



## ***Student Handbook***

2020

### **ABSTRACT**

*The Student Handbook provides information to students on admission requirements of the chemistry department. Also described here are the curriculum and study plan, rules and regulations, policies, ethics, supportive services, students' rights, disciplinary and advisory committees*

### **Quality & Development Committee**

Chemistry Department

**Student Handbook**  
**Bachelor in Chemistry**  
**Chemistry Department**  
**College of Science**  
**JAZAN University (JU)**

**Prepared by**  
**Quality and Development Committee**

**2020**

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## PREFACE

*Before 2008, in Jazan there is no chemistry program, students travel to ABHA area (around 200 Km from here), to study in Abdelaziz Faculty of Science (Branch). It is difficult to both male and female to continue their study. The college of science, Jazan university was establish by the approved from Council of Higher Institutions, Decree No. 13/37/1426 on 30/4/1426 in its 37<sup>th</sup>. session and was approved by the Custodian of the Two Holy Mosques, -May God protect him-, No. 3869 / M.B dated 5/1426,*

*Jazan university Board discuss in its 4<sup>th</sup> Session on 20/5/1432, the subject of converting the chemistry and biology sections to two sections conferring a bachelor's degree and recommended approval for this. This recommendation was presented to the interim committee charged with exercising the jurisdiction of the cancelled higher education council.*

*The committee reviewed its secretariat report and recommended to approve the order according to Decree NO 6/4/1437 on 19/5/1437 and leave the university's work to grant the two sections a bachelor's degree before the date indicated by the decision,*

## Program General Information

University	Jazan University (JU)
College	College of Science
Department	Chemistry
Name of the Degree Program	B. Sc. in Chemistry
Duration of Study	4 years (8 semesters)
Total Credit Points	130 CH (KSA) ~ 229 (ECTS)
Website of Jazan University	<i>Arabic</i> and <i>English</i>
Website of Faculty of Science	<i>Arabic</i> and <i>English</i>
Website of chemistry department	<i>Arabic</i> and <i>English</i>
Program Started on	2008
Expected Number of Intake	240
Types of Fees	Free of charge
Office Contact Person	Head of the Department
Telephone	00966173295516
Email	<a href="mailto:wmalamier@jazanu.edu.sa">wmalamier@jazanu.edu.sa</a>
Fax	
Postal Address	Department of Chemistry College of Science (University City Building) Jazan University Kingdom of Saudi Arabia Postal Code: Jazan 45142 P.O. Box 2097

## Vision Statement.

The pursuit of excellence in education, scientific research and community services.

## Mission Statement.

Provide educational, research services and build effective partnerships to serve the community in chemistry.

## Goals and Objectives.

### Goals

- G 1. Provide comprehensive and optimal education based on the department and services.
- G 2. Improving the department information technology structure.
- G 3. Verifying the completion of the department annual plans and governance.
- G 4. Improving the department capabilities of human resources.
- G 5. Providing high-quality academic programs and provide a comprehensive and optimal education based on modern education strategies.
- G 6. Encourage faculty members and students and engaging them in innovative and interdisciplinary research.
- G 7. Creating and strengthening cooperation and partnerships and guiding students to take advantage of training opportunities from relevant authorities.
- G 8. Improving and developing program learning outcomes and developing students' skills to suit the requirements of the labor market.
- G 9. Improving the efficiency of the department graduates.
- G 10. Providing services that meet the society and improve the quality of life.

## Objectives

The main objectives of the program to fulfil the department seven goals are as follows;

- O 1. To provide a comprehensive and optimal education based on high-quality educational strategies.
- O 2. Training students to acquire the knowledge and professional competence necessary to work effectively to meet the requirements of the labor market.
- O 3. Providing students with supportive means of learning practices and enhancing their personal skills that enable them to work successfully.
- O 4. Engaging students in innovative and interdisciplinary research.
- O 5. Provision of trained graduates equipped with values for serving the Kingdom.
- O 6. Encouraging scientific research that contributes to meeting the requirements of development with wide economic and social benefits.
- O 7. Creating strong links with the community and providing effective community Services

## Values.

**Citizenship:** Pride in the national identity and a sense of social responsibility.

**loyalty:** a sense of commitment and initiative towards the goals and objectives of our department.

**Responsibility:** Adherence to ethical standards and work values.

**Excellence:** The application of standard practices and offering quality services.

**Capacity Building:** Investing in human capital.

**Teamwork:** Devoting the principle of cooperation and teamwork in the spirit of one team.



## Program attributes

- Seeking for knowledge, continuous research and practical application of knowledge
- The ability to solve problems and make decisions
- Commitment to values, morals and responsibility
- Digital communication
- Effective Communication
- Leadership and teamwork
- professional scientific conduct

## Degree Offered.

The awarded degree is Bachelor of Science (B.Sc.) in Chemistry/ Faculty of Science/Jazan University The system of Higher Education Saudi requires at least 130 credit hours for Bachelor's degree (equivalent to 229 ECTS credit points). The Jazan University regulates the education to enable the student to complete his/her bachelor degree in Chemistry in four years of full-time study.



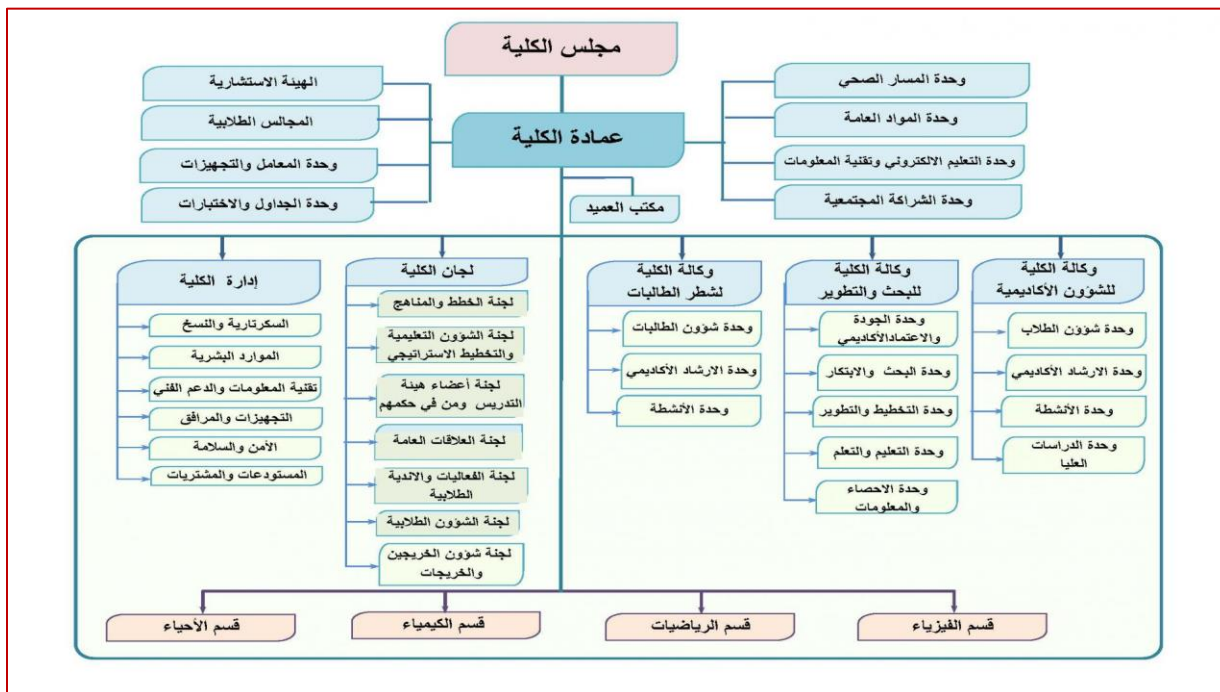
## Branches and Locations.

Bachelor of science in chemistry program at Jazan university is offered in main campus (boy and Girl sections) and in one branch (Female Branch Campus: College of Science and Arts- Samta)

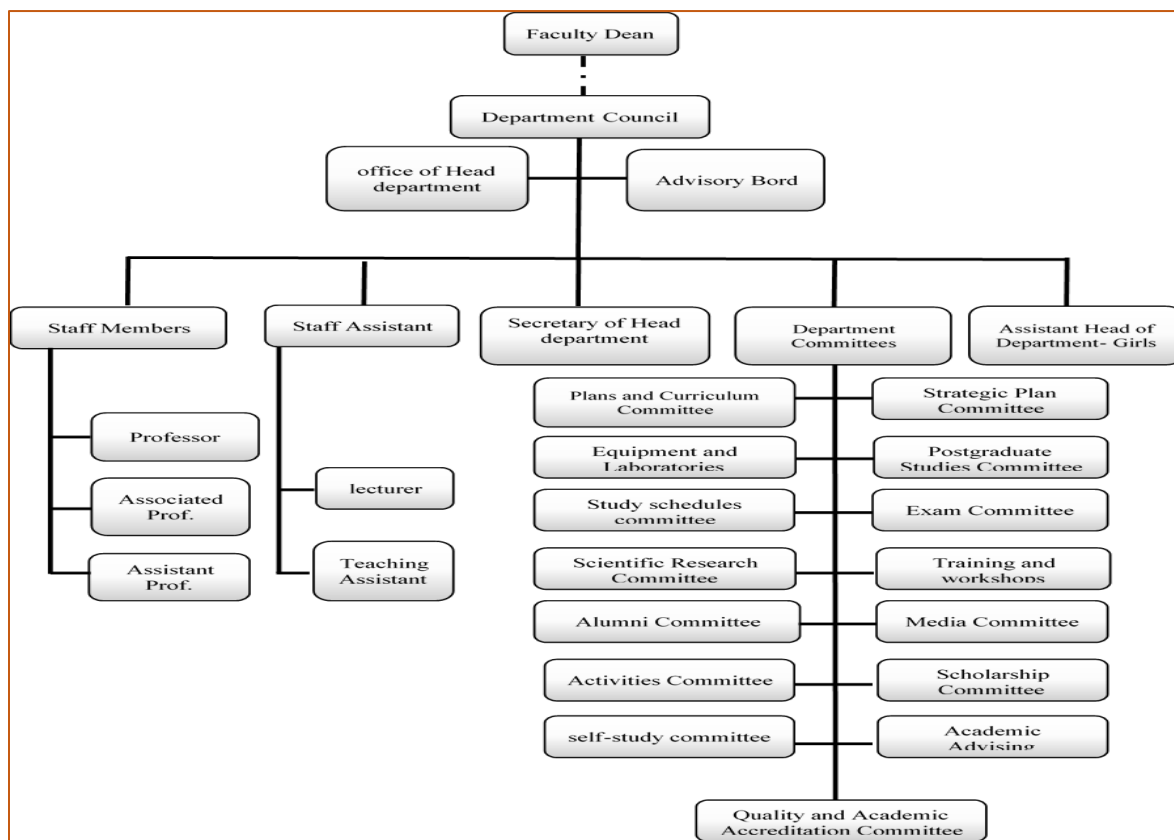
Campus	Place	Location
Main Boy	Campus- University City Building	<a href="https://goo.gl/maps/SQUyd2qCAqhmfvGVA">https://goo.gl/maps/SQUyd2qCAqhmfvGVA</a>
Main Girl	Campus- Mahlia Campus	<a href="https://goo.gl/maps/zPjYqZvCdd6V44sc6">https://goo.gl/maps/zPjYqZvCdd6V44sc6</a>
Samta branch	Samta University collage	<a href="https://goo.gl/maps/CNjsBaMbLEeEnmfJ7">https://goo.gl/maps/CNjsBaMbLEeEnmfJ7</a>

## Administrative Structure

### College



## Department



## Employment Outlook

A person working as a Chemist in Saudi Arabia typically earns around 32,900 SAR per month. Salaries range from 16,100 SAR (lowest) to 51,300 SAR (highest).

This is the average monthly salary including housing, transport, and other benefits. Chemist salaries vary drastically based on experience, skills, gender, or location. Below you will find a detailed breakdown based on many different criteria.

<http://www.salaryexplorer.com/salary-survey.php?loc=191&loctype=1&job=678&jobtype=3>

## Program Graduates Attributes.

According the attributes & Characteristics of graduates at Jazan University, chemistry department put suitable learning outcomes to fit these attributes which are;

- Passion for knowledge, continuous research and practical application of knowledge
- The ability to solve problems and make decisions
- Commitment to values, morals and responsibility
- Digital communication
- Effective Communication and Negotiation
- Leadership, leadership and teamwork
- professional scientific conduct

These attributes enable our graduate to the following position; according to Professions and jobs as in Ministry of Civil Service and Saudi National Commission:

<https://eservices.mcs.gov.sa/ClassificationGuide/Pages/Degrees.aspx>

## Assistant researcher in chemistry

This series includes the tasks related to the specialized works in the field of setting standards and requirements for goods and products and their basic components, including the examination of measuring instruments and calibration by standard devices to ensure that they perform their work accurately and do other work that related to this area.

## ***Assistant laboratory researcher in chemistry***

This series includes the functions related to the work of the chemistry labs in the preparation of researches, studies, reports and the use of instruments and devices for the analysis, examinations and chemical or physical composition of the materials, elements, samples and other related works in this field.

## ***Laboratory Analyst***

This series includes functions related to the work of laboratories and the use of instruments and equipment for the conduct of analyzes, tests and chemical or physical formulations of materials, elements and samples and other related activities in this field.

## ***Laboratory Technician***

This series includes the functions related to the works of technical assistance for the conduct of analyzes or chemical structures, etc., and the subsequent results, the preparation of reports and supervision of these works and other related work in this area.

## ***Environmental Protection Specialist***

in the Field of Chemistry This series includes the functions related to the work of environmental protection from the preparation of researches, studies, reports, the use of machines and equipment and conducting experiments and analyzes to identify the extent of pollution of water, air, soil and the level of hazardous wastes including radioactive waste and the level of natural radioactive materials such Radium, Uranium and Thorium chains as well as the level of radiation in the waste of mines and radioactive waste generated by hospitals and some industries and research centers also include the preparation of studies and research and make recommendations in the light of information and data and The activities related to protecting the environment from waste from mines, quarries and hospitals, analyzing the level of these wastes, finding the appropriate safety and safety means to protect the environment and implementing the specific safety regulations for this area and carrying out other works. Related to this area)

## ***Environmental Chemical Foreman***

This series includes functions related to the environment from the control and recording of hazardous waste data, air and water pollution, environmental degradation, use of instruments, devices and radiological reagents, fieldwork of sampling and information

collection, preparation of descriptive reports, technical supervision of these works and other related works the field)

### *Chemical safety and security*

This series includes the functions related to the preparation of planning and organizational studies to develop plans and programs and chemical safety instructions for public and private buildings and facilities and to ensure the safety and suitability of safety equipment and guidance and guidance and discovery of waste in the area of safety and safety of the work environment and the preparation of reports and recommendations and technical Safety and other related activities).

### *Chemotherapy Specialist*

This series includes functions that belong to the chemical processing of documents, archives and manuscripts, sterilization, removal of contaminated spots for paper and leather, and technical supervision of these related works). Chemical Monuments Technician- (This series includes the functions related to the technical works in the field of prospecting and the search for antiquities and the subsequent works of restoration, maintenance, documentation, supervision of these works and other related works).



## Curriculum/Content

The department offers the B.S. in Chemistry. The B.S. are 130-hour programs designed under regulation of Jazan University, the information provided in these leaflets reflects the regulations and bye-laws in force at the time of publication.

### Credit of courses in the curriculum

Education Categories	Total of Credit h	Percentage of Credit	ECTS*
English Skills	9	6.92%	16
Computer skills	3	2.31%	5
Mathematics Science	9	6.92%	16
General Educations	25	19.23%	44
Chemistry Courses	82	63.08%	144
Bachelor's Project	2	1.54%	4
Total	130	100%	229

ECTS \*: The European Credit Transfer and Accumulation System

### Requirements in the curriculum

Program Structure	Required/ Elective	No. of courses	Credit	ECT S	Percentage
Institution Requirements	Compulsory	7	15	42	12%
College Requirements	Compulsory	6	24	26	18%
Program Requirements	Compulsory	30	89	157	68%
Capstone Course/Project	Compulsory	1	2	4	2%
Field Experience/ Internship	not applicable	0	0	0	0%
<b>Total</b>		<b>44</b>	<b>44</b>	<b>130</b>	<b>229</b>



## University Requirements

Level	Course code & No.	Course Name	Required	Pre-Requisite	Skills		
					Lectures	Practical	Total CR
<b>level 1</b>	<i>ISLM 101</i>	<i>Islamic Culture 1</i>			2	0	2
<b>Level 1</b>	105 ENGL	English Language	R		12	3	6
<b>Level 1</b>	101COMP	Introduction Computer	R		2	2	3
<b>Level 2</b>	102 ISLM	Islamic Culture 2	R		2	0	2
<b>Level 2</b>	101ARAB	Linguistic Skills	R		2	0	2
<b>Level 2</b>	106 ENGL	Scientific English	R	105ENGL	3	0	3
<b>Level 3</b>	102 ARAB	Arabic Editing	R		2	0	2
<b>Level 3</b>	103ISLM	Islamic culture 3	R		2	0	2
<b>Level 4</b>	104 ISLM	Islamic Culture 4	R		2	0	2
<b>Total</b>					<b>29</b>	<b>5</b>	<b>24</b>

## Faculty Requirements

Level	Course code & No.	Course Name	Required	Pre-Requisite	Skills		
					Lectures	Practical	Total CR
<b>Level 1</b>	101 BIO	General Biology	R		3	2	4
<b>Level 1</b>	101MATH	General Mathematics	R		3	0	3
<b>Level 2</b>	101PHYS	General Physics	R		3	2	4
<b>Level 2</b>	101 CHEM	General Chemistry	R		3	2	4
<b>Total</b>					<b>12</b>	<b>6</b>	<b>15</b>

## Program Requirements

Level	Course code & No.	Course Name	Required	Pre-Requisite	Skills		
					Lectures	Practical	Total CR
Level 3	201MATH	Calculus	R		3	0	3
Level 3	231 CHEM	Aliphatic organic Chemistry	R		2	2	3
Level 3	211CHEM	Volumetric Analytical Chemistry	R		2	2	3
Level 3	201CHEM	General and physical Chemistry	R	101 CHEM	3	2	4
Level 4	202 MATH	Differential Equations	R	201 MATH	3	0	3
Level 4	212 CHEM	Chemistry of Gravimetric Analysis	R		2	2	3
Level 4	221CHEM	Chemistry of Main Groups	R		3	2	4
Level 4	232CHEM	Aromatic Organic Chemistry	R	231CHEM	2	2	3
Level 4	241 CHEM	Thermodynamics	R		2	2	3
Level 5	313 CHEM	Chromatographic Analysis	R		2	2	3
Level 5	322 CHEM	Chemistry of Transition Elements	R	221CHEM	3	2	4
Level 5	333 CHEM	Heterocyclic Organic Chemistry	R		2	2	3
Level 5	342 CHEM	Kinetic Chemistry	R		2	2	3
Level 5	343 CHEM	Surface Chemistry & Catalysis	R		3	0	3
Level 6	314 CHEM	Electrochemical analysis methods	R		2	2	3
Level 6	323 CHEM	Co-ordination Chemistry	R	322CHEM	2	2	3
Level 6	334 CHEM	Spectroscopy of Organic Compounds	R		2	0	2
Level 6	335 CHEM	Organic Reaction Mechanisms	R		2	2	3
Level 6	344 CHEM	Electrochemistry	R		2	2	3
Level 7	436 CHEM	Chemistry of Natural Products	R		2	2	3
Level 7	437 CHEM	Stereochemistry	R		2	0	2
Level 7	445 CHEM	Solution Chemistry	R		2	2	3
Level 7	446 CHEM	Polymer Chemistry	R		2	0	2
Level 7	447 CHEM	Quantum Chemistry	R	202MATH	3	0	3
Level 7	491 CHEM	Graduation Project	R	Dep. Approval	1	2	2
Level 8	415 CHEM	Methods of Instrumental analysis	R	314CHEM	3	2	4
Level 8	424 CHEM	Lanthanides & Actinides	R	323CHEM	2	2	3
Level 8	425 CHEM	Group Theory	R		2	0	2
Level 8	438 CHEM	Organic applied chemistry	R		2	2	3
Level 8	439 CHEM	Principles of Biochemistry	R		2	2	3
Level 8	448 CHEM	Photochemistry	R		2	0	2
<b>Total</b>					<b>69</b>	<b>44</b>	<b>91</b>

## Study Plan by semester

First Year											
First Level						Second Level					
Course No.	Course Title	Credit Hours	Contact Hours		Pre-requisite	Course No.	Course Title	Credit Hours	Contact Hours		Pre-requisite
			Lec.	Prac.					Lec.	Prac.	
10IIslm	Islamic culture	2	2	--	--	102Islm	Islamic culture 2	2	2	--	--
10SEng	English Language	6	12	3	--	106Engl	Scientific English Language	3	3	--	Eng 105
10IBio	General Biology	4	3	2	--	101Arab	Arab Language skills	2	2	--	--
10IMath	General Mathematics	3	3	--	--	101Chem	General Chemistry	4	3	2	--
101Comp	Introduction to Computer	3	2	2	--	101Phys	General Physics	4	3	2	--
<b>Total</b>		<b>18</b>	<b>22</b>	<b>7</b>	<del>XXXX</del>	<b>Total</b>		<b>15</b>	<b>13</b>	<b>4</b>	<del>XXXX</del>

Second Year											
Third Level						Fourth Level					
Course No.	Course Title	Credit Hours	Contact Hours		Pre-requisite	Course No.	Course Title	Credit Hours	Contact Hours		Pre-requisite
			Lec.	Prac.					Lec.	Prac.	
201Chem	General and physical Chemistry	4	3	2	--	212Chem	Chemistry of Gravimetric Analysis	3	2	2	--
211Chem	Volumetric Analytical Chemistry	3	2	2	--	221Chem	Chemistry of Main Groups	4	3	2	--
231Chem	Aliphatic organic Chemistry	3	2	2	--	232Chem	Aromatic Organic Chemistry	3	2	2	231Chem
201Math	Calculus	3	3	--	--	241Chem	Thermodynamics	3	2	2	--
103Islm	Islamic culture 3	2	2	--	--	202Math	Differential Equations	3	3	--	201Math
102Arab	Arabic Editing	2	2	--	--	104Islm	Islamic culture 4	2	2	--	--
<b>Total</b>		<b>17</b>	<b>14</b>	<b>6</b>	<del>XXXX</del>	<b>Total</b>		<b>18</b>	<b>14</b>	<b>8</b>	<del>XXXX</del>

Third Year											
Fifth Level						Sixth Level					
Course No.	Course Title	Credit Hours	Contact Hours		Pre-requisite	Course No.	Course Title	Credit Hours	Contact Hours		Pre-requisite
			Lec.	Prac.					Lec.	Prac.	
313Chem	Chromatographic Analysis	3	2	2	--	314Chem	Electrochemical analysis methods	3	2	2	--
322Chem	Chemistry of Transition Elements	4	3	2	221Chem	323Chem	Co-ordination Chemistry	3	2	2	322Chem
333Chem	Heterocyclic Organic Chemistry	3	2	2	--	334Chem	Spectroscopy of Organic Compounds	2	2	--	--
342Chem	Kinetic Chemistry	3	2	2	--	335Chem	Organic Reaction Mechanisms	3	2	--	--
343Chem	Surface Chemistry & Catalysis	3	3	--	--	344Chem	Electrochemistry	3	2	2	--
<b>Total</b>		<b>16</b>	<b>12</b>	<b>8</b>	<del>XXXX</del>	<b>Total</b>		<b>14</b>	<b>10</b>	<b>6</b>	<del>XXXX</del>

Fourth Year											
Seventh Level						Eighth Level					
Course No.	Course Title	Credit Hours	Contact Hours		Pre-requisite	Course No.	Course Title	Credit Hours	Contact Hours		Pre-requisite
			Lec.	Prac.					Lec.	Prac.	
436Chem	Chemistry of Natural Products	3	2	2	--	415Chem	Methods of Instrumental analysis	4	3	2	314Chem
437Chem	Stereochemistry	2	2	--	--	424Chem	Lanthanides & Actinides	3	2	2	323Chem
445Chem	Solution Chemistry	3	2	2	--	425Chem	Group Theory	2	2	--	--
446Chem	Polymer Chemistry	2	2	--	--	438Chem	Organic applied chemistry	3	2	2	--
447Chem	Quantum Chemistry	3	3	--	202Math	439Chem	Principles of Biochemistry	3	2	2	--
491Chem	Graduation Project	2	1	2	Department Approval	448Chem	Photochemistry	2	2	--	--
<b>Total</b>		<b>15</b>	<b>12</b>	<b>6</b>	<del>XXXX</del>	<b>Total</b>		<b>17</b>	<b>13</b>	<b>8</b>	<del>XXXX</del>

## Admissions and Entry Requirements

In practice, students selected into the Bachelor's program for KSA secondary school examination graduates is mainly organized by a joint universities application system.

Prospective students applying in the Bachelor's degree in universities are:

An applicant for admission to an undergraduate program at Jazan University (JU) must satisfy the following conditions:

1. Student should have earned the high school certificate, or its equivalent from inside or outside the Kingdom of Saudi Arabia, and majored in natural or technological sciences.
2. Student should receive the general secondary certificate during the last five years. The University council may abolish this condition if there are convincing reasons.
3. Student should have taken entrance exam that consists of capabilities and eligibility exam by the National Center for Assessment in Higher Education.
  - The capabilities exam has two components: Linguistics and Chemistry. The test is aimed at determining the general capabilities of students in the two areas mentioned above.
  - The eligibility exam is a multiple-choice test given in five subjects, i.e., Chemistry, Physics, Chemistry, Biology and English. The objective of this examination is to evaluate the student's knowledge and ability in English and Science.
4. Student must have a record of good conduct.
5. Student must successfully pass any test or interview required by university council.
6. Student must be physically fit and healthy.
7. An employed prospective student should have a written permission from his employer.
8. Student must satisfy any other conditions the University may deem necessary at the time of application.
9. The student must submit the required documents with the University within a specified period.

10. The students dismissed from any other University for disciplinary or academic reasons. If it becomes clear after his admission that he has been previously dismissed from another University, his acceptance shall be deemed cancelled from the day of his admission.
11. Student may be dismissed from the University for Academic reasons enrolled in some programs that do not award a Bachelor's Degree, the University Council can decide, or whatever delegates. This may not be complete the program.
12. Neither the student dismissed from the University for those who had already earned a Bachelor's Degree or its equivalent for another Bachelor's Degree. University Rector has the right to exceptions.
13. A registered student in another University degree or less shall not accept, either in the same University or another.
14. Upon primary online nomination, applicant will see three options:(Accept and Confirm) Pressing this option means that the applicant is accepting the offered primary nomination and confirms it as final acceptance without any competition for other specialty in case seats are available. (Accept and Upgrade) Pressing this option means that the applicant is accepting the offered primary nomination with and authorizes the university to upgrade their admission to another program if a seat becomes available. (Withdraw) Pressing this option means that the applicant does not accept the offered primary nomination. This is considered a final withdrawal and a withdrawal form can then be printed online.
15. Not confirming primary nomination within the allowed time means that the applicant does not wish to join Jazan University. This will cause the applicant to lose their right to admission and as well as their access to their online account.
16. At the end of acceptance process applicant's state online is changed to (primarily accepted) or (finally accepted) and receives college, specialty, and student number online.
17. An applicant can withdraw after receiving student number by printing a Withdrawal form (a Clearance form) online. In this case the current admission will be terminated and the applicant will be eligible for admission after two academic years.
18. Accepted students should complete the final acceptance procedure by making reservation for issuing University Student card.

Having met these conditions, the final admission becomes confirmed .

Required Score for Admission are as follows:

- *The Qualifying Score, calculated as follows, 30 % of high school score + 30 % of General Skills Test (Qiyas) score + 40 % of The Achievement Test (Tahsili) score*
- *The Grade Point Ratio score, calculated as follows, 40 % of high school score + 60 % of General Skills Test (Qiyas) score.*

To join the Bachelor of Science in Chemistry Program, an applicant must hold a Saudi High School Certificate Science Section (or its equivalent), with grade 70% for either boy or girl students.

The orientation program for new students is held every time the department admits fresh students. The department Head presides over a welcoming session for new students attended by almost all the faculty members and administration staff. The Orientation program is designed to help students get acquainted with the following:

- Vision, mission and objectives of the department, college and university.
- University and college regulations and code of conduct.
- Tips on leading a successful college life in line with their potential career goals.
- Department and college facilities and places.
- Plan of study review course
- Methods of evaluation
- Wellness, self-care
- Faculty expectations certification and licensure information

Independent admission selection in JU for all Bachelors' Programs is able to be accessed in JU Student Admission Centre official [website](#); and [edugate portal](#). It includes all the regulation and requirements for the future students. Other regulation concerning admission may be seen in this links: <https://www.jazanu.edu.sa/en/administration/deanships/deanship-admission-and-registration>. Students could follow the following [site](#) to perform the registration and choose his own courses. If the student faces any problem or had not complete his plan for the semester, the advisor will help him to correct his choice

## Program Learning Outcomes (PLO's).

<i>Knowledge and Understanding</i>	
Upon completion of the program, students are able to:	
K1	Demonstrate a broad understanding and critical view of the principal theories, concepts and terminology of chemistry area or field of work, and in addition the necessary background in Physics and Mathematics
K2	Describe correctly Chemical phenomena using chemical principles and scientific reasoning
<i>Skills</i>	
Upon completion of the program, students are able to:	
S1	Demonstrate an ability in critical thinking, numeracy, statistical, analytical reasoning, use graphs, charts for solving problems (in the synthesis, measurement, and modeling of chemical systems),
S2	Apply their experimental basics and skills to use laboratory equipment, modern instrumentation, and classical techniques for carrying out experiments in various fields of chemistry and to write a report representing the scientific data.
S3	Examine his material and lab safety background to Follow proper procedures and regulations for safe handling and use of chemicals.
S4	make effective use of communication, and online technology about chemistry topics in order to improve their basic knowledge in writing (report and paper) with a good verbal and clear scientific language.
<i>Values, Autonomy and Responsibility</i>	
Upon completion of the program, students are able to:	
v1	Work as a group leader in cooperation with other colleagues
v2	Perceive the ethical and social dimensions of practicing chemistry or any related field.



## Methods of Exam

Each course in our program has a total of 100 points.

Assessment task	Proportion of Total Assessment	
	Theoretical Courses	Courses include Practical Part
Assignments & Quizzes	10%	5%
First Mid-Term Exam	15%	15%
Second Mid-Term Exam	15%	--
Practical Part	---	30%
Final Exam	60%	50%
Total	100%	100%

## Academic Probation

According to the regulations of Jazan University all students are required to maintain a grade point average of at least 2.0 out of 5.0. A student failing to maintain the GPA of 2.0 will be placed on “academic probation” and is given two semesters to improve his GPA. After this period the student may be removed from the program

- 1) It is the student’s responsibility to be aware of his academic status, including the status of probation. The ACC Chair will contact the student regarding the probationary status and requirements for the student to be removed from probation.
- 2) A student will normally have one probationary semester to raise his term or cumulative grade point averages to 2.0 or above, or to remediate a failed course.
- 3) If the student’s semester or cumulative GPAs are between 2.0-2.74 at the end of the probationary semester, or if a course is not remediated by the end of the next term, the ACC will decide whether to place the student on probation for a second semester or to dismiss the student from the program.



## Grade Points

The general assessment of the cumulative average at the graduation of the student based on the cumulative average is as follows:

- **Excellent:** if the cumulative average is not less than 4.5 of 5.00 or 3.5 of 4.00.
- **Very Good:** if the cumulative average is from 3.75 to less than 4.5 of 5.00 or 2.5 to less than 3.5 of 4.00.
- **Good:** if the cumulative average is from 2.75 to less than 3.75 of 5.00 or 1.75 to less than 2.75 of 4.00.
- **Accepted:** if the cumulative average is from 2.00 to less than 2.75 of 5.00 or 1.00 to less than 1.75 of 4.0.

Grade Points	Grade Meaning	Latter Grade	Percentage Grade
5.00	Excellent+	A +	95-100
4.75	Excellent	A	90-94
4.50	Very good+	B +	85-89
4.00	Very good	B	80-84
3.50	Good+	C +	75-79
3.00	Good	C	70-74
2.50	Pass+	D +	65-69
2.00	Pass	D	60-64
1.00	Failure	E	< 60
1.00	Debarred	H	0.00
0.00	Withdrawal	W	0.00
0.00	Incomplete	I	0.00
0.00	Transferred	TR	0.00

Students can see their obtained grades through student website on Edugate (Jazan University website data system).

## Calculating Semester and Cumulative Grades

Course	Contact Hours	Marks	Grade Code	Grade Points	Points = Grade Points x Contact h
ISLM 101	2	85	B+	4.5	9
ENGL 105	6	70	C	3	18
BIO 101	4	92	A	4	19
MATH 101	3	80	B	4	12
COMP 101	3	70	C	3	9
Total	18				67

$$\text{First Semester grade} = \frac{[\text{Total points}]}{[\text{Total contact hours}]} = \frac{(67)}{(18)} = 3.72 \text{ (Out of 5.00).}$$

Course	Contact Hours	Marks	Grade Code	Grade Points	Points = Grade Points x Contact h
ISLM 101	2	85	B+	4.5	9
ENGL 105	2	70	C	3	6
BIO 101	4	92	A	4.75	19
MATH 101	4	80	B	4	16
COMP 101	3	64	D	1	3
Total	15				53

$$\text{Second Semester Grade} = \frac{[\text{Total points}]}{[\text{Total contact hours}]} = \frac{(53)}{(15)} = 3.53 \text{ (Out of 5.00)}$$

$$\text{Cumulative Grade} = \frac{[\text{Sum of the total points}]}{[\text{Sum of the total contact hours}]} = \frac{(67+53)}{(18+15)} = 3.64 \text{ (Out of 5.00)}$$

75% attendance is mandatory to appear in Exams. If any student fails to avail 75% attendance of the total lecture, then he/she will not be allowed to sit in final exam and shall get DN grade that is denied entry in that respective course.

## Organization of Exam

Deanship of admission and registration issues a detailed schedule to all heads of departments at JU to commence the preparation for examinations within the academic semester right after starting of the semester <https://portal.jazanu.edu.sa/adm/en/home-en-2/> (Appendix16), (Appendix27), (Appendix 45), (Appendix 54)\_and\_( Appendix 55)

### *Procedures in Examination*

1. Student will not have allowed entering the exam if a student arrives after thirty minutes of the start of the exam.
2. Invigilators are present in the examination room to ensure the proper conduct of the examination and to deal with problems which may arise.
3. Mobile phones must be switched off.
4. If a student feels unwell during examination, student should inform an invigilator then can go to the Student Health Service and will be accompanied by an invigilator.
5. Fire Alarm: If a fire alarm is activated, invigilators will instruct students to leave the examination room and to leave examination papers and answer on their desks. When it is safe to do so, students will be allowed back into the classroom to complete their examinations. Additional time will be allowed for the disruption. An incident report is completed. A copy of this report issues to the relevant Heads of Departments.
6. When the use of calculators/or materials are permitted, it is the responsibility of the relevant Department to check these items in the Examination room.
7. Records for absentees are written on a separate paper and cheating cases are recorded on a separate paper.

## *Processes of Exam*

The process has the following steps

:

1. Formulating a statement of outcomes and objectives as derived from Program and College of Science mission.
2. Establishing the tools and methods of measurement of extent of achievement.
3. Determining the criteria for successful achievement as KPI's.
4. Observe, document and analyze the results against the predefined KPI's.
5. If the criteria are met/objectives achieved, the results are documented.
6. If the criteria are not met/objectives not achieved, results are referred to the appropriate entity (committee, department or administrator) for action plan development and implementation.
7. The action plan for improvement and action taken is provided to the assessment committee for future assessment.
8. All action taken and results are documented to stakeholders through an annual report .
9. All the data regarding a particular area (program, administration, research, community engagement etc.) are gathered and reported to the appropriate committee
10. In the case of successful achievement of objectives and goals in a particular area, forward planning with revised specified objectives/goals/ to achieve a revised mission in the next strategic plan is undertaken.
11. Revising specific goal/objective based on the information learned during the assessment cycle, consistent with relevant change in the strategic plan and other areas of need, as determined by the assessment results or stakeholder's input.

## *Violations and Penalties*

Statistical data about the progress of studies, e.g., average grade, failure rate, number of re-sits are given in Appendices

### **Violations**

Infractions include all violations of Islamic faith teachings, laws, University rules, government regulations. Student committing such infractions and violations will be subject to disciplinary action by college and/or University disciplinary committees.

1. Violation of University regulations and damage its property.
2. Intended disruption of education activities and exams.
3. Actions and words that threaten dignity and honor.
4. Cheating and plagiarism.
5. Attending exams on behalf of others.
6. Formation of unauthorized associations.
7. Assembling unauthorized events.
8. Vandalizing University property, facilities, and equipment.
9. Unauthorized and unapproved distribution of leaflets and brochures.
10. Unauthorized and unapproved collection of donations.
11. Unauthorized and unapproved use of camera and filming equipment.
12. Forgery in all sorts and forms.
13. Contravening University smoking regulations.
14. Profane treatment with other students, faculty, staff, and employees.
15. Possession of hazardous material and weapons on campus.
16. Absence from University accommodation without notice.
17. Failure to comply traditional uniform and attire.

## *Penalties*

1. Verbal or written notice with a copy placed in academic file.
2. Written warning with a copy to parent.
3. Denial of some University benefits (e.g. accommodation)
4. Denial of one or more final exams.
5. Suspension for one semester or more.
6. Expulsion from university.

In all cases, a violating student is liable for all damaged properties replacements, repairs, installments as well as punitive damages that are actually type of punishment and are typically awarded at the Deanship of Admission and Registration when the student behavior is found to be especially.

## *Requests, Complaints and Appeals*

### *Requests:*

1. A request is made in writing to the unit concerned.
2. A request is examined by the relevant committee.
3. Decision is made by the Faculty Board.
4. Applicant is notified of the decision in writing.

### *Complaints*

1. Complaints are made in writing to Dean or Vice-Dean.
2. Complaints are transferred to concerned Department.
3. Complaints are reviewed by an academic committee and decision is raised to the Dean.
4. The Dean makes decision about sanction according to committee recommendation.
5. Malicious complaints are transferred to the university permanent student affairs committee of the university vice-president for academic affairs to decide on proper action towards malicious complaints.
6. Decision about complaint becomes final when seen by university board and the board meeting minutes is approved by university president.

### *Appeals*

**Levels of Appeal:** Student is entitled to appeal against disciplinary actions as follows:

- 1. First Appeal:** Appeal against a Faculty Unit is made to the Dean who forwards to the Student Affairs Committee for review and recommendation. The Dean makes a decision/disciplinary action.
- 2. Final Appeal:** Appeal against second level action by Permanent Student Affairs Committee is made directly to University President within time frame for final appeal.

Results about exam are obtained and analysis to have strengths, weaknesses and determine the area of improvement through [edugate system](#)

## Academic Transcript and Grade Codes

### *Academic Transcript*

The academic transcript is a statement that explains the student's academic progress. It includes the courses studied in each semester or year, course numbers and codes, number of credit hours, the grades earned, and the codes and points assigned to these grades. The record also shows the semester and cumulative GPAs and the student's general academic status, in addition to the courses from which a transferred student is exempt.

### *College Administration*

College Dean		
Vice Dean for Academic Affairs		
Vice Dean for Academic Development		
Chemistry department Head		
Bachelor of Science in Chemistry Program Coordinator		



## ***Rules and Regulations***

The rules and regulations of Undergraduate Study and Examinations are shown in Appendix 1. These rules and regulations are generally identical in all colleges in Saudi Arabia.

## ***University Student Code of Ethics and Charter***

The Jazan University Students Code of Ethics and Charter are shown in Appendix 2. These are based on international standards.

## ***Committees of Interest to Students***

### ***Students' Rights Committee***

The objectives of this committee are to support and uphold the students' rights on the principles that are consistent with the university's applicable regulations and rules for promotion of fairness and equity culture among the students, offering of the necessary consultations, informing the students and educating them on their rights and how to secure them through the statutory channels

### ***Students' Disciplinary Committee***

The purpose of this committee is to review cases of violation of the applicable public order, rules and laws of the university or digression from academic norms or Islamic ethics and morals. If any such case has been substantiated against a student, the committee will take the appropriate decision and submit it to the College Board for onward submittal to the university for the Appropriate Action in accordance with the regulatory rules

### ***Student's Advisory Committee***

This is an advisory body concerned with realization of effective student participation in the college decisions involving the development of the educational and academic process, probing the views of the male and female students on the menu of the educational and service activities offered to them.

## Supportive Services

The Jazan University offers an exciting variety of activities and events for students. There are enormous resources both (curricular and extra-curricular) available to students. These can be explored in the university website. Examples are:

<b>Deanship of Student Affairs</b>	<a href="https://www.jazanu.edu.sa/en/administration/deanships/deanship-student-affairs">https://www.jazanu.edu.sa/en/administration/deanships/deanship-student-affairs</a>
<b>Deanship of Library Affairs</b>	<a href="https://www.jazanu.edu.sa/en/administration/deanships/deanship-library-affairs">https://www.jazanu.edu.sa/en/administration/deanships/deanship-library-affairs</a>
<b>Deanship of community services</b>	<a href="https://www.jazanu.edu.sa/en/administration/deanships/deanship-community-services-and-continuing-education">https://www.jazanu.edu.sa/en/administration/deanships/deanship-community-services-and-continuing-education</a>
<b>Deanship of E-learning and Distance Learning</b>	<a href="https://www.jazanu.edu.sa/en/administration/deanships/deanship-e-learning-and-distance-education">https://www.jazanu.edu.sa/en/administration/deanships/deanship-e-learning-and-distance-education</a>
<b>Deanship of graduate student</b>	<a href="http://deanships.jazanu.edu.sa/sites/en/dgs/Pages/Default.aspx">http://deanships.jazanu.edu.sa/sites/en/dgs/Pages/Default.aspx</a>
<b>Deanship of Admission and registration</b>	<a href="https://www.jazanu.edu.sa/en/administration/deanships/deanship-admission-and-registration">https://www.jazanu.edu.sa/en/administration/deanships/deanship-admission-and-registration</a>
<b>Student information Admission</b>	<a href="https://www.jazanu.edu.sa/sites/en/Administrations/si-admin/Pages/default.aspx">https://www.jazanu.edu.sa/sites/en/Administrations/si-admin/Pages/default.aspx</a>
<b>E-learning services:</b>	<a href="https://lms.jazanu.edu.sa/webapps/login/?action=login">https://lms.jazanu.edu.sa/webapps/login/?action=login</a>
<b>E-learning Digital library</b>	<a href="https://sdl.jazanu.edu.sa/">https://sdl.jazanu.edu.sa/</a>
<b>EduGate Portal</b>	<a href="https://edugate.jazanu.edu.sa/jazan/init">https://edugate.jazanu.edu.sa/jazan/init</a>

## Healthcare

A primary Care Center is a clinic situated in the university's campus to serve both students and faculty. The physicians in the Primary Care Center have the authority to refer the more serious cases to King Fahd Hospital or Mohamed Ben Nasser Hospital.

## Bylaws of Undergraduate Study and Examinations

### Article 1:

#### Definitions

**Academic Year:** Two regular semesters and a summer semester, if any. Academic Semester: A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.

**Summer Semester:** A period not exceeding eight (8) weeks of instruction, not including the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.

**Academic Level:** Indicates the level of study. The levels required for graduation are eight (8) or more, in accordance with the specifications of each approved degree program.

#### Study Plan

**Course:** A subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, title, and detailed description of its contents to distinguish it from other courses. A portfolio on each course is kept in its corresponding department for follow-up, evaluation, and updates. Some courses may have prerequisite or co-requisite requirement(s).

**Credit Hour:** Each of the weekly lectures, with a duration not less than fifty (50) minutes or a laboratory session or field study of not less than 100 minutes' duration.

**Academic Probation:** A notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.

**Continuous Assessment:** The score which reflects the student's standing during a semester according to his/her performance in examinations, research, and other activities related to a particular course.

**Final Examination:** An examination in course materials, given once at the end of every semester.

**Final Examination Score:** The score attained by a student in the final examination for each course.

**Final Exam Score:** The total sum of the class work score plus the final examination score for each course out of a total grade of 100.

**Course Grade:** A percentage, or alphabetical letter, assigned indicating the final grade received in a course.

**Incomplete Grade:** A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).

**In-Progress Grade:** A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

**Semester GPA:** The total quality points a student has earned, divided by the credit hours assigned for all courses taken in a given semester. Total quality points are calculated by multiplying the credit hours by the grade point in each course.

**Cumulative GPA:** The total quality points a student has earned in all courses taken since enrolling at the university, divided by the total number of credit hours assigned for these courses.

**Graduation Ranking:** The assessment of a student's scholastic achievement during his/her study at the university.

**Minimum Course Load:** The minimum number of credit hours a student can register determined by his/her academic status, and in accordance with the University Council decisions.

## Admission of prospective students

### Article 2

The University Council determines the number of students to be admitted for the upcoming academic year on the basis of the recommendations presented by the College Councils and the respective departments at the college.

### Article 3

For admission to the university, the student must satisfy the following requirements:

To join the Bachelor of Science in Chemistry Program, an applicant must:

- Be a Saudi citizen. Or from a Saudi mother.
- Fulfill JU admission requirements, which are:
  - Hold a Saudi High School Certificate Science Section (or its equivalent), with grade 70% for both boy or girl (for year 20201)
  - Pass General Aptitude Test
  - Pass Standard Achievement Admission Test
  - Pass a physical fitness assessment as specified by the College of Science.
  - will be accepted according the quota approved by College Board each year.

### Article 4

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, as well as the results of the interviews and the admission examinations, if any.

## Study System

### Article 5

- Undergraduate study follows the academic level system.
- Undergraduate study plans a minimum of eight levels.
- The duration of an academic level is one semester.
- Students are promoted successively from one academic level to another, in accordance with the promotion rules.

### Article 6

Studying in some colleges may be on a full academic year basis, according to the rules and procedures approved by the University Council. An academic year comprises two levels.

## Academic level system

### Article 7

According to the academic level system, the academic year is divided into two regular semesters and, if available, one summer semester that is usually half of the time period of a regular semester. The degree requirements necessary for graduation are distributed across different levels, according to the degree plan approved by the University Council.

### Article 8

The University Council establishes the detailed rules governing the promotion from one level to another taking into account registration, omission, and the addition of courses securing a minimum study load.

## ATTENDANCE AND WITHDRAWAL

### *Article 9*

A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit determined by the University Council (75 percent of the lectures and laboratory sessions assigned for each course), the student will be deprived from continuing the course and will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is

considered to have failed that course and is given the grade DN in the course.

### *Article 10*

The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of attendance, which must not be less than 50 percent of the lectures and laboratory sessions specified for the course.

### *Article 11*

A student who is absent for a final examination, will be given a zero grade for that examination. His/her grade in the course will be calculated on the basis of the class work score he/she obtained over the semester.

### *Article 12*

If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept his/her excuse and allow him/her to take a make-up examination. The make-up examination must be taken prior to the end of the following semester. In such cases, the course grade will be given to the student after the make-up examination.

### *Article 13*

A student may withdraw from the university for a semester, without his/her being considered as having failed the courses, if he/she presents an acceptable excuse to the authorized body specified by the University Council at least five weeks prior to the beginning of the final examinations. Under exceptional circumstances, the University Council may extend the permitted deadline for withdrawal and assign a W grade to the student. This semester will be included in the period required for completion of the program degree.

### **Postponement of interruption of study**

### *Article 14*

A student may postpone study for reasons determined acceptable by the entities assigned by university Council. The postponement duration cannot be more than two consecutive semesters or three non-consecutive semesters as maximum during his/her study at the university; otherwise, he/she will be dismissed from the university. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required for completion of the program degree.

### *Article 15*

If a full-time regular student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the university. The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. Part-time students are dismissed when they do not attend final examinations without a valid excuse.

### *Article 16*



A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university.

## RE-ENROLLMENT

### *Article 17*

A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:

- a. His/her must apply for re-enrollment within four regular semesters from the date of dismissal.
- b. The College Council and the authorities concerned must approve the re-enrollment.
- c. Four or more semesters have lapsed since he/she interrupts his/her studies from the university; the student can apply to the university for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application.
- d. A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.
- e. A student cannot be re-enrolled if he/she has been academically dismissed.

### *Article 18*

A student who has been dismissed from the university for academic or disciplinary reasons, or who has been dismissed from another university for disciplinary reasons, will not be granted readmission. If it becomes evident after admission that he/she was dismissed for such reasons, his/her readmission is considered canceled from the date of readmission.

### **Graduation**

## Article 19

First: A student graduates after successfully completing all graduation requirements according to the degree plan, provided that his/her cumulative GPA is not less than pass.

Second: If the student has passed the required courses but his/her cumulative GPA is low, the College Council, on the basis of the recommendations of the council of the department concerned, is entitled to specify the appropriate courses that the student must complete in order to improve his/her GPA.

## Dismissal from the University

### Article 20

A student will be dismissed from the university in either of the following situations:

- a. The student receives a maximum of three consecutive academic probations for having a cumulative GPA lower than 2.00 out of 5.00, or 1.00 out of 4.00. Based on the recommendations of the College Council, the University Council may grant a fourth chance to a student who can improve his/her cumulative GPA by studying the courses available.
- b. A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period. The University Council may make an exception and award the student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation.
- c. The University Council may make an exception and give students who fall under (a) or (b) the opportunity to complete their studies within an additional period of two semesters.

## Study by affiliation

### Article 21

Based on the recommendation of the colleges, the University Council may accept the principle of studying by affiliation in some colleges and specializations that allow this option. The University Council sets the rules and procedures for affiliation according to the following regulations:

- The credit hours required for the graduation of an associate student must not be less than the credit hours required of a regular student.
- The associate student will be treated, with regard to admission, grading, transfer, dismissal, and re-enrollment, in exactly the same manner as a regular student, except for class attendance.
- On the basis of the College Council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
- The student's transcript, graduation certificate, and degree must indicate that the student studied by affiliation.

## Examinations

### Article 22

Based on the recommendations of the department council that offers the course, the College Council will decide the class work score, which must not be less than 30 percent of the final course grade.

### Article 23

The class work score is evaluated in one of the following ways:

- At least one written examination, plus part or all of the following: oral and practical examinations, research papers, other class activities.
- At least two written examination.

## *Article 24*

Based on the recommendations of the department council concerned, the College Council is entitled to permit the inclusion of practical or oral tests in the final examination of any course and to specify the proportion of the final score for the course that is assigned to these tests.

## *Article 25*

Based on the recommendations of the course instructor, the department council that offers the course may allow a student to complete the requirements of any course in the following semester. In such a case, an (IC) grade is recorded in the student's academic record. The student's grade in the course will not be included in the calculation of the semester or cumulative GPA until he/she completes the course requirements and earns a grade. If the (IC) grade is not changed in the academic record after the lapse of one semester because the student does not complete the course, the IC status will be automatically changed to an (F) grade and will be included in the calculation of the semester and cumulative GPAs.

## *Article 26*

Courses that involve symposia and/or research or courses of a practical or field work nature may be excluded from part or all of the rules in Articles 22, 23, and 24, based on a decision made by the College Council and the recommendation of the department council teaching the course. The College Council may specify alternate ways to evaluate student achievement in such courses.

## **Grades**

### *Article 27*

If courses of a research nature require more than one semester to complete, the grade of **(IP)** is assigned to the student. After the completion of the course, the student will be given the grade he/she has earned. If he/she fails to complete the course within the specified time, the department council that offers the course may approve assigning an **IC** grade to the student's record for this course.

## Article 28

The grades earned by students in each course are calculated as follows:

Percentage	Evaluation	Grade	Weight
95-100	Excellent+	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	Very Good+	B+	4.50
80 to less than 85	Very Good	B	4.00
75 to less than 80	Good+	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	Pass+	D+	2.50
60 to less than 65	Pass	D	2.00
Less than 60	Fail	F	0 1.00

## Article 29

The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his/her cumulative GPA and calculated as follows:

1. Excellent—if the cumulative GPA is no less than 4.50 out of 5.00, or 3.50 out of 4.00.
2. Very good—if the cumulative GPA is 3.75 or higher but less than 4.50 (out of 5.00), or 2.75 or higher but less than 3.50 (out of 4.00).
3. Good—if the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5.00), or 1.75 or higher but less than 2.75 (out of 4.00).
4. Pass—if the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5.00), or 1.00 or higher but less than 1.75 (out of 4.00).

## Article 30

First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5.00) or between 3.75 and 4.00 (out of 4.00) at the time of his/her

graduation. Second honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 (out of 5.00), or 3.25 or higher but less than 3.75 (out of 4.00) at the time of his/her graduation.

The student who is eligible for first or second honors also must meet the following criteria:

- a. He/She must not have failed any course completed at the university or any other university.
- b. He/She must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing his/her degree program.
- c. He/She must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.

## FINAL EXAMINATION PROCEDURES

### *Article 31*

The College Council may form a committee to coordinate with the departments in organizing the procedures of final examinations. The responsibilities of this committee include reviewing the marking sheets and submitting them to the committee concerned within three days of the examination date of the respective course.

### *Article 32*

The College Council may apply the principle of strict confidentiality in the final examinations' procedures.

### *Article 33*

The course instructor writes the examination questions. The College Council, when necessary, may appoint another instructor to write the questions, based on the recommendation of the department chairperson.

### *Article 34*

The course instructor corrects the final examination papers. When necessary, the department chairperson may appoint one or more specialist instructors to participate in the grading process. The College Council also may assign the grading to another instructor, when required.

### *Article 35*

The instructor who corrects the final examination records the marks earned by the students on a grade sheet specifically prepared for that purpose. He/She then signs his/her name on the sheet and also has it signed by the department chairperson.

### *Article 36*

No student is to be given more than two examinations on one day. The University Council may make exceptions for this rule, as it sees fit.

### *Article 37*

No student is allowed to enter the examination venue more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have elapsed.

### *Article 38*

Cheating in examination or attempting to cheat, or violating instructions, and examination regulations shall render the student to punishment in accordance with the student disciplinary bylaws as issued by the University Council.

### *Article 39*

The College Council that offers the course may approve the re-grading of examination papers within a period not to exceed the beginning of the next semester's examinations.

### *Article 40*

Based on the recommendation of the relevant department council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.



## *Article 41*

The College Council sets the regulations pertaining to the final examination procedures, without detriment to the provisions stated in Articles 31–40.

## Transfer

Transfer from one university to another

### Article 42

The transfer of a student from outside the university may be accepted under the following conditions:

- The student should have studied at a recognized college or university.
- The student must not have been dismissed from that university for disciplinary reasons.
- The student must satisfy the transfer conditions, as determined by the University Council.

### Article 43

The College Council evaluates the courses that were taken by the student outside the university, based on the recommendations of the departments that offer equivalent courses. The courses evaluated as equivalent are recorded in the student's academic transcript but are not included in the calculation of his/her cumulative GPA.

### Article 44

If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the university.

### Article 45

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, according to the general rules governing transfer. Transfer from One College to Another within the university

## *Article 46*

A student may transfer from one college to another within the university in accordance with the rules endorsed by the University Council.

## *Article 47*

All courses that have been studied by a student transferred from one college to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the respective university.

## Transfer from one department to another in the college

### *Article 48*

A student may transfer from one major to another within a college after obtaining the approval from college dean, in accordance with the rules established by the University Council.

### *Article 49*

All courses that have been studied by a student who has transferred from one major to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the university.

## Visiting students

### Article 50

A “visiting student” is a student who studies courses at another university or in any branch of the university to which he/she belongs without transferring. These courses are considered equivalent to those offered at the university, according to the following rules:

- a. The student must obtain the approval of his/her college before he/she begins his/her studies.
- b. His/Her studies should be at a recognized college or university.
- c. The course the student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.
- d. If the visiting student is studying in one of the branches of the university to which he/she belongs, the rules under Article 47 apply.
- e. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the university.
- f. The course grades credited to the visiting student will be recorded in his/her academic record, but not included in the calculation of his/her cumulative GPA.
- g. Any other conditions required by the University Council should be satisfied.

## General rules

### *Article 51*

These regulations supersede all preceding rules and regulations established for study and examinations at the undergraduate level.

### *Article 52*

The University Council may establish rules of implementation that will not contradict these regulations.

### *Article 53*

The Higher Education Council is entitled to interpret these regulations as it sees fit.

## University Student Code of Ethics and Charter

### *The Charter*

In my capacity as a student of the University of Dammam, I strongly and unconditionally believe in my responsibility toward the university. I am motivated by our noble Shariah dictates, which are based on principles, morality and inherent goodness and traits, specifically truthfulness, honesty, high moral values and respect for order and law. Out of my desire to apply and uphold educational ethics, I will uphold the interests of the university, my community and the Kingdom of Saudi Arabia.

I hereby pledge, to commit to the highest Islamic moral standards and attributes of a true Muslim, including honesty, truthfulness, integrity and transparency. I further pledge to obey and respect all instructions and regulations applicable in the university, including, but not limited to, the following:

1. I shall comply with and commit to the university's study rules within the framework of the prescribed rights and duties.
2. I shall obey and respect all related and applicable university regulations, instructions and laws.
3. I shall comply with and apply the highest standards of politeness, good manners and courtesy in my dealings with the university administration, professors and colleagues.
4. I shall carry out and see through the duties and activities assigned to me.
5. I shall deal and cooperate with my colleagues in the spirit of a single team.
6. I shall be subject to and held accountable for all my actions.
7. I shall work hard to promote the good name and image of the university.
8. I shall serve the Kingdom of Saudi Arabia

## Rights and Duties

### *A Student's Academic Rights:*

1. A university student must be provided with the appropriate study environment and academic climate to enable him/her to obtain a high-quality education in keeping with the university's mission.
2. A university student has the right to be provided with the scientific material and knowledge associated with the university curricula in accordance with the university's rules and regulations which govern academic work.
3. A university student has the right to maintain and keep total confidentiality and privacy of the information related to him/ her and will disclose or otherwise use the personal information, academic record and grade transcripts only to authorized persons.
4. A university student has the right to be notified before any decision is taken against him/her, have his/ her attention drawn in case of any violations, and to be informed in writing of any decision taken and be given the right to object to any decision that runs contrary to his/her academic interest in accordance with the university's rules and regulations.
5. A university student has the right to freedom of expression and discussion of the educational issues of interest to him/her, subject to the condition that this be accomplished within the boundaries of appropriate behavior in accordance with the university's rules and regulation.
6. A university student has the right to file a grievance before the competent agencies in case of violation of his/her rights as set forth in the Student's Charter.
7. A university student has the right to require the faculty members to commit to the hours and dates of the lectures, office hours and break periods and recess between the lectures. The faculty should not cancel or otherwise change the timings of the lectures except in cases of dire need, subject to announcing such change and to giving substitute lectures for the ones which have been canceled or missed and on the proviso that such arrangements should not contravene the student's time and his / her ability to accommodate the substitute lectures.
8. A university student has the right to be informed on how and where to get the university rules and regulations (the university website, the Admission and Registration Deanship, the Students' Affairs Deanship, etc.)



9. A university student has the right to be given a hardcopy as well as a softcopy (CD) of the university student's rights and duties document if the document is not posted on the university's website.
10. A university student has the right to be enrolled in the college or academic division of his/her choice in accordance with the admission and registration controls and conditions established by the university as well as with the constraints of the university's resources and capabilities.
11. A university student has the right to be issued the university's identification card to be used inside and outside the university.
12. A university student has the right to be informed of the orientation day intended to introduce and acquaint him or her with the university colleges and divisions so that he / she may determine which is the most suitable one to enroll in, subject to satisfaction of the admission conditions as may be determined by the responsible agency, namely the Deanship of Admission and Registration.
13. A university student has the right to be offered guidance and orientation through distribution of publications of the university regulations, rules and introductory brochures on the college or academic division he / she belongs to in addition to the study plans and other student services. This information will be available in an electronic form (CD) if the information is not posted on the university website by the responsible entity, namely the Deanship of Students' Affairs and the Deanship of Admission and Registration.
14. A university student has the right to access the study schedule before commencement of classes for completion of the registration of the courses available in the system in accordance with the terms and conditions of the Deanship of Admission and Registration
15. Deletion or addition of any curriculum or deletion of the entire study semester in accordance with the university calendar issued by the Deanship of Admission and Registration.
16. A university student has the right to access the study curriculum plan before commencement of the study. Such plan will include and provide information on the professor(s) involved in the curriculum, the study curriculum and its objectives and outputs, the time table for execution of the curriculum, methods and procedures of the student's evaluation during the semester, the examinations, the material – related activities, the practical applications of the material, distribution of the skills to be acquired and the knowledge and learning references and sources related to the curriculum.
17. A university student has the right to transfer from one college to another or from one division to another within the university or otherwise migrate from distance to regular learning system or

- vice versa in accordance with the applicable rules and regulations and the available resources and space in the college.
18. A university student has the right to be awarded the graduation document within the duration prescribed by the university and upon satisfaction of the graduation requirements in accordance with the applicable rules and regulations of the university.
  19. A university student has the right to avail of constant communication opportunities with the faculty members in different ways and means, such as email or meetings during office hours etc.
  20. A university student has the right to avail of the opportunity for effective scientific discourse and discussion and the freedom to pose questions to the faculty without embarrassment or trepidation while being committed to the ethics of debate and the dictates of public decency and respect.
  21. A university student has the right to ensure the confidentiality of the complaint filed against his/her professor.
  22. A university student has the right to a sense of security and the right to avoid being exposed to physical harm or health hazards as well as the moral and emotional security so that the student does not feel exposed to moral threats, such as intimidation by penalty, or else exposure to insults, ridicule or sarcasm by academic or administrative entities.
  23. A university student has the right to have access to his/ her grades in the study curriculum and the results of periodic and semester tests after correction, to review his / her results in the final exams and to have access to and review his / her answer sheet, if need be, in accordance with the university-approved rules and regulations.
  24. A university student has the right to be informed of the warnings, alerts or disqualifications and deprivation from sitting for the final exams and the causes thereof in advance.
  25. The examination questions must be derived from the study curriculum and its contents, while paying due attention to the balanced and logical distribution of the grades within this framework.
  26. A university student has the right to know the model answers to the questions of the semester tests.
  27. A university student has the right to recover all homework submitted during the study semester, whether they are in hard copies, electronic softcopies or other forms.
  28. A university student has the right to earn monetary consideration against assignment to work hours during the study years beyond his / her normal duties in agreement with the entity which has tasked him or her with the work in accordance with the university rules and regulations.

## *A Student's Non-academic Rights:*

1. A university student has the right to access social care services offered by the university in accordance with the applicable rules and regulations.
2. A university student has the right to access and receive adequate healthcare as provided for in the university rules and regulations, including treatment in hospitals and health centers attached to the university.
3. A university student has the right to participate in the activities offered by the university depending on available resources.
4. A university student has the right to avail of the university services and facilities, such as university housing, library, psychological and social assistance, sports playgrounds, educational activities and functions, restaurants, and car parks etc.). Such utilization will be in accordance with the university's applicable rules and regulations and available resources and facilities.
5. A university student has the right to avail the additional material incentives and rewards as provided for in the statutory regulations, if he / she is a top performer student.
6. A university student has the right to avail financial subsidies or loans after review of his / her financial condition and substantiation of his / her need for such subsidies in accordance with the university' rules and regulations.
7. A university student has the opportunity to attend training courses and programs, academic trips and voluntary activities and operations in a way that should not conflict with his / her academic duties.
8. A university student has the right to select his / her representative of his / her colleagues on the students' consulting committees to discuss the issues of interest to him/her.
9. A university student has the right to secure the appropriate and correct services for his /her needs. If the student has special needs, he / she must be informed of such services based on available resources.
10. A university student has the right to evaluate the student service rendered to him/her using the ad hoc questionnaire forms.
11. A university student has the right to access a specific entity in the university to take care of and follow up on his/her rights.
12. A university student has the right to be provided with a complete list of the rules and regulations, including the disciplinary and penalty rules

13. A university student has the right to be formally informed of the mistakes attributed to him/her. The penalties meted out will be based on the university-approved disciplinary and penalty rules. The penalties may go as high as final dismissal from the university.

## *The Student's Duties*

The student is expected to respect the rules and regulations of the university.

1. The student is required to respect the dignity and safety of the university staff and personnel.
2. The student must present accurate and precise information at the time of registration and meet his/her administrative commitments to the institution.
3. The student must demonstrate good morals and behavior.
4. The student must respect the right to freedom of expression by university staff and personnel as long as within the limits allowed in the university regulations, academic norms and community values in the Kingdom of Saudi Arabia.
5. The student must never plagiarize the work of others.
6. The student must preserve and protect the study locations and devices provided for his / her services in the educational process. He / she must preserve all properties of the university and avoid tampering therewith for destruction and pilferage purposes.
7. The student must respect the university's security rules, public security controls, and maintain the university and its facilities in a clean and tidy state

## Objectives:

### *'Student's Rights Committee*

The objectives of this committee are to support and uphold the students' rights on the principles that are consistent with the university's applicable regulations and rules for promotion of fairness and equity culture among the students, offering of the necessary consultations, informing the students and educating them on their rights and how to secure them through the statutory channels.

### *The committee membership is as follows:*

1. The Chairman of the committee is the Vice Dean for Academic Affairs for male students and the Vice Dean for Female Students' Affairs for female students.
2. The committee will also include two other faculty members and two students.

### *Duties and Responsibilities of the Committees:*

1. Receive complaints and grievances filed by the students in connection with academic and non-academic problems which the student may encounter even if the complaint is against a faculty member.
2. Reach a resolution for such complaints within a maximum period of thirty days from the date the complaint was filed.
3. If the committee cannot reach a decision, the case will be referred to the University's Student Rights Committee.
4. All committee operations are governed by the Student's Rights Charter.
5. The committee will transmit its resolutions to the Dean of the College of Medicine, who will forward the resolution to the relevant agency.

## Students' Conduct Disciplinary Committee

### *Purpose:*

The purpose of this committee is to review cases of violation of the applicable public order, rules and laws of the university or digression from academic norms or Islamic ethics and morals. If any such case has been substantiated against a student, the committee will take the appropriate decision and submit it to the College Board for appropriate action to be taken in accordance with the regulatory rules. This process will

exclude infliction of the penalty for violations which occur outside the university and which do not prejudice the university or its various regulations. Such violation will be the concern of the general competent authorities of the state, excluding the cases where the concerned agency refers the case to the university.

### *The committee members are as follows:*

1. The Chairman of the committee is the Dean of the College of Medicine for male students and the Dean of Female Undergraduate Studies for female students.
2. Vice Dean for Academic Affairs and Vice Dean of Female Undergraduate Studies. The committee will also include two other faculty members.

### *Duties of the Committee:*

1. Review violations and offenses referred by His Excellency, the President of the University of Dammam, Dean of the College of Medicine or Dean of Student Affairs.
2. Monitor the behavior of the students in the university and its facilities.
3. Suggest remedies for aberrant behavior and attitudes of students and process the remedies using appropriate educational and counselling methods available to the college.
4. Invite all the parties involved in the case, including or chairpersons of academic departments, to hear testimony and statements.
5. Suggest the disciplinary penalties to be carried out against violating students in accordance with the applicable regulations and rules of the university.

6. Submit the committee's decisions to the Dean of the College of Medicine for submission to the relevant office

## The Students' Advisory Board

### *Objective:*

This is an advisory body concerned with the realization of effective student participation in the college decisions involving the development of the educational and academic process, probing the views of the male and female students on educational and service activities offered to them.

### *General organizations:*

The formation of the students' advisory board will be as follows:

1. The Dean of the College of Medicine will be the Chairman of the committee.
2. The student's selection process is based on representation of all levels and genders.
3. The board will meet periodically or at least once per study semester.
4. The board may be called into session on an out-of-policy basis if requested in writing by at least 50 percent the members.
5. The meetings will be presided over by the Vice Dean for Academic Affairs if the Dean of the College of Medicine cannot or is unable to attend.

### *Objectives of the Board:*

1. Serve as the communication link and causeway between the college and its students in a way that will enhance the progress of the academic, educational and service processes in the college.
2. Explore the viewpoints of the student population on the academic and extracurricular activities and services offered.
3. Present advice and consultation with the Dean of the College of Medicine on issues of interest to the student population.
4. Cooperate in order to render the college the ideal place to receive knowledge and a fertile environment to absorb higher ethics and morals, make acquaintances and nurture the spirit of goodwill among all members of the college.
5. Link the students to the college and its activities and promote alumni spirit.