Plagiarism is the submission of another's work as one's own. It includes:

- Use of another's exact words without use of quotation marks and acknowledgement of that use in a footnote or endnote.
- Use of another's organizational scheme without acknowledgement of that use in a footnote or endnote.
- Either close paraphrasing of the work of another without attribution or submission of a work which is largely a paraphrasing of another's work without attribution.

Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles.

Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. A close paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable for you to put together unacknowledged passages from the same or from different sources linking these together with a few words

or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.

Direct quotations from an earlier piece of your own work, if not attributed, suggests that your work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.

2.8.3 Disciplinary Offenses

Any student or student organization found to have committed or to have attempted to commit the following actions is subject to appropriate disciplinary action under this policy:

- **Scholastic Dishonesty:** Scholastic dishonesty includes plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on any academic activity; accepting, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain grades, honors, awards, or professional endorsement in a dishon-

est manner; altering, forging, or misusing a College academic record; or fabricating or falsifying data, research procedures, or data analysis.

- **Disruptive Classroom Conduct:** Disruptive classroom conduct includes engaging in behaviour that substantially or repeatedly interrupts either the instructor’s ability to teach or a student’s ability to learn. A “classroom” is intended to include any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements, or related activities.
- **Falsification:** Falsification means wilfully providing University/College offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University / College records or documents, or conspiring with or inducing others to forge or alter University/College records or documents without proper authorization; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a disaster or other emergency to a University/College official or an emergency service agency.

- **Refusal to Identify and Comply:** Refusal to identify and comply includes the wilful refusal to properly identify oneself or wilfully failing to comply with a proper order or summons when requested by an authorized University official.
- **Attempts to Injure or Defraud:** Attempts to injure or defraud includes accepting, creating, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University/ College when done with intent to injure, threaten, defraud, or misinform.
- **Threatening, Harassing, or Assaultive Conduct:** Threatening, harassing, or assaultive conduct includes engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behaviour.
- **Disorderly Conduct:** Disorderly conduct includes engaging in conduct that incites or threatens to incite an assault or breach of the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University/College activities.

- **Illegal or Unauthorized Possession or Use of Drugs or Alcohol:** Illegal or unauthorized possession or use of drugs or alcohol includes possessing or using drugs or alcohol illegally or, where applicable, without proper University/ College authorization.
- **Unauthorized Use of College Facilities and Services:** Unauthorized use of College facilities and services includes the wrongful use of College properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment, or interfering with the performance of those specifically charged to carry out emergency services.
- **Theft, Property Damage, and Vandalism:** This includes theft or misuse of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.
- **Unauthorized Access:** It includes accessing without authorization College property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys and /or access codes.
- **Disruptive Behaviour:** Disruptive behaviour includes wilfully disrupting University/College events; participating in a campus

demonstration that disrupts the normal operations of the University/College and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University/College; engaging in intentional obstruction that interferes with freedom of movement on campus, either pedestrian or vehicular; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University/ College activities or functions.

- **Rioting:** Rioting includes engaging in, or inciting others to engage in, harmful or destructive behaviour in the context of an assembly of persons disturbing the peace on campus, in areas approximating the campus, or in any location when the riot occurs about, or in response to, a University/ College sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

- **Violation of University/College Rules:** It includes engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.
- **Violation of Laws:** It includes engaging in conduct that violates a law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, and/or arson.
- **Persistent Violations:** Persistent violations include engaging in repeated conduct or actions that are in violation of this Code.

2.8.4 Students' Rights and Responsibilities

This section sets out the rights of students and followed by their responsibilities. Students rights include:

- To have student handbook, containing information about the university, its regulations, and its facilities.
- To have an orientation program addressed to newcomers.
- To be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion or sex.

- To take their feedback into account after education assessment to improve the quality of education at the university. Students will evaluate the material they have studied and the faculty members who taught them. Students should treat this issue with high credibility - free from any personal, partisan, or tribal prejudices.
- To create and establish the appropriate academic environment for students to accomplish high-standard understanding and study more easily by making all educational sources accessible to serve this goal.
- To get the learning material and have access to any-related knowledge in accordance with the university provisions and regulations that organize the academic work.
- To obtain study plans from the faculty or the department and the available academic programs, as well as to concede the schedule before commencing studies; to register for the courses offered to them by the registration system, and making sure that fair guidelines are followed during registration period; to take registration priorities into account when achieving the wishes of all students becomes impossible.

- To withdraw from or add any course, or to drop the entire semester, according to what the system of registration at the university permits during the period specified for that purpose.
- The full commitment of the faculty members to the date and time of lectures, and commitment to teach the theoretical and practical material effectively, and never cancel a lecture or changing its date unless there is a necessity. If alternative lectures are needed, they should be given in coordination with the students and the department concerned. Asking questions and discussing the material with the professors without restraints whether that was during the lecture or during the specified office hours. Exam questions should be taken for the material which was taught, or the topics which were discussed or highlighted during class, and grades should be fairly distributed among topics.
- To prepare and conduct all scheduled exams in the syllabus. Students should be informed of the dismissal from the course before the final exam.
- To be provided with model answers for the examinations questions of each semester and the distribution of points according to which the evaluation of the students' performance stands.

- To revise his\her answer sheet of examinations in accordance with the provisions and regulations issued by the university concerning these matters.
- To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.
- To know the results obtained in all monthly, quarterly, and final exams performed after they have been corrected and approved.
- Commitment of the faculty members and the staff workers to show respect to students and entail them their academic and human rights.
- Using the electronic system to monitor grades and documenting absence, provided it should not be delayed more than a week.
- Notify the student of his\her total scores of their practical and quarterly works.
- To enjoy subsidized care and social services provided by the university, and to participate in the activities undertaken in accordance with the university regulations and instructions concerning these matters.

- To enjoy adequate health care treatments at the health care centres and the hospitals of the university.
- To use the services and facilities of the university (electronic and branch libraries - the gym – cafeteria ... etc.) and in accordance with the rules and regulations in place at the university.
- To get incentives and rewards and other regular financial aids especially for distinguished students.
- To be nominated to training courses and internal and external programs and tours, and to increase their participation in the cultural activities and the activities of community service and voluntary works.
- The right of complaint or grievance of anything reflected upon him in his relationship with faculty, department or college or any unit of the university. The complaint or grievance process should be followed in accordance with the rules of the organization for the Protecting Students Rights Unit and enable the student to know the result of his\her complaints by the party responsible for them.
- To enable the student to defend himself\herself before any university entity in any disciplinary case raised against them. Also, any decision cannot be taken until he\she attend the session and gives

his\her account of the story. If the student did not attend with no acceptable excuse, a default judgment will be issued an hour after the student being summoned for the second time.

- To appeal the disciplinary decision issued against the student accordance with the rules laid down in this regard under the provisions of disciplining students.
- Maintain the contents of the student's personal file within the university and the integrity of dealing with it. These files are not to be handed to anybody except the student himself\herself or their guardians or their authorized representative by investigators or the judiciary or other governmental entity.
- The university shall not disclose the contents of a student's file unless the publication comes because of the decision of disciplinary punishment against the student.
- The right of the students with special needs to receive an appropriate service, which meets his/her needs according to the regulations and rules considered.

On the other hand, responsibilities of all students include:

- Attending classes and doing the required tasks.
- Respecting faculty members, staff workers, and other people on campus.

- Respecting the rules and arrangements relating to the operation of the lectures.
- Preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
- Obeying the rules and arrangements for the exams and the system.
- Following the directions and instructions given by the official in the class/lab room.
- Obeying university systems, regulations, instructions and decisions issued.
- Carrying the ID card while at the university.
- Not to cause any damage to the facilities of the university.
- Obeying instructions of arranging, organizing and using university facilities and equipment.
- Respecting the dress code and behaviour suitable for undergraduate and Islamic norms.
- To maintain silence and behave with tranquillity in the university premises and to refrain from smoking on campus.
- To not initiate and hold an event/activity outside campus by the name of the University without having written approval from SA.

2.8.5 General Guidelines

The following practices by University officials will help ensure compliance with the various laws and regulations:

- University officials respond to legitimate requests within the timely manner;
- Requests for information regarding educational records must be referred to the Office of the Vice Dean for Academic Affairs.
- Information will only be shared within the University and only with those who have a “legitimate educational interest” like university employees who need to know in order to carry out their defined job functions.
- Grades or graded materials will not be posted or distributed in such a way that one student can see or identify the grade of another.
- Written permission must be obtained from the student before any non-public information can be released.

2.8.6 Policy on Confidentiality of Student Grades

Under University regulations, examination scores, course grades, and similar indicators of student academic progress are not considered “public information”. Accordingly, such information cannot be released or made public without written student permission, except for normal educational and administrative uses within the University. Posting lists of examination scores or course grades, or returning test materials to students in ways which make it possible for students to obtain information about other students’ scores or grades is inappropriate and will not be permitted. It is not permissible to leave graded examination materials with students’ names on them in halls or other public places, or in mail folders (unless sealed in an envelope) for retrieval.

2.10 Examination Policy

The section contains examination related rules and regulations. The policy will provide guidance and ready reference to all concerned. Contents of the Examinations Policy are subject to change from time to time, as and when deemed appropriate by the university.

2.9.1 Rules of Students Examinations

Rules governing students' examinations are listed below.

- Students are prohibited from attending the exams if their attendance throughout the semester in any course (theoretical or practical) is less than 75%.
- Students who are prohibited from attending the exam because of their absenteeism are considered failed in that course.
- Prohibition may be overlooked if the student forwards an excuse that is accepted by the College council.
- Student who is absent in the final exams earns zero mark. Her evaluation in this course is counted according to her marks obtained during the semester.
- Students who are unable to attend the final exam for compelling excuse will have the chance to be re-examined in a period not exceeding the end of her next semester.
- Students requesting a stop-out to will not be considered as failed if they forward an excuse accepted by the College council 5 weeks prior to the final exam.
- Students are not allowed to attend more than two exams per day.

- Students are not allowed to attend the exam if they are late for more than specified time from the beginning of the exam. They are also not allowed to leave exam hall before the first half an hour of the exam or as specified in the exam policies.
- Cheating and/ or breaking the rules and regulations of the exams will expose students to punishment according to the students' disciplinary by-law issued by the University council.
- The final exam of any course may include oral or written exam.
- Students can complete the requirements of any course in the next semester and scored as incomplete (I.C.) on the mark list. The actual grade will be counted after completing the requirements of this course.
- If one whole semester has elapsed without being able to change the IC grades, the student is considered as failed and the IC grade will revert to a grade of (F).
- Marks of the courses per semester are calculated by different assessment methods set in the course syllabus.
- During in-class quizzes and exams, the Testing Policy will be followed. Students should familiarize themselves with the following expectations PRIOR to testing:
 - Arrive on time to avoid distracting other students.

- Store all belongings as directed.
- Sit every other seat as much as possible. Instructors reserve the right to use as- signed seating.
- No food or drink.
- No papers or books of any kind. Exception: if an “open-book” quiz is given, the instructor will provide specific, clear instructions about which materials may be used.
- No additional electronic devices of any sort may be USED, LEFT ON, OR EVEN VISIBLE. Cell phones etc. should be OFF & stored with belongings. Exception: If calculators are required for testing, the instructor will notify students in advance.
- No looking at other students’ responses, i.e. papers, or computer stations.
- No talking to other students.
- No leaving the room during the test.
- Any violation of these rules will be viewed as an act of academic dishonesty.
- Observing the time limit for the assessment.
- Pencils down at scheduled end time. It is the student’s responsibility to manage time wisely & finish the exam. Failure to

stop when directed is an attempt by a student to gain an unfair advantage (more time than other students), which is academic dishonesty.

2.11 Grade Appeal

A grade appeal is a request to change a course grade based on arithmetic or clerical error, arbitrariness, discrimination, harassment, or personal malice. Generally, students who wish to appeal a course grade should first attempt to resolve the issue with their instructor. The student may also consult the chair of the academic department. Failing a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined in the sections below.

2.10.1 Grade Reporting and Appeals

Failing a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined in the sections below.

- Grade reports for each course are submitted to the VDAA at the close of each semester by a date and time determined by the University Registrar. Once a grade has been posted it becomes part of the student's permanent record and can be changed only by the faculty member and with the approval of the college council.

- Students who want grade information before the end of the semester and prior to official posting of grades must ask their course instructors.
- Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades. Students who have reasons which can be substantiated to request grade changes must:
 - Write a formal letter to the Instructor (or to the Vice Dean of Academic Affairs requesting a re-evaluation of their performance in the course.
 - Provide the following information in the letter/form: name and student ID, course number, title, and section; semester and year taken; name of the Instructor and a clear statement of the grade change request and reasons which justify the request.

2.10.2 Incomplete Grades

Course work is considered “incomplete” when a student fails to submit all required assignments when they are due or is absent from the

final examination. An ‘IC’ grade may be assigned instead of a failing grade only when:

- The student has demonstrated satisfactory progress and attendance in the course.
- The student is unable to complete all course work due to unusual circumstances that are beyond personal control (e.g. illness or family emergency).
- The student must submit reasons supporting a grade of “IC” to the Vice Dean of Academic Affairs prior to the time that the final grades are due. The Vice Dean of Academic Affairs will decide based on these reasons.
- If the Vice Dean of Academic Affairs determines that the student should receive a grade of “IC”, the student must complete the coursework by the end of the subsequent semester, or the ‘IC’ grade will be changed to an ‘F’ grade until remediated.

2.10.3 Failing Grades

Rectifying Failing Grades: The Course Director will provide input before the Committee on Student’s Circumstances to determine actions

for remediation (whether the F can be remediated and/or what activities or assignments will be required to remediate). All failure and incomplete grades must be rectified by the end of the subsequent semester.

2.10.4 Grading and Testing Disputes

The section explains the steps taken by students in case of a dispute.

- Complaints regarding grades and testing must first be discussed with the Course coordinator.
- If the dispute is not resolved, the student must then discuss the matter with the department chair.
- If the matter remains unresolved at that level, the Vice Dean for Academic Affairs should be notified in writing. It will be shared with the appropriate committee, and a meeting will be established for further discussion. The student will have the opportunity to discuss the complaint directly with the committee.
- The committee will then make a recommendation to the Vice Dean for Academic Affairs, who will make a final decision on the disposition of the complaint. Disputes, requests and complaints **MUST** be submitted and resolved according to announced deadline each semester.
- Faculty members, upon receiving of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization Form, with appropriate documentation and

submit it to the Vice Dean and to the Dean for authorization. The grade change is forwarded to the Office of the Registrar. A faculty member may not change an F grade to a W grade in those cases in which the student did not follow the proper procedures for withdrawing from the course.

- The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:
 - Present the appeal to the faculty member's College Dean who refer the appeal to a committee for hearing and decision.
 - Based on committee decision, college dean authorizes a grade change, and must notify the involved individual of his action, i.e., the College Dean must notify the student and the faculty member of his decision.

2.10.5 Hearing and Appeal of Student Disciplinary Decisions

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing. In cases of academic or general misconduct, the Dean will form a committee comprised of the following members:

- Vice Dean for Academic Affairs
- Chair of department related to incident

- College faculty member
- The committee will investigate the incident.
- The committee will schedule a meeting not later than one week from the date of the incident.
- A report with committee recommendations will be submitted to the Dean, who will forward it to the Permanent Disciplinary Committee at the University to determine the appropriate action.

Note: Please also refer to the “Policy and Guidelines for Student Code of Conduct” and annexure therein “Imam Abdulrahman Bin Faisal University Student Disciplinary Bylaws”.

2.10.6 Policy for Review of Exam Sheet

The student submits a review of course grade appeal to the dean of the faculty concerned, within two weeks from the date when the students’ GPA’s have been submitted according to university academic calendar or the announcement of the results. In the Appeal, the student states reason for the change, and he\she pledges that the information he\she provided are all correct. The college prepares a form including the following data: student name; university ID number; number, code, and title of the course; number of the student’s section; the grade

of the quarterly works; the semester; the student's GPA; number of academic warnings, if any; name of the instructor; date of having the exam. The college council may take a decision concerning the appeal submitted by the student. Reviewing the test answer sheet must be done in time not exceeding two weeks from the beginning of the following semester. If the appeal has been accepted, the council forms a committee to revise the test sheets. Then the committee submits the acceptance report to the faculty council to take its decision which is the final decision.

In general, through this operational foundation, the college may follow the following procedure for reviewing a grade.

- The student, who has questioned his grade, submits exam review request form no longer than two weeks from the announcement of the grade concerned. The form is submitted to the Vice Dean of Academic Affairs. By that, his\her request enters the academic system and he\she is given a notice (using the review form attached).
- If accepted, the head of the department shows the student his answers in comparison to the modal answer sheet. If the student is convinced of the correctness of the review, he\she signs a waiver,

and the file is saved after being signed by the head of the department.

- In case the student is not convinced of the result of the review, the head of the department forms a committee including two faculty members from the department - the teacher of the course concerned is not one of them. The committee submits a report to the head of department to take his decision of either changing the grade or not. Then the student will be immediately informed.
- In case the student is still not convinced, he\she may re-appeal to the College council within two weeks from the date he\she is informed. The appeal is submitted officially to the dean of the college explaining reasons and justifications of this appeal, supporting his/her case with tangible and convincing set of evidences. The appeal should also include a statement from the deanship of admission and registration showing the previous requests of review submitted by the student if any, along with the decisions taken concerning them.
- If the college council rejects the case once more and does not agree on the grade change, the decision is taken to close the case.

- If the college council agrees on the grade change, it forms a committee of at least three faculty members, one of them being external to the department. The course instructor should not be one of them.
- The committee gathers to re-correct the student's answer sheet and then submits its report to the college council within fifteen days from the day of its establishment. The appeal is discussed by the council to take the final decision in its next session.

2.10.7 Make-Up Exams

A student who is unable to take an examination due to unavoidable circumstances (e.g., hospitalization, car accident, major illness) is expected to contact the Office of Academic Affairs prior to the time of the examination (except during unexpected circumstances), to notify the College about his / her absence. At the discretion of the course director, the student may make-up the examination at an alternative pre-arranged time only when the unavoidable circumstances have been substantiated by the Office of Academic Affairs with the course director. The following guidelines should such circumstances arise.

- Make-up exams are to be completed within two working days (or as set) of the student's return to the college.
- Make-up exams should cover the same content area of the missed examination but should not be the same exam that was administered to other students.
- The student makes the request in writing and in a timely manner before the scheduled exam, to request an opportunity to complete a makeup exam.
- The student provides the instructor with the required originally signed documentation, regarding the reason he is not able to complete the test on the originally scheduled exam date. Without this documentation, the student will not be granted permission to complete a makeup exam and will be assigned a zero grade for the exam. No incomplete (I) grade can be assigned in this situation.
- All communications with the student must be via e-mail, with the University Registrar copied on each exchange.

2.10.8 Using Mobile Phones

Mobile phones without a camera can only be used outdoors, in the garden or in cafeterias. Using mobile phones is not allowed inside lecture rooms. Students found violating these rules will be:

- Given a warning first time.
- The second time, the mobile (without the SIM card) will be confiscated and handed to the guardian and he will be informed about the regulations.
- The third time, the mobile (without the SIM card) will be confiscated and handed to the guardian at the end of the semester.

Using mobile phones for taking photos on campus is not allowed at all and if it happens, it will be met with the utmost punitive measures and the student will be investigated and expelled even when using it for the first time. When the Dean receives a complaint about the abuse of mobile devices, he/she has the right to refer the student to the designated committee in the college.

2.10.9 Policy on Academic Privacy

At CCSIT, student information including personal data, grading, counselling records, etc. is treated as confidential unless the student agrees to release parts of this data.

2.10.10 Policy on Access to Student Records

Students records such as Name, Address, Phone number, University-assigned email address, Dates of enrolment, Degree, Adviser(s), Class, College, Academic awards and Honors is considered public information and maybe shared without prior consent.

On the other hand, official transcripts will be released only with signed authorization of the individual student. This includes grades, academic schedule, courses completed, and educational services received.

2.10.11 Students Email Usage Policy

Users of University email services have the responsibility to:

- Comply with the University policy and procedures and government laws. No announcement or lecture invitation should be sent through email without approval from the Student Affairs Deanship.
- When using email for appeals or complaints, the proper escalating procedures as explained on University complaints and appeals policy should be followed. Sending complaint emails to unrelated individuals or persons outside the campus is not permitted.

- Emails should not be used to:
 - Promote commercial or private business.
 - Organize political activity or political solicitation.
 - Harass or threaten others or threaten to cause physical harm or damage to property.

2.10.12 Communication

The following sections describe the appropriate students-to-faculty channels of communications.

Bulletin Board

The bulletin board outside the lab, faculty and or administration offices (if available) is used for communicating general messages regarding seminars, theory courses, timetable, student meetings, and changes in program procedures. Be sure to read the official bulletin board weekly. Students are responsible for all information conveyed via the official bulletin board.

Office Hours

Faculty members set office hours each week to meet with students as outlined in the course syllabus. Available hours are posted outside each faculty member's office. Students are encouraged to make appointments whenever possible so that adequate time will be available. Drop in visits during office hours will be handled on a first-come, first-served basis.

Dean/Student Meetings

Occasionally, student meetings will be scheduled by the dean to share important information and to gain student input on critical issues. When these meetings are scheduled, it is expected for all students to be present.

Phone Calls

Students should refrain from phoning instructors at home unless the instructor has given permission. Student messages may be sent to the faculty via his e-mail. Student emails to faculty will be answered within the timely manner. To ensure timely communication, students are expected to use the official email addresses as listed in the Students' Affairs Office. Faculty may not respond on weekends or vacations. Current list of student names, phone numbers, and addresses are

available to the faculty. When students inform the faculty of any changes, CCSIT office should be notified to keep record updated (alternatively student can update themselves online if access is available).

2.10.13 Advising & Counselling policy

Academic advising and counselling service is an assistant educational system, whereby faculty members introduce the students to the university and college systems and inform them of their roles, responsibilities and rights. Academic advising and counselling service provides guidance and support for students to overcome any academic problems or personal difficulties that may hamper student's academic progress, as well as developing the student capacities and potentials, including those which enhance their academic performance.

Academic advising and counselling services are basic steps that guarantee collaborative relationship between faculty members and students. The intent of this collaboration is to facilitate learning by providing opportunities for students to achieve their goals and uphold the academic standards of the college.

Roles and responsibilities of Academic advisors are:

- Acquaint students with rules and regulations of the CCSIT and Imam Abdulrahman Bin Faisal University, especially to new students and provide outreach programs about advising and counseling.
- Assist students in their decision-making related to course selection and registration in collaboration with the Registrar's office.
- Provide accessible advising services to students by scheduling and maintaining regular office hours throughout the semester;
- Send invitations to students encouraging them to visit the counseling office to discuss and review their academic and non-academic problems.
- Identify and select meritorious and ideal students, continuously encouraging them and honouring them at the University level to maintain excellence.
- Maintain confidentiality of students' information and academic records.
- Assist in overcoming barriers that may prevent the students from completing their educational plan.
- Provide supportive academic advising by recognizing the personal, social or educational difficulties of different students and responding to the different student needs.

- Follow-up and monitoring student 'academic progress and provide guidance about courses, requirements, tests, registration, course changes, and so on.
- Provide encouragement and assistance to students with academic difficulties. Assist them in managing their time, developing more effective study skills, and sending recommendations to the responsible course coordinator.
- Provide a private space in which student feel free to discuss their thoughts, aspirations, concerns, and interests.
- Become knowledgeable concerning university rules, policies, regulations and procedures that affect academic programs and activity.
- Help students gain better understanding, skills, self-development and enhance their self-confidence by identifying their strengths and weaknesses.
- Keep resource materials such as the student handbook, college rules and regulations, academic calendar, class schedules and other useful resources at hand to answer any questions.

Students should contact the Student Advising Unit of the College through ccsit.sa@iau.edu.sa

Chapter 3 Student Activities & Services

3.1 Overview

Student activities aim at providing a solid ground for students to promote their developing needs on both the cultural and social levels. Students who are interested in joining the activities can be paid per hour. They will be able to communicate online with students, deanships and different colleges to receive suggestions that will in turn, remove any obstacles for them, which is our ultimate objective. Different student activities are designed to meet the needs and interests of students. They

help students utilize their leisure time in useful activities. Students are permitted to join these activities under the guidance of the faculty staff.





Student activities include, but are not limited to:

- Social and cultural activity
- Sport activity
- Student clubs: reading forum club, student relations club, roamers club, participants club, educational club, scientific research club,

sports club, excellence club, drama club, scientific club, cultural club, media club and photography club.

- Student competitions such as College Star Award and University Star Award.
- Open day activity.
- Leisure trips such as spring camping and university beach tour.



3.2 Service Contacts

For further enquiries on Students Activities, please contact student activity committee at: ccsit.au@iau.edu.sa

Vision

To be a leading
computing college at national,
regional, and global levels

Mission

Provide quality
computing education, discovery, and
professional services with community
engagements

Values

Quality Education
Technology and System thinking
Research and Creative Work
Community Partnership
Commitment