



Study Regulations and Tests Manual

**Bachelor of Computer Science
Department of Computer Science**

COLLEGE OF COMPUTING AND INFORMATION TECHNOLOGY

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Academic Terminology

Academic year: There are two main semesters and a summer semester

Semester: A period of time not less than fifteen weeks during which the academic courses are studied, and the registration

Summer Term: A period of time that does not exceed eight weeks, and does not include the two registration periods and final exams, during which the period allotted for each course is doubled.

Academic level: This is the study stage, according to the approved study plans.

Course: A subject within the approved study plan in each major (program), and each course has a number, code, name, and detailed description of its vocabulary that distinguishes them in terms of content and level above other courses, and some courses may have a requirement, a competing requirement, or concurrent with it.

Study unit: The weekly theoretical lecture, which was less than fifty minutes, the clinical papers which were not shorter than fifty minutes, and the practical or field papers which were not less than 100 minutes.

Academic warning: The notice given to the student because his/her cumulative average is below the minimum set forth in these regulations.

Quarterly work Degree: The degree awarded to the work that shows the student's achievement during a semester in terms of tests, research and educational activities related to the course.

Final test: A test in the course is held once at the end of the semester.

Final exam score: The grade obtained by the student in each course in the final exam for the semester.

Final grade: The sum of the semester work scores plus the final exam score for each course, and the score is calculated out of one hundred.

Appreciation: A description of the percentage or alphabetical symbol of the final grade obtained by the student in any course.

Incomplete estimate: An estimate temporarily monitored for each course in which the student is unable to complete its requirements on the specified date and is symbolized in the academic record with the symbol (L) or (IC).

Continuous rating: A grade assigned temporarily for each course whose nature of study requires more than one semester to complete and is symbolized in the academic record with the symbol (m) or (IP).

Semester average: It is the result of dividing the total points obtained by the student by the total units assessed for all the courses he studied in any semester. Points are calculated by multiplying the unit assessed by the weight of the grade obtained by the student in each course he studied.

Cumulative average: It is the result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total units prescribed for those courses.

Overall rating: A description of the student's level of educational attainment during his/her study at the university.

Study load: The total number of academic units that a student is allowed to register in a semester and the upper and lower limits of the study load are determined according to the university's executive rules.

Study Plan: It is a set of compulsories, elective, and free courses, whose units constitute the graduation requirements that the student must successfully pass in order to obtain the degree of the specified specialization. For preparatory year students, it is the set of courses that must be successfully passed for assignment to one of the targeted colleges after the preparatory year program.

Failing in the course: It means failure to pass the course due to failure, deprivation or interruption.

Academic advisor: It means the faculty member and the like who are charged with supervising, directing and following up on the student during his studies at the university.

Withdrawal for the study: It means that the student does not continue studying for the academic year or semester in which he registered with an acceptable excuse while counting the withdrawal period within the regular period of graduation.

Postponement the study: It means that the student does not register for courses for the year or semester in which the study is to be postponed at the request of the student, and the postponement period is not counted within the regular period of graduation.

Dropout of university: It means that the student does not register for any academic courses for any year or semester without notifying the university. Or his failure to attend academic lectures for a specific period determined by the college.

Registration Folding: It means the termination of the student's relationship with the university, whether through dismissal, withdrawal, or interruption.

Minimum course load: It is the minimum number of units of study that the student registers during the academic level.

Visiting student: A person who studies some courses at another university or in a branch of the university to which he belongs without being transferred.

Registration of courses

The students can amend their registration by adding or deleting courses during the first week of the semester (or in the summer term) or deleting some courses according to the following controls:

1. The course to be registered must be within the study plan or approved elective or free courses if any.
2. The course to be registered should not conflict with another course in the academic schedule or in the final exams schedule.
3. The course to be registered does not have a previous requirement.
4. Seats are available in the course section for which registration is required.
5. If the course to be deleted is an accompanying requirement with another course, the student is not entitled to delete it except by deleting the two courses together.
6. The minimum academic load for a student are (12) credits and the maximum are (22) credits in proportion to the student's cumulative average attached (C).

7. With the approval of the department and college councils, the upper limit of the academic load for the student expected to graduate may be increased by no more than three credit hours above the student's workload, attached (C).
8. The registration process is done automatically without the need for a request from the students if they did not have notes before the beginning of the semester according to the ideal plan for the student's academic program, starting from the lowest levels of the study plan, as permitted by the students' academic status.
9. When it is not possible for the students to register for the academic load from the courses of the next level (due to a conflict or failure to finish the previous requirement or to finish all the courses of that level), the students are allowed to complete their study load from the courses of the following levels allowed, and the opportunity is opened for the students to register any courses in the study plan Considering the order of levels unless it requires the study of previous subjects that the students have not studied, and if it is not possible to complete their study units, they will be satisfied with the study units that were available to them even if their number is less than the minimum.
10. The students are not allowed to delete any course from the zero level.
11. The number of levels allowed to be registered for courses at three consecutive levels of study.
12. Students of the preparatory year and first level in the rest of the faculties are not allowed to add or delete.
13. The student is transferred from his level to the next level if he successfully passes all the courses of that level.
14. To view the registration steps (deletion and addition) in the electronic system (the portal electronic) or scan the following code:



Registration for the summer semester

1. The college council determines the courses that the college wishes to offer in the summer semester, provided that this is five weeks before the end of the second semester, and coordination is done with the Deanship of Admission and Registration in this regard.
2. The upper limit of the number of academic credits allowed to be registered during the summer semester is (6) credit units and (9) credit hours for a student expected to graduate.

Attendance

1. A regular student must attend lectures and practical lessons of all kinds, and he is denied entry to the final exam if his attendance rate is less than (75%) of the lectures and practical lessons of the types specified for each course during the semester or academic year for annual courses. Absence, a failure in the course, and the grade of the semester work is confirmed, and a deprived grade (H) or (DN) is noted for it.
2. The College Council may, on the recommendation of the department council to which the student belongs, or whomever he delegates, with exception, lift the deprivation and allow the student to enter the test, provided that the student provides an excuse accepted by the council, provided that attendance is not less than (50%) of the lectures and practical lessons specified for the course on the acceptable excuse must be presented before the start of the general preparation exams.
3. A student who is absent from the final exam will have a score of zero unless he presents an acceptable excuse and the College Council recommends his acceptance, and it is approved by the authorized person.

Absence from the final exam

The student shall be excused for absence in the final exam or in one of his courses and allowed to take an alternative exam according to the following:

1. To submit an excuse before the end of the last day of his course exams.
2. The college council accepts the excuse submitted by the student who fulfills the conditions.
3. The alternative test and its result will be monitored within the first two weeks of the beginning of the next semester as a maximum.
4. The student is given the grade he/she gets, including his/she grades in the semester work.
5. Compelling excuses and in the following cases of extreme necessity:
 - A. Cases of death of relatives of the first, second and third degree for a period of five days from the date of death.
 - B. Accidents and severe illness cases that require hospitalization.
 - C. Birth and its rulings.
 - D. Some other cases that the committee concerned with examining excuses in the college deems to be compulsive cases and do not fall under what was mentioned above and these cases must be sent to the Dean of Scientific Affairs.

Studying Withdrawal

1. The student may withdraw from continuing to study a semester without being considered a failure, at least three weeks before the start of the final exams. As for the students of colleges that apply the school year system, they may withdraw for the school year before the end of the thirteenth week of the university year at least, taking into account the calculation of the results of the semester courses and the student succeeded in them, and the student is given a

grade of (A) or (W), and the withdrawal period is calculated from the period required to complete the graduation requirements.

2. The student is allowed to fully withdrawal for the summer semester during the first three weeks from the beginning of the semester after submitting an acceptable excuse and the approval of the college and the Deanship of Admission and Registration.
3. The semesters of withdraw should not exceed two consecutive semesters or three non-consecutive semesters, as for students of faculties that apply the academic year system, it is not permissible to withdraw for two consecutive years, and the years of withdrawal should not exceed two non-consecutive academic years during the student's stay at the university and then his enrollment is folded after that. The Dean of Admission and Registration has an exception to this.

A student may withdraw from one or more courses in a semester without being considered a failure in accordance with the following controls:

1. Student may withdrawal for a maximum of four academic courses during the period of his stay at the university.
2. The number of academic units remaining in the semester shall not be less than twelve.
3. To present an acceptable excuse at least three weeks before the start of the final exams.
4. Students of colleges that apply the academic year system may withdrawal for short courses before the start of exams equivalent to one-third of the course duration.
5. The Rector of the University or his authorized representative may make an exception in the event of extreme necessity, provided that the period for submitting the withdrawal request does not exceed the beginning of the final exams for general preparation courses, and the student is given a grade of (A) or (W) in the course from which he withdrew.
6. Students of the preparatory year may not withdrawal for a course throughout its study in the preparatory year.

7. To withdraw from a course or semester through the portal or you can scan the following code:



Postponement

1. The student may submit a request to postpone the study before the start of the semester for an excuse accepted by the dean of the college to which the student belongs or his representative, provided that the postponement period does not exceed two consecutive semesters or three non-consecutive semesters.
2. Students of faculties that apply the system of the academic year may not be postponed for two consecutive years, and the period of postponement may not exceed a maximum of two non-consecutive years during his stay at the university and then his registration is folded after that.
3. The rector of the university or his authorized representative, in case of necessity, may make an exception from this. The postponement period shall not be counted within the period necessary to complete the graduation requirements.
4. Female students accompanying their husbands on scholarships outside the Kingdom and students accompanying their wives on scholarships outside the Kingdom. An exception is allowed for the male/student upon the approval of the College Council after the recommendation of the relevant department council to postpone the study for a maximum of five consecutive years, provided that the student submits this before the beginning of each semester according to for the academic evaluation, provided that evidence of the scholarship student's accompaniment from the official authorities is present. The student whose postponement period is more than five years due to the

scholarship's escort is considered to have dropped out of the study, and the previous study units are not counted for him/her, and if he/she wishes to study, he applies to the university as a new student according to the admission requirements.

5. To request a study postponement through the online portal, or you can scan the following barcode:



Dropping out of university

If the regular student stops studying for a period of four weeks from the beginning of the semester without requesting a withdrawal from the university.

Re-enrollment

A student whose enrollment has been closed may apply to his college for re-enrollment with his number and record before the interruption, according to the following rules:

1. To apply for re-enrollment within four semesters (or two academic years for faculties that apply the academic year system) from the date of closing the enrollment, and the university director or whomever the delegates may make an exception if there are convincing reasons.
2. That the college council, based on the recommendation of the department council to which the student belongs, agree to re-enroll him/her.
3. The student will be re-enrolled after one semester of submitting and approving his application.
4. If four semesters or more have passed since the student's enrollment has been terminated (or two academic years for faculties that apply the academic year system), he can apply to the university as a "new student" without referring to his previous academic record, provided that he meets all the admission

requirements announced at the time, and the University Council has the right to make an exception for that.

5. A student whose registration has been folded may not be re-enrolled more than once, and the University Council may make an exception in case of necessity.
6. The deadline for implementing re-enrollment is the end of the first week of the beginning of the semester.
7. A student who withdraws from the university is treated as a student whose registration has been folded.

Graduation

1. The student graduates after successfully completing graduation requirements according to the study plan, provided his cumulative average is not less than (3.75 out of 5) in (Faculties of Engineering, Computer and Information Technology) and (2.5 out of 5) in Faculties of Medicine, Pharmacy and Applied Medical Sciences for students of the year 1438/ 1437 AH and onward and whose university numbers start with 437 or higher.
2. The student graduates after successfully completing graduation requirements according to the study plan, provided that his cumulative average is not less than (2 out of 5) for the rest of the university's faculties.
3. The faculty council - or whoever it delegates - based on the recommendation of the relevant department council determines suitable courses for the student to study to raise his cumulative average, in case he succeeds in the courses and fails in the cumulative average.
4. The student is not considered a graduate until after the approval of the University Council to grant him the academic degree.
5. To request an electronic diploma or an electronic transcript, or the following barcode can be scanned:



Dismissal from university

First: The student is dismissed from the university for the following cases:

1. If student gets three consecutive warnings at most for dropping his cumulative average from the minimum (2.00/2.50/2.75) and the department and college councils may give the student an opportunity for someone who can raise his/her cumulative average according to the following conditions:
2. The reason for the stumbling should be acceptable to the college council based on the department council's recommendation.
3. The student should be able to raise his cumulative GPA to (2.00 / 2.5 / 2.75) when he/she gets the opportunity.
4. That there has been an improvement in the student's performance in the last two semesters and does not fall within that summer semester.

Second: 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, and the department and college councils may give an exceptional opportunity to the student to complete the graduation requirements with a maximum that does not exceed twice the original period specified for graduation in accordance with the conditions set forth in the first case.

Third (A): The rector of the university or his authorized representative, based on the recommendation of the department and college councils, may give students who have been dismissed due to the exhaustion of twice the duration of the program an opportunity that does not exceed two semesters at most, according to the conditions mentioned in the first, in addition to the fact that the student still has to graduate courses that can be passed in duration not to exceed two semesters.

Third (B): The Rector of the University or his authorized representative may give students dismissed due to warnings an opportunity not to exceed two semesters according to the following:

1. The student is given the first opportunity (first semester) based on the recommendation of the department

and college councils and in accordance with the conditions set out in the first.

2. The student is given the second and last opportunity “Semester Two, based on the recommendation of the department and college councils and the approval of the Education Affairs Committee, and the approval of the person in authority, in accordance with the conditions set forth in firstly, in addition to the number of hours remaining in the student’s plan to graduate not exceeding (20) hours Accredited, and that re-enrollment should take place after a semester of submitting and approving his application.

Fourth: A health college student who is registered for courses in the annual system is dismissed if he is unable to raise his cumulative average to (2.50 out of 5) after being warned and given a full academic year.

Fifth: 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.

A student who has been dismissed from the university may apply for an additional opportunity according to the following conditions:

1. No more than (4) semesters have passed since the student's absence/withdrawal.
2. Approval of the department and college council.
3. An additional opportunity is not granted to those who have received (6) warnings or more, and an additional opportunity cannot be granted to those who have received (5) warnings and have more than 20 hours left to graduate.

To request an additional opportunity through the online portal, or scan the following barcode:



Tests and Grades

The council of the faculty to which the course belongs, upon the proposal of the department council, determines a grade for the semester work between (40% to 60%) of the final grade of the course, and it includes any practical or oral exams or others.

The degree of the course's semester work is calculated in one of the following two ways:

1. The degree of the semester work of the course is calculated with two written tests, or at least one written test with an oral, practical, research or any other types of summer activities.
2. The council of the faculty to which the course is affiliated, upon the recommendation of the department council, may include the final exam in any course of practical or oral tests, provided that the practical and oral score does not exceed (50%) of the total marks of the final exam. The grades obtained by the student in each course are calculated. As follows:

Degree Centigrade	Appreciation	Appreciation symbol	Weight Estimation of (5)
95 to 100	High Excellent	A+	5.00
90 to less than 95	excellent	A	4.75
85 to less than 90	High very good	B+	4.50
80 to less than 85	very good	B	4.00
75 to less than 80	High good	C+	3.50
70 to less than 75	good	C	3.00
65 to less than 70	High acceptable	D+	2.50
60 to less than 65	acceptable	D	2.00
less than 60	fail	H	1.00

The general estimate of the cumulative GPA upon graduation is based on his cumulative GPA out of (5.00) according to the following:

- (Excellent): If the cumulative GPA is not less than 4.50.
- (Very good): If the cumulative GPA is from 3.75 to less than 4.5
- (Good): If the GPA is from 2.75 to less than 3.7.
- (Acceptable): If the cumulative GPA is from 2.00 to less than 2.75

The student may submit to the department a request to re-mark his paper, and the college council that teaches the course may, in cases of necessity, approve the re-marking of the answer papers according to the following rules:

1. The student submits a request to re-mark the answer papers to the department that studies the course with a mention of the justifications for the request for re-correction, and then submits the request to the College Council, provided that the request does not exceed one month from the end of the final exams period for the semester in which the student wishes to review the answer papers of one of his courses.
2. The student must not have previously applied for re-marking one of the tests, and his request was proven to be invalid.
3. A student may not submit a request to re-score more than one course in the semester, and three courses throughout his study period.
4. In the event of approval of the re-correction, the college council forms a committee of at least three members of the faculty to re-mark the answer sheets, and the committee submits a report to the college council for decision, and the council's decision is considered final.

Transferring

First: The student may, after the approval of the head of the department and the dean of the college to which the student wishes to transfer, accept his transfer from outside the university according to the following controls:

1. The student must have studied as a regular student at an accredited college or university, and must not be affiliated or distance studying.
2. Student must not be dismissed from the university he is transferring from for disciplinary or educational reasons.
3. Student must have spent at least two semesters at the university from which he wishes to transfer, provided that the number of academic units registered in his academic record for the two semesters shall not be less than (24) units.
4. The student must have passed the preparatory year for the majors that require the preparatory year.
5. His/her cumulative average upon transfer shall not be less than:
 - (4.50) out of (5.00) for the Faculty of Medicine.
 - (4.00) out of (5.00) for the College of Pharmacy or Engineering.
 - (4.00) out of (5.00) for the College of Applied Medical Sciences.
 - (3.75) out of (5.00) for the College of Computer and Information Technology.
 - (3.00) out of (5.00) for the Faculties of Sciences and Arts, Education, Sciences and Humanities, and Business Administration.
 - (2.00) out of (5.00) for Community College.
6. That the student's major is equivalent to the major he wants to transfer to.
7. The student at Shaqra University must study at least 60% of the graduation requirements.
8. The student must submit a transfer request before the start of the semester in which he/she wishes to transfer, according to the academic calendar of the university.

9. Provides all documents to the new student, in addition to the original academic record of the student from the university from which he is transferred.
10. Availability of vacant seats in the college to be transferred to, according to the capacity.
11. The transfer applicant must not have withdrawn, dropped out of studies, or been expelled for educational or disciplinary reasons at his university.
12. Any other conditions determined by the College Council or the Deanship of Admission and Registration.
13. To request a transfer to the university, please scan the following barcode:



Course equivalency

The College Council will equalize the courses that the student has studied outside the university and transferred to Shaqra University based on the recommendations of the departments that offer these courses:

1. The student's average in the courses to be equivalent must be at least a good grade.
2. The number of hours in the course to be equivalent must be equal to or more than the number of hours of study at Shaqra University, and the college may consider exceptions to this condition, provided that the course is less than a maximum (one hour).
3. The course content to be equalized must be at least (70%) identical to the course content at Shaqra University.
4. The college may recommend evaluating the percentage of the course content as appropriate for the university.

5.To request the equivalency of internal courses or external courses through the electronic portal, please scan the following code:



Visiting student

First: A Shaqa University student, who wishes to study as a visitor at another university during the first, second, or summer semester, must meet the following conditions:

1. The student must have spent at least one semester, and the number of credits registered in his academic record should not be less than (16) credits prior to his request to study as a visiting student.
2. The approval of the department and the college, to which the student belongs, and the Deanship of Admission and Registration to allow him to study as a visiting student with specifying the courses he will study. The college has the right to require obtaining a certain rate to equal the course, and the study is directed to the study by an official letter from the Deanship of Admission and Registration of the university to be studied.
3. The courses to be studied outside the university are not available for registration in the same college as the student, with the exception of those who have an excuse accepted by the college council.
4. A preparatory year student may not study any preparatory year program course as a visiting student at any other university or branch of the university.
5. The maximum total of credits that can be calculated from outside the university is (25%) of the total graduation credits from Shaqa University.

6. The student must provide the Deanship of Admission and Registration with his results obtained immediately after the end of the exams and the issuance of the results. If he does not submit his results, he is considered suspended, with the exception of the summer semester.
7. The monthly stipend is paid to the visiting student, if he is entitled to it, after submitting his results to the college and equivalency of the courses he studied and submitting it to the Deanship of Admission and Registration.
8. The study should be at a recognized college or university.
9. To request a visit to other university, please scan the following barcode:



Second: A student from another university who wishes to study as a visiting student at Shaqra University:

1. The student must have spent at least one semester, and the number of credits registered in his academic record should not be less than (16) credits prior to studying as a visiting student.
2. That the student obtains a prior written approval from his university to study as a visiting student at Shaqra University, specifying the courses that the student will study at Shaqra University.
3. The student must obtain the approval of the Deanship of Admission and Registration and the college in which he wishes to study as a visitor at Shaqra University.
4. The maximum number of semesters that the student is allowed to study as a visitor (two terms), and the Dean of Admission and Registration may make an exception.

5. The courses are registered to the student by the Deanship of Admission and Registration, taking into account all the registration controls for courses.
6. A visiting student is not entitled to request housing at Shaqra University.
7. No stipend is given to the visiting student from Shaqra University.
8. To request a visit from other university to Shaqra University, please scan the following barcode:

