



Study and Tests Regulations Manual

Bachelor of Computer and Network Engineering
Department of Computer and Network Engineering

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. There are available spots in the course section for which registration is needed.
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 is (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.
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/her 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 decides which courses the college will offer during the summer semester, ensuring this decision is made five weeks before the end of the second semester, and coordinates with the Deanship of Admission and Registration accordingly.
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 be graduated.

Attendance

1. A regular student is required to attend all types of lectures and practical sessions, and will not be allowed to take the final exam if their attendance falls below 75% for the specified lectures and practical sessions for each course during the semester or academic year for annual courses. This absence will result in a failing grade for the course, with a notation of a deprived grade (H) or (DN) for the semester work.
2. The College Council may, based on the recommendation of the student's department council or a designated representative, grant an exception to lift the deprivation and permit the student to take the exam, provided the student submits an acceptable excuse to the council. Additionally, the student's attendance must be at least 50% of the specified lectures and practical sessions for the course, and the acceptable excuse must be presented before the start of the general preparation exams.
3. A student who is absent the final exam will receive a score of zero unless they provide an acceptable excuse, which the College Council must recommend for acceptance and receive approval from the authorized individual.

Absence from the Final Exam

If a student cannot take the final exam, the College Council (or the authorized executive council of the college) can accept the excuse and allow the student to take a replacement exam. The substitute must be completed before the end of the following semester. The student will be granted an "incomplete" grade (F) in the course, according to the following conditions:

1. The excuse must be submitted within a period not exceeding more than a month from the date of the missed exam, following the procedures determined by the Deanship of Admission and Registration.
2. If the student takes the replacement exam, the grade awarded will replace the previous incomplete grade. If the substitute exam is not completed, the final grade will be based on the student's performance throughout the semester.
3. compelling excuses for accepting a replacement exam include:
 - a) In cases of the death of relatives from the first, second, third, or fourth degree, a leave of five days from the date of death, and a leave of three days from the date of death for fourth-degree relatives.
 - b) Accidents and severe medical conditions
 - c) Cases of childbirth and related circumstances
 - d) Official university-related commitments or participation in university-related events.
- **First-degree relatives:** father, mother, son, daughter.
- **Second-degree relatives:** brother, sister, grandfather, grandmother, son of the son, son of the daughter, daughter of the daughter.
- **Third-degree relatives:** paternal uncle, maternal uncle, paternal aunt, maternal aunt, nephew (brother's son), niece (sister's daughter).
- **Fourth-degree relatives:** the children of cousins or aunts, and the children of uncles or aunts. These relatives are considered part of the broader family circle, representing the next generation of siblings.

Studying Withdrawal

1. A student may withdraw from a semester without it being counted as a failure, provided they do so at least three weeks before the final exams begin. For students in colleges that follow the academic year system, withdrawals must occur before the end of the thirteenth week of the academic year. The results of the semester courses will be taken into account, and if the student has passed them, they will receive a grade of (A) or (W). The withdrawal period will be considered as part of the time required to complete the graduation requirements.

2. The student is permitted to withdraw completely from the summer semester within the first three weeks after it begins, provided they submit an acceptable excuse and obtain approval from the college and the Deanship of Admission and Registration.
3. The total number of withdrawals should not exceed two consecutive semesters or three non-consecutive semesters. For students in faculties that follow the academic year system, withdrawals for two consecutive years are not allowed, and the total number of withdrawals cannot exceed two non-consecutive academic years during the student's time at the university. After this, the student's enrollment will be suspended. The Dean of Admission and Registration has the authority to make exceptions to this rule.

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

1. A student may withdraw from a maximum of four academic courses during their time at the university.
2. The number of academic units remaining in the semester must not be fewer than twelve.
3. An acceptable excuse must be submitted at least three weeks prior to the start of the final exams.
4. Students in colleges that follow the academic year system may withdraw from short courses before the exams, as long as this occurs within one-third of the course duration.
5. The University Rector or their authorized representative may grant an exception in cases of extreme necessity, provided that the withdrawal request is submitted before the start of the final exams for general preparation courses. In such cases, the student will receive a grade of (A) or (W) for the course they withdrew from.
6. Students in the preparatory year are not permitted to withdraw from any course throughout their studies in that year.

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



Postponement

1. A student may request to postpone their studies before the semester begins for an excuse accepted by the dean of their college or their representative, as long as the postponement period does not exceed two consecutive semesters or three non-consecutive semesters.
2. Students in faculties that follow the academic year system are not allowed to postpone their studies for two consecutive years, and the total period of postponement cannot exceed two non-consecutive years during their time at the university. After this, their registration will be suspended.
3. The rector of the university or their authorized representative may grant exceptions to this rule in cases of necessity. The postponement period will not be included in the time required to fulfill the graduation requirements.
4. Female students accompanying their husbands on scholarships abroad and male students accompanying their wives on scholarships abroad may be granted an exception, upon the College Council's approval following the relevant department council's recommendation, to postpone their studies for a maximum of five consecutive years. This request must be submitted before the beginning of each semester based on academic evaluation, along with official documentation verifying the scholarship status. If a student's postponement exceeds five years due to accompanying a scholarship holder, they will be considered to have withdrawn from their studies, and their previous academic credits will not be counted. Should they wish to continue their education, they must apply to the university as a new student, following the admission requirements.

5. To request a postponement of studies, you can use the online portal or scan the following barcode:



Dropping out of University

If a regular student ceases to attend classes for four weeks from the start of the semester without submitting a withdrawal request to the university, they may face consequences regarding their enrollment status.

Re-enrollment

A student whose enrollment has been terminated may request re-enrollment in their college using their previous student number and academic record before the interruption, subject to the following conditions:

1. A student must apply for re-enrollment within four semesters (or two academic years for colleges that follow the academic year system) from the date their enrollment was terminated. The university director or their designee may grant exceptions in cases of compelling reasons.
2. The college council must agree to the student's re-enrollment based on the recommendation from the department council to which the student belongs.
3. The student will be re-enrolled one semester after submitting and receiving approval for their application.
4. If four semesters or more have elapsed since the student's enrollment was terminated (or two academic years for colleges that follow the academic year system), the student may apply to the university as a "new student" without considering their previous academic record, as long as they meet all current admission requirements. The University Council reserves the right to grant exceptions to this rule.
5. A student whose enrollment has been terminated may not be re-enrolled more than once, although the University Council may grant exceptions in cases of necessity.
6. The deadline for completing the re-enrollment process is the end of the first

week of the semester.

7. A student who withdraws from the university is considered the same as a student whose enrollment has been terminated.

Graduation

1. A student graduates after fulfilling the graduation requirements as outlined in the study plan, provided their cumulative GPA is at least 3.75 out of 5 in the Faculties of Engineering, Computer, and Information Technology, and at least 2.5 out of 5 in the Faculties of Medicine, Pharmacy, and Applied Medical Sciences for students enrolled from the academic year 1438/1437 AH onwards, whose university ID numbers start with 437 or higher.
2. A student graduates after successfully meeting the graduation requirements outlined in the study plan, as long as their cumulative GPA is no lower than 2 out of 5 for all other faculties at the university.
3. The faculty council, or its designated representative, determines appropriate courses for the student to take in order to improve their cumulative GPA, based on recommendations from the relevant department council, if the student passes the courses but still has a low cumulative average.
4. A student is not regarded as a graduate until the University Council approves the awarding of their academic degree.
5. To request an electronic diploma or transcript, you can scan the following barcode:



Dismissal from University

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

1. If a student receives a maximum of three consecutive warnings for their cumulative GPA falling below the minimum (2.00, 2.50, or 2.75), the department and college councils may grant the student an opportunity to improve their cumulative average, subject to the following conditions:

- a) The reason for the academic difficulties must be deemed acceptable by the college council based on the recommendation from the department council.
- b) The student must be able to improve their cumulative GPA to at least 2.00, 2.50, or 2.75 when given the opportunity.
- c) There must be evidence of improvement in the student's performance over the last two semesters, excluding the summer semester.

Second: If a student fails to fulfill the graduation requirements within a maximum period equal to half of the designated time for their program, the department and college councils may grant an exceptional opportunity for the student to complete the graduation requirements, with a maximum extension not exceeding twice the original time allocated for graduation, according to the conditions outlined in the first case.

Third (A): The rector of the university or their authorized representative may grant students who have been dismissed for exceedingly twice the duration of their program an opportunity of no more than two semesters, based on recommendations from the department and college councils. Additionally, the student must have remaining courses to graduate that can be completed within this two-semester period.

Third (B): The rector of the university or their authorized representative may grant students who have been dismissed due to warnings an opportunity of no more than two semesters, subject to the following conditions:

1. The student is granted the first opportunity (first semester) based on recommendations from the department and college councils, in accordance with the conditions outlined in the first case.
2. The student is granted a second and final opportunity (Semester Two) based on the recommendations of the department and college councils, the approval of the Education Affairs Committee, and the authorization of the relevant authority, in accordance with the conditions specified in the first case. Additionally, the number of remaining credit

hours required for graduation must not exceed 20 hours, and re-enrollment should occur one semester after the submission and approval of the application.

Fourth: A health college student enrolled in courses under the annual system will be dismissed if they fail to raise their cumulative GPA to 2.50 out of 5 after receiving a warning and being given a full academic year to improve.

Fifth: The summer semester is not included in the semesters during which a student receives warnings for a decline in their GPA.

A student who has been dismissed from the university may request an additional opportunity under the following conditions:

1. No more than four semesters should have passed since the student's absence or withdrawal.
2. The approval of the department and college councils is required.
3. An additional opportunity will not be given to students who have received six or more warnings. Additionally, those who have received five warnings and still have more than 20 credit hours remaining for graduation are also ineligible for an extra opportunity

To request an additional opportunity, you can use the online portal or scan the following barcode:



Tests and Grades

The faculty council for the relevant course, based on the department council's recommendation, assigns a weight of 40% to 60% for the semester work in the overall final grade for the course. This assessment includes any practical or oral exams and other components. The grade for the semester work is calculated using one of the following two methods:

The grade for the course's semester work is determined through two written exams, or at least one written exam combined with an oral, practical, research, or other types of summer activities.

The faculty council for the relevant course, based on the department council's recommendation, may incorporate the final exam into any practical or oral assessments, ensuring that the combined score for practical and oral components does not exceed 50% of the total final exam marks. The student's grades for 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 overall assessment of the cumulative GPA at graduation is based on the student's cumulative GPA out of 5.00, according to the following criteria:

- (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

Appeal of the Rechecking for Final Course Grade

A student may appeal the final grade for a course within a period not exceeding fifteen days from the approval of the result and the announcement of cumulative GPAs. The executive regulations of this policy outline the mechanisms and procedures for a student's appeal regarding the final course grade based on the executive regulations (36) of Shaqra University, according to the following guidelines:

1. The student must submit an appeal regarding the final grade to the relevant college, including the reasons for the appeal.
2. The dean of the college offering the course or the executive head of the applied college will form a committee of three faculty members from the relevant department or program to handle the re-evaluation, excluding the course instructor.
3. The college offering the course will provide the appealing student with the results of the re-evaluation, their answer sheet, and the model answer.
4. The college offering the course will inform the student's college of the re-evaluation results. If there is an error in the student's total grade, the adjustment will be approved by the college council of the department offering the course.
5. The university may charge a fee for processing student appeals, provided it does not conflict with the financial regulations governing universities or the directives issued by the University Affairs Council regarding this matter.
6. The permanent committee responsible for addressing students' academic issues at the university has the authority to make exceptions to the provisions of this regulation, as deemed necessary for academic interests.

Transferring

The student may, with the approval of the department head and the dean of the college to which they wish to transfer, have their transfer from outside the university accepted, subject to the following regulations:

1. The student must have attended an accredited college or university as a regular student and should not be enrolled in an affiliate or distance learning program.
2. The student must not have been dismissed from the university they are transferring from due to disciplinary or academic reasons.
3. The student must have completed at least two semesters at the university they wish to transfer from, with a minimum of 24 academic units recorded in their academic transcript for those semesters.
4. The student must have successfully completed the preparatory year for programs that require it.
5. The student's cumulative GPA at the time of transfer must 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. The student's current major must be equivalent to the major they wish to transfer into.
7. The student at Shaqla University must complete at least 60% of the requirements needed for graduation.
8. The student must submit a transfer request at the beginning of the semester in which they intend to transfer, in accordance with the university's academic calendar.

9. The student must provide all necessary documents to the new institution, including the original academic transcript from the university they are transferring from.
10. There must be available spots in the college to which the student is transferring, based on its capacity.
11. The transfer applicant must not have withdrawn, discontinued their studies, or been expelled for academic or disciplinary reasons from their current university.
12. Any additional requirements set by the College Council or the Deanship of Admission and Registration.
13. To initiate a transfer to the university, please scan the barcode below:



Course Equivalency

The College Council will assess and recognize the courses the student has completed at another institution for transfer to Shaqla University, based on the recommendations from the relevant departments that offer those courses:

1. The student must have achieved a minimum grade of "good" in the courses being considered for equivalency.
2. The credit hours for the course being evaluated for equivalency must be equal to or greater than those required at Shaqla University. The college may allow exceptions to this requirement if the course is no more than one credit hour short.
3. The content of the course being considered for equivalency must match at least 70% of the content of the corresponding course at Shaqla University.
4. The college may suggest assessing the percentage of the course content to determine its suitability for the university.

5. To request the equivalency of internal or external courses via the online portal, please scan the code below:



Visiting Student

First: A student from Shaqla University who intends to enroll as a visiting student at another university during the first, second, or summer semester must fulfill the following requirements:

1. The student must have completed at least one semester and have a minimum of 16 credits recorded in their academic record before requesting to study as a visiting student.
2. The student must obtain approval from their department and college, as well as the Deanship of Admission and Registration, to study as a visiting student, specifying the courses they will take. The college may require a certain grade to qualify for course equivalency, and the study must be coordinated through an official letter from the Deanship of Admission and Registration of the host university.
3. The courses the student plans to take at another university must not be available for registration in their own college, unless the student has an accepted justification approved by the college council.
4. A student in the preparatory year is not allowed to take any preparatory program courses as a visiting student at another university or branch of the same university.
5. The maximum number of credits that can be transferred from outside the university is capped at 25% of the total credits required for graduation from Shaqla University.

6. The student is required to submit their exam results to the Deanship of Admission and Registration immediately after the exams conclude and the results are released. Failure to provide these results will result in the student being considered suspended, except for the summer semester.
7. The monthly stipend for the visiting student will be disbursed, if eligible, after the student submits their results to the college, has the courses they studied evaluated, and provides the documentation to the Deanship of Admission and Registration.
8. The courses must be taken at an accredited college or university.
9. To apply for visiting another university, please scan the following barcode:



Second: A student from another university who wants to enroll as a visiting student at Shaqra University must meet the following conditions:

1. The student must have completed at least one semester and have a minimum of 16 credits recorded in their academic record before applying to study as a visiting student.
2. The student must secure prior written approval from their home university to study as a visiting student at Shaqra University, including a list of the specific courses they will be taking.
3. The student must obtain approval from both the Deanship of Admission and Registration and the college at Shaqra University where they intend to study as a visiting student.
4. The student is permitted to study as a visitor for a maximum of two semesters, although the Dean of Admission and Registration may grant exceptions to this limit.

5. The Deanship of Admission and Registration will enroll the student in courses, ensuring that all registration regulations are followed.
6. A visiting student is not eligible to apply for housing at Shaqla University.
7. The visiting student will not receive any stipend from Shaqla University.
8. To request permission for a visit from another university to Shaqla University, please scan the following barcode:

