

Student Advising Guide (SAG)

First Edition
1443-2021



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَقُلْ عَلَّمَ تِلْكَ



Dr.Ahmed Abutalib
Dean of Engineering College

Dear future engineer

I am delighted to greet you as you begin your academic career, and I congratulate you on choosing engineering as a honorable profession, and I wish you a bright future, God willing. I'm delighted you've decided to join the College of Engineering family. The Engineering College has always been proud of its students and graduates. The College of Engineering family is pleased to present this guidebook in your hands, through which you will easily become acquainted with many of the rules and procedures that guide your progress in your academic programs, and will be able to complete them without difficulty in the required timeframe and with the expected graduation GPA. This guide LINESS BOOKLET provides solutions to questions that may arise for you today or in the future as part of your college responsibilities to help you overcome obstacles including information searching.



Dr. Abdulelah Mamdouh Ali
Vice Dean of Engineering College for
Academic Affairs

Dear future engineer

It is my pleasure to welcome you to your college, which welcomes you with open hearts, open minds, and strong motivation to assist build our dear motherland, which represents your ancient past, bright present, and magnificent future with ALLAH's guidance. Your advisors will be all of the College of Engineering's employees. This guide is provided to you as a resource. We hope that you will be of aid to us during your time at your great college, during which you will become acquainted with the questions that have been plaguing your mind regarding the job procedures that will ensure your success and achievement. This handbook is one of a series of activities that The College Vice Deanship for Academic Affairs is presenting to make your university's slogan, 'the student first,' a reality. May Allah bring you success and may all of your goals come true.

First Section

About College of Engineering (COE)



College of Engineering ...Your College

Welcome to your college, dear student.... College of Engineering. Let's begin on a tour to acquire more about engineering college.

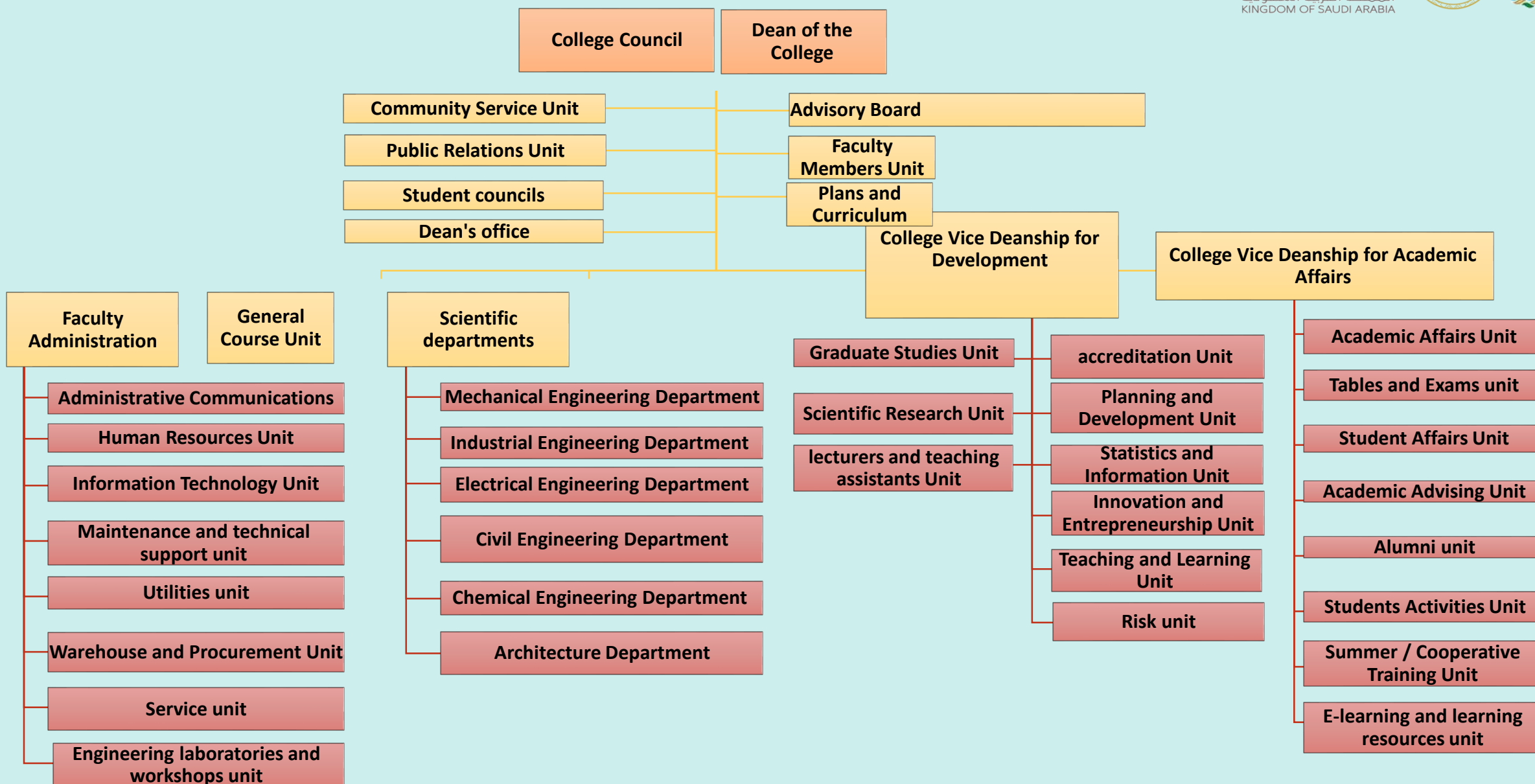
- ✓ The royal Decree **7/B/24232** dated **11/5/1425** AH established the College of Engineering, which is administratively affiliated with King Khalid University.
- ✓ On **5/12/1426 AH**, Royal Decree No. (6616/m/b) established College of Engineering
- ✓ The college of Engineering is currently located in the university city.
- ✓ website: <http://www.jazanu.edu.sa/eng/>
- ✓ College mailing address: eng@jazanu.edu.sa
- ✓ The main phone number for the college is 017-3295000.

College of Engineering ...Your College

- ✓ The College of Engineering at Jazan University includes six scientific departments which are mechanical engineering, industrial engineering, electrical engineering, chemical engineering and architecture, each department offers the student a study program after successful completion.
- ✓ The study system at the College of Engineering is two semesters. And it is possible to make the study available in the summer semester optionally for some of the courses decided by the college.
- ✓ English language is the main language in all courses, except for the courses on Islamic culture, Arabic editing, and language skills.
- ✓ The study plans for majors programs at the undergraduate level consist of compulsory and optional courses, each program has a total of 160 units (160 credit hours) distributed over ten academic levels. The student who is committed to the plan studies the courses of each level in a semester and successfully finishes his studies after ten regular semesters in addition to a summer semester required - after the eighth level - for training (five years university).



The Hierarchy Structure of the EC





Students Advisory Council for the Engineering College



Vision

Looking for the ideal student services by including students in recommendations for solutions to their problems and contributing to the creation of an outstanding atmosphere that makes Jazan University's College of Engineering a model for helping students in various fields.

Mission

Involve outstanding student competencies in decision-making and contribute to the growth of the educational, academic, and service processes.



Students Advisory Council

It is an advisory body made up of students from all specialties that aims to achieve effective student participation in decision-making in order to improve the educational and academic process, as well as to express students' opinions on educational and service activities offered to them in order to create supportive university environment.



Engineering specializations in the College of Engineering



Engineering specialties are integrated in the use of science and mathematics to design, implement, and develop solutions to problems and to meet the needs of human society. Each engineering specialty differs from the others in terms of the types of problems it aims to solve and the demands it seeks to fulfill.

Civil engineering majors get the information and skills needed to design, construct, and maintain buildings and infrastructure, including roads, bridges, ports, airports, pipelines, and the traffic and transportation that corresponds with them.

Chemical engineering is a specialization that teaches students how to design and operate plants, as well as how to develop extraction, transformation, and processing of raw materials for the purpose of converting them into final or intermediate products needed for other industrial processes while maintaining environmental safety

Architectural engineering providing students with the necessary skills for planning urban buildings, installing buildings, residential buildings, electrical buildings, utility connections, ventilation, heating, and protective lighting from fire, and imparting the aesthetic feature that was built with the urban architectural heritage.



Mechanical engineering is a specialization that teaches students how to design, manufacture, and operate machines and equipment, as well as how to generate power to drive them and control heat transfer systems.

Industrial engineering is a specialization that teaches students how to optimize the design, operation, and improvement of integrated systems of people, equipment, materials, energy, and information in order to attain the maximum levels of production and quality.

Electrical engineering is a specialization that teaches students how to design and construct integrated power distribution systems in all of their forms, as well as communication and control systems.



The plans study for a Bachelor's degree in the College of Engineering



The percentage of specialization courses in the study plan is graded according to academic levels, with university and college requirements accounting for 100 percent of the first three levels of courses, and specialization requirements decisions (department requirements) appearing in the fourth level student's plan and accounting for 100 percent of the ninth and tenth levels of courses.

The student's required courses are grouped into three groups. The first category consists of university requirements includes seven courses totaling 15 units that Jazan University students must complete. Students from Jazan University's Faculty of Engineering constitute the second group. The third group consists of departmental requirements (or specialized requirements), which are courses that one (or more) departments need their students to take, with a total of 82 units.

A set of compulsory and discretionary courses. Each course has the number of study units (credit hours), and the original total of these study units is 160 study units (credit hours) and successfully passing them is one of the graduation requirements.



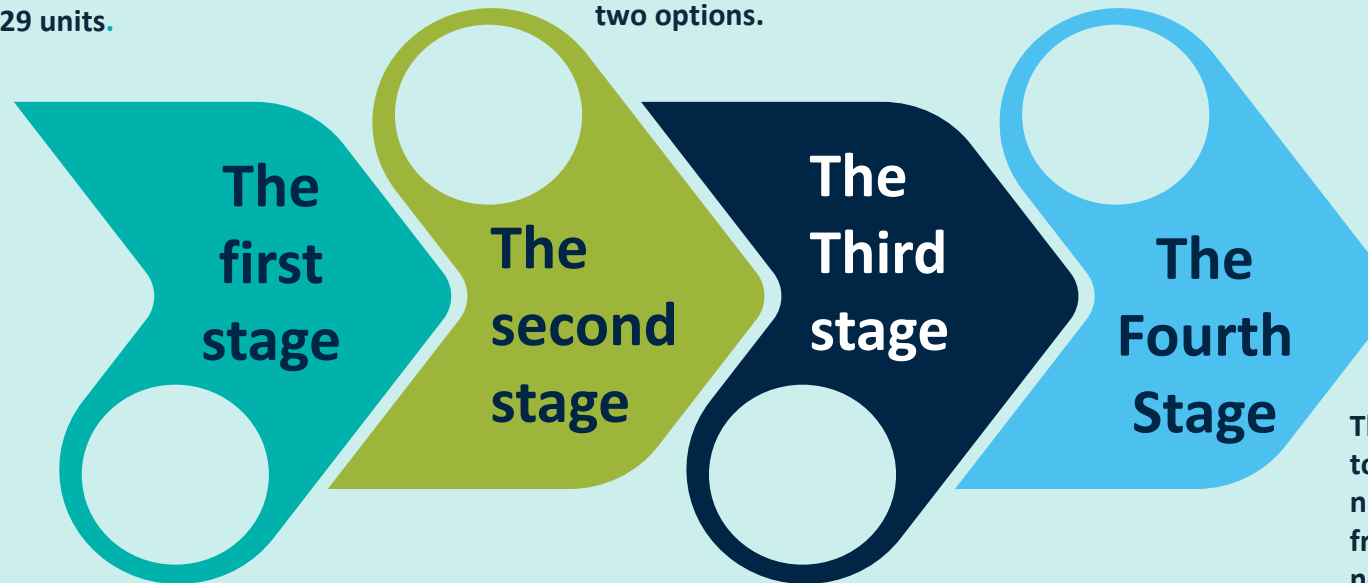
Study Plan Critical Decision Points



The College of Engineering student's study plan progresses through the following stages:

The first stage is the general engineering stage, which consists of studying first and second level courses. There are 8 university requirements and college requirements, with a total of 29 units.

The Stage of Path Determination Following the completion of the seventh-level courses, the student has two options for completing his study plan in order to obtain the same academic degree: the standard path or the cooperative path. When a student chooses between the two options.



The specialization stage begins with the student's decision to choose a specialization after passing all of the first and second-level courses. At this point, the student is studying courses that are separated into five levels, from third to seventh.

The stage of specialization , which is only open to students on the traditional track. Where the ninth-grade student selects elective course 1 from a list of options, each of which fulfills a need for a minor within the student's primary field of study. Any sub-specialization chosen by the student at the ninth level is divided into two groups of courses. The student selects one tenth-level course from each category, one for elective course 2 and the other for optional course 3.



The traditional and the collaborative paths in the study plans



After the seventh level, each specialty has two paths, with the remaining units of study in the study plan being equal, and the two tracks leading to the same degree (Bachelor of Science in Engineering) in the same specialty.

The traditional path, in which the student studies a set of compulsory and optional courses distributed at levels from eighth to tenth in regular semesters at the college, in addition to the summer training course (2 units of study), which the student who is committed to the study plan studies after the eighth level in the summer semester. This program has a total of 9 academic units, including the summer training course and elective courses.

1



The cooperative path, in which students study in college classes the same compulsory courses [compulsory only] as the traditional path, is divided into two levels: the eighth level and the tenth level in two semesters separated by the summer semester after the eighth level and the regular semester after that. The ninth level of this collaborative journey is the focus of these two semesters. And it is in this program that the student implements the cooperative training program, in which the student spends the ninth level semester outside of college in one of the relevant application sites for his specialized . in order to practice all of the knowledge and abilities he had learned up to the ninth level into practice and application under the supervision of his department.

2



Academic Advising



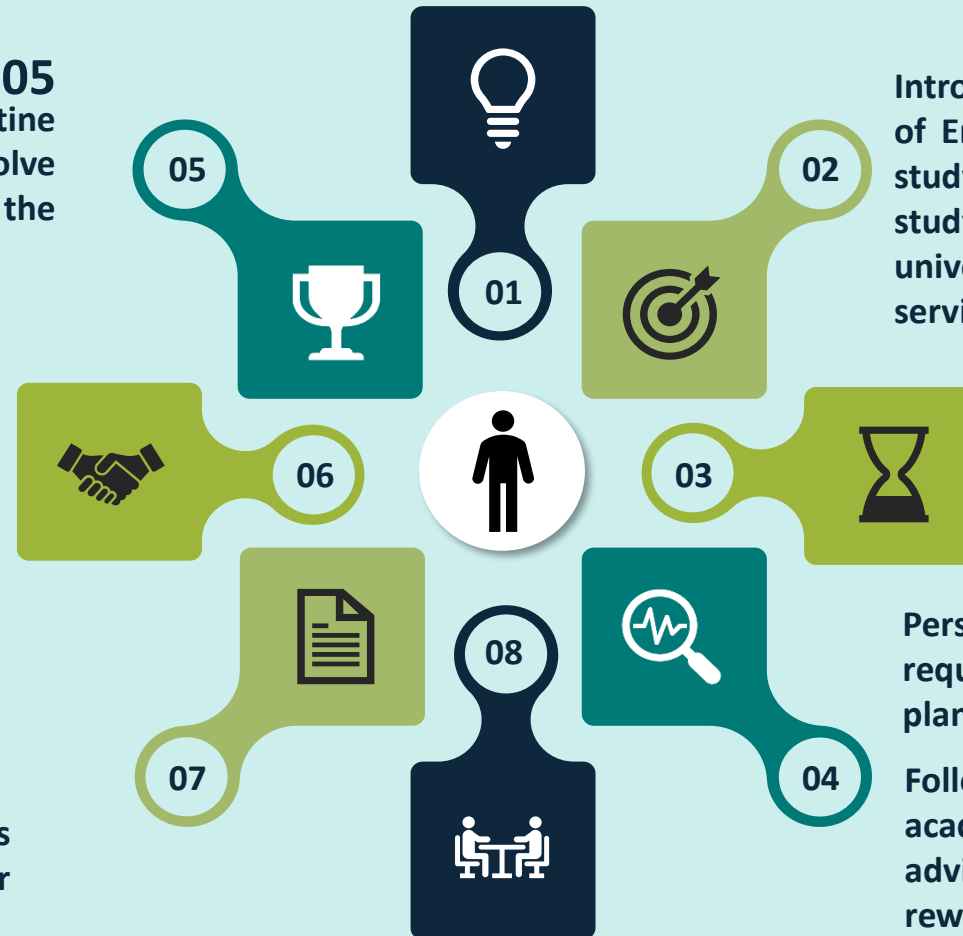
Academic advising is a responsibility given to faculty members with the goal of assisting students in achieving the highest potential academic accomplishment by:

05
Direct involvement helps speed up routine procedures that are required to solve problems or overcome challenges that the student may confront.

06
Advice and guidance that a student may require when changing majors within the college or transferring to a different college within or outside the university.

07
Advice and guidance that the student requires in order to plan his post-graduation job.

08
Examining situations with specific needs and recommending requests for assistance while keeping privacy.



01
Introducing and creating knowledge of the College of Engineering's rules, values, and regulations of study. Engineering disciplines, fields of work, and study programmes are also included. Also, the university and the College of Engineering provide services to its students.

02
Introducing and boosting awareness of the student's regular work routines for planning and managing his study plan, as well as the academic tasks that this includes.

03
Personal advice and advice that the student requires when making decisions about his study plan.

04
Follow up on the student's attendance and academic progress, intervening with warning and advice when situations are deteriorating and rewarding and honoring when progress is being made.



Approaches of Academic Advising



Academic advising services are available to students through a variety of sources, the most significant of which are:

The websites of the deanships and centers affiliated with the university, and the websites of the faculty, departments and units related to the goals of academic advising.



Explanatory videos that clarify many of the working practices, many of which are mentioned in this guidelines handbook.



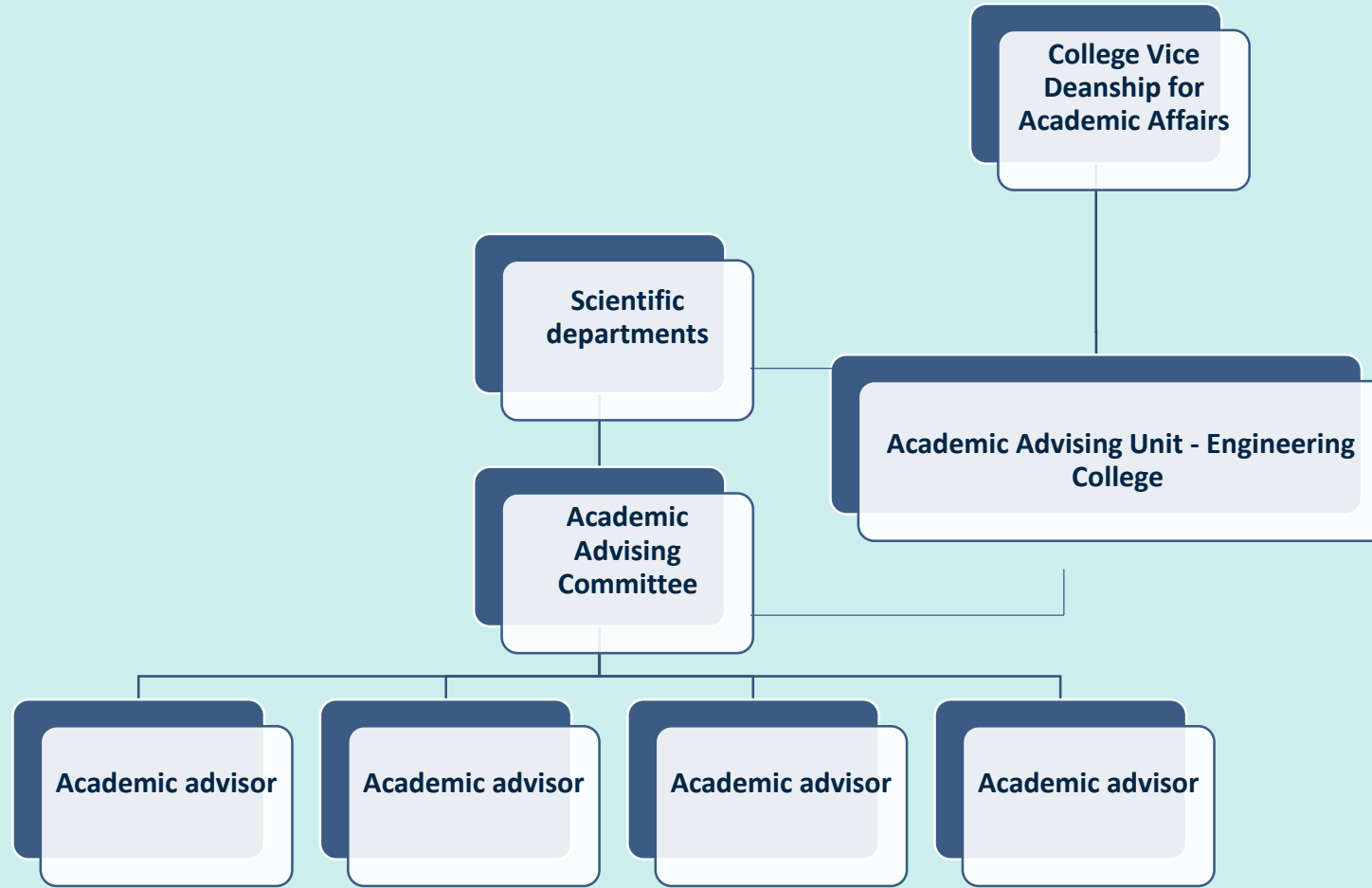
Direct communication with the academic advisor, by university mail or through a direct personal interview in the advisor's office.

Printed and electronic work guides, similar to this guideline booklet that is in your hands and what it refers to in terms of work guides and important links.



Lectures, seminars, and literary and virtual forums.

Academic advising system



Academic advisor



Despite the numerous academic advising channels available, communicating with an academic adviser remains the most effective interactive channel when a student needs to discuss and consult those with academic, professional, and systemic expertise in order to make informed and free decisions.

The academic adviser is a faculty member responsible with supervising a group of students, keeping track of their attendance and progress in their studies, and offering the required guidance and counsel to ensure their progress and graduation in the shortest time and at the best rate achievable. Positive feedback to reaffirm their excellence, answer any obstacles they may have, and provide technical guidance to assist them in preparing their post-graduation professions.

Each student has an academic adviser identified in the student's university account. The academic adviser for the student in the general engineering stage is a faculty member in any department of the college however, when the student is in the third level, his academic adviser is a member of the faculty in the department he chose, and often the academic adviser stays with the student until graduation; however, the student's academic adviser can be changed at the student's request, or according to the department's vision and faculty members' availability.



Selecting a Specialization



Choosing a major is the most important decision that a College of Engineering student makes after passing all the first and second levels courses. The student must invest the general engineering stage in studying this decision well in order to reach the most appropriate specialization for his ambition, inclinations and achievement capabilities.

Throughout each semester, the college hosts orientation sessions for new students, during which representatives from the scientific departments provide comprehensive definitions of their specializations, fields of study, and fields of work of its graduates, as well as answer questions about each major. Study plans for all disciplines are also available on the departments' websites.



The college determines the maximum number of students in each of its specialties that can be accepted in the following semester at the end of each semester.



The college determines the maximum number of students in each of its specialties that can be accepted in the following semester at the end of each semester.



After carefully considering all of the options for choosing and consulting his academic advisor, the student submits an application form from his university account declaring his desire to enrol in one of the six engineering majors offered by the college.



As long as the requisite speciality is accessible, the students' first desire has been realized in order (highest rated in allocation percentage, lowest, lowest). If the student's first choice of specialization is unavailable, his second choice is fulfilled in full transparency.





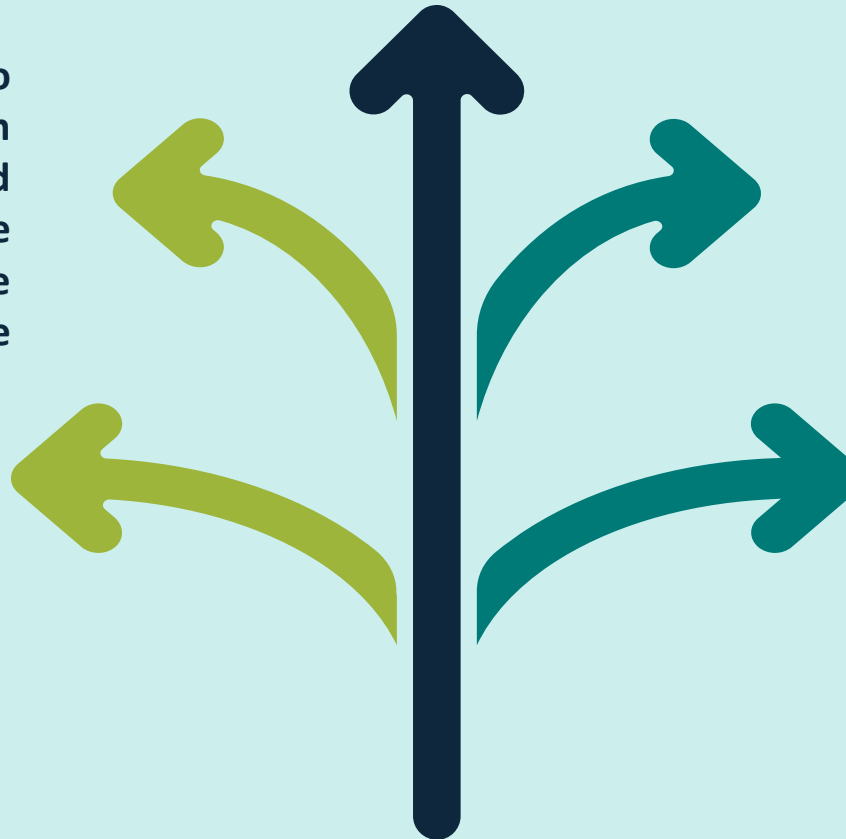
Specialization internal transfer



During his academic career, a student may transfer from one major to another within the college.

The student is not allowed to change the major if more than four semesters have passed since his admission to the university, and the postponement semesters are not counted.

Before the start of the semester, it is submitted online through the student's academic account (academic icon - request for transfer of speciality).



The student must spend at least one semester in the speciality from which he desires to transfer before changing to another speciality .

The student must have met the allocation percentage required by the department to which he intends to transfer, and the department may impose additional requirements in order to allow the transfer.



Important Definitions



Student load

It is the total number of credit hours achieved by the student for all courses taken throughout the semester. The permitted load is determined by the student's cumulative average, but it must be no less than 12 hours (minimum load) and no more than 20 hours (maximum load) (maximum load).



Unit

The weekly theoretical lecture, which must be at least fifty minutes long, or the exercise lesson, which must be at least one hundred minutes long. As a result, the approved course units are an integer number equal to - often - the sum of the product of the number of weekly theoretical lecture hours for the course multiplied by 1 and the weekly hours of exercise and practical for the course multiplied by 0.5, with algebra of the result to the lower whole number if it is a fraction. The phrase credit hours is used to represent the magnitude of the load that the student experiences in studying the credit hours for the course, therefore the number of credit hours for the course is the number of credit hours for the course (as an academic burden on the student)



The Course

A subject that is part of each major's study plan. Each course includes a name and description, as well as a number and code that distinguishes it from other Jazan University courses. Any course is taught using one or more of three methods: theory (for theoretical lectures), practical (for practical lessons in laboratories, workshops, or field sites), and exercises (for practical lessons in laboratories, workshops, or field sites) (for lessons discussions, applications, and problems).



Important Definitions



Student GPA

GPA is a numerical indicator (out of 5.00) used to assess a student's progress over the course of all semesters since starting at the institution (even if he is transferred from another college at Jazan University). It is equal to the student's total points obtained in all of his Jazan University courses divided by the total number of credits for these courses.



Student Semester GPA

It is a numerical indicator (ranging from 5.00 is used to measure a student's progress over the semester. It is the quotient obtained by dividing the total points achieved by the student in the semester's courses by the total number of units of study for these courses.



The student's academic level

which is called the student's zero-level when registering for courses: It is the lowest level in the study plan when the student has not successfully passed all his courses. [The lowest level in the study plan at which the student still has courses he did not pass successfully]



Grades in the Course



The faculty council decides the percentage of semester class work that counts toward the course's final grade, which ranges from 40% to 50% based on the department council's recommendation.

The following method is used to compute the student's grades in each course:

Estimated weight of (5.00)	Grade Code		Grade	Degree
5.00	A+	A+	Higher Excellent	95-100
4.75	A	A	Excellent	90 to less than 95
4.50	B+	B+	Higher very good	85 to less than 90
4.00	B	B	Very good	80 to less than 85
3.50	C+	C+	Higher good	75 to less than 80
3.00	C	C	good	70 to less than 75
2.50	D+	D+	Higher pass	65 to less than 70
2.00	D	D	pass	60 to less than 65
1.00	F	F	fail	less than 60



Grade calculation



2nd Semester

Points gained	Estimate d weight	Grade	Mark	Number of units	Course
10.00	5.00	A+	96	2	102SLM
21.00	3.50	C+	75	6	102NGL
13.50	4.50	B+	87	3	211MATH
8.00	2.00	D	62	4	101PHYS
52.50				15	Total

$$\text{Average Semester Grade} = \frac{52.50}{15} = 3.50$$

$$\text{GPA} = \frac{97.50}{29} = \frac{52.50 + 47.00}{15 + 14} = 3.43$$

1ST Semester

Points gained	Estimate d weight	Grade	Mark	Number of units	Course
9.5	4.75	A	92	2	101SLM
18.00	3.00	B	70	6	101NGL
12.00	4.00	N	81	3	101MATH
7.50	2.50	D+	67	3	101HAL
47.00				14	

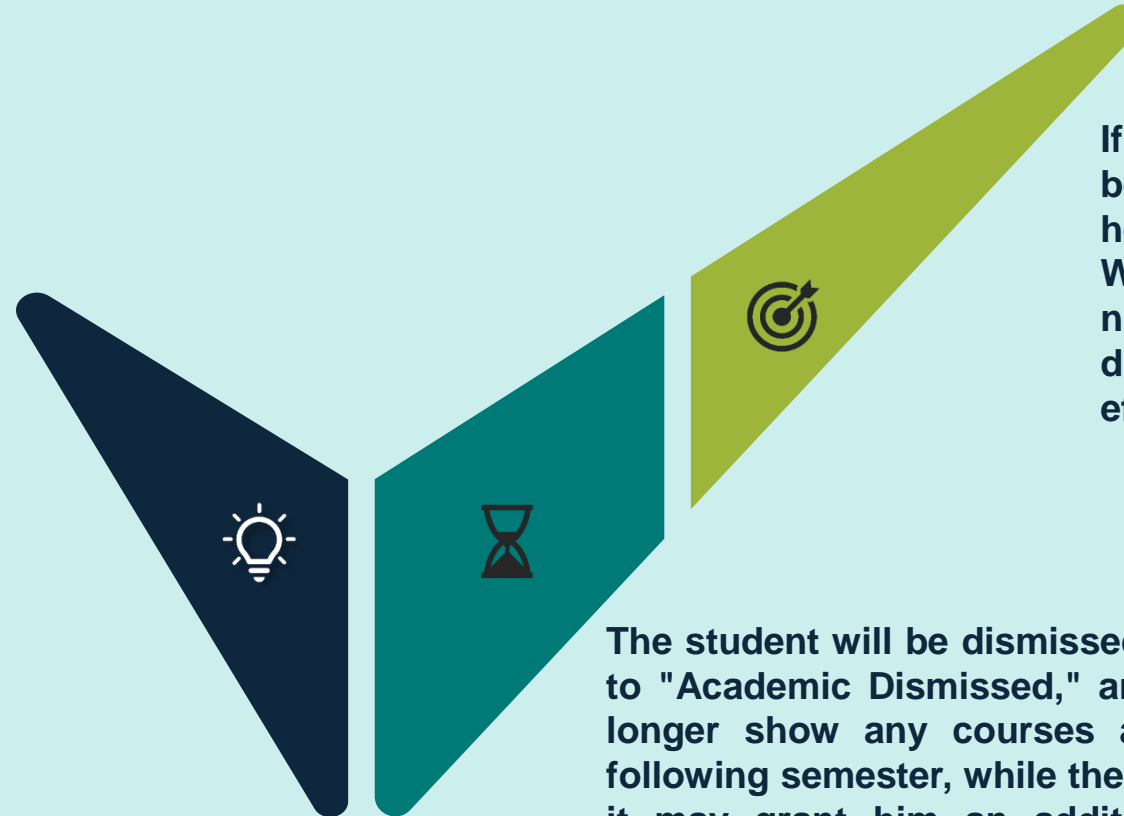
$$\text{Average Semester Grade} = \frac{47.00}{14} = 3.36$$



GPA Falling below 2.00



If a student passes all of the courses in his study plan but has a cumulative grade point average of less than 2.00, he will not be allowed to graduate. However, the student is required to study additional courses not included in his department-determined study plan in order to raise his cumulative average to 2.00 or above, due to special rule limits.



If a student's cumulative GPA falls below 2.00 after a semester's end, he will receive a "Academic Warning" from the college, notifying him that his level has dropped and advising him to make efforts to raise the grade.

The student will be dismissed, and his status will be changed to "Academic Dismissed," and his academic account will no longer show any courses available for registration in the following semester, while the university makes its decision, as it may grant him an additional opportunity under certain conditions.



Time Tables



The registration of the courses that the student will study throughout the semester is one of the first decisions and activities that he will engage in during the semester, and it is one of the areas in which his academic adviser can assist him. As a result, the student should not hesitate to contact and discuss with his or her academic advisor prior to registering.

1

Before the start of each semester, the Vice Dean for Academic Affairs sets and approves time tables for all academic levels and all college departments.

2

According to the estimated number of students who can register for the course, each course activity (theoretical, practical, and exercises - as stated in the study plan for each specialization) is divided into one or more groups. Each group has a unique, non-repeating number, as well as a maximum number of students who can be enrolled.

5

1

2

3

4

5

One group of the theoretical section of this course is related to each group section and practical section of one of the courses. A student may not register for a group section or a practical section that is unrelated to the theoretical section for which he has registered for the course.

4

Because some courses are taught for more than one specialization, you can divide the course among the groups, so that one or more sections are allocated to students from one department but not from others, and the rest of the departments are excluded, and some groups can be made available to students from more than one section but excluded from the rest of the departments.

5



General rules for registering courses



Important note

The academic load allowed to be registered for the student is linked to his cumulative average, provided that it is not less than the minimum academic load and not more than the number of hours of the level the student is restricted to, according to the following:

12-14 hours	< 2
14-16 hours	2.74-2
16-18 hours	3.74-2.75
18-20 hours	>3.75

Exceptions may be made and the divisions in violation of the registration regulations may be cancelled.



1- Adding and deleting courses should be restricted by the college's authorized study plan and timetables.

2- The minimum academic load for a student is 12 hours. The maximum is 20 hours.



3- The student registers courses within the limits of the allowed load according to his cumulative average from zero-level courses and higher-level courses with a maximum of two levels after the zero level.

4- The student is required to register the zero-level courses first, then the higher-level courses in ascending order of levels, starting with the failing courses - if any - from these levels.



5- The student is required to study failing courses only if he fails all zero-level courses, or the number of hours he has failed has reached the minimum academic load or more.

6. The student registers his courses by himself during the self-registration period, followed by the manual addition and deletion period specified in the university calendar. It is not allowed to register after these two periods.



7. The student is responsible for reviewing his schedule and making sure that there are no conflicts or violations of the registration rules (Article 34 of the Student Rights and Duties Regulation).





Mechanism of self-registration



Self-registration is an electronic service available through a student's university account for a period of time prior to the start of each semester, as specified in the university calendar, during which the student can register his choices of courses for the semester with the appropriate number of people.



when submitting an application



- 1- Accessing the academic website and requesting the addition of courses before beginning self-registration to ensure that the relevant sections are registered.
- 2- Request that all of the courses to be studied and recommended by the academic advisor be added.
- 3- Make sure to click the install icon to permanently add the courses.

After submitted an application

- 1- Make a copy of your timetable.
- 2- Communicating with the academic advisor, including providing him with a copy of the timetable and consulting with him on it.
- 3- Make sure that each course's activities are included in the timetable.
- 4- Ensure that no course is added that contradicts the rules for course addition and deletion, as well as communication with the college in the case that a registered course is added despite the rules and duties being exceeded.

Before submitting an application



- 1- Reviewing and adhering to the general rules for adding and deleting items before submitting the application (link). View the prepared video to learn how to add self-paced courses to a student's academic page (link).
- 2- Examining the specialization's study plan and learning about the first-priority courses in the addition (link).
- 3- Keeping track of the data for the courses to be added and ensuring that each course's activities are completed (theoretical, practical, exercises).
- 4- Examining the academic calendar to determine the dates of the divisions of the courses to be added and to ensure that the dates of the divisions do not conflict.
- 5- Communicate with your academic advisor and provide him recommendations for new courses for the upcoming semester.

Important info



- 1- The of consulting an academic importance advisor when choosing courses that will help the student's progress and distinguish
- 2- The self-registration option allows students to create their own study timetables and register for available classes.
- 3- While it is recommended to complete all course registrations within the usual self-registration time, if a student is unable to do so, the university provides a second option by allowing the student to submit his application to the college during the regular manual registration period.



The mechanism of adding and deleting courses from the college



The procedure of electronically submitting requests for adding and deleting courses via the Requests and Inquiries icon on the student's academic page.

Before submitting an application



- 1- Reviewing the general rules for adding and deleting and observing them when submitting the application (link). Watch the video prepared to explain how to add self-paced courses through the student's academic page (link).
- 2- Reviewing the study plan for the specialization and knowing the first priority courses to be added. (link).
- 3- Recording the data of the courses to be added and making sure of the activities of each course (theoretical, practical, exercises).
- 4- Reviewing the academic schedule to know the dates of the divisions of the courses to be added and to make sure that there is no conflict between the dates of the divisions
- 5- Communicate with the academic advisor and advise him on the courses to be added in the new semester.

When handle an application



- 1- Correctly writing the course's name, number, and code to be added or removed.
- 2- Not to request the addition of courses that, if added, would increase the academic load over the upper limit, keeping in mind that the study load is linked to the cumulative average (link):

The student who has only four or less unregistered hours remaining from the full plan (graduate student) is excluded by adding four hours to his workload so that he can graduate at the conclusion of the semester if he succeeds in all of the registered courses.
- 3- Make sure to write the application carefully, precisely, and without errors, so that the registrar can complete it the first time, knowing that applications submitted for the first time are given priority in dealing with them.

After submitting the application



- 1- Deferring the request for the second addition and deletion until at least two working days have passed since the first request was submitted, as raising repeated requests increases the number of requests, which slows down the processing of requests.
- 2- Follow up the application on the academic system's website (link)Continuous access to the academic calendar and registered courses, keeping in mind that receiving an application does not guarantee that it will be implemented.
- 3- Ensure that no course is added that violates the addition and deletion regulations, as well as communication with the college in the case that a registered course is added despite the controls being violated.
- 4-Communicating with the academic advisor, including giving him with a copy of the timetable and consulting with him on it.
- 5- Communicate with the scientific department by sending an official e-mail to the department if you have any questions or suggestions.



Graduation project registration



The graduation project is one of the components of the student's study plan, which begins in ninth level and continues through tenth level.



After passing the preceding prerequisites according to the department's plan, the student has the option to register the project at the ninth level. The hours passed must be at least 118 hours.



The department's project coordinator hosts an introductory lecture for qualified students interested in registering for a graduation project, during which he discusses the concept of graduation projects as well as engineering ethics, and the student submits a copy of their academic record.



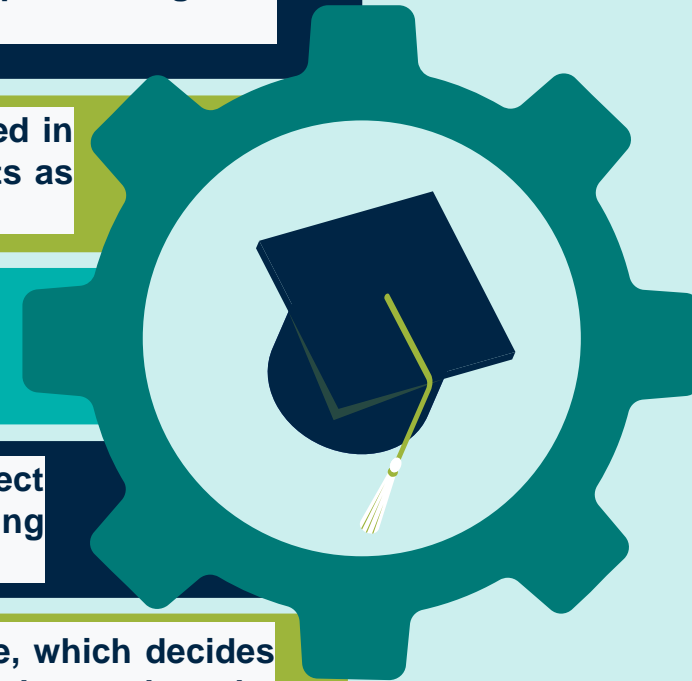
Faculty members' projects are presented to students openly, with no mention of the supervisor's identity, and each project has its own code.



Following the presentation of the projects to the students, each student completes a request project form and signs a commitment to respect the project supervisor's directives as well as the engineering profession's ethics, which are described by some of its items.



Students are assigned to projects based on their preferences and cumulative grade point average, which decides preference in the case of similar preferences. The department registers the project for the students when the students have been assigned to their projects.





Summer Training Registration



It is one of the courses of the study plan that aims to link the engineering concepts that are taught theoretically with the engineering reality in the real fields of work.



Training objectives



- ✓ Giving students the opportunity to gain practical experience and training before graduation.
- ✓ Strength students' understanding of the theoretical sciences they have received in their field of specialization.
- ✓ Directing students to take responsibility and adhere to deadlines.
- ✓ Students are being directed to interact with community members outside of the university.

Registration Mechanism



The student registers on the academic system using the field training registration link.

The student submits the following documents to the training coordinator in the department

- Training registration request
- academic record
- Request to arrange the desires (noting that the student has the right to train with a specific company he wishes to train with, after the approval of the department, which is called (special opportunity).

The training is registered during the summer semester's add/drop period, and it is ensured that the student's passed hours are 110 hours, and the student does not have the right to register if the hours are less.

Students who are eligible for training are assigned to various parties based on their preferences and cumulative grades. Students with special needs are not included in the distribution because they train at the company where they received approval and were approved by the department.

After registration



The student must attend the training and submit a form for the summer training start notification form to the department's training coordinator as soon as possible after the training begins.

The student sends the following information to the department's training coordinator: The student's weekly progress report details his training progress. His commitment to daily presence at the training committee is demonstrated by his absence form and weekly evaluation.

During the training time, the training committee evaluates the student and gives him a score out of a possible 25 on the training committee assessment form for a trainee student, which is then secured and sent to the training supervisor.

The department appoints a committee to discuss the student, and the session takes place after training in the first week of the following semester.

Visitor student registration

For a university student wishing to study as a visiting student at any of the university's departments:	For a student from another university who wishes to study at Jazan University as a visiting student:	For a Jazan University student who wishes to study at another university as a visitor:
<ol style="list-style-type: none"> 1. When submitting the application, the student must be a regular, have a cumulative average, and have successfully completed at least (12) credits. 2. The student's college must give him permission to study at the other college. 3. To get permission from the college where he wants to study as a visiting student 4. A student is only allowed to study as a visiting student for a maximum of two semesters. 5. A visiting student's academic record in any department of the university must include all of the courses he studied, as well as semester and cumulative grades and averages. 	<ol style="list-style-type: none"> 1. The student must have an academic record (with a cumulative grade point average) from the university where he is enrolled for at least one semester. 2. To get official permission from his university to study as a visiting student at Jazan University, specifying the courses he wants to study. 3. The student submits his application to the Deanship of Admission and Registration within the academic calendar's period 4. To get permission from the college where he wants to study as a visiting student. 5. A student is only allowed to study as a visitor for a maximum of two semesters. 6. A student is only allowed to study as a visitor for a maximum of two semesters 7. A visiting student does not have the right to request housing from the university, and Jazan University does not pay him a stipend. 	<ol style="list-style-type: none"> 1. Before applying to study as a visiting student, the student must have an academic record (with a cumulative average) for at least one semester at the college where he enrolled. 2. The study should be at a recognized college or university. 3. The student receives his college's permission to study as a visiting student. 4. During the semester in which a student is enrolled as a visiting student, his payment is stopped. It is paid to him following equivalency of his courses at the end of his studies as a visiting student, if he is qualified for the award. 5. A total of (40 percent) of the total units required for graduation at the university, including the number of equivalent hours for a transferred student, can be determined from outside the university. 6. Before the end of the add/drop period in the next semester, the visiting student shall notify the Deanship of Admission and Registration with a certified copy of the result of his studies as a visiting student. He will be judged to have dropped out if he does not submit the results of his study.

Second Section

Academic Transfers



Postponing studies

Postponement: is to stop studying for one semester and then continue studying again in the next semester.



If a regular student submits his application on time and all postponement conditions apply to him, he will not be regarded a failure if he postpones his studies for two consecutive semesters or three non-consecutive semesters.

Important notes

- 1- A postponement is not the same as an apology, as explained in the link.
2. On the dates stated in the university calendar, the postponement request is submitted online through the student's page. The request for a postponement is not allowed once the time limit has passed.
3. Submitting a postponement request online does not imply that the delay will be accepted, and the student must continue to monitor his application on the academic system portal until it is clear whether the postponement will be accepted or not.
4. Because the postponement time is one semester, the student is automatically returned to the system as a regular student without having to request it.
5. The student is totally responsible for continuing to study in the semester after the postponed semester. He must submit a new application if he wishes to postpone the semester after the postponement semester.
6. If the student submits a withdrawal request during the academic calendar's add/drop period, the student may cancel the postponement.



3 The student contacts his academic advisor and reviews the postponement request with him, taking into account the student's academic record, study plan, and justifications for the postponement (the student provides the advisor with the academic record and documents justifying the postponement before the consulting session).



2 The student reviews the university calendar and determines the time limit for requesting a postponement (link).



1 The student reviews the fourteenth article of the study and examination regulations, as well as the executive rule that governs them, and ensures that all postponement rules are followed (link).



6 The student contacts his academic advisor and notifies him of the result of his application.



5 The student follows up his application by checking his academic page on a regular basis, ensuring that it has been accepted, and changing his academic page status from regular to postponed.



4 Within the specified timeframe, the student makes a postponement request via his academic page (link).





Apologies for not completing a semester



Apology: It is a request to stop studying for the reminder of the semester and then restart studying in the following semester.

A regular student may apologize for two consecutive semesters or three non-consecutive semesters without being considered a failure if he submits his application on time and all the conditions for apology apply to him.

Important notes

1. As explained in the link, an apology is not the same as a postponement.
2. The apology request is filed electronically on the student's profile, and it will not be accepted after the time limit has passed.
3. Submitting an apology request electronically does not imply that the student accepts the apology, and the student must continue to monitor his request on the academic system portal until it is obvious whether or not the apology request has been accepted.
4. Because the apology is just for one semester, the student is automatically returned as a regular student in the system.
5. The student is totally responsible for continuing to study in the semester after the apology semester.
6. If the student submits a retraction request during the academic calendar's add/drop period, the student may withdraw the apology.



3 The student contacts his academic advisor and discusses the request for an apology with him, taking into account the student's academic record, study plan, and reasons for the apology (the student provides the advisor with the academic record and documents justifying the apology before the counseling session).



2 The student reviews the university calendar to determine the time limit for filing an apologies request (link).



1 The student reads the thirteenth article of the study and examination regulations, as well as the executive rule that governs them, and ensures that all of the prerequisites for an apology have been met (link).



6 The student contacts his academic advisor and notifies him of the result of his application.



5 The student monitors his request by regularly visiting his academic page, ensuring that the request is carried out, and moving the student's status from regular to sorry.













4 As stated in the video, the student submits an apology request through his academic page within the time limit (link).



The difference between postponing and apologizing for continuing to study the semester



Apology	Postponing	
At least four weeks before the start of the final exams, as specified in the academic calendar	prior to the end of the first week of the semester, as per the academic calendar	Application period 
Two consecutive semesters or three non-consecutive semesters		Number of semesters 
The student may withdraw the apology if he submits a retraction request within five days at most from the date of submitting the apology, and he is counted as absent in the lectures he was absent after submitting the request.	The student may withdraw the postponement if he submits a withdrawal request during the add and drop period specified in the academic calendar	Undo Execution 
Not affected		Cumulative average 
The apology semester is counted as part of the regular period required to complete graduation requirements	The Postponement semester is not counted as part of the regular period required to complete graduation requirements	Regular duration 
It is recorded for the apologizing student (P) or (W) in the semester in which he apologized for his studies	It does not appear in the academic record	Academic record 
The reward is suspended from the date on which the apology is implemented	The bonus is not paid in the postponed semester	Reward 
Through the student's page on the academic system portal (EduGate)		Request Mechanism 
Affected by an apology if the exceeds the graduation time limit	Not affected by the Postponement	Honours 
Article 13 and its executive rule	Article 14 and its executive rules	The regular document in the regulation of studies and exams 



Mechanism for withdrawing from a course



Withdrawing from a course: It is an apology for not continuing to study a certain course without the student being considered a failure in the course.



Important notes



3 The student communicates with his academic advisor and asks him to schedule an orientation session to discuss the withdrawal request. He also provides his academic advisor with his academic record, the university calendar, and all the reasons that support the request to withdraw from the course.



2 The student reviews the university calendar and checks the period allowed to request withdrawal from a course (link).



1 The student reviews by himself the thirteenth article of the study and examination regulations and the executive rule, and makes sure that all the postponement rules are met (link).



6 The student communicates with his academic advisor and informs him of the application result.



5 The student follows up his application by entering his academic page on a continuous basis and making sure that the application is implemented and changing the status of the course in the academic record to Excuse (P).



4 The student requests to withdraw from a course from his academic page within the permitted period, as shown in the video (link).

1. The request to withdraw from a course is submitted electronically through the student's page, and the withdrawal request is not accepted after the end of the permitted period.
2. It is not permissible to withdraw from any course in which the student attended the final exam.
3. The student has no right to withdraw from a course twice, whether in two consecutive semesters or in separate semesters.
4. The number of hours registered for the student after accepting withdrawal from the course must be more than or equal to 12 credits.
5. Submitting a request to withdraw from a course electronically does not mean acceptance of withdrawal, and the student must continuously follow up his request on the academic system portal until it becomes clear to him whether the request will be accepted or not.
6. The student may not turn back from the withdrawal.

Third Section

Final Examinations





Final Exam procedures



The student is not allowed to enter the final exam after half an hour has passed from its beginning, and he is not allowed to leave the exam before half an hour has passed from its start.



A student not allowed has more than two courses in one day, and the University Council may make an exception.





Prohibition from entering a course exam



a course prohibition: due to his irregular attendance and absence of 25% or more of the total hours of lectures, the student is unable to enter the final exam.



Important Information



- 1-The student must attend all lectures on a regular basis, and he is excused from attending some lectures if his circumstances prevent him from doing so, as long as his absence does not exceed 25% of the total lecture hours.
- 2- A typical student is denied access to the course's final exam and is judged a failure if he misses 25% or more of the lectures.
- 3- A prohibited student receives a grade of (H) and a score of (zero) in the final exam grade field, which has a negative effect on his semester and cumulative average.
- 4- The student can find out his absence % by checking to his academic page (link).
- 5- The student bears the responsibility to follow up on his absence on his academic page constantly, and the failure to follow it does not absolve him of responsibility.

Important Information



- 6- The student can convert his absence from an absence without an excuse to an absence with an excuse, until the deprivation is lifted from him, provided that all the controls described in the mechanism for lifting the deprivation are followed (link).
- 7- The college announces by e-mail the last date for modifying the absences to which the rules and constraints.
- 8- If the denial is lifted before the final exam date, the college allows the student to take the final exam.
- 9- The college sends out an e-mail with the deadline for processing absences that are subject to the restrictions and limits.
- 10- At the end of the semester, on the date designated in the academic calendar, the deprivation lists must be approved (link to the academic calendar).
- 11- It is not legal to relieve the deprivation for any course in which the percentage of absences is greater than 50%. In the event of convincing excuses, the student has the ability to request withdrawal from the course, which must be given to the instructor. prohibition for any student after approving the lists.



Dropping prohibition of the student



Important notes

- 1- The student has the right to keep the original excuses after matching them with the copies of the documents submitted, and the college is not responsible for losing them.
- 2- The student must keep a copy of the excuses form and its supporting documents.
- 3- The student is responsible for handing over the excuse to the professor of the course after it is accepted by the competent committee, within a period not exceeding three working days from the date of accepting the excuse from the committee. The department's excuses committee is the body responsible for accepting or rejecting excuses.

Constraints of accepting excuses

- 1- Notifying the college of the reasons for the absence, using the form prepared for this, within five working days from the date of the absence, and no excuse is accepted after that.
- 2- The excuse submitted should be an official documents accepted by the college as excuses for absence.
- 3- Attach all the official documents that support the application, and in case that official documents are not available, the student is given an additional period not exceeding five working days from the date the excuse is removed, to bring medical reports or official statements confirming the reasons for absence.



Official Documents

- 1- A medical report related to the student issued by a government hospital.
- 2- A medical report related to the student issued by a private hospital and certified by the university's medical services.
- 3- Death certificate of a first-degree family member.
- 4- A letter concerning the student addressed to the college from a security authority, explaining convincing justifications.
- 5- A traffic accident involving the student.
- 6- Other circumstances and they are evaluated by the concerned authority in the college.



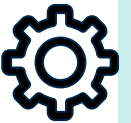
Re-correction for Final exam



A student may not request re-marking of answer sheets for more than three courses within a semester.3. The decision on the student's application is made by the conclusion of the second week of the following semester.

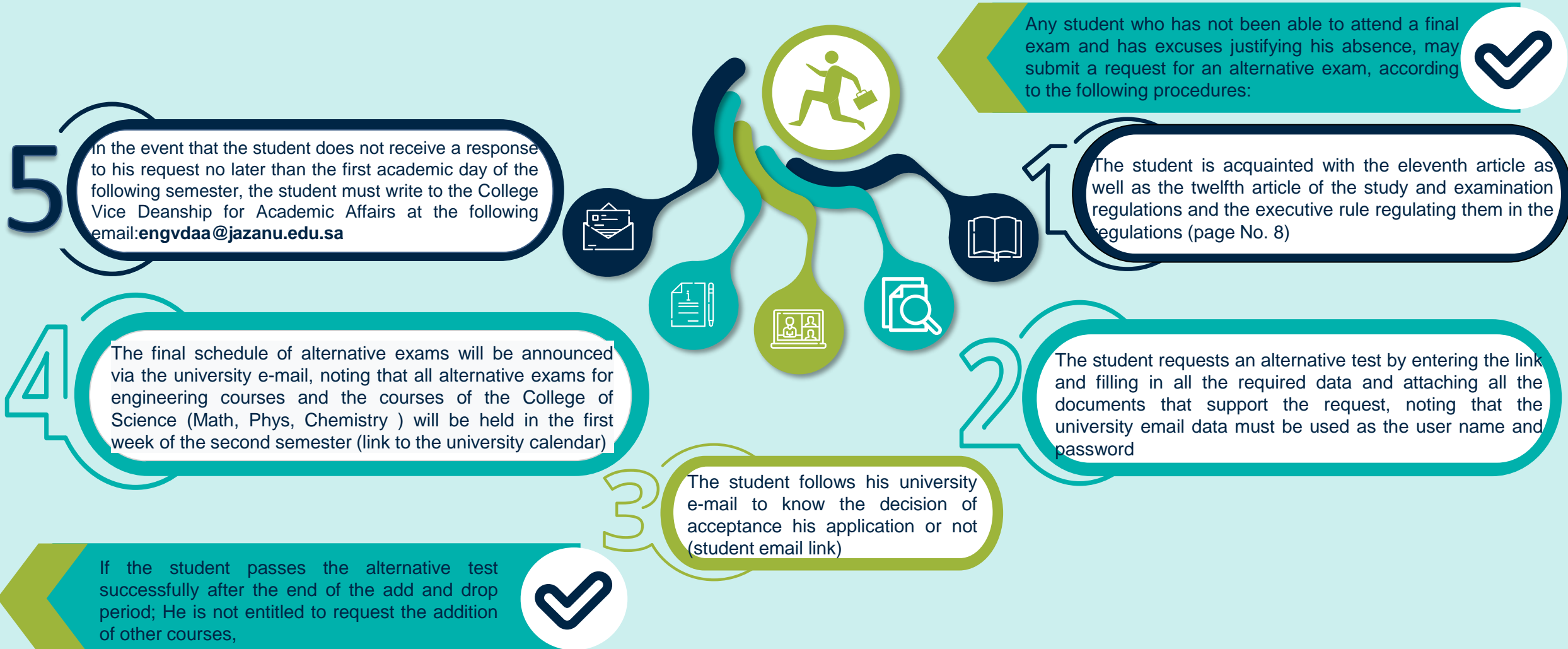


In the case that re-correction of the answer sheets is required, the College Council approves it according to the following rules:1. A student may request that his college re-mark the answer sheets for a specific course within three working days after the course's final result being announced.





Alternative final exams



The Fourth Section

Exam Results





Overall grade point average



The general estimate of the cumulative average upon the student's graduation based on his cumulative grade is as follows:

Very Good



If the GPA is from 3.75 to less than 4.50 out of 5.00

If the GPA is at least 4.50 out of 5.00

Excellent



Pass



If the GPA is from 2.00 to less than 2.75 out of 5.00

If the GPA is from 2.75 to less than 3.75 out of 5.00

Good





Graduation



The student graduates after successfully completing the graduation requirements according to the study plan:

The college council determines appropriate courses that the student has not studied before in order to be able to raise his cumulative average, if he succeeds in the courses and fails in the cumulative average. ✓

✗ The student's cumulative GPA upon graduation must not be less than (2.00) out of (5.00) with an pass grade

Students who obtain an incomplete grade (L), or who are allowed to take an alternative test in one or more courses in the last academic level of the graduation program, or the like, for whom individual graduation notes are raised once they complete the graduation requirements, and it is considered the last semester in the student's record It is the graduation semester. ✓

✗ A student is not considered a graduate except after the approval of the University Council or its authorized representative to grant him the academic degree

The student will be graduated only after completing the training period, and the student's graduation date will be according to the graduation date specified in the academic calendar for the semester in which the training is completed. ✓

✗ The practical training must end before the graduation date specified in the academic calendar.

The graduating student receives one original copy of the graduation document and academic record. He may obtain alternative or additional copies, according to the regulation approved by the University chancellor. ✓

✗ If the training is a complementary part that is not approved in the specialization program; The graduation of the student will be in the semester in which he completes the requirements for graduation according to the approved plan of the specialization program, and the delivery of the graduation document is postponed until the completion of the training period.



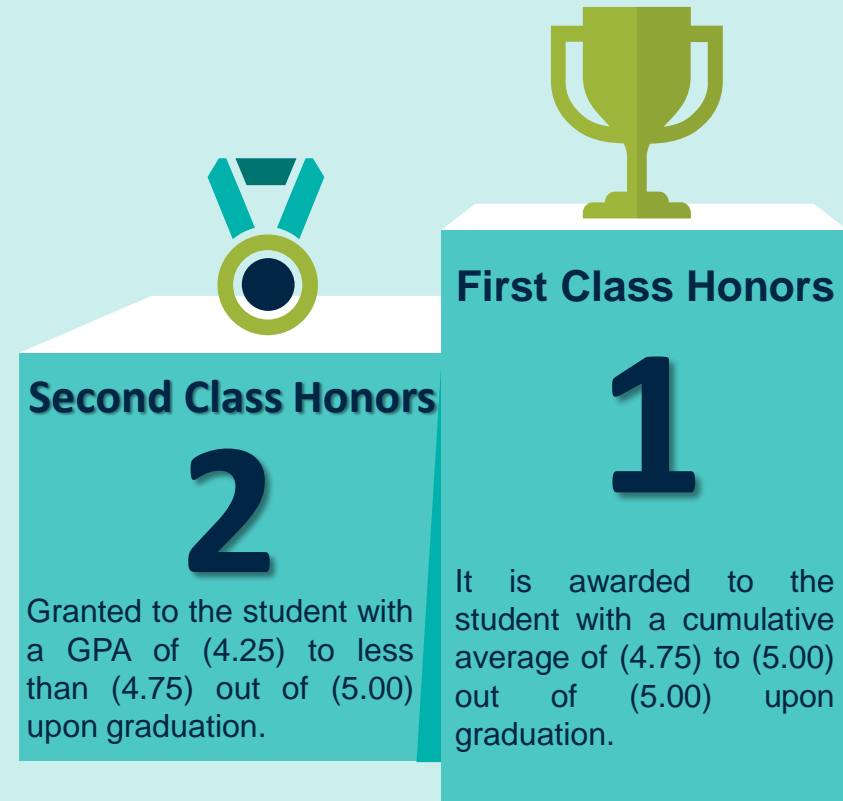
Honor's Degree



to obtain the honors degree, the student must not have failed in any course he studied at the university or at another university

In order to obtain the honors degree, the student must have completed the graduation requirements within a maximum period of average duration between the minimum and maximum period of stay in his college.

In order to obtain the honors degree, the student must have studied at the university from which he will graduate with no less than (60%) of the graduation requirements.



Fifth Section

Completion of studies in
specialization / college / university



Academic dismiss and How to Treat

A student is dismissed from the College of Engineering for an academic semester in the following cases:

If he has finished the prescribed period for graduation and did not complete the graduation requirements within a maximum period of (15) semesters

2

1

If he receives at most three consecutive warnings for his cumulative average drop below (2.00) out of (5.00).

The conditions of dismissed students are handled as follows:



If the student submits his application for the exceptional opportunity through his academic page within the specified period in the academic calendar as shown in the video, he may be granted an exceptional opportunity to complete the graduation requirements with a maximum limit of not more than twice the original period specified for the program (20 semesters).



A student who has been dismissed due to exhaustion for more than twice the program's duration (20 semesters) may be given a second chance for up to two semesters, for a total of 20 semesters, providing that the student completes at least 30 credit units.

A student who is academically dismissed because of warnings is given a fourth chance if the following conditions are met:

1. To submit his application for the opportunity through his academic page in the period specified in the academic calendar as shown in the video.
2. That he can raise his cumulative average assuming that he obtains (56) points from studying (14) academic units.



If the following requirements are met, a student who has been academically dismissed due to warnings is offered a fifth chance:

1. To apply for the opportunity via his academic page within the timeframe indicated in the academic calendar, as shown in the movie.
2. His last semester average should not be less than (2.00) out of ten (5.00).
3. That if he gets 56 points from studying 14 academic units, he can improve his cumulative average.





Re-enrollment Request Mechanism



Re-enrollment : It is the dismissal of the student from the university and not able him to continue studying temporarily or permanently, due to his interruption of studies.



A student who withdraws from the university (a student who withdraws his file from the university) is treated as a student whose registration has been closed.

Important notes



3 The student communicates with his academic advisor and discusses the request for re-enrollment according to the student's academic record, study plan and reasons for re-enrollment (the student provides the academic record and supporting documents for the request before the consulting session).



2 The student reviews the university calendar and checks the period allowed for submitting the re-enrollment request (link).



1 The student reviews by himself with Articles 15, 16, 17 and 18 of the study and examination regulations and the executive rules and ensures that all the controls for re-enrollment are met (link).



6 The student communicates with his academic advisor and informs him of the application result.



5 The student follows up on his application by entering his academic page on a continuous basis and making sure that the application is implemented and the student's status is changed from enrollment to regular.



4 The application is raised from the academic page within the allowed period, as shown in the video (link). Confirmation that the student has not passed four semesters of enrollment; Including the enrollment semester.

1. Enrollment is different from Academic dismissing as described in the link.
2. The re-enrollment request is submitted electronically through the student's page, and the re-enrollment request is not accepted after the allowed period has expired.
3. Submitting a re-enrollment request electronically does not mean accepting the request, and the student must continuously follow up his request on the academic system portal until it becomes clear to him whether the re-enrollment request is accepted or not.
4. The application for re-enrollment must be submitted within four semesters; Including the semester in which he was closed.
5. A student whose enrollment has been suspended may not be re-enrolled if he has been academically dismissed.
6. If four semesters or more have passed since the student's registration was terminated, including the semester in which the student's registration was terminated (or two academic years for colleges that apply the academic year system); He can apply to the university as a new student.
7. The semester in which the interruption or withdrawal occurred is counted within the regular period required to complete the graduation requirements, and the following semesters are not counted within that period. considered to have dropped out for the semesters he studies as a visitor at another university
9. A student may not be re-enrolled more than once.



Exceptional Opportunity Request Mechanism



Academic dismissal: It is the transfer of the student's status from a regular student to a dismissed student and not enabling him to continue studying because of his academic stumble.



A student who withdraws from the university (a student who withdraws his file from the university) is treated as a student whose registration has been closed.



3 The student communicates with his academic advisor and discusses the request for re-enrollment according to the student's academic record, study plan and reasons for re-enrollment (the student provides the academic record and supporting documents for the request before the consulting session).



2 The student reviews the university calendar and checks the period allowed to apply for an exceptional opportunity (link).



1 The student reviews by himself Article 20 of the study and examination regulations and the executive rule, and makes sure that all the controls for re-enrollment are met (link).



6

The student communicates with his academic advisor and informs him of the application result.



5 The student follows up on his application by entering his academic page on a continuous basis and making sure that the application is implemented and the student's status is changed from enrollment to regular.



4 The application is raised from the academic page within the allowed period at the beginning of the semester as shown in the video (link). With the assurance that the student should not have completed four semesters of enrollment; Including the semester in which he was closed.

Important notes

- 1- Academic Semester is different from Enrollment as described in the link.
2. A student is dismissed if: a. If he receives at most three consecutive warnings for his cumulative average drop below (2.00) out of (5.00). B. If he has finish the prescribed period for graduation and did not complete the graduation requirements within a maximum period of (15) semesters
3. The conditions of dismissed students are handled as shown in the link.

Section Six

Student Activities in the College & University

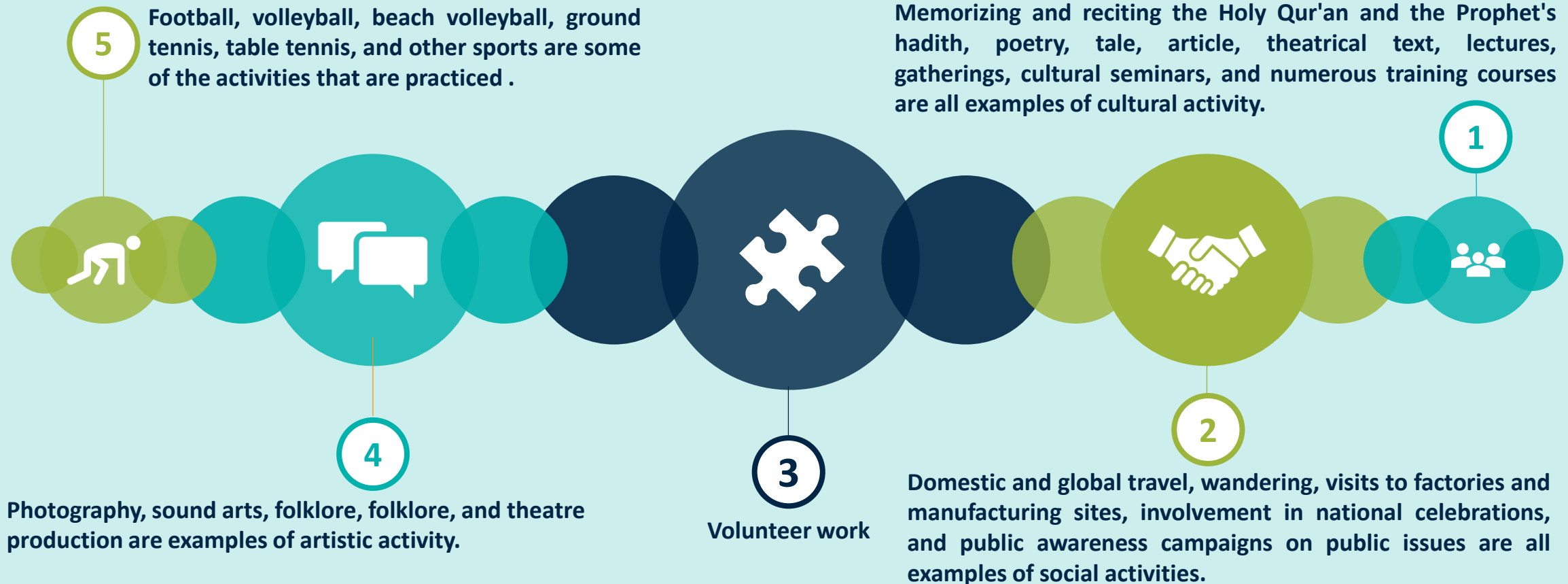




Student activities in the College & University



In addition to the support channels that your university and college provide you with in order to complete your academic path as early as possible, they also provide you with the opportunity to engage in the cultural, sports, social, and artistic activities that you enjoy, tends to result in an integrated personality that contributes to the renaissance of the beloved country with awareness and positivity, and achieves the ambitious 2030 vision.





Engineering Club



It is a specialized student club for engineering students that focuses on , developing and enhancing students' skills and abilities as well as discovering their talents, supporting , highlighting and motivating them for creativity and innovation. and is considered as a key in achieving the Kingdom's Vision 2030.





Important links



For all students

Self-registration for courses

University calendar

Saudi Digital Library

Blackboard system

Blackboard technical support

Explanation of the Blackboard system (video)

Student's university mail

Request to reset the password for the academic account

Technical support for students

Modify the name in English for graduates and prospective graduates

Student's guide to academic transfer

A student's guide to reset the password for his academic account

Important questions about student rewards

For new students

New Student Services Portal

Self-registration for courses

Contact form for new students

Student rewards

Important question about student rewards

Applying for student residence

University card appointment service

ATM card request service

Special Needs Form (students with Disabilities)

Contacting university administrations by phone

Technical support for students

Student club registration form (male and female)

Registration form for university teams

Registration form in the Voluntary Work Unit at Jazan University



Important links



Program Paths for Departments of engineering College

Industrial Engineering Department
Industrial Engineering Department
Electrical Engineering Department
civil engineering Department
Mechanical Engineering Department
Architecture Engineering Department

Courses Description for Departments of engineering College

Industrial Engineering Department
Industrial Engineering Department
Electrical Engineering Department
civil engineering Department
Mechanical Engineering Department
Architecture Engineering Department



Important links



General links

[Electronic Disclaimer Request \(Withdrawal from the University\)](#)

[Public services](#)

[Training courses and workshops](#)

[Financial Services](#)

[Scholarship application service for non-Saudis](#)

[Distance education students](#)

[sub Libraries](#)

Form Links

[Contact form for new students](#)

[Special Needs Form \(Disabilities students\)](#)

[book request form](#)

[disclaimer form](#)

[Transferable Course Equivalency Form](#)

[Marks Modification Form](#)

[Visiting Student Form](#)

[Student club registration form \(male and female\)](#)

[Registration form for university teams](#)

[Registration form in the Voluntary Work Unit at Jazan University](#)

[Employment Center and Alumni Relations registration form](#)



Important Links



Contacts

Service to communicate with an official

Contact and inquire for new students

Contacting university administrations by phone

Contact with Engineering College

Electronic communication service with the Deanship of Admission and Registration

Technical support from the Deanship of E-Learning and Information Technology

Services

Specialty change service (internal transfer)


University card receipt appointment service

ATM card request service

Office 365 services and university mail activation

National Address Data Update Service

 eng@jazanu.edu.sa

 017-3295000

 <https://www.jazanu.edu.sa/eng/>

