



# **Student Handbook**

2024

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## Introduction:

Welcome to Al-Yamamah University! We are delighted to have you join our community as a student. This guide serves as a valuable resource to familiarize you with our university, its establishment, specialties, and facilities.

Within this guide, you will find comprehensive information about academic studies and curriculum plans. We also introduce the University Preparatory Program, designed to prepare and guide incoming students for their university journey.

Furthermore, we provide insights into the various centers, administrations, and services available to support you throughout your university experience. From the Career Services Center to the Sports Center, we aim to cater to your diverse needs.

Moreover, this guide outlines the university's regulations and rules, ensuring transparency and providing avenues for students to address any concerns or grievances they may have.

We hope this handbook serves as a valuable companion throughout your time at Al-Yamamah University, helping you navigate your academic journey with confidence and success.

**Deanship of Admissions, Registration, and Student Affairs**

## **First: Key Terms:**

### **Academic Duration:**

The prescribed duration of the program for graduation is according to the approved academic plan by the university council.

### **Academic Delay:**

Failure to complete the level of study for any reason, such as failing a course or not submitting a required course from the department.

### **Academic Warning:**

Notification to the student due to a decrease in their cumulative GPA below (1.00) out of (4.00).

### **Apology for Studying:**

The student's decision not to continue studying for the academic year or semester they registered for, with an acceptable excuse, at least five weeks before the start of the final exams, with the period of apology included in the academic duration.

### **Study Postponement:**

The student's decision not to register for courses in the semester they intend to defer, approved by the college council, with a maximum deferral period of two consecutive semesters or three non-consecutive semesters throughout the student's enrollment at the university. The deferral period is not counted within the academic graduation duration.

### **Discontinuation:**

The student's interruption of studies for one semester without applying for deferment or notifying the university, and then their enrollment is closed.

### **Termination of Enrollment:**

Ending the student's relationship with the university, either through dismissal, withdrawal, or discontinuation.

### **Academic Year:**

Two main semesters and a summer semester if available.

### **Semester:**

A period of no less than fifteen weeks during which academic courses are taught, excluding the registration and final exam periods.

### **Summer Semester:**

A period of no more than eight weeks, excluding the registration and final exam periods, with course durations potentially multiplied.

### **Academic Plan:**

A set of mandatory, elective, and free courses that constitute the graduation requirements the student must complete to obtain the academic degree in the specified major.

### **Academic Level:**

Indicates the study stage according to the approved academic plans.

**Academic Course:**

A course within the approved academic plan for each major (program), each with a number, code, name, and detailed description distinguishing it in terms of content, level, and other course requirements, with a specific file kept by the department for monitoring, evaluation, and development purposes. Some courses may have prerequisites or co-requisites.

**Study Unit:**

The weekly theoretical lecture lasts no less than fifty minutes, and the practical or field lesson lasts no less than fifty minutes.

**Academic Workload:**

The total study units that a student is allowed to register for in a semester, with the upper and lower limits determined by the university's executive rules.

**Midterm Grade:**

The grade given for coursework during a semester, including exams, research, and educational activities related to the course.

**Final Exam:**

A single exam is held at the end of the semester for each course.

**Final Exam Grade:**

The grade obtained by the student in each course's final exam for the semester.

**Final Grade:**

The total of the semester's coursework grades, plus the final exam grade for each course, is calculated out of one hundred.

**Grade:**

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

**Incomplete Grade:**

A temporary grade is assigned to a course when a student cannot complete its requirements by the specified deadline, represented in the academic record by the letters (IC).

**Semester GPA:**

The result of dividing the total points obtained by the student by the total units specified for all the courses they studied in any semester. Points are calculated by multiplying the specified unit by the grade weight obtained in each course.

**Cumulative GPA:**

The result of dividing the total points obtained by the student in all the courses they have studied since joining the university by the total units specified for those courses.

**Overall Assessment:**

A description of the student's overall academic achievement during their study at the university.

**Academic Program:**

A comprehensive program of courses that prepares the student over a specific duration of years intellectually, skillfully, and personally to obtain the academic degree in a specific major.

**University Requirements:**

Specific mandatory courses are studied by all university students in the bachelor's stage.

**College Requirements:**

Specific mandatory courses are studied by all students in the college.

**Program Requirements:**

Specific mandatory courses for a specified number of approved study units studied by all students in the program.

**Elective Courses:**

A group of courses from which the student chooses to fulfill the required number of approved study units allocated for elective courses in the academic program.

**Academic Record:**

A statement of the student's academic performance, including courses studied, their study units, grades, semester GPA, cumulative GPA, and any academic warnings issued.

**Academic Advisor:**

A faculty member is responsible for supervising, guiding, and monitoring the students during their university studies.

**Minimum Academic Workload:**

The number of study units a student must register for during a semester, not less than (12) study units for the semester system.

**Maximum Academic Workload:**

The number of study units a student can register for during a semester, not exceeding (19) study units for the semester system.

## **Second: University Academic System:**

### **❖ University Preparatory Program (INTERLINK):**

The INTERLINK English Language Program:

1. The program aims to enhance the student's proficiency in English language skills to prepare them for specialized courses taught in English. The student must take the English Language Program placement test to determine their appropriate level. Students scoring 513 or higher in TOEFL (iBT 65, CBT 183) or an overall band score of 5.5 or higher in IELTS, with a score of 5 or higher in each of the four components, are exempt from the program.
2. The English Language Program, supervised by the English Language Institute, consists of eight study levels, each lasting eight weeks. During each level, the student studies twenty (20) hours per week in two core courses: Communication and Reading, and Writing. In other words, the English Language Program is divided into two stages:
  - First Stage: Preparatory or Preliminary Stage, comprising the first three levels (CELP 1, CELP 2, CELP 3), focusing solely on Communication, Reading, and Writing courses.
  - Second Stage: Preparatory Stage, comprising the next five levels (ORN 1, ORN 2, ORN 3, ORN 4, ORN 5).
3. Course registration during the preparatory year:
  - In the first six levels (CELP 1, CELP 2, CELP 3, ORN 1, ORN 2, ORN 3), students are not allowed to register for any courses alongside English language courses.
  - In the last two levels (ORN 4, ORN 5), students are allowed to register for approved courses according to the student's study plan and GPA.

### **❖ Academic Program:**

#### **University Colleges:**

College of Business:

- Accounting
- Finance
- Management
- Marketing
- Management Information Systems

College of Engineering & Architecture

- Architecture
- Network Engineering & Security
- Software Engineering
- Industrial Engineering

College of Law

- Bachelor of Law

#### **Academic Workload:**



4. The minimum academic workload is (12) study units, and the maximum is (19) study units.
5. The minimum academic workload for the summer semester is (2) study units, and the maximum is (9) study units, as illustrated in the following table:

•The cumulative GPA (Grade Point Average) determines the academic workload for both the regular semester and the summer semester. The following table illustrates the relationship between the cumulative GPA range and the corresponding minimum and maximum academic workload:

Cumulative GPA Range	Regular Semester Minimum	Regular Semester Maximum	Summer Semester Minimum	Summer Semester Maximum
0.00 - 1.49	12	12	2	6
1.5 - 4.00	12	19	2	9

•This table outlines the minimum and maximum academic workloads for both the regular and summer semesters based on the student's cumulative GPA.

### **Registration Rules:**

#### **First:**

The student is automatically registered before the start of each semester. If the student wishes to drop or add any course, they can do so through the electronic portal (Edugate) during the specified period in the academic calendar.

#### **Second:**

In case of difficulties with a drop or add procedures online (Edugate), the student can contact the Admission and Registration Department by following these steps:

1. Fill out the drop and add form and the academic record from the website (Edugate + LMS).
2. Fill out the drop and add form in coordination with the academic advisor after reviewing the student's academic plan.
3. Electronically send the drop and add a form to the Registrar of the Admission and Registration Department for processing.
4. The student reviews their class schedule through the website (Edugate) to confirm the execution of their request.

#### **Third: Drop Conditions:**

- a. The number of credit hours should not be less than the minimum allowable academic load for registration.
- b. If the course to be dropped is a prerequisite for another course, the student is only allowed to drop it by dropping both courses together.

#### **Fourth: Add Conditions:**

- a. No schedule conflicts.
- b. The course should be part of the academic plan, elective courses, or approved free courses, if applicable.
- c. Availability of seats in the required section.
- d. No prerequisite requirements.
- e. Does not exceed the maximum allowable academic load for registration according to the student's cumulative GPA, as shown in the table above.

f. If the student cannot register for the allowed academic load (due to conflicts or not completing the prerequisite), they can register for the available units even if they are below the minimum.

#### ❖ Attendance and Deprivation from a Course:

- Students with attendance below 80% of lectures and practical sessions of a course will be denied entry to the final exam in a given semester. A student denied entry to the exam due to poor attendance is considered to have failed the course and receives a “denied” grade (DN) for the course.
- Students who receive DN for exceeding 20% absences or more in a course may submit an official request with excuses(including medical reports) to the college dean for consideration of lifting the DN.
- If the college council accepts the excuses and provided that the absences are below 30% of the course, the DN is waived.
- Medical excuses require a report issued or cetified by the university clinic or a government hospital.

#### ❖ Course Withdrawal:

A student can withdraw from one or more courses without being considered to have failed during the specified period in the academic calendar. The following steps should be followed:

1. Fill out the course withdrawal form through the website (Electronic Portal: LMS).
2. After completing the form, the student sends it to the college dean or their authorized representative. The student should check their class schedule through the website (Electronic Portal: Edugate) to ensure the request is processed. The student receives a grade of (W).

#### ❖ Apology for Studying:

A student can apply for an apology for a semester without being considered failed within the specified period in the academic calendar. Follow these steps:

1. Fill out the apology form through the website (Electronic Portal: LMS).
2. After completing the form, the student sends it to the college dean or their authorized representative. The student should check their class schedule through the website (Electronic Portal: Edugate) to ensure the request is processed.
3. The student is given a grade of (W), and this semester is counted towards the time needed to complete graduation requirements.
4. The student is automatically re-registered after the apology semester. If the student wants to make an apology for the following semester, a new request must be submitted to the college.

#### ❖ Study Postponement:

- A student can apply for postponement before the start of the semester they want to postpone, according to the dates specified in the academic calendar.
- The student submits a postponement request to the college dean or their authorized representative, within the specified period in the academic calendar for the academic year. The request must be submitted before the end of the semester prceding the postponed semester.

- The postponed period is counted from the semesters allowed for the student to take leave from studies and is not counted towards graduation requirements.
- The student is automatically re-registered after the postponed semester. If the student wants to postpone the study for the following semester, a new request must be submitted to the college.
- If the student is not enrolled in the semester, then he/she will be considered discontinued.
- The postponement period should not exceed two consecutive semesters or three non-consecutive semesters at the maximum during the student's stay at the university.

#### ❖ **Student Discontinuation and Reinstatement:**

- If a regular student is absent from studies for one semester without requesting an apology or postponement, their enrollment is discontinued.
- The college council and relevant authorities can reinstate the student if they apply within a period not exceeding four semesters from the date of discontinuation.
- If four or more semesters have passed since the discontinuation, the student can apply for readmission as a new student without referring to their previous academic record, subject to meeting all admission requirements announced at that time.
- The university council can reinstate a student who withdrew their file from the university with their old record if they apply for reinstatement within the semester following file withdrawal. They must not be academically dismissed.
- Reinstatement is allowed only once.
- A student who has been academically dismissed, or dismissed from another university for disciplinary reasons, cannot be reinstated. If it becomes clear after reinstatement that they were dismissed for such reasons, their reinstatement is canceled from the date of reinstatement.

#### ❖ **University Dismissal:**

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

- If they receive three consecutive warnings for having a cumulative GPA below (1.00) out of (4.00). The university council may, based on the college council's recommendation, give a fourth opportunity to those who can raise their cumulative GPA by studying available courses.
- If they do not complete graduation requirements within a maximum period of half the program duration, in addition to the program duration. There are some exceptions granted by the university council based on the college council's recommendation.
- If the student violates university regulations, they are expelled disciplinarily.

#### ❖ **Graduation:**

A student graduates upon completing graduation requirements according to the academic plan, in the following cases:

1. The cumulative GPA of the student is not less than 1.00 out of 4.00.
2. If the student passes all courses according to the academic plan but obtains a cumulative GPA less than (1.00) out of (4.00), they must register for some courses based on the department council's recommendation and the college council's approval, or their authorized

representative, to raise their GPA and obtain the academic degree according to their academic plan.

### ❖ **Examinations and Assessments:**

#### **Semester Assignments:**

The semester course grade is distributed as follows:

- a) Mid-term exam.
- b) Short quizzes, periodic assessments, research, projects, group activities, or a second mid-term exam.
- c) Final exam.
- D) See your course syllabus for more information.

#### **Final Exams:**

- If a student cannot attend the final exam due to a compelling excuse, they must submit a request to their college, along with supporting documentation. If the excuse is accepted, an alternative exam is allowed within a period not exceeding the end of the following semester, and the grade obtained in the alternative exam is recorded.
- A student is not allowed to take exams for more than two courses on the same day.
- The student is not allowed to enter the final exam after half an hour from its start, and they cannot leave before half an hour has passed since the start.
- Cheating in or attempting to cheat in the exam, or violating exam instructions and rules, results in student disciplinary action.

#### **Incomplete Grade:**

The department council or its delegate may, based on the course instructor's recommendation, allow the student to complete the requirements of a course in the following semester. The student is assigned an incomplete grade (IC), which is not included in the semester or cumulative GPA. If one semester passes and the incomplete grade is not changed due to non-completion, it is replaced with a failing grade (F), which is then included in the semester and cumulative GPA.

### ❖ **Final Exam Procedures:**

#### **Students Taking Exams for Multiple Courses on the Same Day:**

A student is not allowed to take exams for more than two courses on the same day unless authorized by the college dean through an exception.

#### **Entering the Final Exam after Half of the Time Has Passed:**

A student is not allowed to enter the final exam after half an hour from its start, and they cannot leave before half an hour has passed since the start.

#### **Cheating in the Exam:**

Cheating in the exam, attempting to cheat, or violating exam instructions and rules are subject to disciplinary action according to the university's student behavior regulations.

### **Reviewing of Course Grades:**

- A student may review their exam grades with the course instructor within a week of the announcement of the results. If a grade adjustment is deemed necessary, the course instructor raises the matter to the department head for presentation to the relevant committee. If no adjustment is needed, the student is informed.
- If a student is not satisfied with the correctness of the grading, they have the right to object to the course result and submit an exam grievance to the college responsible for teaching the course. However, a student is not allowed to file more than three grievances in one semester.

### **Overall Assessments:**

The overall evaluation for the cumulative GPA at the time of graduation is based on the student's cumulative GPA as follows:

Grading System and Cumulative GPA:

Excellent:	3.50 to 4.00 out of 4.00
Very Good:	2.75 to less than 3.50 out of 4.00
Good:	1.75 to less than 2.75 out of 4.00
Pass:	1.00 to less than 1.75 out of 4.00

This grading scale reflects the cumulative GPA associated with each grade classification. Students achieving a cumulative GPA within the specified ranges are assigned the corresponding evaluation (Excellent, Very Good, Good, or Pass).

### **Honors Distinctions:**

To qualify for the first or second honors, the following criteria must be met:

1. The student should not have failed in any course studied at the university or any other university.
2. The student must have completed the graduation requirements within a period not exceeding the average duration between the minimum and maximum stay in the college.
3. The student should have studied at the University for no less than (60%) of the graduation requirements.
4. The student must achieve a cumulative GPA as follows:

First Honor:	From (3.75) to (4.00) out of (4.00) upon graduation.
Second Honor:	From (3.25) to less than (3.75) out of (4.00) upon graduation.

### **Grading System:**

Grades in the university are calculated based on a four-point scale as follows:

Percentage	Grade	Points	Points
95-100	Exceptional	A+	4.00
90-<95	Excellent	A	3.75
85-<90	Superior	B+	3.50
80-<85	Very Good	B	3.00
75-<80	Above Average	C+	2.50
70-<75	Good	C	2.00
65-<70	High Pass	D+	1.50
60-<65	Pass	D	1.00
<60	Fail	F	0
-----	In-Complete	IC	-
-----	Denial	DN	0
60 and above	No grade-Pass	NP	-
<60	No grade-Fail	NF	-
-----	Withdrawn	W	-

Calculation of Semester GPA and Cumulative GPA:

It is the result of dividing the total points obtained by the student in all the courses studied since joining the university by the total credit hours for those courses.

#### ❖ Transfer:

Transfer to Al-Yamamah University:

1. The student must have studied at a recognized college or university.
2. The student should not have been dismissed from the transferring university for disciplinary reasons.
3. Proficiency in English language requirements can be met through:
  - Obtaining a TOEFL score of not less than 513 (or IBT 65 – CBT 183) or an IELTS score of 5.5 or higher (with a score of 5 or higher in each of the four skills).
  - Having studied in recognized English-speaking colleges for a period of no less than two full academic years.
  - Enrolling in Al-Yamamah University's English Language Institute and completing all institute requirements for university enrollment.
4. The cumulative GPA should not be less than (2.0) out of (4.0)
5. Completion of the transfer procedures should not exceed the end of the first week of classes.
6. Study at least 50% of the graduation requirements at Al-Yamamah University.

#### ❖ Course Equivalency:

The college council will equate courses taken outside the university based on the recommendations of the departments offering these courses. Equated courses will be recorded in the student's academic record but will not be included in the GPA calculation. Equivalency follows the guidelines:

1. The student must have studied the course at a recognized college or university.
2. The credit hours of the course to be equated must be equal to the credit hours of the equivalent course in Al-Yamamah University's academic plan, with exceptions of up to one credit hour.
3. The content of the course to be equated must match at least 80% of the content of the equivalent course in Al-Yamamah University's academic plan.
4. The grade of the course to be equated must not be lower than "Good."
5. Evaluation and determination of the course content percentage is the responsibility of the college and department offering the course.
6. The total number of credit hours required for equating from outside the university should not exceed 50% of the total credit hours in the university's academic plan.

#### ❖ Visiting Student:

For Al-Yamamah University student wishing to study as a visiting student at another university:

1. The student must have studied at Al-Yamamah University for at least two academic semesters in the college they are attending before applying as a visiting student.
2. Prior approval must be obtained from the college to allow the student to study as a visiting student, specifying the courses they will study.
3. University or college must be recognized by the Ministry of Education.
4. The course studied outside the university must be equivalent to or (equivalent) in its content to one of the courses included in the graduation requirements.
5. The student must fulfill the prerequisite for the courses they will study outside the university.
6. The maximum number of credit hours that can be counted outside the university is 50% of the total graduation credit hours at Al-Yamamah University.
7. No course in which the student receives a grade below "Good" will be counted.
8. The number of credit hours in each semester should not exceed the maximum allowed in the regulations.
9. The number of credit hours for the course the student will study as a visitor should not be less than the number of credit hours for the equivalent course in the student's academic plan.
10. The grades of equated courses for visiting students from other universities are not included in their cumulative GPA and are recorded in their academic records.

#### ❖ Medical Excuses:

1. Medical excuse acceptance requires the submission of a medical report issued by the health application or the relevant health authorities.

### **Thirdly: Electronic Services:**

University students can benefit from the electronic services provided by the university's website through the following:

#### **❖ Learning Management System (LMS):**

LMS is a system for managing the learning process, monitoring students' progress, and assessing the effectiveness of the educational process at the university. The system allows students to engage with their course materials outside the lecture hall, anytime, and anywhere, using various tools to access, interact, and communicate with course content, instructors, and fellow students electronically. It provides faculty members with tools to easily create dynamic and interactive courses, manage content flexibly, and efficiently perform daily educational tasks.

#### **LMS Features:**

- Access to course materials (syllabus, lectures, assignments, slides, videos, etc.) from anywhere and at any time.
- Participation in discussion forums for each course.
- Access to university announcements posted on the system's homepage.

Access Methods to the Learning Management System (LMS):

- Through Al-Yamamah University's website ([www.yu.edu.sa](http://www.yu.edu.sa)).
- Click on the LMS link.

#### **LMS Login Procedure:**

- After clicking on the LMS link,
- enter your university ID in the "Username" field, then enter the password.
- In case of technical issues, contact the Information Technology Center at the university through the following website: ([lms@yu.edu.sa](mailto:lms@yu.edu.sa)) or call (11 2242222) extension (3150) during working hours from (8 am – 4 pm).

#### **❖ Student E-Services Portal (Edugate):**

Edugate is a portal for academic student information. It allows students to submit admission applications, register and drop courses, submit academic movement requests, and access academic information (student plan, previous academic movements, remaining courses in the plan, passed courses, final exams, course results, academic record, attendance, penalties, and instructor evaluations). It also provides personal information about financial records, and personal information, and allows password changes and updates to names.

Edugate Features:

- Acceptance into the university.



- Online registration.
- Class schedule.
- Academic record.
- Financial record.
- Attendance and absence data.
- Course results.

#### **Access Methods to the Student E-Services Portal (Edugate):**

- Through Al-Yamamah University's website ([www.yu.edu.sa](http://www.yu.edu.sa)).
- Click on the Edugate link.

#### **Edugate Login Procedure:**

- After clicking on the Edugate link,
- choose "Student" from the login type menu.
- Enter your university ID in the "Username" field, then enter your national ID number in the password field (default password).
- The system will display a list of enrolled courses.
- To access and participate in a registered course, enter your specific password provided by the course instructor, and you will be directed to the course page.

#### **❖ Email:**

It is the official communication channel with the university.

Access Methods to the Email System:

- Through Al-Yamamah University's website ([www.yu.edu.sa](http://www.yu.edu.sa)).
- Click on the E-Mail link under the Electronic Services menu.

## **Fourth: Bachelor's Program Tuition Fees:**

First-time Admission Fees:

Admission Fee: 3,000 Saudi Riyals (Non-refundable)

Placement Test Fees:

Level Placement Test Fee: 500 Saudi Riyals (Non-refundable)

College Tuition Fees:

College	Academic Year	Summer Semester
English Language Program	55,000 Saudi Riyals	20,000 Saudi Riyals
College of Business	65,000 Saudi Riyals	20,000 Saudi Riyals
College of Engineering and Architecture	65,000 Saudi Riyals	20,000 Saudi Riyals
College of Law	65,000 Saudi Riyals	20,000 Saudi Riyals

Note: All fees are non-refundable. Tuition fees may be subject to change, and it is advisable to check with the university for the most up-to-date information.

## Fifth: Student Services:

### ❖ Student Counseling Center:

The Student Counseling Center serves as a haven for students to discuss academic and personal challenges, receive individual support, and develop strategies for success in university life. Students can be referred by their academic advisors, professors, or can self-refer.

### ❖ Career Services Center (Cooperative Training Program):

This centre assists students interested in applying for the Cooperative Training Program. It communicates with companies to establish cooperation agreements with the university, finds training opportunities, manages administrative procedures for student registration in the training program, coordinates between colleges and companies, and conducts field visits for trainee students.

### Cooperative Training Program:

The Cooperative Training Program is a graduation requirement for bachelor's degrees at Al Yamamah University. Through this program, students integrate what they have learned in classrooms with practical experience in a real work environment. The program allows students to apply their academic skills and knowledge in a supervised real-world setting for a duration of six months. Successful completion of the program earns students six academic credit hours.

### Benefits of the Cooperative Training Program:

- Application of theoretical concepts in a practical work environment.

- Acquisition of information relevant to future studies.
- Exposure to available job opportunities in the labor market.
- Networking opportunities with potential employers.
- Development of various skills, including self-confidence, professionalism, communication skills, and relationship building.

#### How the Cooperative Training Program Works:

The Career Services Center announces the program's registration before the start of each semester. The center receives applications from students interested in joining the program after coordinating with various companies.

Registered students are provided with available training opportunities based on their academic specializations.

The center coordinates with students, and the official training begins after arranging with the company's training supervisor.

#### Requirements for Applying to the Cooperative Training Program:

- a) Completion of 90 credit hours.
- b) Cumulative GPA not less than 1.00 out of 4.00.
- c) Completion of 660 working hours during one semester.
- d) Submission of a report detailing the training experience within two weeks of completing the program.
- e) Successful completion of the program entitles the student to six academic credit hours.

#### Application Process for the Cooperative Training Program:

- a) Fill out the Cooperative Training Program application form and send it to the Career Services Center.
- b) Attach the student's resume.
- c) Attend an interview with the responsible person at the Cooperative Training Unit to review available training opportunities, program requirements, and general inquiries.
- d) Pay the registration fee of 8,600 Saudi Riyals.
- e) Sign the work agreement with the company or institution once the student is officially directed.

## Sixth: Student Facilities:

#### ❖ Sports Facilities:

The university encourages its students and staff to adopt a healthy lifestyle through sports and recreational activities. The main campus includes a sports club with volleyball, basketball, and handball courts, along with a bowling alley and a gym equipped with the latest facilities to encourage students to spend their leisure time productively. Additionally, outdoor sports facilities include football and tennis courts equipped to host general sports events. Recognizing the importance of sports for female students, the university provides a sports and recreational facility that includes a bowling alley. These facilities contribute to achieving the university's mission and vision of providing students with everything they need for their development.

#### ❖ Medical Clinic:

There is a medical clinic in the Tawuq and Main buildings dedicated to students, providing primary healthcare services, and equipped to handle emergency cases. You can contact the medical clinic at:

Mobile: 0551910331

Tell: 2242222 (Ext: 4400)

## **Seventh: University Systems and Regulations**

Any statement or action by a student that violates the university's systems, regulations, and instructions, or any act or speech contrary to the system and public morals, is considered a violation that requires disciplinary action. Specifically, the following actions are prohibited:

1. Any statement, action, or attire that violates public morals, Islamic teachings, or undermines good conduct and behavior.
2. Committing honor crimes, including assault, using any type of camera to photograph female students or university staff, circulating, or displaying explicit words or images, and engaging in unacceptable and abnormal behaviors.
3. Physical or verbal assault on university staff, whether by hitting, cursing, insulting, humiliating, or damaging their property inside or outside the university. The assaulted party has the right to report the incident to legal authorities.
4. Using or dealing with mind-altering substances in any form within the university.
5. Smoking or bringing smoking tools into university buildings or facilities.
6. Traffic violations within the university.
7. Refusing to comply with the punishment imposed by relevant authorities.
8. Refusing to show the university ID card when requested by university officials.
9. Violating the examination system.
10. Cheating or attempting to cheat in exams or bringing related materials even if not used.
11. Cheating in reports, research, assignments, or projects assigned by the course instructor.
12. Impersonating others, such as taking exams on behalf of someone else, and anyone who aids or facilitates such actions is also subject to punishment.
13. Actions that violate the rules of colleges, deanships, centers, and other university facilities and annexes.
14. Harming the reputation of the university or any of its members, using electronic or social media or any other means to tarnish the university's image, spreading false news or comments, or defaming the university, its staff, or students.
15. Disrupting studies or inciting others to do so, refusing to attend lectures collectively, or other academic activities regulated by the regulations or inciting others to do so.
16. Disrupting university programs, activities, or events inside or outside the university, directly or indirectly.
17. Damaging, sabotaging, or misusing the fixed and movable properties and facilities of the university, such as buildings, furniture, scientific center contents, classrooms, laboratories, teaching tools, and the central library's collections, as well as exhibitions, sports fields, gardens, wall newspapers, advertisements, and guidance posters.
18. Introducing weapons or explosive materials into the university campus with the intention of causing harm.
19. Infringing on the intellectual property rights of others by using images or unauthenticated quotes in the preparation of research, studies, or assignments.
20. Making any changes or modifications or transferring furniture within the university city without prior approval.
21. Providing any media outlet with false or offensive information about the university.

22. Organizing committees, gatherings, associations, issuing publications, newspapers, magazines, distributing them, collecting money, or collecting signatures before obtaining prior authorization from the relevant university authorities.
23. Forging certificates or official documents issued by the university or received by it.
24. Any form of electronic or informational piracy attempting to breach the university's systems, electronic sites, databases, or computer devices or those of its employees.
25. Unauthorized access to confidential information about any of the university staff, publishing it, or instructing others on how to obtain it.
26. Undermining the Islamic and social principles of the state offending national unity in words or deeds, or calling for joining organizations hostile to the country, or any political or regional ideas that violate the state's system or promoting them within the university.
27. Inciting chaos or noise inside the classroom affects the progress of the lecture by not responding to the lecturer and assaulting him/her.
28. Theft of money or belongings belonging to the university or others, whether directly, by incitement, planning, or assistance.
29. Stealing exam questions, whether directly, by incitement, planning, or assistance.
30. Engaging in any disgraceful behavior outside the university that affects honor or honesty, and a judicial judgment has been issued against the student.

#### Penalties:

First: Violations related to exams and cheating.

Any student who commits one of the violations related to exams and cheating is subject to the following penalties:

1. Anyone who violates the midterm or final exam system will be awarded a grade of (zero) on that exam.
2. Anyone proven to have cheated or attempted to cheat in any midterm exam or committed forgery in writing research, reports, assignments, and the like will be awarded a grade of (zero) in that exam, research, report, or assignment, with the decision of the college dean, and the Behavior Adjustment Committee will be involved.
3. In the case of repeated cheating or attempting to cheat in a midterm exam or committing forgery in writing research, reports, assignments, and the like for the second time, the student will be awarded a grade of (zero) in that exam, research, report, or assignment and will be considered failed in the course. They will be suspended from studying the following academic semester.
4. If the student repeats cheating or attempting to cheat in a midterm exam or committing forgery in writing research, reports, assignments, and the like for the third time, they will be awarded a grade of (zero) in that exam, research, report, or assignment and will be considered failed in the course. They will be suspended from studying the main semesters for the next two academic years.
5. Anyone proven to have cheated or attempted to cheat in a final exam will be awarded a grade of (zero) on that exam, and the Behavior Adjustment Committee will be involved.
6. Anyone who repeats cheating or attempts to cheat in a final exam for the second time will be awarded a grade of (zero) on that exam and will be suspended from studying the next academic semester. They are not allowed to register for the summer semester following the semester in

which the cheating occurred. In case of repetition for the third time, they will be permanently expelled from the university.

7. Anyone proven to have impersonated another person, as in paragraph (12) of Article Seven, will receive a grade of (zero) in that course, be considered failed, expelled from the university for that academic year, and not allowed to register for the summer semester following the academic year in which they were expelled.

Second: Violations not related to exams and cheating.

Any student who commits one of the violations not related to exams and cheating will be subject to one of the following penalties:

1. Written warning and signing a written pledge.
2. Written reprimand.
3. Temporary deprivation of some university services such as student activities, trips and visits, or the use of the sports hall, etc., for a period not exceeding one academic semester.
4. Obliging the student to perform community service tasks for a period not exceeding one academic semester, where the Behavior Adjustment Committee determines the nature and duration of these tasks and the beneficiary.
5. Informing the student's guardian about the imposed penalty.
6. Suspension from the university for one academic semester.
7. Suspension from the university for two consecutive academic semesters.
8. Deprivation of receiving the academic transcript for a period not exceeding one academic semester.
9. Permanent expulsion from the university.

Third: Appeal against the disciplinary decision.

A student has the right to appeal to the university president against the disciplinary decision issued against them within fifteen days from the date of announcing the decision, provided that the student acknowledges awareness of it during that period. The university president may refer the appeal to the Discipline Committee if deemed appropriate.

The penalty shall not be executed until after investigating with the student in writing and hearing their statements regarding the allegations against them. In case the student does not attend the scheduled investigation, announced in advance, they forfeit their right to state their case.

Students can download a copy of the [Student Disciplinary Policy](http://www.yu.edu.sa) by visiting the official website of Al-Yamamah University: [www.yu.edu.sa](http://www.yu.edu.sa)

## Academic Calendar

The academic calendar typically includes all the details related to the academic year, such as the start and end dates of the academic year, the beginning and end dates of mid-term and final exams, vacation dates for students, and the return to classes. Additionally, it includes dates for applying for exam excuses for the first and second semesters, as well as the summer semester.

Students can download a copy of the academic calendar by visiting the website of Al-Yamamah University: [www.yu.edu.sa](http://www.yu.edu.sa)