



جامعة الأمير سّطام بن عبد العزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

Academic Advising Handbook

*Software Engineering Program
Program*

Prepared by: Academic Advising Unit

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Introduction

Academic advising is one of the most important means of helping a student integrate into the university academic environment and achieve the highest rates of academic achievement. It is necessary to achieve the goals of university education, which aim to stimulate the student's diverse talents to develop fully academically, psychologically, and socially.

Vision

Providing pioneering guidance services that refine the student's personality and build a knowledge society, as academic guidance means building the student academically, socially, and psychologically.

Mission

Enhancing educational values and discovering students' skills through the optimal utilization of critical thinking and creative abilities aligns with the core principles of a high-quality university education.

Goals

- Providing academic information to students and familiarizing them with study systems and regulations.
- Dissemination of the culture of university life among new students.
- Cooperating with students in implementing the established academic plan and selecting courses.
- Guiding students in academic matters such as choosing a major and track.
- Providing advice regarding the student's performance and academic level in various courses
- Encouraging and supporting outstanding and gifted students and helping struggling students advance and improve their academic level.
- Providing psychological and social guidance to the student when necessary.

Advising Areas

Academic Field

Students often encounter various challenges when commencing and throughout their university studies such as academic achievement

and memory issues, withdrawing repeated courses, test anxiety, and changing majors.

Professional Field

Helping students choose an appropriate major for their future profession.

Family Field

One of these challenges includes adapting to family dynamics, such as issues related to parental or sibling incompatibility, family breakdown, or the inability to create a supportive family environment for the student. Additionally, it encompasses the family's relationship and interaction with the broader community.

Psychological Field

Include difficulties in psychological adjustment, such as feelings of inferiority, anxiety, obsessive-compulsive disorder, shyness, depression, aggression, or introversion, in addition to dissatisfaction with oneself and constant blame, or being immersed in daydreams and rejecting reality, etc.

Social Field

This is reflected in a student's challenges in building relationships with peers, experiencing feelings of alienation or difficulty in maintaining friendships, not being familiar with effective classroom interaction with faculty members, and facing difficulties in connecting university life with its societal extensions.

Service Field

Consists of providing information to students that makes it easier for them to go to the party concerned with the problem, as well as clarifying the procedure and steps that must be taken when the student faces a problem or completes a transaction that he wishes to obtain.

The Role of The Academic Advisor

The primary goal of the academic advisor is to guide the student in choosing appropriate courses according to the established academic plan, to help the student overcome the obstacles that he may encounter in his studies, and to provide advice and guidance on matters that affect his educational path.

The Role of The Student

Following up on the progress of academic achievement and seek advice and guidance from the academic advisor to help him develop his study plan by guiding him on how to choose the program, paths, and academic schedule in a way that achieves the student's goals and ambitions for a successful academic and practical life.

To achieve this, every student must follow the following steps:

- Familiarize himself with the details of the academic calendar and critical dates related to registration, additions, deletions, withdrawals, etc
- Know your academic advisor and their advising hours.
- Meet with your academic advisor to discuss academic and professional goals, the program, study schedule, and address any areas of confusion.
- Review the form for adding and deleting courses with the academic advisor before activating it through Student Affairs.
- Students who are struggling in their studies must meet their academic advisor periodically to be followed up academically.
- Implementing the recommendations of the academic advisor and regularly meeting with him according to the agreed-upon dates.
- Notifying the advisor of any changes that may affect the program or study schedule.

Follow Up Students with Difficulties

Students with difficulties are those who failed one or more university courses and were unable to pass them.

- A student who has defaulted in the cumulative GPA, i.e., reached a GPA of 2.75 or less,
- A student is stumbling in the course.

Plans for students with difficulties

The primary role in implementing this plan lies with the academic advisor, and the assistance of course professors is as follows:

- i. The academic advisor holds a meeting with the student and finds out the reasons for the stumble. The student is asked a set of questions, and then the student is guided. These notes are recorded in the student form after he leaves to prevent embarrassment for the student.
- ii. During the meeting, the academic advisor identifies courses in which students are struggling and communicates with course professors for follow-up. The advisor also guides the student by developing a study program for him, which helps him organize his study time.
- iii. The student registers the names of the subjects he is struggling with for the course clubs in the activity unit so that possible assistance can be provided.
- iv. The most important point is that the advisor follows up with the student and communicates with him at least once a week.
- v. If the student does not listen to the advisor's instructions and advice, a report will be submitted to the unit, and the unit will submit it to the dean of the college.

The Role of The Social And Psychological Advisor

- The social and psychological advisor holds a workshop for the students in which he explains his role in the academic advising process.
- He also explains the services that the university provides to students who have some special circumstances, which are loan services and subsidies.
- This form is distributed to college students.
- Some student cases are referred to the social and psychological counselor, where joint work is done between the academic counselor and the psychological counselor until the student overcomes her difficulties.
- Other workshops are also offered.

4. ماهو برنامجك اليومي "الروتين اليومي" ؟
4. What is your daily plan "daily routine" ?
.....
.....

5. هل تقوم بأداء البحوث والواجبات بنفسك؟
5. Do you perform research and duties yourself?
.....
.....

6. إذا كنت تأديها بنفسك هل تقوم بأدائها مباشرة بعد طلب الأستاذ أم تؤجل ذلك لحين آخر موعد التسليم؟
6. If you fulfill your performance immediately by your own after the request of professor or postpone it until the last date for delivery?
.....
.....

7. هل لديك مشكلة في التواصل مع أستاذ المادة؟
7. Do you have a problem in communicating with the subject's lecturer?
.....
.....

8. هل لديك مشكلة في إستماب المحاضرة ؟ ما نوعها؟
8. Do you have a problem in accommodating the lecture? What kind?
.....
.....

9. هل تبادر بالسؤال عن النقاط التي يصعب عليك فهمها في المحاضرة أم ينتهك الخجل؟
9. Do you take the initiative to ask for points that are hard for you to understand during the lecture or shame stop you?
.....
.....

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Kingdom of Saudi Arabia
Ministry of Higher Education
Prince Sultan Bin Abdul Aziz University
College of Computer Engineering and Science
Academic Advising Unit

المملكة العربية السعودية
وزارة التعليم العالي
جامعة الأمير سلطان بن عبدالعزيز
كلية هندسة الحاسوب
وحدة الإرشاد الأكاديمي

جامعة الأمير سلطان بن عبدالعزيز
Prin Sultan Bin Abdul Aziz University

نموذج الطالب المتعثر
Unsurspassed Student Form

(معلومات الطالب) Student Information:

اسم الطالب المتعثر
Name of unsurspassed student:
.....

الرقم الجامعي
University ID
.....

المستوى الدراسي
Level
.....

المقرر الدراسي
Curriculum
.....

أسئلة المقابلة:

Interview questions:

1. هل تتوفر لديك الرغبة في دراسة التخصص (تخصص الطالب)؟
1. Do you have the desire to study specialization (specialization of the student)?
.....
.....

2. هل تحضر على حضور المحاضرات والآنصات جيدا؟
2. Do you attend lectures and listen well?
.....
.....

3. هل تحضر على تنظيم أوقات النوم والاستيقاظ مبكرا؟
3. Are you Keen to organize bedtimes and wake up early?
.....
.....

1

10. هل تحضر على معرفة أوقات الساعات المكتبية لكل أستاذ للتواصل معه؟
10. Are you keen to know the times of office hours for each professor for communication with her?
.....
.....

تنبيهات ينبغي مراعاتها:
Alerts should be observed:

- أن يتم طرح الأسئلة عن طريق الحوار مع الطالب وبشكل ودي وليس عن طريق تعبئة الاستمارة من قبل الطالب فالمسؤول هو المرشد الأكاديمي بعد إكمال الإجابات من الطالب.
Asking questions through dialogue with the student and in a friendly manner and not by completing the form by the requesting person asked is the academic advisor is responsible after extraction of the student answers.
- عدم السماح للطالب بالتطرق لأبحاث خاصة عن أسئلة المقررات وعدم مساعدتها على إلقاء التوم على الأعضاء.
Do not allow the student to address private talks about courses' teachers and help them not to blame the members.
- الغرض من المقابلة تنبيه الطالب على نقاط الضعف لديه ومساعدته على إيجاد الحلول لتحسين مستواه الدراسي.
The purpose of the interview is to alert the student to her shortcomings and help them find solutions to improve the of academic performance
- يجب أن تلمس ملاحظات المرشد الأكاديمي وضع الطالب الاجتماعي و الدراسي و الأسباب التي أدت الي تعثر الطالب و كذلك سبل رفع معدله الدراسي.
The academic advisor notes should briefly describe the social and academic situation and mention the reasons that lead to his stumble. And therefore the ways to enhance his GPA

ملاحظات المرشد الأكاديمي:
Academic advisor notes:
.....
.....
.....

اسم المرشد الأكاديمي
Name of academic advisor:

التاريخ Date:

التوقيع Signature:

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Figure 2: Unsurspassed Student Form

Student Report

Name : ██████████

Student Number: 434020020

IS 2611 Systems Analysis & Design

Academic performance

HW 1	HW 2	Quiz 1	MID 1
Not submitted	Not submitted	Not submitted	Missed

Attendance

- Lecture:

% 10.71	1	<input type="checkbox"/>	<input type="checkbox"/>	1	0	متظم	██████████
---------	---	--------------------------	--------------------------	---	---	------	------------

- Lab:

% 10.71	2	<input type="checkbox"/>	<input type="checkbox"/>	2	0	متظم	██████████
---------	---	--------------------------	--------------------------	---	---	------	------------

Class participation and discussions

She attends the course as well as she participates and discusses in the lecture and practice (i.e., She tries to understand and recover its course).

Recommendation

I think that she wants succeed. We should support it.

She missed Quiz and Mid 1, she said that she will only pass the final exam

Figure 3:Example of a student with difficulty report

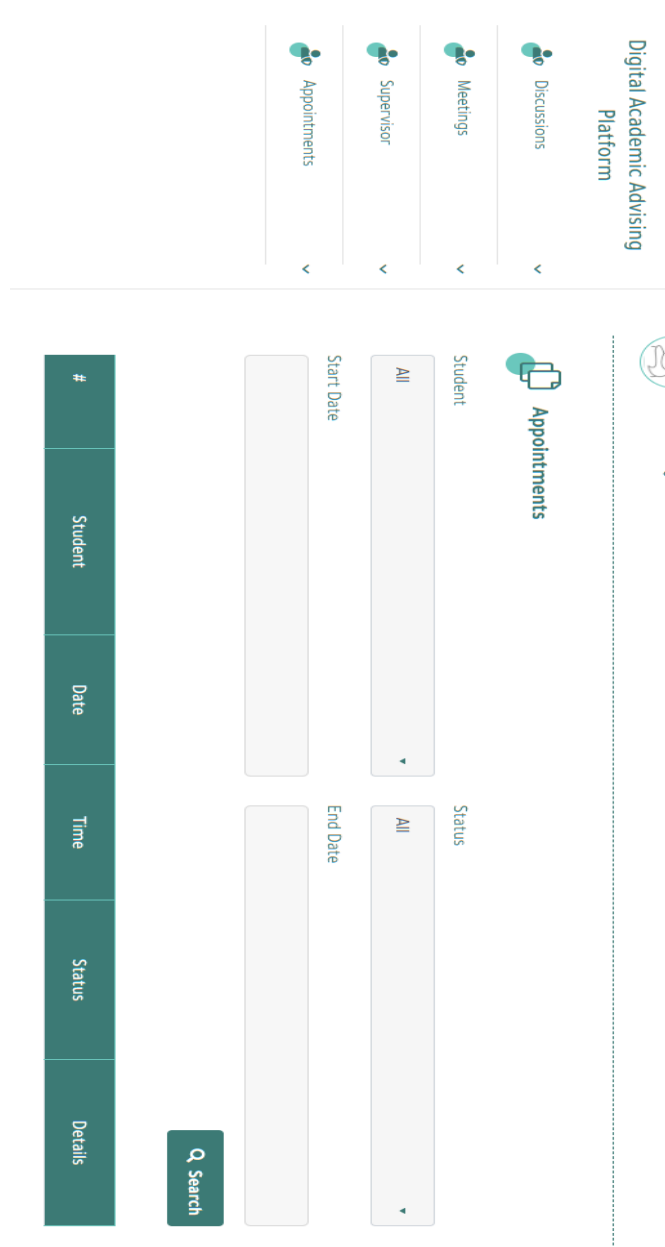


Figure 4: Screenshot from the Academic advising platform

Academic Rules and Regulations

Academic Year

The academic year consists of two basic semesters and one summer semester if conducted. There is one week vacation during each semester and between the two semesters.

Academic Semester

A duration of at least fifteen weeks of studying excluding the period of registration and final exams.

Summer Semester

The duration is a maximum of eight weeks, excluding registration and final exams. The summer course duration is doubled for students.

Academic Level

This indicates the academic stages according to accredited study plans

Study Plan

This is a group of free, elective and compulsory courses whose total credit hours are considered to be the requirements of graduation which the student must successfully complete to acquire a degree in the defined specialization.

Academic Course

This is a component of an accredited study plan in each specialization (program). Each course is identified by a number, code, name, and a detailed description that distinguishes its content and level from other courses. The

department maintains a file for each course to facilitate monitoring, assessment, and development. Additionally, some courses may have co-requisites or prerequisites.

Study Units

A weekly session, whether theoretical (lecture or tutorial) lasting at least 50 minutes or practical/field study lasting at least 100 minutes

Academic Warning

A notification sent to the student due to lower GPA of at least (2) out of Mid Semester Grade.

Mid Semester Grade

It is the marks given for the works completed during semester like exams, research and educational activities related to the course. The college council, based on the suggestion of the course-concerned department, confirms the mark from (40%) to (60%) out of the final mark. Mid semester, accumulation of marks of the course can be through one of the two following ways:

1. Assessment methods include viva, practical exams, research, various class activities, and at least one written exam.
2. There are at least two written exams.

Assignments of the course teacher include the followings:

1. Count the marks defined by the college council for mid semester works.
2. Announce the way of distribution of mid semester marks for student at the beginning of each semester according to course description and announce semester exam schedule.
3. Allow the student to look at answers of semester exam after the result is out and let them compare it with sample answers of the exam.

Make the semester exam results known to students within two weeks from the exam date, and make sure to announce detailed results of semester marks at least one week before the beginning of the final exams other mid semester marks at least one week before the beginning of the final exams.

Final Exam

The exam takes place once at the end of the semester.

Final Exam Mark

It is the grade a student receives in the final exam for each course in the semester.

Final Mark

The final grade is calculated based on the total marks for semester work and the final exam, with a maximum score of 100.

Grade

Description of the percentage or alphabetical code for the student's final course grade.

Incomplete Grade

A temporary grading of each course, in case the student was unable to complete its requirement within the specified time. This course is coded in the academic record either with letter (J) or (IC).

IP Grade

A temporary grading of each course whose nature of study requires more than one semester to complete. This course is coded either with letter (P) or (IP).

Semester Average

It is the sum of all grade points multiplied by the credit hours for each course; this sum is then divided by the total number of credit hours for that semester.

Grade Points Average

It is calculated by adding all grade points multiplied by the credit hours for the courses that the student studied so far divided by the total credit hours.

General grade

Description of the student's learning level during their university study.

Academic load

The total allowable hours for a student to register in a semester are defined by university rules, specifying both the minimum and maximum loads.

Levels and Study System

1. Undergraduate study moves with Level system.
2. Undergraduate study consists of eight or more levels at university stage and four or more levels at Diploma stage.
3. The minimum academic load of a student is 12 units whereas the maximum is 20. The maximum can be increased up to 23 units for graduating student after the approval of the dean of the college.
4. Students failing some of the courses will be registered in level courses steadily starting from low levels as per the accredited study plans.
5. If a student fails in one or more courses, he must study the courses with the following rules:

- A. If a student fails in the course whose total is minimum level of units or more in the courses of one level, the failed courses must be studied again only in that level.
- B. If a student fails in the courses whose total is less than minimum level of units, the failed courses must be studied along with additional courses of the next levels as per the followings:
- a) Course registration will be made according to the rules of Schedule and Study Plan.
 - b) The total load of the student will be linked with his GPA provided it is not less than the minimum or more than the maximum.
 - c) If there is no clash in student's schedule.
 - d) If it is difficult to register the academic load of the courses of the next level (because of a clash, or unfinished pre-requisite, or because of finishing all the courses of that level), the student's load will be completed from the courses of the next levels (the number of the next levels, whose courses are allowed to be registered, will be restricted to two levels). And if it becomes difficult to finish the student's units, he can only be content with the units available for him although the number is less than the minimum level.
- C. The student can modify his registration by adding or deleting courses during the first week of academic semester (or summer semester), or by deleting some courses during the first two weeks of the semester according to the following rules:

First: Deletion

1. The number of credit hours should not be less than the minimum load allowed for registration, which is 12 study units.
2. If the course intended for deletion is a prerequisite for another course at the same level, the student must delete both courses simultaneously.

Second: Addition

1. If there is no clash in the academic schedule.
2. The course should be listed in the study plan, elective courses, or free accredited courses if available.
3. Seats are available in the desired section.
4. There are no prerequisites.
5. It should not exceed the maximum limit of the academic load allowed for registration, as determined by the student's GPA.

Rules and Regulations

Attendance and excuses for study

1. A regular student must attend lectures, practical, and tutorial classes, and will be prohibited from entering the final exam if their average attendance falls below 75% of lectures, practical, and tutorial classes during the semester. Additionally, a student deprived of entering the exam due to low attendance will be considered to have failed in the course. Their semester

marks will be fixed, and they will be graded as "deprived" with the letter (ح) or (DN). The college council will approve the list of students deprived of taking the exams in courses.

2. The college council has the authority to grant an exception, allowing a student to take the exam if they provide valid excuses that the college council accepts, provided that the attendance is not less than 50% of the lectures, practical, and tutorial classes specified for the course.
3. The mark of a student who does not appear for the final exam will be zero, and their grade in the course will be calculated based on their semester work marks.
4. The course teacher is responsible for monitoring attendance and announcing the names of students who are prohibited from entering the exam.
5. The file of a private student will be closed if they fail to appear for all final exams without acceptable excuses.
6. A student will not be considered disconnected for the semesters during which they are studying in another university as a visitor.
7. A student may request an excuse from continuing their studies for a semester without being considered a failure, provided they make this request at least five weeks before the final exam. This is subject to the condition that the period does not exceed two consecutive semesters or three non-consecutive semesters.
8. A student may request an excuse from continuing their studies in a specific course for one semester without being considered a failure, provided they make this request at least five weeks before the final exam and that this does not fall below the minimum limit of courses (which is a maximum of four courses) during their entire tenure at the university.

Alternative exam

If a student fails to attend the final exam of any course due to an unavoidable reason, the college council can consider their excuse and provide them with the opportunity to take an alternative exam within the next semester. In emergency cases, the student affairs committee has the authority to extend the period for the alternative exam, and the grade will be assigned after the completion of the alternative exam.

Postponement

A student can postpone their studies according to the following conditions:

1. If they apply for postponement through the electronic portal during the first week of the semester, following the timetable in the approved academic calendar.
2. The period of postponement should not exceed two consecutive semesters or three non-consecutive semesters during their entire enrollment at the university.

Withdrawal from a semester

A student can temporarily pause their studies for a semester without being considered to have failed, subject to the following conditions:

1. Submission of a request through the electronic portal at least five weeks before the start of the final exams. This request must be made in advance of the final exams and adhere to the specified timeframe.

2. The period of the excuse should not exceed two consecutive semesters or three non-consecutive semesters throughout the student's entire enrollment at the university.

Withdrawal from a course

Student may discontinue their study of a course under the following conditions:

1. The student can excuse themselves from continuing the study of a course for one semester without it being considered a failure, provided they submit their excuse at least five weeks before the final exam.
2. The number of courses excused in a single semester should not exceed one course.
3. The excuse should not result in an academic load lower than the minimum requirement, which is 12 units.
4. The total number of excused courses should not fall below the minimum limit of courses (which is typically four courses at most) throughout their entire enrollment at the university.

Re-enrollment

A student, whose academic file has been closed, has the opportunity to seek re-enrollment at the college, provided they adhere to the following rules:

1. The student can apply for re-enrollment within four academic semesters from the date of their file's closure.

2. The re-enrollment request must receive approval from the college council and other relevant departments.
3. Re-enrollment is allowed only once.
4. Re-enrollment shall not be permitted for students who were dismissed from the university due to educational or disciplinary reasons, or for students who were dismissed from another university for disciplinary reasons. If it becomes evident after re-enrollment that the previous dismissal was due to such reasons, the enrollment will be considered invalid from the date of re-enrollment."

Dismissal

A student is dismissed from the university in the following cases:

1. If he receives three consecutive warnings for low GPA less than the minimum (2.00). He will be given a fourth chance to raise his GPA supposing that he will obtain (48 points of 12 study units) and this will automatically be counted and processed.
 - a. The college council can give a fourth chance for those not obtaining the points automatically according to the following:
 - If there is improvement in the performance of the student in the last two semesters, and this could be measured by the aggregate of the division of the total points of the two semesters on the units registered in these semesters, which should not be less than (2.00) out of (5.00) excluding the summer semester.

- b. The Student Issues Committee can give the student a fifth chance based on the recommendation of the college council, and the university council also can make exceptions from this.
2. If he could not complete the graduation requirements within the maximum period which is half of the period specified for graduation in addition to the program period, the permanent committee for student issues, based on the recommendation of the college council, can give the student exceptional chance to complete the graduation requirements on condition that, the period should not exceed the double of the actual period specified for graduation.

Transfer

Internal Transfer:

A student can be transferred within the university from one college to another or from one specialization to another, subject to the following rules:

1. Transfers to parallel departments will be limited to the start of the fifth level or less, and to the third level for non-parallel departments, regardless of the student's level in their previous department.
2. New students are eligible for transfer only after completing one semester (15 completed hours) of their specified study period at the university.
3. Transfer requests should be submitted within the timeframe specified in the academic calendar.

4. The remaining period of study should be sufficient to fulfill the graduation requirements in the new department.
5. Transfers are allowed only if there have been no previous transfers during the student's undergraduate study.
6. The student must meet the conditions of the department they intend to transfer to, including the required Grade Point Average (GPA), available seats, and the number of completed hours.
7. The transcript of the transferred student should include all courses previously completed, including GPAs and CGPA earned during their study at the university.
8. After the transfer, course equivalencies may be established with the approval of the department.

External Transfer:

The transfer of a student from outside the university can be accepted in any semester, subject to the following rules:

1. The student must be registered in a recognized college or university.
2. The student must not have been dismissed from the previous university for academic or disciplinary reasons. If it is later determined, after the transfer, that the student was dismissed for disciplinary reasons, the transfer will be considered invalid from the date of the transfer.

3. The number of units the student has completed must not fall below 60% of the number of units required to earn a bachelor's degree at the university.
4. The number of credit hours for a course intended to be equalized should be equal to or greater than the number of credit hours at the university.
5. The content of the course studied by the student and intended to be equalized should match the course available at the university with at least an 80% match.
6. The student should have obtained a grade of (Good) or higher in the courses to be equalized.
7. The student must submit their transfer request during the period specified for external transfers in the university calendar.
8. The transfer will not be approved until the equalization procedures are completed.

Visiting student

The visiting student is the one who studies some courses in other university or in one of its branches without transfer, and his studied courses will be equalized as per the following: it is necessary for the student of Sattam Bin Abdulaziz University (in Alkharj or in any of its branches) who is willing to study as visitor in other university:

- A. He should have academic record (with GPA) of at least two semesters from his college before applying for study as visitor.

- B. He should get prior permission from his college for studying as visitor confirming the courses intended for study, the college can determine condition of having fixed grade for course equalization. The student will be sent for study with an official letter issued by the deanship of admission and registration.
- C. The course he is studying in other university should be equal in terms and the academic units should not be less than any of the courses listed in the requirements of the graduation.
- D. The maximum limit of the total units to be probably counted by other university is 20% of the total units of graduation at Sattam Bin Abdulaziz University.
- E. The student must provide the deanship of admission and registration with the results within two weeks from the start of the classes in the first semester, which will be followed by his study as visitor. In case he does not provide with the results, he will be considered separated.

It is or a student of Sattam Bin Abdulaziz University (in Alkharj or any of its branches) who wishes to study in Alkharj or at any of the branches of the same university, the following conditions are mandatory:

- A. The student must have an academic record with a GPA of at least one semester in their current college before applying to study at the desired location within the same university.
- B. Prior permission from their current college is required for studying at the intended location, confirming the courses they intend to study. The student will be provided with an official letter issued by the deanship of admission and registration.

- C. The course the student is studying should be equivalent in terms of content and academic units to any of the courses listed in the graduation requirements.
- D. The student's transcript, when transferring from one college to another within the university, should confirm the previously studied courses, including grades, GPA, and CGPA from their study periods at the university.
- E. The maximum limit of total units that can potentially be counted by the branch of the university is 40% of the total units required for graduation from the student's program.

Summer Semester

Summer Semester Duration: The summer semester is a period of up to eight weeks, excluding registration and final exam periods. During this semester, the specified period for each course is doubled.

- A. **Maximum Credit Hours:** The maximum credit hours for a student are 9, which can be increased to 12 for graduating students with the dean's approval.
- B. **Course Duration:** Courses in the summer semester are conducted with double hours. Each hour is equivalent to a normal class duration of 50 minutes. For instance, courses that are typically three hours a week will be taught in six hours a week due to the shorter summer semester.
- C. **Attendance:** The attendance requirements for the summer semester are the same as those for the regular academic semesters.

- D. **Withdrawal:** Students can withdraw from the summer semester within the deadline specified in the approved academic calendar.
- E. **Summer Semester Duration:** The summer semester will not be considered when calculating the period specified for completing graduation requirements, and it will not be considered for exceptional chances.
- F. **Eligibility for Summer Semester:** Students who have withdrawn, postponed, or been suspended from the second semester due to their academic performance or for a specific period are eligible to register for the summer semester. However, students dismissed from the second semester are not eligible to register for the summer semester.
- G. **Summer Semester Schedule:** The schedule for the summer semester will follow the academic calendar.

Rules of re-correcting exam answers

The college council can approve the re-correction of exam answers before the start of the next semester's exam according to the university's approved rules, following the guidelines below:

1. **Request Submission:** Students are allowed to submit a request for re-correction to the concerned department. This request should be forwarded to the college council within one month from the end of the final exam of the semester.
2. **Limit on Re-correction Requests:** Students may not request re-correction for more than three courses during their entire enrollment at the university.

3. Information Form: A form will be prepared containing the following information: student's name, university number, course number, course code, course name, section number, semester, attendance average, grade point average, warnings, course teacher's name, exam date, request date, reasons for re-correction, and a pledge to provide correct information.
4. Re-correction Committee: If the request is approved, the college council will establish a three-member committee from the faculty to re-correct the exam paper. The committee will then submit a report to the college council for a final decision, and the council's decision will be considered as the final one.

Graduating

The student will graduate after successful completion of graduation requirements according to study plans provided his grade does not fall below "Pass", and the college council, based on the recommendation of the department council, can specify some courses to raise his grade if he is passing in the courses and failing in grade.

The university council based on the recommendation of Academic System & Plans committee can raise the minimum level of the grade required for graduation.

The student will be considered graduate only after the university council issues an approval to give him the degree.

Graduation certificates: each graduated student will be awarded graduation certificate carrying basic information about the student, the degree, the grade, and the semester of graduation. The certificates will be signed by the dean of admission and registration affairs.

Links

[1.pdf \(psau.edu.sa\)](#)