Bachelor of Management Information Systems (MIS) Student Guide

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I. Brief Overview of the College:

I.1 Historical Background of the College

The college was established by the decision of the Higher Education Council No. (24-66-1432) dated 20/10/1432 AH, with the approval of the Custodian of the Two Holy Mosques, King Abdullah bin Abdulaziz Al Saud, who was the Prime Minister and Chairman of the Higher Education Council. This decision was part of the council's resolutions during its 66th session held on 18/11/1432 AH, leading to the establishment of the College of Business Administration at the University of Tabuk. The college encompasses five academic departments: Accounting, Marketing, Management, Finance and Investment, and Management Information Systems. It aims to contribute to achieving the vision, mission, and objectives of the university by supplying the labor market with graduates who support the process of building and developing the Kingdom of Saudi Arabia. Additionally, the college will offer postgraduate programs leading to master's degrees in Business Administration and Accounting. The college also seeks to obtain national and international academic accreditation for all its programs.

I. 2 The College's Mission, Objectives, and Departments

The college aspires to excel and achieve leadership in the fields of business administration and scientific research at the local and regional levels.

a) **Mission**

The college is committed to offering distinguished academic programs to equip the labor market with qualified professionals and to conduct high-quality research and studies that contribute to serving the community.

b) **Objectives**

- Provide and develop academic programs that achieve a competitive edge for graduates and align with the requirements of academic accreditation.

- Create a supportive environment that encourages conducting research and studies, contributing to community development.

- Develop effective communication channels to strengthen the reciprocal relationship with the labor market and the local community.

c) **Departments of the College:**

The college includes the following departments:

- Accounting Department

- Marketing Department

- Management Department

- Finance and Investment Department

- Management Information Systems Department

d) **Academic Degrees Offered by the College:**

The college offers a Bachelor's degree in all its academic departments.

II. Overview of Management Information System Department

The Department of Management Information Systems was established in the academic year 1432/1433 AH (2011/2012 AD) following the approval of the Custodian of the Two Holy Mosques, King Abdullah bin Abdulaziz Al Saud, on the resolutions of the Higher Education Council during its sixty-sixth session, held on 18/11/1432 AH. This decision led to the establishment of the Faculty of Business Administration (FBA) at the University of Tabuk, which includes five academic departments, one of which is the Department of Management Information Systems.

The FBA is dedicated to delivering high-quality academic programs and conducting rigorous research and studies in the field of Management Information Systems. Its primary objective is to cultivate qualified human resources that meet the demands of the local and regional labor market.

II.1 MIS DEPARTMENT MISSIION

To provide student-centered academic environment in Management Information Systems, equipping graduates with the knowledge, skills, values, and professional competence needed to excel in the evolving business landscape. The department is committed to motivating innovation, social engagement, and promoting faculty-driven research that addresses contemporary challenges.

II.2 The Bachelor of Management Information Systems (MIS) Program

The MIS Department offers one program, which is the Bachelor's degree in Management Information Systems.

Program Mission

To provide a student-centered education in Management Information Systems, equipping graduates with the knowledge, skills, values, and professional competencies needed to cope with evolving labor market requirements, while promoting research-driven innovations in MIS and social engagement.

MIS Department		MIS Program	
MIS Goals	**MIS Objectives**	**MIS Goals**	**MIS Objectives**
G1. Students' Development: Create a student-centered academic environment equipping MIS graduates with knowledge, skills, values, and competence for the evolving business landscape.	1.1 Equip students with the skills to innovate and advance their learning experiences in the field of MIS development.	**G1. Students' Development:** Provide a student-centered education that equips MIS graduates with the required knowledge, skills, values, and professional competencies.	1.1 Equip students with foundational and specialized knowledge in MIS to address real-world business and technological challenges.
	1.2 Provide students with academic and career advising related to their chosen field.		1.2 Provide personalized academic guidance to help students align their learning with professional and career aspirations in MIS.
	1.3 Cultivate integrity, ethical, professional, and academic excellence in MIS students, encouraging active engagement in finding constructive solutions to societal challenges and fostering responsible citizenship.		1.3 Foster ethical awareness and professional values in students to ensure responsible and competent contributions to the MIS field.
	1.4 Empower MIS students to navigate, select, and utilize advanced digital and ICT tools for diverse data analysis, visual information projects, and supporting research and academic endeavors.		1.4 Develop students' proficiency in leveraging digital tools and technologies to analyze data, solve problems, and create innovative MIS solutions.
G2. Innovative and Relevant Education: Employ innovative teaching methods and enhance curricula to ensure alignment with labor	2.1 Incorporate innovative teaching strategies and tools to enhance student creativity and adaptability in MIS education.	**G2. Graduate Competence:** Graduate MIS cadres equipped to tackle industry challenges	2.1 Incorporate industry-aligned teaching methods to equip students with the skills to address MIS challenges effectively.

market demands, encouraging creativity and adaptability among students.	2.2 Update MIS curricula to align with evolving labor market demands and emerging industry trends.	and meet labor market demands through modern teaching methods and practical learning.	2.2 Provide practical learning experiences through internships and real-world projects to enhance job readiness.
	2.3 Encourage hands-on learning experiences through case studies, practical projects, and real-world applications to develop critical problem-solving skills.		2.3 Continuously update program curricula to meet evolving labor market demands and emerging technology trends.
G3. Faculty-Driven Research Excellence: Promote faculty-driven research to address contemporary challenges, encourage innovation, and contribute to advancements in Management Information Systems.	3.1 Increase scientific research among MIS faculty to address contemporary challenges and contribute to sustainable advancements in MIS.	**G3. Research and Innovation**: Promote research-driven innovation by motivating to conduct cutting-edge MIS research.	3.1 Encourage faculty to conduct applied MIS research that addresses program-relevant challenges and supports innovation in the curriculum.
	3.2 Enhance the quality of MIS research through innovation and adherence to academic standards.		3.2 Provide faculty with resources and incentives to produce high-quality, cutting-edge research in key MIS focus areas.
	3.3 Uphold NCAAA and AACSB standards to foster innovative faculty-driven research and scholarly contributions in MIS.		3.3 Promote collaboration between faculty and industry partners to align research with emerging technological trends and market needs.
	3.4 Attract and retain distinguished faculty to advance impactful MIS research and address contemporary challenges through collaboration.		3.4 Facilitate the dissemination of MIS research findings through program-led seminars and workshops.

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G4. Social Engagement: Encourage partnerships with community stakeholders to promote social responsibility and meaningful societal contributions.	4.1 Enhance MIS collaborations with industry employers and community stakeholders through events that foster social responsibility and societal contributions.	**G4. Social Engagement:** Encourage social engagement through community initiatives and partnerships that prepare students to contribute meaningfully to society and the business world.	4.1 Facilitate student participation in community initiatives and industry partnerships to develop skills for meaningful societal contributions.
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II.3 Requirements for Awarding the Academic Degree:

The Bachelor's degree in MIS from the College of Business Administration is awarded to students who achieve a cumulative GPA of no less than 2.0 out of 5, after successfully completing a total of 128 credit hours, distributed as follows:

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	10	26	20.3%
	Elective	5	13	10.2
College Requirements	Required	6	17	13.3%
	Elective	1	3	2.3%
Program Requirements	Required	19	57	44.5%
	Elective	2	6	4.7%
Capstone Course/Project	Required	1	3	2.3%
Field Training/ Internship	Required	1	3	2.3%
Residency year				
Others (Free Course)				
Total		45	128	100

II.4 Professions/jobs for which students are qualified

Code	Profession/Job	Code	Profession/Job
235906	Assistant Academic Researcher	252102	Database Management Specialist
212004	Data Analyst	242117	Assistant Specialist of Business Intelligence
251204	Programmer Analyst	252104	Database Programmer
242108	Project Management Specialist	216201	Web Designer

II.5 Structure of the MIS Study Plan

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متطلبات الاعداد العام الإجبارية ويخصص لها (26) ساعة معتمدة.								
رمز المتطلب السابق	رمز المتطلب المتزامن	عدد الساعات المعتمدة	عدد الساعات الفعلية			اسم المقرر باللغة الإنجليزية	اسم المقرر باللغة العربية	رمز المقرر	م
			تدريب	عملي	نظري				
		3		2	2	Introduction to Computing	مقدمة في الحوسبة	CSC1101	1.
		3			3	Critical thinking skills and its contemporary applications	مهارات التفكير الناقد وتطبيقاته المعاصرة	EDUF1102	2.
		3			15	English (1)	إنجليزي (١)	ELS1101	3.
		2			2	communication skills	مهارات الاتصال	CID1101	4.
ELS1101		3			15	English (2)	إنجليزي (٢)	ELS1102	5.
		3			3	Introduction to Mathematics	مقدمة في الرياضيات	MATH1101	6.
		2			2	Islamic culture between tradition and modernity	الثقافة الإسلامية بين الأصالة والمعاصرة	ISLS1101	7.
		2			2	Arabic language skills	مهارات اللغة العربية	ARAB1101	8.
		3		2	2	Introduction to Statistics	مقدمة في الإحصاء	STAT1101	9.
ISLS1101		2			2	Ethics and Civilizational values in Islam	الأخلاق والقيم الحضارية في الإسلام	ISLS1201	10.
		26	3	4	48	المجمـــــــــــــــوع			

متطلبات الاعداد العام الاختيارية، ويخصص لها (13) ساعة معتمدة.								
رمز المتطلب السابق	رمز المتطلب المتزامن	عدد الساعات المعتمدة	عدد الساعات الفعلية			اسم المقرر باللغة الإنجليزية	اسم المقرر باللغة العربية	رمز المقرر	م
			تدريب	عملي	نظري				
		3			3	Academic writing (Elective General Preparation - Languages)	الكتابة الأكاديمية - اختياري إعداد عام - اللغات)	ARAB1251	1.
		2			2	Introduction to Scientific Research (Elective General Preparation- Professional and Personal)	مقدمة في البحث العلمي (اختياري إعداد عام- تنمية المهارات الشخصية والعملية)	EDUF1251	2.
		2			2	Tourism and Heritage (Elective General Preparation-Culture and Humanities)	السياحة والتراث – اختياري إعداد عام - الثقافة والإنسانيات)	THM1251	3.

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رمز المتطلب السابق	رمز المتطلب المتزامن	عدد الساعات المعتمدة	عدد الساعات الفعلية			اسم المقرر باللغة الإنجليزية	اسم المقرر باللغة العربية	رمز المقرر	م
			تدريب	عملي	نظري				
		3		2	2	Introduction to Applications of Intelligence Artificial (Elective General Preparation -Technical)	مقدمة في تطبيقات الذكاء الاصطناعي (اختياري إعداد عام - التقنية)	CSC1251	4.
		3			3	Commercial Law (Elective General Preparation - Natural & Social Science)	القانون التجاري (اختياري علوم طبيعية وإنسانية)	Law1203	5.
		13	2		12	المجمــــــــوع			

						متطلبات الكلية الإجبارية، ويخصص لها (18) ساعة معتمدة.			
رمز المتطلب السابق	رمز المتطلب المتزامن	عدد الساعات المعتمدة	عدد الساعات الفعلية			اسم المقرر باللغة الإنجليزية	اسم المقرر باللغة العربية	رمز المقرر	م
			تدريب	عملي	نظري				
		3			3	Principles of Marketing	مبادئ التسويق	MKT1201	1.
ACCT1101		3			3	Principles of Financial Management	مبادئ الإدارة المالية	FIN1201	2.
		3			3	Principles of Microeconomics	مبادئ الاقتصاد الجزئي	FIN1202	3.
FIN1202		3			3	Principles of Macroeconomics	مبادئ الاقتصاد الكلي	FIN1205	4.
		3			3	Principles of Accounting (1)	مبادئ المحاسبة (١)	ACCT1101	5.
ACCT1101		3			3	Principles of Accounting (2)	مبادئ المحاسبة (٢)	ACCT1201	6.
		18			18	المجمــــــــوع			

						متطلبات الكلية الاختيارية، ويخصص لها (3) ساعة معتمدة.			
رمز المتطلب السابق	رمز المتطلب المتزامن	عدد الساعات المعتمدة	عدد الساعات الفعلية			اسم المقرر باللغة الإنجليزية	اسم المقرر باللغة العربية	رمز المقرر	م
			تدريب	عملي	نظري				
FIN1201		3			3	Principles of Investment	مبادئ الاستثمار	FIN1203	1.
ACCT1201		3			3	Cost Accounting	محاسبة التكاليف	ACCT1203	2.
MGT1101		3			3	Human Resources Management	إدارة الموارد البشرية	MGT1303	3.
MKT1201		3			3	Marketing Management	إدارة التسويق	MKT1305	4.
MGT1101		3			3	Organizational Behavior	السلوك التنظيمي	MGT1201	5.

						متطلبات القسم الإجبارية، ويخصص لها (62) ساعة معتمدة.			
رمز المتطلب السابق	رمز المتطلب المتزامن	عدد الساعات المعتمدة	عدد الساعات الفعلية			اسم المقرر باللغة الإنجليزية	اسم المقرر باللغة العربية	رمز المقرر	م
			تدريب	عملي	نظري				
		2			2	Principles of Management	مبادئ الإدارة	MGT1101	1.
MGT1101		3			3	Management Information Systems	نظم المعلومات الإدارية	MIS1101	2.

رمز المتطلب السابق	رمز المتطلب المتزامن	عدد الساعات المعتمدة	تدريب	عملي	نظري	اسم المقرر باللغة الإنجليزية	اسم المقرر باللغة العربية	رمز المقرر	م
		3		2	2	Principles of Programming (1)	مبادئ البرمجة (١)	CSC1252	3.
CSC1252		3		2	2	Principles of Programming (2)	مبادئ البرمجة (٢)	CSC1253	4.
		3		2	2	Database Systems	نظم قواعد البيانات	MIS 1201	5.
MIS 1101		3			3	E-commerce	التجارة الإلكترونية	MIS 1202	6.
MGT1101		3			3	Production and Operations Management	إدارة الإنتاج والعمليات	MGT1304	7.
		3		2	2	Principles of Computer Networks	مبادئ شبكات الحاسب	CIT1351	8.
MIS1201		3			3	System Analysis and Design (1)	تحليل وتصميم النظام (١)	MIS 1301	9.
CSC1253		3		2	2	Programming for Business	البرمجة للأعمال	MIS1302	10.
		3		2	2	Business Intelligent Systems	نظم ذكاء الأعمال	MIS 1303	11.
MIS 1301		3			3	System Analysis and Design (2)	تحليل وتصميم النظام (٢)	MIS 1304	12.
		3		2	2	Web Design	تصميم الويب	CIT1251	13.
MGT1101		3			3	Strategic Management	الإدارة الإستراتيجية	MGT1307	14.
MIS 1303		3			3	Decision Support Systems	نظم دعم القرار	MIS 1403	15.
MIS 1303		3			3	IT Project Management	إدارة مشاريع تقنية المعلومات	MIS1401	16.
MIS 1101		3		2	2	Enterprise Resource Planning systems	نظم تخطيط موارد المنشأة	MIS1402	17.
MIS1301		3		2	2	Business Modeling and Simulation	نمذجة الأعمال والمحاكاة	MIS 1404	18.
		3			3	Information Security	أمن المعلومات	CIT1451	19.
Complete 104 hours		3			3	Project	المشروع	MIS 1498	20.
Complete 116 hours		3	3			Internship	التدريب الميداني	MIS1495	21.
		62	3	18	50		المجــــــــــــموع		

متطلبات القسم الاختيارية، ويخصص لها (6) ساعات معتمدة.									
رمز المتطلب السابق	رمز المتطلب المتزامن	عدد الساعات المعتمدة	تدريب	عملي	نظري	اسم المقرر باللغة الإنجليزية	اسم المقرر باللغة العربية	رمز المقرر	م
MIS1101		3			3	Strategic Information Systems	نظم المعلومات الإستراتيجية	MIS 1305	1.
MIS1101		3			3	Knowledge Management	إدارة المعرفة	MIS 1306	2.
MIS1101		3			3	Human Resource Information Systems	نظم معلومات الموارد البشرية	MIS 1307	3.
MIS1101		3			3	Special Topics in MIS	موضوعات خاصة في نظم المعلومات الإدارية	MIS 1405	4.
MIS1101		3			3	Social and Ethical Issues in Information Systems	القضايا الاجتماعية والأخلاقية في نظم المعلومات الإدارية	MIS1406	5.

رمز المتطلب السابق	رمز المتطلب المتزامن	عدد الساعات المعتمدة	عدد الساعات الفعلية			اسم المقرر	رمز المقرر	م
			تدريب	عملي	نظري			
Complete 116 hours		3			Internship	التدريب الميداني	MIS1495	1.
		3	3			المجـــــــــموع		
		128				المجموع الكلي لساعات الخطة الدراسية:		

المتطلبات التدريبية أو العملية أو الخبرة الميدانية:

II.6 Distribution of Courses By level

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ELS1101	English (1)	Required		3	Institution
	ARAB1101	Arabic language Skills	Required		2	Institution
	EDUF1102	Critical Thinking Skills and its Contemporary Applications	Required		3	Institution
	MATH1101	Introduction to Mathematics	Required		3	Institution
	MGT1101	Principles of Management	Required		2	Program
	LAW1203	Commercial Law	Elective		3	Institution
Level 2	ELS1102	English (2)	Required	ELS1101	3	Institution
	CID1101	Communication Skills	Required		2	Institution
	ISLS1101	Islamic Culture Between Tradition and Modernity	Required		2	Institution
	STAT1101	Introduction to Statistics	Required		3	Institution
	CSC1101	Introduction to Computing	Required		3	Institution
	ACCT1101	Principles of Accounting (1)	Required		3	College
	MIS1101	Management Information Systems	Required	MGT1101	3	Program
Level 3	ISLS1201	Ethics and Civilizational values in Islam	Required	ISLS1101	2	Institution
	ACCT1201	Principles of Accounting (2)	Required	ACCT1101	3	College
	FIN1201	Principles of Financial Management	Required	ACCT1101	3	College
	FIN1202	Principles of Microeconomics	Required		3	College
	MKT1201	Principles of Marketing	Required		3	College
	CSC1252	Principles of Programming (1)	Required		3	Program
Level	FIN1205	Principles of	Required	FIN1202	3	College

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
4		Macroeconomics				
	MIS 1201	Database Systems	Required		3	Program
	MIS 1202	E-commerce	Required	MIS 1101	3	Program
	CSC1253	Principles of Programming (2)	Required	CSC1252	3	Program
	CSC1251	Introduction to Applications of Intelligence Artificial (Elective General Preparation -Technical)	Elective		3	Institution
	ARAB1251	Academic writing (Elective General Preparation - Languages	Elective		3	Institution
Level 5	MGT1304	Production and Operations Management	Required	MGT1101	3	Program
	MIS1301	System Analysis and Design (1)	Required	MIS1201	3	Program
	MIS1302	Programming for Business	Required	CSC1253	3	Program
	GEEC1251	Digital Citizenship (Elective General Preparation-Culture and Humanities)	Elective		2	Institution
	CIT1351	Principles of Computer Networks	Required		3	Program
	CE xxx	College elective Course	Elective		3	College
Level 6	MGT1307	Strategic Management	Required	MGT1101	3	Program
	MIS 1303	Business Intelligent Systems	Required	MIS 1201	3	Program
	MIS 1304	System Analysis and Design (2)	Required	MIS 1301	3	Program
	EDUF1251	Introduction to Scientific Research (Elective General Preparation- Professional	Elective		2	Institution

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
		and Personal)				
	CIT1251	Web Design	Required		3	Program
	MIS***	Elective- Program				Program
Level 7	MIS1401	IT Project Management	Required	MIS 1303	3	Program
	MIS1402	Enterprise Resource Planning systems	Required	MIS 1101	3	Program
	MIS 1403	Decision Support Systems	Required	MIS 1303	3	Program
	MIS 1404	Business Modeling and Simulation	Required	MIS 1301	3	Program
	MIS 1498	Project	Required	Complete 104 hours	3	Program
Level 8	MIS1495	Internship	Required	Complete 116 hours	3	Program
	CIT1471	Information Security	Required		3	Program
	MIS***	Elective- Program			3	Program
Program Elective Courses	MIS 1307	Human Resource Information Systems	Elective	MIS1201	3	Program
	MIS 1305	Strategic Information Systems	Elective	MIS1201	3	Program
	MIS 1306	Knowledge Management	Elective	MIS1201	3	Program
	MIS 1405	Special Topics in MIS	Elective	MIS1201	3	Program
	MIS1406	Social and Ethical Issues in Information Systems	Elective	MIS1201	3	Program
College Elective Courses	ACCT1302	Cost accounting	Elective	ACCT1201	3	College
	MGT1303	Human Resources Management	Elective	MGT1101	3	College
	MGT1201	Organizational Behavior	Elective	MGT1101	3	College
	FIN1203	Principles of investment	Elective	FIN1201	3	College
	MKT1305	Marketing Management	Elective	MKT1201	3	College
	MGT 1403	Entrepreneurship	Elective	MGT1101 FIN1101	3	College
Institutio	LAW1203	Commercial Law (Elective	Elective		3	Institution

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
n Elective Courses		General Preparation - Natural & Social Science)				
	ARAB1251	Academic writing (Elective General Preparation - Languages)	Elective		3	Institution
	CSC1251	Introduction to Applications of Intelligence Artificial (Elective General Preparation -Technical)	Elective		3	Institution
	THM1251	Digital Citizenship (Elective General Preparation-Culture and Humanities)	Elective		2	Institution
	EDUF1251	Introduction to Scientific Research (Elective General Preparation- Professional and Personal)	Elective		2	Institution

III. Summary of Study and Examination Regulations for the Bachelor's Degree

III.1 General Definitions:

- **Academic Year:** Comprises two main semesters and an optional summer semester, if available.

- **Semester:**

  A time period of no less than fifteen weeks during which courses are taught. The registration and final examination periods are not included in this duration.

- **Summer Semester:** A time period not exceeding eight weeks, excluding registration and final examination periods. The time allocated for each course is doubled during this period.

- **Academic Level:** Refers to the stage of study. The number of levels required for graduation is eight or more, depending on the approved study plans.

- **Course:**

  A subject associated with a specific academic level within the approved study plan for each specialization (program). Each course has a unique number, code, name, and detailed description of its content, distinguishing it in terms of content and level from other courses. A specific file is maintained by the department for follow-up, evaluation, and development purposes. Some courses may have prerequisites or corequisites.

- **Credit Hour:** Represents a weekly theoretical lecture lasting no less than fifty minutes, a clinical lesson lasting no less than fifty minutes, or a practical or field lesson lasting no less than one hundred minutes.

III.2 Definitions Related to Academic Warnings, Grading, and Evaluations

a) **Academic Warning:**

- A notice issued to a student when their cumulative GPA falls below the minimum specified in these regulations.

b) **Coursework Grade:**

- The grade awarded for activities that reflect the student's performance during the semester, including tests, research, and educational activities related to the course.

c) **Final Exam:**

- An exam for a course held once at the end of the semester.

d) **Final Exam Grade:**

- The grade obtained by the student in the final exam.

e) **Final Grade:**

- The total of the coursework grades combined with the final exam grade for each course, calculated out of 100.

f) **Grade:**

- A description of the percentage or letter grade representing the final grade obtained by the student in any course.

g) Incomplete Grade:

A provisional grade assigned to a course when a student is unable to complete its requirements within the specified time. It is denoted by the letter "L" or "IC."

h) **In-Progress Grade:**

- A provisional grade assigned to a course that requires more than one semester to complete due to its nature. It is denoted by the letter "M" or "IP."

- **Semester GPA:** The result of dividing the total grade points earned by the student by the total credit hours of all the courses studied during a semester. Grade points are calculated by multiplying the course credit hours by the grade weight received in each course.

III. Definitions and Study System

- **Cumulative GPA:** The result of dividing the total grade points earned by the student in all courses taken since joining the university by the total credit hours.
- **Overall Grade:** description of the student's academic achievement level during their study period.
- **Minimum Academic Load:** The minimum number of credit hours a student must register for, based on their cumulative GPA, as determined by the University Council.

IV. Study and Level System

- **Undergraduate Study Structure:** The undergraduate program consists of eight levels.
- **Advancement Between Levels:** A student progresses to the next level after successfully completing all courses in their current level.
- **Minimum Academic Load:** The minimum academic load is 12 credit hours per semester, or the remaining credit hours required for graduation if less than 12. With the Dean of Admission and Registration's approval, students may register for a maximum of 24 credit hours if this ensures graduation within the semester. If the minimum academic load cannot be met, students are allowed to register for the available courses only.
- **GPA Impact on Academic Load:** A student's cumulative GPA determines the maximum number of credit hours they may register for.
- **Course Registration:** Students may be automatically registered for courses before the semester starts. They are allowed to add or drop courses within the guidelines set by the Deanship of Admission and Registration.

V. Attendance and Withdrawal from Study

1. **Attendance Requirement:**
   - Regular students must attend lectures and practical sessions.
   - A student is prohibited from taking the final exam in a course if their attendance falls below the percentage set by the University Council, which must not be less than **75%** of the scheduled lectures and practical sessions for the course during the semester.
   - A student denied entry to the exam due to low attendance will be considered **failed** in the course, and the grade " (ح) محروم " or **(DN)** will be recorded.

2. **Exceptions to Attendance Requirements:**
   - The College Council (or its delegate) may, as an exception, lift the attendance restriction and allow the student to take the exam, provided the student submits an acceptable excuse to the council.
   - The University Council sets the minimum attendance percentage for such exceptions, which must not be less than **60%** of the scheduled lectures and practical sessions for the course.

3. **Semester Withdrawal:**

- o A student may withdraw from continuing their studies in a semester without being considered failed if they submit an acceptable excuse to the Dean of their College at least **three weeks** before the final exams.
- o For colleges following an annual academic system, students may withdraw at least **five weeks** before the final exams.
- o For short courses, students may withdraw at least **one-third of the course duration** before the exams.
- o The University President may grant exceptions to these deadlines in cases of extreme necessity.
- o The grade " (ع) اعتذار " or **(W)** will be recorded for the semester, which will count towards the time limit required to complete graduation requirements.

- The number of semesters a student can withdraw should not exceed **two consecutive semesters** or **three non-consecutive semesters**. For students in colleges that follow the annual academic system, withdrawal for **two consecutive years** is not permitted, and the total number of withdrawal years must not exceed **two non-consecutive academic years** throughout the student's time at the university. After exceeding this limit, the student's enrollment will be terminated.

- A student may withdraw from one or more courses under the following conditions:

  - o **Approval from the Dean of the College.**

  - o Submission of the withdrawal request before the end of the withdrawal deadline for the semester.

  - o The grade **(ع)** or **(W)** will be recorded for the withdrawn course(s).

VI. Postponement and Interruption of Studies

- A student may request a **postponement of studies** before the end of the **first week** of the semester, provided there is an acceptable reason approved by the **Dean of the College** or their delegate.

- The postponement period must not exceed:

- o **Two consecutive semesters** or **three non-consecutive semesters** for semester-based systems.

- o **Two consecutive years** for colleges that follow the annual academic system.

- o A total postponement period of **two non-consecutive academic years** throughout the student's enrollment. After exceeding this limit, the student's enrollment will be terminated.

- The University Council may grant exceptions in cases of extreme necessity.

- The student must submit a request for **postponement of studies** within the period specified in the academic calendar approved by the University Council.

- If a regular student is absent for **4 weeks** from the start of the semester without requesting a postponement, their enrollment will be terminated by the university. For a **distance-learning student**, their enrollment will be terminated if they miss the final exams for that semester without an acceptable excuse.

- A student is not considered **discontinued** for visiting another university.

VII. Reinstatement of Enrollment

A student whose enrollment has been terminated may request reinstatement from their college under the following conditions:

- They must submit a request for reinstatement within **four semesters** (or **two academic years** for colleges that follow the annual academic system) from the date of termination.

- The college council must approve the student's reinstatement.

- If more than **four semesters** (or **two academic years** for annual-system colleges) have passed since the termination, the student may apply as a new applicant, without referring to their previous academic record, provided they meet the current admission conditions. The university director may grant exceptions in this case.

- A student may only be reinstated **once**, and the university director may grant exceptions in urgent cases.

- A student whose enrollment was terminated for **academic dismissal** cannot be reinstated.

- The student graduates after successfully completing the graduation requirements according to the academic plan, provided that their **cumulative GPA** is not less than **2 out of 5**. The college council (or their delegate), based on the recommendation of the relevant department council, may determine appropriate courses for the student to raise their GPA if they pass the courses but fail to meet the required cumulative GPA.

- A student is not considered to have graduated unless the **University Council** approves granting them the degree.

  Expulsion from the University: A student may be expelled in the following cases:
  (A) If they receive up to **three consecutive warnings** for having a cumulative GPA lower than the minimum required (2.00). The college council may grant a **fourth chance** for students who can raise their GPA by studying available courses, under the following conditions:

- The reason for the failure is deemed acceptable by the college council.

- There is an improvement in the student's performance in the last two semesters, measured by the ratio of total points earned in those two semesters to the total registered credits, which should be no less than **2.00** out of **5.00**. This does not include the **summer semester**.

  (B) If the student does not complete the graduation requirements within a period not exceeding **half the time** set for their graduation, plus the duration of the program, the college council may grant an **exceptional opportunity** for the student to complete the graduation requirements, with the maximum period not exceeding **double the original time** set for completion.

(C) For graduation, the following conditions apply:

- The reason for academic difficulty must be acceptable to the **College Council**.
- There must be an improvement in the student's performance in the last two semesters, measured by the ratio of the total points earned in those two semesters to the total registered credits, which should be no less than **2.00** out of **5.00**. This does not include the **summer semester**.

Second: The **College Council** may grant students who were expelled for exceeding double the program duration an opportunity not exceeding **two additional semesters** under the following conditions:

- The reason for the academic difficulty must be acceptable to the **College Council**.
- There must be courses remaining for the student to graduate, and they can be completed within a period not exceeding **two semesters**.
- There must be an improvement in the student's performance in the last two semesters, measured by the ratio of total points earned in those semesters to the total registered credits, which should be no less than **2.00** out of **5.00**. This does not include the **summer semester**. The **University Director** may grant exceptions to this condition. Colleges must identify all such cases, present them to their councils, and notify the **Deanship of Admissions and Registration** of the decision at least **one week** before the semester begins.

Third: Based on the recommendation of the **Dean of the College**, the **Academic Affairs Committee** may grant students who were expelled due to warnings an opportunity not exceeding **two semesters**.

VIII. Grades and Honors

1. The grades a student receives in each course are calculated as follows:

الدرجة المئوية	التقدير	رمز التقدير	وزن التقدير من (٥)	وزن التقدير من (٤)
١٠٠–٩٥	ممتاز مرتفع	أ+	٥.٠٠	٤.٠٠
٩٠ إلى أقل من ٩٥	ممتاز	أ	٤.٧٥	٣.٧٥
٨٥ إلى أقل من ٩٠	جيد جداً مرتفع	ب +	٤.٥٠	٣.٥٠
٨٠ إلى أقل من ٨٥	جيد جداً	ب	٤.٠٠	٣.٠٠
٧٥ إلى أقل من ٨٠	جيد مرتفع	ج +	٣.٥٠	٢.٥٠
٧٠ إلى أقل من ٧٥	جيد	ج	٣.٠٠	٢.٠٠
٦٥ إلى أقل من ٧٠	مقبول مرتفع	د +	٢.٥٠	١.٥٠
٦٠ إلى أقل من ٦٥	مقبول	د	٢.٠٠	١.٠٠
أقل من ٦٠	راسب	هـ	١.٠٠	٠

The overall cumulative GPA upon graduation is classified as follows:

- **Excellent (ممتاز):** If the cumulative GPA is **4.50 or higher**.

- **Very Good (جيد جدا):** If the cumulative GPA is **between 3.75 and less than 4.50**.

- **Good (جيد)**: If the cumulative GPA is **between 2.75 and less than 3.75**.

- **Acceptable (مقبول)**: If the cumulative GPA is **between 2.00 and less than 2.75**.

 Honors:
- **First Honor** is awarded to students with a cumulative GPA between **4.75 and 5.00** upon graduation.

- **Second Honor** is awarded to students with a cumulative GPA between **4.25 and less than 4.75** upon graduation.

In order to be eligible for **First or Second Honors**, the following conditions must be met:
- The student must not have failed any course, whether taken at the university or another institution.

- The student must complete the graduation requirements within a time frame not exceeding the average duration between the minimum and maximum time allowed for staying in their program.

- The student must have completed at least **60%** of their graduation requirements at **Tabuk University**.

Example **How to Calculate the Semester and Cumulative GPA:**

عدد النقاط	وزن التقدير	رمز التقدير	الدرجة المئوية	عدد الوحدات	المقرر
13.50	4.50	ب+	85	3	MGT 231
12.00	4.00	ب	82	3	ACCT 231
9.00	3.00	ج	70	3	MGT 232
14.25	4.75	أ	92	3	ECON 231
13.50	4.50	ب+	87	3	LAW 231
10.50	3.50	ج+	76	3	MKT 231
72.75				18	المجموع

مجموع النقاط

$$\text{معدل الفصل الأول} = \frac{(72.75)}{\text{مجموع الوحدات } (18)} = 4.04$$

السنة الثانية – الفصل الثاني

عدد النقاط	وزن التقدير	رمز التقدير	الدرجة المئوية	عدد الوحدات	المقرر
15	٥,٠٠	أ+	٩٦	٣	MIS 241
10.5	٣,٥٠	ج +	٧٦	٣	ACCT 241
12	٤,٠٠	ب	٨٣	٣	ECON 241
9	٣,٠٠	ج	٧١	٣	FIN 241
8	٤,٠٠	ب	٨١	٢	ARB 201
9.5	٤,٧٥	أ	٩٢	٢	ISLS 201
64.0				١٦	المجموع

Total points

$$= 4.00 \quad \frac{64.00}{16.00 \text{ Total units}} = \text{Second semester average}$$

$$\text{GPA} = \frac{\text{Total points } (72.75 + 64.00)}{\text{Total units } (18 + 16)}$$

$= 4.22$

IX. Important links

Student Guide for Academic Advising at the University of Tabuk
Executive rules for student grievances at Tabuk University
Executive Rules for Student Grievances at the University of Tabuk
Deanship of Student Affairs

Electronic Services

Student Guide -Electronic Portal

Deanship od Admission and Registration