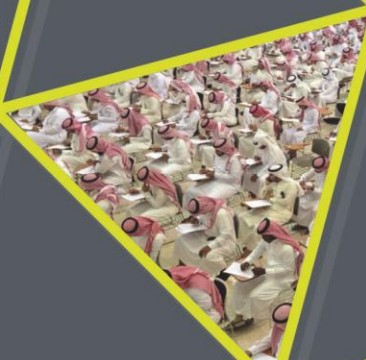


GENERAL

STUDENT HANDBOOK



جامعة المجماة  
Majmaah University





DR. KHALID SAAD MIQRAN,  
RECTOR MAJMAAH UNIVERSITY



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but Allah has been kind to us and we have achieved unprecedented successes in all the fields. On behalf of everyone at Majmaah University, I would like to welcome all the students who are aspiring to gain knowledge and who strive for success in life. We provide a wide array of services to assist the students' objectives and goals; ranging from financial aid, scholarship information, student activities, student counseling centers and many more. This Handbook is comprised of all the required information about the University in a comprehensive way and will aid whoever wants to join us. I wish that you enjoy your time here and get a quality education. I pray that this handbook is helpful in your journey to the pinnacle of academic heights.



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# GENERAL INFORMATION



## 1.1 The Kingdom of Saudi Arabia

The Kingdom of Saudi Arabia is the largest Arab state in Western Asia and the second-largest in the Arab world after Algeria, with land area approximately 2,150,000 square kilometers. It is bordered by Jordan and Iraq to the North, Kuwait to the Northeast, Qatar, Bahrain and the United Arab Emirates to the East, Oman to the Southeast, and Yemen in the South. It is the only nation with both a Red Seacoast and a Persian Gulf coast and much of its terrain consists of inhospitable desert.

The area of modern-day Saudi Arabia formerly consisted of four distinct regions: Hejaz, Najd and parts of Eastern Arabia (Al-Hasa) and Southern Arabia ('Asir). The Kingdom of Saudi Arabia was founded in 1932 by late King Abdul Aziz Ibn Saud. Saudi Arabia is also called "the Land of the Two Holy Mosques" in reference to Al-Masjid al-Haram (in Mecca), and Al-Masjid an-Nabawi (in Medina), the two holiest places in Islam. The Kingdom has a total population of 28.7 million; 20 million Saudi nationals and 8 million foreigners.

Saudi Arabia is the world's dominant oil producer and exporter while it controls the world's second largest hydrocarbon reserves. Backed by the energy reserves, the kingdom is categorized as a high income economy and is the only Arab country to be part of the G-20 major economies. It is an active member of Gulf Cooperation Council, Organization of Islamic Cooperation and OPEC.

## 1.2 Majmmah City

Majmaah is located in the Riyadh region on the Riyadh-Madina Highway at Exit 15 and 16. As a governorate in the Riyadh region, Majmaah is a small but rapidly growing town and is considered as a Future City by the government. It is a calm and peaceful town, with all the basic amenities available, including parks, stadiums, hospitals, and other civic facilities. Majmaah is about 190 km away from Riyadh. It is also an important junction for people going to or coming from Kuwait. With a welcoming environment, delicious restaurants, and well-facilitated hotels, Majmaah is a nice and quiet place to settle.

Majmaah has a population of about 60,000 people. It is the biggest city in the province. There are 12 residential neighborhoods and the number of housing units is around 4500. The central government's departments are in the main city and have branches in cities as well as villages of the province. The city is situated in a strategic location where it meets the Riyadh-Qassim-Medina Highway from the south to the north-west with Hafr Al-Batin and Kuwait highways. Pilgrims annually pass through Majmaah by tens of thousands in the pilgrimage season. Moreover, thousands of pilgrims pass through it throughout the year to holy Makkah from south and east from such countries as Oman, the UAE, Kuwait, Iraq, Iran and other Islamic countries.

### 1.3. Majmaah University in Focus

Majmaah University was founded on 24th of August 2009 (3rd Ramadan 1430), as a result of the decree of the Custodian of the Two Holy Mosque, His Excellency King Abdullah bin Abdul Aziz Al-Saud and the Prime Minister and Chairman of Higher Education. The University campus presents an architecturally appealing building interspersed with manicured lawns and tropical flora that make its premises picturesque and provide an invigorating environment for academic studies.

It is an institute which has widespread reputation for its quality education in the Kingdom, especially in the domain of science, engineering, law and applied sciences. Thanks to the hard work by the University Administration, within four years of its foundation Majmaah University ranks sixteenth amongst Saudi Universities which is an achievement in itself.

The University has within a short span of time become a significant hub for training in the field of science and technology not only for the students of Majmaah but also for the youth of Riyadh and other surrounding areas. It also boasts contemporary engineering, language, and science laboratories. MU has a modern museum and auditorium for diverse occasions, meetings and programs. These facilities were constructed to make it an institute of high standards and a hub of learning.

Majmaah University is established to serve the areas including Majmaah, Zulfi, Romaah, Ghat and Hawtat-Sudair. A key focus of MU is the Ministry of Higher Education's objective of expansion of education across the country, specifically Majmaah and its adjacent areas. The University is working to meet the challenges of imparting quality education to high school graduates in the region which will help to lessen the pressure on other universities in Saudi Arabia. Another significant reason for the establishment of a university is the values and services it will bring to the people of the region to include social, cultural and awareness services.

**University Vision:** To ensure that Majmaah University is a conducive academic environment of high quality capable of providing graduates with promising future to contribute in achieving the sustainable development objectives.

**University Mission:** Majmaah University provides educational and research services via an academic system that is capable of competing with an eye on the market demands and the society partnership.

### 1.4. Degree Programs Offered

Majmaah University offers the following Degree Programs:

1. General Sciences
2. Medicine & Medical Sciences
3. Engineering
4. Computer Sciences
5. Law
6. Business & Accounting
7. Education & Humanities

## 1.5. Majmaah University Campuses

Majmaah University is comprised of the following campuses:

1. The Main Campus ( Majmmah City)
2. Al-Zulfi Campus ( Zulfi City)
3. Hawtat-Sudair Campus (Hawtat-Sudair City)
4. Al-Ghat Campus (Ghat District)
5. Romaah Campus (Romaah District)

## 1.6. Colleges of Majmaah University

These campuses are further divided into different colleges which function under the surveillance and supervision of the main campuses. These college locations and contact numbers are listed below:

S#	COLLEGE	LOCATION	HELLO
1	Education College, Al-Majmaah	<b>mu.edu.sa</b>	0164043555
2	Community College, Al-Majmaah		0164043330
3	Applied Medical Sciences College, Al-Majmaah		0164042752
4	College of Business Administration Al-Majmaah		0164043018
5	Engineering College Al-Majmaah		0164042508
6	College of Medicine Al-Majmaah		0164042269
7	College of Computer Sciences and Information Technology, Al-Majmaah		0164045361
8	Preparatory Year Program, Al-Majmaah		0164043365
9	College of Science and Humanities, Howtat-Sudair		0164044800
10	College of Science and Humanities, Romaah		0164045002
11	College of Science and Humanities, Al Ghat		0164422712
12	Dentistry College, Al Zulfi		0164044305
13	Education College, Al Zulfi		0164044305
14	Science College, Al Zulfi		0164044016



## 1.7. Strategic Goals and Objectives of Majmaah University

### *First Strategic Goal*

Providing an academic service to a high degree of quality and accreditation, according to the requirements of national and international, for the development of university student's competitiveness in the labor market, and building community partnership

#### *Objectives*

- a. Developing students' skills and abilities, upgrading their research skills and enhancing their participation in national and international forums.
- b. Improving programs and services of guidance and counseling in all university colleges, updating all the programs of student activities at the university, and increasing student participation in all activities.
- c. Improving quality of equal opportunities for all students qualified for the university and developing care programs for students with special needs in all university colleges.
- d. Enhancing internal efficiency (students Success ratio) in all university colleges, and increasing job opportunities for university students in private sectors and community institutions.
- e. Increasing college's participation in local community activities as well as strengthening partnership with community institutions in training university students.

### *Second Strategic Goal*

Raising the efficiency of the institutional performance and developing infrastructure and technological environment of the university in order to achieve its mission and goals

#### *Objectives*

- a. Developing infrastructure, buildings and university facilities, and establishing an integrated network of information systems and e-learning.
- b. Developing administrative organization and procedures in all colleges and deanships, and improving the system of rewards and incentives in colleges and deanships.
- c. Developing criteria for the selection of academic and administrative leaders, and enhancing quality of academic programs to get local and global accreditation
- d. Developing educational courses and programs in the light of the quality standards in all colleges of the University during the plan period, and improving teaching, learning and evaluation methodologies for the staff members of all colleges.
- e. Applying e-learning and distance learning programs in five colleges through the Deanship of e-learning.

### *Third Strategic Goal*

Developing human and intellectual capacity of the University to achieve high levels of future quality and excellence in the areas of education, scientific research, and community service

#### *Objectives*

- a. Improving the ratio of staff member to the students, increasing the proportion of faculty holding doctorates and Saudization (increasing the ratio of Saudi academic staff members to other nationalities).
- b. Developing the skills of staff members and administrators in the areas of professional knowledge as well as developing the capacity of staff members and administrators in the areas of technology and its modern educational and administrative applications.
- c. Increasing the participation of staff members in the local and international conferences, supporting external scholarship programs, grants, training courses and scientific communication.
- d. Achieving the target of 80% of the total administrative staff to be Saudis, improving administrative staff performance, increasing their qualifications and developing their skills.
- e. Supporting research centers and colleges with qualified experts and cadres, encouraging researchers to publish their research at the local, regional and international level, and increasing research agreements with local and foreign universities, and linking scientific research to the needs and problems of the national and international community.

#### ***Fourth Strategic Goal***

Expansion of economic development for the University to meet the requirements of the sustainable development of the local environment

#### ***Objectives***

- a. Developing financial resources for colleges and deanships in the approved budget, increasing the number of parallel education programs in colleges, and establishing post graduate programs during the plan period.
- b. Investing on university facilities and buildings, developing financial plans and budgets.
- c. Developing regulations, legislation and specific mechanisms for receiving the financial resources or donors for colleges and deanships and make them available to everyone.
- d. Stimulating business and community organizations in addition to the private sector to participate in the programs of the university.

### **1.8. The Community at Majmaah University**

A university is an educational community where faculty and students share academic objectives and work together to foster teaching and learning on campus. One objective of a university education is to help you develop as unique individuals--to be educated, intellectually, emotionally, socially, ethically, and spiritually. Your development and learning as individuals occur, in part, when you engage yourself in relationships with others and in tasks that challenge you. To foster your growth and learning, you need to be actively involved in the life of the Majmaah University community. Engage yourself with fellow students, faculty, staff, and Majmaah University's various communities of interests and develop relationships that both challenge and support your growth.

The journey of individual growth does not occur in isolation rather it takes place within a dynamic learning community. As a complex, and diverse institution, Majmaah University tries to balance its needs—to further freedom for individual development, to help its various communities of interests, and to accomplish its broader teaching and research tasks.

## 1.9. Rights and Responsibilities of the Community

Becoming a member of the Majmaah University community is an honor that carries with it prestige and respect. The University gives students a number of rights that are fundamental to membership in our shared community. But along with these rights, membership also requires students to meet and uphold community standards.

Remaining a member of the Majmaah University community requires students to continuously comply with rules and regulations governing students' academic progress, social interactions, and personal behaviors. Student status at Majmaah University is a privilege earned by meeting standards of academic performance and adherence to regulations governing conduct

### *1.9.1. Policy Statement on Students' Rights and Responsibilities:*

At Majmaah University, life outside the classroom is an integral part of the educational process. The exercise of responsibility is an important part of the development of the full potential of the student as an individual and as a citizen. The student's awareness of the extent of his or her rights and responsibilities is necessary to the exercise of responsibility within the University community. To further these objectives and in recognition of students as members of the Majmaah University community, the University has adopted the following statement of policy.

- a. Majmaah University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, gender identity, parental status, marital status, age, disability, citizenship, or genetic information in matters of admissions, employment, services or in the educational programs or other activities.
- b. The student has freedom of research, of legitimate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom.
- c. The student will be evaluated on the basis of knowledge and academic performance for purposes of granting academic credit and not on the basis of personal beliefs.
- d. The teacher-student relationship within the classroom is confidential, and disclosures of a student's personal or political beliefs expressed in connection with course work will not be made public without explicit permission of the student. It is understood that the teacher may undertake the usual evaluation of knowledge and academic performance.
- e. Students' records may be released to persons outside the University only on request of the student or through compliance with applicable laws.
- f. Students will be secure against invasion of privacy and unreasonable search and seizure.
- g. to engage in all campus activities, exercising the right of a citizen of the community, state, and nation, provided he or she does not in any way purport to represent the University.
- h. Students will have their views and welfare considered in the formation of University policy and will be consulted by or represented on University committees that affect students as members of the University community.
- i. It is recognized that every member of the community has the responsibility to conduct themselves in a manner that does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of policy.



### ***1.9.2. Rights and Responsibilities of Students and Authority:***

At Majmaah University, we must vigorously pursue an academic, work, and social environment that is civil, fair, and founded upon mutual respect and trust. All individuals within the broad University community should share this aspiration and its attendant responsibilities. As members of the Majmaah University community, its faculty, staff, and students are expected to deal with each other with respect and consideration. The University also expects students to follow kingdom laws. Within this framework, students have guaranteed rights, but the exercise of those rights may not interfere with the rights of others in the University community.

#### ***Student Rights:***

- a. The right to pursue academic and other goals without being subject to discrimination on the basis of race, color, religion, national origin, sex, parental status, marital status, age, disability, or citizenship
- b. Protection against unlawful searches and seizures
- c. Freedom to exercise the civil rights to which any citizen of the Kingdom of Saudi Arabia is entitled
- d. The right to a fair and impartial hearing, either through administrative procedures or through the University Hearing and Appeals System, regarding allegations of violations of institutional rules.

In the exercise of these rights, students may file reports of incidents with the University administration with the expectation that such reports will be investigated in a timely and thorough manner.

### ***1.9.3. Student Responsibilities***

- a. Compliance with University regulations as set forth in the Student Handbook, other official University publications, and Kingdom laws.
- b. Cooperation with University officials, acting in their official capacity within established guidelines.

While retaining their rights against self-incrimination, students are required to provide identification when asked and surrender, upon request, their University identification card until the incident under investigation is resolved.



# ADMISSIONS AND REGISTRATION

The Deanship of Admission & Registration deals with admission and registration of new students. The Deanship aims at providing adequate academic information about the university, its faculties and specializations. One of its main aims is to provide academic services to students including completion of Admission & Registration process using modern technological means. It also aims at developing and improving the work performance mechanism, simplifying the procedures, clarifying the rules & regulations and increasing awareness of its applications.

## **2.1. Objectives**

- a. Work on finding a seat in the university for each student who fulfills the admission requirements, and to attract the best high school graduates to the university.
- b. Exert the efforts to educate students about study and exam rules & regulations through different means within and outside the university.
- c. Document students' academic records and working on constantly updating them electronically.
- d. Work on developing and adapting the technology available in the Deanship so that students can pursue academic affairs from anywhere at any time.
- e. Work on documentation and expedite finalizing the student graduation procedures within the period specified in the University Calendar.

## **2.2. Responsibilities of the Deanship of Admissions and Registration**

- a. Submitting the total number of students admitted electronically to the University Council, getting approval of the conditions from the University Council, and distributing male and female students in various colleges on the basis of their academic aspirations and the number of students admitted in each college
- b. Receiving transfer applications from other universities, processing certificate equalization, and storing information
- c. Participating in the examination process for admitting new students and issuing admission notifications and relevant letters
- d. Receiving visiting student delegations and providing them with information and newsletters
- e. Visiting schools and providing them with the necessary information about admission and registration process
- f. Storing and maintaining students' grades and documents and providing each department with scholarships for their students at the end of each semester
- g. Restoring files of the students who had suspended their study and receiving applications of withdrawal and processing them
- h. Receiving applications of visiting students from outside the university
- i. Participating in the study plan and following up students' progress in the study plan and documenting his graduation
- j. Submitting students' problems and giving suggestions to the Permanent Committee of Student Problems
- k. Executing the decisions of the University Council, college's councils, the Permanent Committee of Student Problems and the Disciplinary Board
- l. Making modifications concerning students' names and identification cards based on the university's policies and procedures
- m. Issuing the academic reference forms to be used outside the kingdom of Saudi Arabia.



- n. Coordinating the process of students' transfer from one college to another with a follow up of course equalization
- o. Issuing grade reports, academic records, students' certificates, document, and graduate guides and documenting them
- p. Making automatic registration, issuing students' schedules and attendance sheets, and sending them to the respective colleges.
- q. Receiving and replying to inquiries from various colleges concerning registration and issuing result forms at the end of each semester
- r. Processing the lists of graduates and those who have registration problems and issuing student identification cards.
- s. Depositing student allowances in their accounts at the end of each month and distributing the ATM cards through the respective colleges.
- t. Providing the Deanship responsible for the graduation ceremony with the necessary information needed

### **2.3. Admissions of Prospective Students**

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

### **2.4. Admission Requirements**

The Deanship of Admissions and Registration Affairs receives the applications for admission in accordance with the following conditions:

- a. The applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia. The university council determines qualifying certificates for admission at any of its departments
- b. The applicant should have obtained the secondary school certificate, or its equivalent, in a period of less than five years prior to his/her application. However the University rector may waive this condition if the applicant has a persuasive explanation.
- c. The applicant be medically fit.
- d. The applicant should successfully pass any examinations or interview deemed necessary by the University Council.
- e. The applicant must obtain the approval of his/her employer, if he/she is an employee in any government or private institution.
- f. The applicant must satisfy any other requirements specified by the University Council at the time of application.
- g. BA holders may not be admitted to the university to obtain another BA degree, however, the university rector may waive this condition.
- h. Applicants who are currently enrolled at another institution or the university itself may not be accepted.

## 2.5. Procedures for E-Admission

- a. The students must undergo the necessary tests held by the National Center for Measurement and Assessment.
- b. The student must read the admission conditions through the university electronic gate or the Deanship of Admission and Registration website <http://w1.ksm-admit.net/>
- c. The students fill in the form with the necessary data and the desired courses of study through the e-admission website within the allotted period of time.
- d. When the period of admissions is over, the students will be admitted on the basis of those who have met all the admission requisites and those who have not. Admissions depend on the equivalent average and the desired college.
- e. Passing the personal interview is a must in some colleges.
- f. After the respective evaluation, admitted students are informed through e-mail and mobile messages (SMS). The students receive information about the colleges and fields of study where they were selected. Admitted students must visit their accounts through the university electronic gate to print the form of nomination and the application form.

## 2.6. Registration

The students can automatically register the desired courses during every academic semester. The students may enter the academic system gate by using a user name and password to cancel courses, add courses, modify the schedule, confirm registration and print the schedule. The student must confirm his registration within the first week of the semester. The minimum load is (12) units and the maximum is (20) units.

The student who is not willing to study in the first semester or in any semester must apply for withdrawal, otherwise he will fail in the courses of that semester. If the student encounters any problems concerning his registration, he must go to his academic guide or to the Student Affairs office in the college.



# STUDENT ACADEMIC ETHICS POLICY

The culture of the Majmaah University is characterized by a long-standing commitment to student learning and to excellence in teaching. This commitment has been established through the development of an open, ethical and caring community that promotes diversity, honesty, integrity, respect, fairness, trust and civility among its members. This community has created a culture based on core values that include intellectual vitality, intellectual and academic freedom, the well-being of its members and service to others.

In order to realize its commitments and values, all members of the university community must demonstrate academic integrity and ethical behavior and foster academic integrity and ethical behavior in others. Those who violate university's standards of academic ethics must be held responsible for their misconduct. Those who observe violations of academic ethics have a responsibility to address it.

It is the purpose of this document to describe the responsibilities, provide definitions and examples of conduct which violates academic ethics and recommend appropriate sanctions in the case of misconduct.

## Policy

**Responsibilities of Academic Administrators:** It is the responsibility of the Administration to foster and maintain the culture of the institution, including that of academic ethics and integrity. Ways of supporting this aspect of the University mission and culture may include:

- a. Collaborating with faculty in creation of procedures, policies, and tools for the education and enforcement of academic ethics and integrity.
- b. Assisting and supporting faculty in the investigation and appropriate correction of violations of academic ethics and integrity
- c. Discussing the importance of academic honesty and ethics with students.
- d. Addressing violations of the academic ethics policy by a student.
- e. Communicating with faculty and students actions taken to address violations of academic ethics.

**Responsibilities of Faculty Members:** Faculty members have responsibilities to model academic integrity and ethics for their students, to educate students about these qualities and behaviors and to promote compliance with the standards described in this policy. They may do so by:

- a. Describing in writing and distributing the objectives and requirements of the course they are teaching at the beginning of each semester and summer term;
- b. Including a reference to the Academic Ethics policy on each course syllabus every semester;
- c. Discussing the importance of academic honesty and ethics with students;
- d. Making clear on their syllabus their expectations regarding individual or collaborative work, the use of supplemental aids for examinations and assignments and other specific guidelines they want students to follow in completing assigned course work;
- e. Being available to answer students' questions about issues of academic honesty and proper procedures for course work;
- f. Addressing violations of the academic ethics policy by a student.

**Responsibilities of Students:** Students have responsibilities to become educated about the standards of ethics and behavior in the academic community and to adhere to those standards in all of their academic work. Students fulfill their responsibilities by:



- a. Reading and becoming familiar with the Academic Ethics policy;
- b. Understanding and avoiding actions that violate the Academic Ethics policy ;
- c. Undertaking a commitment to act with honesty and integrity in completing any and all academic work;
- d. Understanding and applying the proper methods of attribution and citation in all written, oral and electronic submissions;
- e. Making sure they understand the requirements and expectations for academic work of each of their professors and to seek clarification from the faculty member when they are unsure if their behavior will violate those expectations;
- f. Maintaining University standards by reporting acts of academic misconduct to the faculty member for the course or another academic administrator such as a department head or dean.

### ***3.1. Academic Ethics Violations***

#### ***3.1.1. Plagiarism***

- a. Copying information word for word from a source, including cutting and pasting information from an electronic text, without using quotation marks and giving proper acknowledgment of the source or providing a proper citation.
- b. Paraphrasing, or putting into one's own words, the text of a source without providing proper acknowledgment of the source or providing a proper citation. The paraphrasing leads the reader of the text to believe that the ideas and arguments presented are one's own.
- c. Paraphrasing extensive portions of another source, even with citation. The extensive paraphrasing leads the reader of one's own text to believe that the ideas and arguments presented are one's own or it results in one's own contribution to the work being minimal.
- d. Presenting any work or part of a work or assignment that has been prepared by someone else as one's own. This would include using unauthorized assistance in preparing the work or acquiring written work from another person, purchasing a paper or assignment from a commercial organization, using the work of another person or obtaining the answers or work from any other source.
- e. Reproducing, without proper citation, any other form of work of another person such as a graph, experimental data or results, laboratory reports, a proof, or a problem solution, in full or in part.

### **3.1.2. Misrepresentation**

Misrepresentation is a false statement of fact. Examples in the academic arena include but are not limited to:

- a. Arranging for another student to complete course work for one including taking an exam on one's behalf.
- b. Taking credit for work one didn't complete, such as taking credit for a team assignment without participating or contributing as expected by one's instructor or team mates.
- c. Turning in the same or substantially similar written work to satisfy the requirements for more than one project or course, without the express, prior written consent of the instructor or instructors. If the work is from a prior term's course one would need the express written consent of the current instructor. If you want to submit the work in more than one course during the same term one needs the express written consent of all instructors who will receive the work.

### **3.1.3. Fabrication**

Fabrication means falsifying or misusing data in any academic exercise. Examples include but are not limited to:

- a. Falsifying data collected during a research activity.
- b. Presenting falsified data in a paper, manuscript, or presentation.
- c. Making up a source for a citation.
- d. Citing a source the writer did not use.
- e. Altering and resubmitting assignments, tests, quizzes or exams to gain additional credit.

### **3.1.4. Cheating**

- a. Cheating is the use or attempted use of any unauthorized assistance in any academic exercise. Examples include but are not limited to:
  - b. Copying from someone else's assignment, paper, quiz or exam.
  - c. Looking on someone else's exam before or during an examination.
  - d. Unauthorized use of notes or other aids during a quiz, exam or other performance evaluation.
  - e. During a quiz or exam, using an electronic device that contains unauthorized information.
  - f. Communicating or attempting to communicate answers, hints or suggestions during an exam using any means including electronic devices.
  - g. Collaborating, without prior permission from one's professor, in the preparation of assignments, lab reports, papers or take home exams.
  - h. Using another person's answers for an assignment.
  - i. Providing test questions to other students either orally or in written form.
  - j. Stealing or attempting to steal an exam, exam questions or an answer key.

### ***3.1.5. Impeding fair and equal access to the educational and research process***

Examples of this include but are not limited to:

- a. Tampering with, damaging, hiding or otherwise impeding other students' access to library materials or other related academic resources
- b. Attempting to prevent access by others to the computer system or destroying files or materials in the e-learning system for the course

### ***3.1.6. Misrepresenting or misusing one's relationship with the University.***

Examples of this include but are not limited to:

- a. Falsifying, misusing, or tampering with information such as test scores, transcripts, letters of recommendation or other materials required for admission to and continued enrollment and access in the University's programs or facilities.
- b. Altering, forging or misusing academic records or any official University form regarding self or others.
- c. Presenting false information at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
- d. Making a bad faith report of an academic integrity violation.
- e. Offering bribes to any University representative in exchange for special favors or consideration in an academic proceeding.

### ***3.1.7. Facilitation***

Facilitation occurs when you knowingly or intentionally assist another in committing a violation of any of the previous sections of this academic ethics policy.

## ***3.2. Academic Ethics Sanctions***

A record of all documented violations will be maintained in the Office of the Vice Rector for Academic Affairs. Notice of all documented violations will also be sent to the Dean of Student Affairs. Any reported violation that involves a research activity, as defined in the research misconduct policy, will be reported to the Research Misconduct Officer and the investigation and sanction of research misconduct will be coordinated.

Students accused of a violation of academic ethics may appeal the decision using the Academic Grievance process described in Academic Grievance Policy.

### 3.2.1. Level One Violations

Level One violations occur because of inexperience or lack of knowledge of principles of academic ethics on the part of the person committing the violation. These violations only involve a small fraction of the total course work, are not extensive, occur on a minor assignment and would not have appreciably increased the student's grade in the course.

*Examples* include but are not limited to:

- a. Working with another student on a homework assignment or a lab report when the instructor has not explicitly authorized collaborative work.
- b. Failure to properly cite once in a paper.

Possible *sanctions* are, but are not limited to:

- a. Giving no credit for the assignment; course grade determined in the usual manner.
- b. Requiring a makeup assignment that is more difficult than the original assignment.
- c. Completing an assignment involving practice of proper citation.
- d. Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Vice Rector for Academic Affairs. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy.

Level-One reprimands will be placed in the student's file maintained in the Office of the Vice Rector Academic Affairs but will not be made public or attached to transcripts or other records. The office of the Vice Rector for Academic Affairs will notify the student in writing that such action has been taken.

### 3.2.2. Level Two Violations

Level Two violations involve dishonesty and/or affect a significant portion of the course work.

*Examples* include but are not limited to:

- a. Direct quotation or paraphrasing, more than once in an assignment without acknowledging the source.
- b. Copying on an examination.
- c. Giving unauthorized assistance to someone during an exam.
- d. Submitting the same work or major portions of a work to satisfy the requirements of more than one course without permission from the instructor.
- e. Using the work of collaborators on an assignment or laboratory report without acknowledging their contributions.



Possible *sanctions* include, but are not limited to:

- a. No credit for the assignment; course grade determined in the usual manner.
- b. No credit for the assignment; reduction in course grade.
- c. Completing an assignment on academic ethics.

Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Vice Rector for Academic Affairs. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Vice Rector for Academic Affairs or designee will notify the student in writing that such action has been taken.

### **3.2.3. Level Three Violations**

Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements or assisting others to dishonestly complete such work. A third Level One violation or second Level Two violation will also be considered as a Level Three violation.

*Examples* include but are not limited to:

- a. Using prohibited materials during an exam.
- b. Altering an exam or assignment and submitting it for re-grading.
- c. Acquiring or distributing exam questions from an unauthorized source.
- d. Acquiring or distributing an exam answer key from an unauthorized source.
- e. Plagiarism that exceeds the Level Two violation threshold.
- f. Presenting the work of another person as one's own.
- g. Interfering with other students' access to course materials in the library or electronically posted.
- h. Fabricating research data.

Required *sanctions*:

- a. Disciplinary failure for the course. (This will appear on the student's transcript.)
- b. Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Vice Rector for Academic Affairs. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Vice Rector Academic Affairs or designee will notify the student in writing that such action has been taken.

Possible *further sanction*, determined by the Office of the Vice Rector for Academic Affairs, based on the student's prior record of academic ethics violations, includes disciplinary probation.

### **3.2.4. Level Four Violations**

Level Four violations are the most serious breaches of intellectual ethics.

**Examples** include but are not limited to:

- a. Breaches of academic ethics which involve forgery, theft or falsification of University documents or credentials.
- b. Taking an exam for someone else or having someone else take an exam for you.
- c. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without proper acknowledgment of the source and/or presenting the ideas of another as your own in a senior thesis, master's thesis or doctoral dissertation, in scholarly articles submitted to refereed publications or conferences as a student.
- d. Willful violation of a canon of an ethical code of the profession for which a student is preparing.
- e. Repeated lower level violations such as Level One, Level Two or Level Three violations.

**Required sanctions:**

- a. Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Vice Rector for Academic Affairs. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Vice Rector for Academic Affairs or designee will notify the student in writing that such action has been taken.
- b. Permanent expulsion from the University and a notation of "academic disciplinary separation" on the student's transcript.



# STUDENT CONDUCT CODE

The Majmaah University is committed to the education and personal development of students, so as to support the achievement of their educational and life goals and prepare them for responsible citizenship. In this context, the University seeks to foster an environment conducive to achieving its academic mission and that is supportive of the rights of individuals to live, work, learn, and assemble safely and equitably; to express views and opinions; and to associate freely with others.

The purpose of this policy is to outline university standards for student behavior and delineate the processes by which allegations of misbehavior will be addressed in order to safeguard the rights, property, and safety of the University community and individuals in it; to ensure that student behavior complies with applicable law and policy; and to permit the orderly operation of the University.

**Policy:** Students are expected to adhere to the standards of conduct described herein. Failing to do so may result in sanction(s).

Allegations of misconduct will be addressed through processes that ensure due process and contribute to the education of all involved.

Students are responsible for knowing the information, policies, and procedures outlined in this document. Students are informed of the Student Conduct Code during orientation and have access to the Student Conduct Code via the University website.

#### 4.1. Philosophy

The Student Conduct Code is grounded in a commitment to three core values:

**Respect:** Majmaah University students support the rights of individuals to live and work with each other in a safe environment reflective of the educational ideals of the University.

**Responsibility:** Majmaah University students engage in responsible social conduct that reflects positively upon the University community, while modeling good citizenship in all communities.

**Honesty:** Majmaah University students live a life of integrity, creating good leaders, friends, and colleagues who share the common goal of building our learning community.

#### 4.2. Student Conduct Authority

**Authority:** The Vice Rector for Academic Affairs is vested with the administrative responsibility for the establishment and enforcement of policies governing student conduct and disciplinary action by the Rector of the University. The Vice Rector for Academic Affairs has, in turn, delegated considerable authority to the Dean of Student Affairs. The Dean of Student Affairs appoints Student Conduct Administrators as deemed necessary to efficiently and effectively administer the student conduct process.

**Merit:** Complaints will not be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as credible information to support each element of the offense.

**Interpretation:** The Dean of Student Affairs will develop procedural rules for the administration of the Student Conduct Code. Any question of interpretation of the Student Conduct Code will be referred to the Dean of Student Affairs, whose interpretation is final.



**Communication:** University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their university email address.

### 4.3. Jurisdiction

The Student Conduct Code and related policies and procedures apply to the conduct of individual students, both undergraduate and graduate. The definition of student will be used in the interpretation and application of this policy.

The Student Conduct Code applies to behaviors that take place on campus, at university sponsored events, through electronic media, and may also apply off-campus when the Dean of Student Affairs or designee determines the off-campus conduct is of university interest. A university interest is a matter of concern that includes:

- a. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of self or others;
- b. Any situation significantly infringing upon the rights, property, or educational pursuits of others or significantly breaching the peace and/or causing social disorder; and/or,
- c. Any situation detrimental to the pursuit of the educational mission and/or interests of the University.

The Student Conduct Code may be applied to behavior online, via email or other electronic media. Online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private.

Students may be held accountable for the misconduct of their guests. Visitors to and guests of the University may seek resolution of alleged violations of the Student Conduct Code committed against them by students of the University community.

Reports of alleged policy violations should be submitted as soon as possible after the misconduct event occurs. Although there is no time limit on the reporting of misconduct, the university may ultimately be unable to adequately investigate if too much time has passed or if the students involved have graduated. Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to an alleged violation.

### 4.4. Violations of Law

The student conduct process is distinct and different from criminal and civil court proceedings. Alleged violations of The Kingdom laws may be investigated and addressed under the Student Conduct Code. When an offense occurs over which the University has jurisdiction, the University conduct process will generally go forward regardless of any criminal or civil action that may arise from the same incident.

Determinations made or sanctions imposed under the Student Conduct Code will not be subject to change because criminal or civil action arising out of the same facts were dismissed, reduced, or resolved in favor of or against the respondent.

## 4.5. Definitions

**Administrative Hearing:** A formal meeting between a respondent and a Student Conduct Administrator to determine responsibility for allegations of misconduct.

**Advisor:** A person who may be present and assist the involved parties through the conduct process. Typically advisors are members of the campus community, but the parties may select whoever they wish to serve as their advisor. An advisor may not serve as a witness or otherwise be party to the case.

**Business Days:** All days when the University is open. Saturdays, Sundays, holidays, and days when the University is closed are not counted. When counting days, the day an allegation is received at any point in the procedure shall be considered day one.

**Complainant:** Any person who submits an allegation that a student has violated the Student Conduct Code.

**Conduct Board Hearing:** For allegations of misconduct when sanctions may include suspension or expulsion three individuals, a Student Conduct Administrator, a student, and a faculty member may hear the case.

**Due Process:** The right to have the procedures outlined in this policy followed.

**Faculty Member:** Any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

**Hearing:** An administrative hearing or a Conduct Board hearing to determine responsibility for allegations of misconduct.

**Investigator:** Individual(s) trained to serve as a neutral fact finder, to examine the allegations, to collect the information, and to present the results of the investigation in the hearing.

**Member of the University Community:** Any person who is a student, faculty member, staff member, university official, or visitor. A person's status in a particular situation will be determined by the Dean of Student Affairs or designee.

**Policy:** Written policies, procedures, and regulations of the University as found in, but not limited to, the Student Conduct Code; University Policies and Procedures; the Discrimination, Harassment, Misconduct Policy; and/or, the University Catalog.

**Respondent:** The person who is alleged to have violated the Student Conduct Code

**Staff Member:** Any person employed by the University whose primary role is nonteaching

**Standard of Information:** Preponderance of information is the standard used to determine responsibility in student conduct cases. This means that it is more likely than not that a violation occurred.

**Student(s):** as pertaining to the Student Conduct Code, are defined as:

- a. Persons enrolled at the Majmaah University;
- b. Persons who are not enrolled for a particular academic term but who have a continuing educational relationship with the University;
- c. Persons who have been notified of their acceptance for admission;
- d. Persons who are participating in programs sponsored by the University and another college or university (e.g. community college partnership agreements), although not enrolled at this institution; or,
- e. Persons who were defined as a student at the time of their misconduct.

**Student Conduct Administrator:** A University official authorized by the Dean of Student Affairs to determine whether or not a respondent is responsible for violating policies within the Student Conduct Code and to impose sanctions upon the respondent for policies violated.

**University:** The Majmaah University.

**University Official:** Any person employed by the University, performing assigned administrative or professional responsibilities.

**University Premises:** All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets or sidewalks).

**Witness:** Individual(s) who may offer information regarding an allegation of misconduct.

## 4.6. Student Rights

- a. A student has the right to be treated with dignity and respect by all persons involved in the student conduct process.
- b. A student has the right to a hearing that is conducted fairly.
- c. A student has the right to a hearing by an unbiased Student Conduct Administrator/Conduct Board.
- d. A student has the right to an advisor present at meetings or hearings regarding allegations of misconduct.
- e. A student has the right to written notice of the alleged violation(s).
- f. A student has the right to share as much information as desired; however, a decision will be made based on the information available or shared.
- g. A student has the right to present witnesses, share written or oral statements, and any other information pertaining to the incident.
- h. A student has the right to an appeal.
- i. A student has the right to see the contents of their student conduct file.

## 4.7. Student Conduct Policies

Any student found responsible for committing, attempting to commit, aiding in, and/or assisting others in committing any of the following prohibited conduct will be subject to disciplinary sanctions.

#### 4.7.1. Misconduct related to others

**Harm to Person:** Intentionally or recklessly causing physical harm or endangering the health or safety of any person, including oneself.

##### **Threatening Behaviors:**

- a. **Direct Threat:** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b. **Indirect Threat:** Implied threats or acts causing reasonable fear or harm interfering with a person's ability to participate in or benefit from the University's educational, social and/or residential program.

**Hazing:** It is an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of intimidation, admission into, affiliation with or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene, to prevent, to discourage, and/or failing to report those acts may also constitute hazing.

**Harassment:** Repeated unwanted contact or communication by any means, behavior, or verbal abuse threatening to injure or endanger the health, safety, or welfare of oneself or another person is unacceptable. Harassment is a knowing and willful course of conduct that has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment or which intends to cause a person to suffer substantial emotional distress.

**Harassment via Technology:** Use of electronic or other technology, without a valid purpose, to intentionally intimidate, embarrass, ridicule, or humiliate another person. This includes the creation or distribution of video, audio, or photographic files without the consent of all parties recorded or photographed which could foreseeably intimidate, embarrass, ridicule, or humiliate and causes another person to be intimidated, embarrassed, ridiculed, or humiliated.

**Collusion:** Knowingly, recklessly, or willfully enticing or assisting others to commit or attempt to commit acts prohibited by this code or that violate the law.

**Complacency:** Condoning or supporting others to commit or attempt to commit acts prohibited by this code or that violates the law.

#### 4.7.2. Misconduct related to property

**Theft:** Intentional and unauthorized taking or removal of property that belongs to another person or entity, including goods, services, furniture, artwork, plants, electronics, books, window screens, signs, and/or other valuables.

**Possession of Stolen Property:** Knowingly maintaining possession of property belonging to another person or entity without permission.

**Sale of Stolen Property:** Selling or attempting to sell any item which is known to be, or can reasonably be assumed to have been stolen, or otherwise illegally obtained.



**Fraud:** Attempting to defraud by means of deception, bad checks, forged, or stolen credit or ID cards, possession or use of counterfeit currency, and/or other means.

**Identity Theft:** Using the identity of another person or entity, including the use of a fake ID, with the intent of misrepresenting oneself as another for any reason.

**Vandalism and Damage:** Intentional, reckless, and/or unauthorized damage to property owned by another person, entity, or the University.

**Burglary:** Unlawful entry with intent to commit a policy violation or violation of law.

**Unauthorized Access:** Unauthorized access to any building (i.e. keys, cards, etc.) or unauthorized possession, duplication, or use of means of access to any building or failing to report a lost university identification card or key in a timely manner.

**Unauthorized Entry:** Entry into any building, room, location, or space where a person does not have a reasonable expectation of access or right of entry or where the conditions of authorized entry, such as payment or presentation of proper identification, have not been met. It also includes misuse of access privileges to premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a building. Restricted university areas include, but are not limited to, building roofs, fire escapes, steam tunnels, elevator shafts, equipment and mechanical storage rooms and construction sites. This includes entering a residence hall room of which the student is not a contract holder without permission.

#### **4.7.3. Misconduct related to health, welfare, and safety**

**Drugs:** The use, possession, sale, or distribution of any kind of drugs, are not permitted on campus. Similarly, the use, possession, sale, or distribution of steroids, stimulants, depressants, hallucinogens, or any other controlled substance and abuse, misuse, sale, or illegal distribution of prescription or over the counter medications is not permitted as well.

**Public Intoxication:** Being under the influence of drugs, or other substances where one's behavior endangers, or may endanger the safety of others, property, or themselves or causes a disturbance.

#### **Weapons**

- a. **Explosives:** Possessing, carrying, or using any substance or device which is intended or designed to explode or any device which a reasonable person would believe either through appearance, markings or otherwise, to be a device intended or designed to explode.
- b. **Firearms:** Possessing, carrying, or using any type of firearm on university premises, except as permitted by law, or the use of a firearm in any manner alleged to be inconsistent with applicable laws, regardless of location. Objects perceived as firearms such as airsoft guns, BB guns, paintball guns, and pellet guns, are also a violation of this policy.
- c. **Knives:** Possessing, carrying, or using any knife with a blade longer than three inches anywhere on university premises without a valid educational or residential purpose or the use of a knife in any manner alleged to be inconsistent with applicable laws, regardless of location. Butterfly knives, switchblades, and double edged knives are not permitted on campus, regardless of length.
- d. **Other dangerous or deadly weapons:** Possessing, carrying, or using other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, brass knuckles,

or other dangerous or deadly weapon(s) in any manner alleged to be inconsistent with applicable laws, regardless of location.

- e. **Storage of weapons:** Possession, including the storage of any item that falls within the category of a weapon, including storage in a vehicle parked on university property.

**Fire Safety:** Violation of Kingdom or campus fire policies including, but not limited to:

- a. Intentionally or recklessly causing a fire which damages university or personal property or which causes injury.
- b. Improper use of university fire safety equipment.
- c. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on university property. Such action may result in a local fine in addition to university sanctions.

**Wheeled Devices:** Skateboards, roller blades, roller skates, and other wheeled items may not be ridden inside any university building, or any such fixture that may be damaged by these activities and individuals may be liable for damage to university property caused by these activities. Exceptions are made for medical purposes.

**Evacuation:** Failing to evacuate any building after an alarm has been activated or notice has otherwise been given of a fire, fire drill, fire alarm, or other order to evacuate.

**Health and Safety:** Creating health and/or safety hazards (examples include dangerous pranks, and hanging out of or climbing from/on/in windows, balconies, or roofs).

#### **4.7.4. Misconduct related to the operation of the University**

**Disruptive Behavior:** Disruption of university operations including, but not limited to, obstruction of teaching, research, administrative functions, or other university activities, and/or other authorized non-university activities which occur on campus.

**Rioting:** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, and/or damage of property.

**Obstruction:** Obstructing the free flow of pedestrian or vehicle traffic on university premises or at University-sponsored or supervised functions.

#### **4.7.5. Misconduct related to other university policies**

**Discrimination, Harassment, and Misconduct:** Violation(s) of the Discrimination, Harassment, and Misconduct Policy which prohibits:

- a. Discrimination defined as the adverse treatment of an individual based on that individual's membership in one or more of the covered protected groups.
- b. Bias-related harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment.

**Bullying:** Violation(s) of the Violence Free Campus policy

**Retaliation:** Violation(s) of the Retaliation and Misconduct Reporting policy, which prohibits acts of retaliation against an individual who reports suspected or observed misconduct, or cooperates in an investigation of misconduct

**Abuse of Computer Resources and Facilities:** Violation(s) of the use of **Computer Resources policy** which prohibits the unauthorized or inappropriate use of the Majmaah University computer resources.

**Smoking:** Violation(s) of the Smoking policy, which prohibits smoking on university owned or leased property including grounds, parking lots, athletics fields, recreation fields, tennis courts and any other outdoor area, including any vehicle located on the University's property

**Personal Conduct:** Violation(s) of the Personal Conduct Rules

#### **4.7.6. Other acts of misconduct**

**Abuse of Conduct Process:** Abuse, interference, or failure to comply with university processes including, but not limited to:

- a. Falsification, distortion, or misrepresentation of information.
- b. Failure to provide, destroying, or concealing information during an investigation of alleged misconduct.
- c. Attempting to discourage an individual's participation in, or use of, the student conduct system.
- d. Harassment (verbal or physical) and/or intimidation of a member of the student conduct process prior to, during, and/or following a student conduct proceeding.
- e. Failure to comply with the sanction(s) imposed by the student conduct system.
- f. Influencing, or attempting to influence, another person to commit an abuse of the student conduct system.

**Disorderly Conduct:** Conduct that is disorderly, lewd, or indecent.

**Failure to Comply:** Failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

**Falsification:** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts or records.

**Student Identification:** Misrepresentation or misuse of student identification.

**Trademark:** Unauthorized use, including misuse of university or organizational names and images.

**Violations of Law:** Potential or alleged violation of any local or Kingdom law.

**Other Policies:** Violating other published university policies or rules.

## 4.8. Good Samaritan Provision

To minimize any hesitation students may have in obtaining immediate medical or other professional help for students in need:

***For those in need of assistance:*** Amnesty is available to individuals who seek or accept medical or other professional assistance without fear they may be accused of minor policy violations. Educational sanctions may be required, but no conduct proceedings or conduct record will result.

***For those who offer assistance:*** To encourage students to seek medical or other professional assistance for others, amnesty is available for minor violations when students offer this help to others in need. Educational sanctions may be required, but no conduct proceedings or conduct record will result.

Any exemption from conduct action granted under this policy may only apply to conduct action and/or sanctions under the Student Conduct Code and does not apply to any criminal action taken by law enforcement, such as issuing a citation or making an arrest.

## 4.9. Student Conduct Procedures

### 4.9.1. Charges and Notice

Charges and complaints regarding student conduct will be handled according to the following procedures:

- a. Allegations of misconduct may be received from any source (victim, Resident Assistant, third party, online, police, community member, etc.). Allegations of misconduct must be made in writing. Those needing assistance may contact the Dean of Student Affairs directly.
- b. Upon receiving a referral of alleged misconduct the Dean of Student Affairs or designee will proceed with:
  - 1) a preliminary investigation;
  - 2) an initial meeting; or,
  - 3) an administrative hearing.
- c. If it is determined that reasonable cause exists for the Dean of Student Affairs or designee to refer a complaint for a hearing, notice will be given to the respondent. Notice will be given in writing and may be delivered by one or more of the following methods:
  - 1) Emailed to the student's university issued email account;
  - 2) In person by the Dean of Student Affairs (or designee); or,
  - 3) Mailed to the local or permanent address of the student as indicated in official university
- d. Once emailed, received in person, and/or mailed, such notice will be considered delivered. Students will be provided a minimum of two business days' notice of their scheduled hearing. Exceptions may be made during finals week.

The letter of notice will at minimum outline: (a) the alleged violation(s); (b) notification of where to locate the Student Conduct Code; c) Student Conduct Code procedures for resolution of the complaint; and (d) notification of the date and time of the scheduled hearing.

## 4.10. Interim Actions

In certain circumstances, the Dean of Student Affairs or designee may impose interim actions prior to a hearing being held. Interim actions may be imposed:

- a. To ensure the safety and wellbeing of the members of the university community or for preservation of university property;
- b. To ensure the accused student's own physical or emotional safety and wellbeing; or,
- c. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

Interim actions can include, but are not limited to, a no contact order, university suspension and/or residence hall suspension. Interim actions are in effect until rescinded by the Dean of Student Affairs or designee.

## 4.11. Investigation

- a. Prior to the hearing, a Student Conduct Administrator may investigate allegations by conducting interviews, requesting documentation, and/or by other means.
- b. Investigations under the Discrimination, Harassment, and Sexual Misconduct Policy will be conducted as outlined in that policy.

## 4.12. Informal Resolution

When allegations of misconduct have been received and reviewed by a Student Conduct Administrator, and the parties involved wish to resolve the complaint without further student conduct proceedings, this is permissible provided:

- a. it is approved by the Dean of Student Affairs or designee;
- b. it is agreed to by the complainant and the respondent; and,
- c. the complaint does not allege a sexual assault.

## 4.13. Hearing Resolution

- a. Generally, conduct violations will be resolved in an administrative hearing with a Student Conduct Administrator. For allegations of misconduct when sanctions may include suspension or expulsion from the University, the respondent and complainant will be informed of their option to have the case heard by a Conduct Board.
  - 1) Conduct Boards will be comprised of three trained individuals: a Student Conduct Administrator, a student, and a faculty member. In the rare occasion when a student or a faculty member is unavailable to participate in a given hearing, a trained Student Conduct Administrator may be substituted.
  - 2) Following the hearing and after receiving input and recommendations from the other conduct board members, the Student Conduct Administrator will serve as the adjudicator.
- b. Conduct Board hearings will be conducted in accordance with procedures established by the Dean of Student Affairs.



- c. Allegations of misconduct involving more than one respondent will be heard separately. At the discretion of the Dean of Student Affairs, the hearing pertinent to each respondent can be conducted jointly. However, separate determinations of responsibility will be made for each respondent.
- d. Both the complainant and respondent have the right to an advisor of their own choosing. The role of an advisor is passive, they may not ask questions or make arguments during a hearing. They may confer quietly with their advisee, exchange notes, and suggest questions to their advisee. When facing criminal charges concurrently, a student may have an attorney present, in addition to an advisor, at their own expense. Any attorney present is subject to the same limitations of an advisor.
- e. Each party will have the opportunity to present information, make statements, including impact statements, and present witnesses.
- f. If the respondent, with notice, does not attend the hearing, the available information relating to the allegations of misconduct will be considered. Subsequently, determinations regarding responsibility and sanctions (if appropriate) will be made.

#### 4.14. Decisions

- a. Determinations of responsibility are made utilizing the preponderance of information standard. This means that it is more likely than not that a violation occurred.
- b. Following a hearing, the respondent will be provided, within 10 business days, an outcome letter outlining determinations of responsibility and sanctions (if appropriate). In certain cases, where the law allows, a complainant will also receive notification of the outcome. Notice will be given in writing and may be delivered by one or more of the following methods:
  - 1) Emailed to the student's university issued email account;
  - 2) In person by the Dean of Student Affairs (or designee); or,
  - 3) Mailed to the local or permanent address of the student as indicated in official university records. Once emailed, received in person, and/or mailed, such notice will be considered delivered.
- c. In cases of allegations of misconduct or violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each party.
- d. Barring extenuating circumstances, the student conduct process will be concluded within 60 calendar days of the receipt of an allegation.

#### 4.15. Sanctions

One or more of the following sanctions may be imposed upon a respondent for being found responsible for a violation of misconduct. Sanctions determined will be proportionate to the severity of the violation and to the cumulative conduct history of the respondent.

- a. **Warning:** An official written notice the respondent has violated the Student Conduct Code with the understanding that additional conduct actions would result should the respondent be involved in other violations while affiliated with the University.
- b. **Restitution:** Requirement that the respondent provide compensation for damage caused to the University or any other person's property. This could also include situations such as failure to return a reserved space to proper condition for labor costs and expenses. This is not a fine, but rather a repayment for labor costs and/or the value of the property destroyed, damaged, or stolen.
- c. **Fines:** Reasonable fines may be imposed and used to offset the cost of educational sanctions.
- d. **Work Service Requirements:** A specific number of unpaid service hours to the University or approved agency must be completed.
- e. **Loss of Privileges:** The respondent may be denied specified privileges, related to the violation, for a designated period of time. Specific limitations or exceptions may be granted by the Dean of Student Affairs and terms of this conduct sanction may include, but are not limited to the following:
  - 1) Ineligibility to hold any office in any student organization recognized by the University, or hold an elected or appointed office at the University; or
  - 2) Ineligibility to represent the University to anyone else outside the University community in a way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager, or student coach, etc.
- f. **Confiscation of Prohibited Property:** Items whose presence is in violation of the Student Conduct Code can be confiscated. Prohibited items may be returned to the owner at the discretion of the Dean of Student Affairs and/or the University Police.
- g. **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- h. **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- i. **Restriction of Visitation Privileges:** Restriction of visitation privileges may be imposed on a student. The parameters of the restriction will be specified.
- j. **Random Drug Testing:** To be used for respondents who violate the drug policies.
- k. **No Contact:** Orders to not have any contact, by any means, including through friends with the designated university community member.

- l. **Parental Notification:** Parents or guardians may be notified in writing of violations of a policy for students.
- m. **Trespass:** Notice of prohibited visitation from a specific location.
- n. **Disciplinary Probation:** The respondent is put on official notice that, should further violations of university policies occur during a specified probationary period, the respondent may face suspension or expulsion. Regular probationary meetings may also be imposed. Disciplinary probation means a student is not in good social standing with the University.
- o. **Suspension Held in Abeyance:** Separation from the University is deferred for the period of the suspension, with the provision that lesser sanction(s) be completed within that period of time and no additional information alleging misconduct is discovered regarding the incident. If the student is found responsible for violations of other misconduct during the period of suspension held in abeyance, the sanction of Disciplinary Suspension will be immediately imposed.
- p. **Disciplinary Suspension:** Separation from the University for a specified minimum period of time, after which the respondent is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The respondent is required to vacate university housing within the timeframe outlined in the outcome letter. During the suspension period, the respondent is banned from university property, functions, events and activities without prior written approval from the Dean of Student Affairs. This sanction may be enforced with a trespass action as necessary. This sanction will be noted as Conduct Suspension on the respondent's official academic transcript.
- q. **Expulsion:** Permanent separation from the University. The student is banned from university property and the respondent's presence at any university-sponsored activity or event is prohibited. This action may be enforced with trespass action as necessary. This sanction will be noted as Conduct Expulsion on the respondent's official academic transcript.
- r. **Deactivation:** Deactivation, loss of recognition as a registered student organization or group associated with the university, or loss of all privileges, for a specified period of time.
- s. **Delayed Registration:** The respondent may be required to delay their course registration until a complainant or any other student(s) involved in a conduct matter has completed course registration. Delayed registration is for a specified number of semesters or may be required until the complainant or other involved student(s) graduate.
- t. **Rescinding of Admission:** Admission to the University may be rescinded for fraud, misrepresentation, or other serious violations committed by a student prior to admission.
- u. **Revocation of Degree:** With the agreement of the Rector, Vice Rector for Academic Affairs and the Dean of Student Affairs, a degree awarded from the University may be revoked for fraud, misrepresentation, or other violations of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- v. ***Withholding Degree:*** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the student conduct code, including the completion of all sanctions imposed, if any.
- w. ***Other Sanctions:*** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Student Affairs or designee.

#### 4.16. Appeals

A decision reached by a Student Conduct Administrator may be appealed by the respondent(s) or the complainant(s) to the Dean of Student Affairs within five (5) business days of the decision. Appeals must be made in writing and state the reason(s) for the appeal. The decision at each level is based on the written information provided by the Student Conduct Administrator/appeal officer, the respondent, and the complainant (if applicable) for the appeal. Appeals must be delivered in person to the Office of the Dean of Student Affairs. If the Dean of Student Affairs was the Student Conduct Administrator in a given case the appeal will be considered by the Vice Rector for Academic Affairs. Failure to submit an appeal, meeting the above requirements will result in the decision of the Student Conduct Administrator being final.

The bases for appeals are limited to the following:

- a. A procedural error or omission occurred that significantly impacted the outcome.
- b. The presentation of new information, that was previously unknown, or other relevant facts unknown or unavailable during the hearing that could sufficiently alter the decision. A summary of this new information and its potential impact upon the outcome must be included in the appeal. Failure to participate in the hearing may not be used as a basis for filing an appeal under this section.
- c. Sanctions imposed are substantially disproportionate to the severity of the violation.

#### 4.17. Options for Appeal

***Level I:*** Decisions of the Student Conduct Administrator may be appealed to the Dean of Student Affairs. The appeal officer may affirm, reverse, or modify the original decision regarding the violations and/or sanctions imposed. The original finding and sanction(s) will stand if the appeal is not timely or is not based on the grounds listed above. For conduct cases involving a complainant other than the University, when one party requests an appeal, the other party (parties) will be notified and given up to five business days to respond. At the conclusion of those five business days, or upon receiving appeal requests from all parties involved, a decision will be rendered within ten business days. Appeals for findings involving the Discrimination, Harassment, and Misconduct Policy start at Level II.

***Level II:*** Decisions of the Dean of Student Affairs may be appealed to the Vice Rector for Academic Affairs, within five business days following the above outlined procedures. The Vice Rector for Academic Affairs or designee will render a decision within ten business days. Decisions of the Vice Rector for Academic Affairs are final from the perspective of the University.

***Level III:*** A respondent or complainant may request a discretionary review of the Level II appeal decision by the University Rector. The Rector has discretionary authority to grant or deny the request to review the decision. When the Rector decides to review the Level II appeal, the Rector's decision becomes the final decision of the University.

#### **4.18. Failure to Complete Sanctions**

Respondents are expected to comply with conduct sanctions within the time frame specified. Failure to do so may result in additional sanctions including, but not limited to, a hold on their university account. A hold placed on a student's university account will affect their ability to register for classes, obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to restoring eligibility of reenrollment.

#### **4.19. Student Conduct Records**

All conduct records are maintained by the University for seven years and will not be disclosed after that except for:

- a. Violations that result in suspension or expulsion;
- b. Incidents that allege a violation of the Discrimination, Harassment, and Sexual Misconduct Policy  
and/or,
- c. Data used for aggregate statistical purposes.

Student conduct records will be disclosed only in accordance with the Student Records policy.

#### **4.20. Training**

The Dean of Student Affairs or designee will conduct annual training on the student conduct process with Student Conduct Administrators, Conduct Board members, and those deemed appropriate or required by law. Training will be conducted in a manner that is consistent with the provisions of the Student Conduct Code.

#### **4.21. Revisions**

The Student Conduct Code will be comprehensively reviewed at the direction of the Dean of Student Affairs no less than once every five years. The Dean of Student Affairs may make minor modifications to procedures that do not materially change the process. The Dean of Student Affairs may change material procedures with notice (on the University's policy website, with appropriate date of effect identified) upon determining that changes of law or regulation require said changes. Procedures in effect at the time the allegation is made will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy or applicable law requires otherwise.





DISCRIMINATION,  
HARASSMENT  
AND OTHER  
MISCONDUCTS POLICY

**Purpose:** Members of the campus community are entitled to an educational and working environment free of discrimination, harassment, and retaliation.

**Policy Statement:** The Majmaah University is committed to achieving fairness and equity in all aspects of the educational enterprise and therefore prohibits discrimination, harassment, and retaliation. Alleged violations are subject to resolution using the Complaint Resolution Process detailed below. This policy applies regardless of the status of the parties involved, who may be members or non-members of the campus community, students, faculty, administrators, and/or staff.

Persons who experience discrimination, harassment, or misconduct may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The University provides a variety of resources to assist individuals who have experienced discrimination, harassment, or misconduct to address the effects of the incident and to help them determine whether and how to make a formal complaint about the incident.

## 5.1. Prohibited Conduct

### 5.1.1. Discrimination

The Majmaah University adheres to all the Kingdom laws banning discrimination in public institutions of higher education. The University prohibits discrimination against any employee, applicant for employment, student or applicant for admission on the basis of any protected class. Protected classes include: age, color, creed, disability, ethnicity, marital status, or race. This policy covers discrimination in employment as well as in access to educational opportunities.

Discrimination is defined as adverse treatment of an individual based on that individual's membership in one or more of the protected groups listed above. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, housing and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the University policy on discrimination. All University employees shall report all suspected incidents of discrimination or harassment. When brought to the attention of the University, any such discrimination will be appropriately remedied by the University according to the procedures outlined in this policy.

### 5.1.2. Harassment and bullying

Harassment and bullying may include electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile environment that meets one or more of the following conditions:

- a. Places the student in reasonable fear of harm to the student's person or property.
- b. Has a substantially detrimental effect on the student's physical or mental health.
- c. Has the effect of substantially interfering with a student's academic performance.
- d. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a college.

The University prohibits harassment against any employee, student, visitor, or guest on the basis of any class protected by University policy. This policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters. The sections below describe the specific forms of prohibited harassment under University policy.

***Bias-Related Harassment:*** This University prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment. This environment may be created by verbal, written, graphic, threatening, and/or physical conduct that is sufficiently severe, persistent, or pervasive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. Merely offensive conduct and/or harassment of a generic nature not on the basis of membership in a protected class may not result in a violation of this policy but may be addressed through education and/or other resolution methods.

***Stalking:*** Stalking is defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear or suffer substantial emotional distress. Examples include, but are not limited to:

- a. sending multiple unwanted text messages, phone calls, or electronic communications
- b. following, watching, photographing, or otherwise tracking an individual without his or her permission
- c. sending unwelcome gifts, notes, or other items to another person

### ***5.1.3. Retaliation***

The University seeks to create an environment where its students and employees are free, without fear of reprisal, to use its procedures to determine if there has been a violation of their civil rights. Any act of retaliation will result in appropriate disciplinary action. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging a violation of their civil rights, supporting a complainant, or for assisting in providing information relevant to a claim, is a serious violation of the University policy. Acts of alleged retaliation should be reported immediately.

#### **5.1.4. Other Offenses**

This University prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- a. Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class.
- b. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.
- c. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.
- d. Violation of any other University rule, when it is motivated by the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

#### **5.2. Jurisdiction/Application**

This policy applies to allegations of discrimination, harassment, and retaliation that take place on the University property or at university-sponsored events, regardless of their location. This policy may also apply to allegations of discrimination, harassment, and retaliation that occur off-campus or to actions online when the University determines that the off-campus or online conduct could have an on-campus impact or impact on the educational mission of the University. Such impact includes:

- a. any action that constitutes a criminal offense as defined by the Kingdom law;
- b. any situation where it appears that the respondent may present a danger or threat to the health or safety of self or others;
- c. any situation that significantly impinges upon the rights, property, or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- d. any situation that is detrimental to the educational interests of the University.

The University's response may be limited if the respondent was a guest or is not subject to the University's jurisdiction.



### **5.3. Reporting Responsibilities**

All University employees who are aware of or witness discrimination, harassment, misconduct, or retaliation are required to promptly report to the office of Vice Rector, whereas students who are aware of or who witnesses discrimination, harassment, misconduct, or retaliation are encouraged to promptly report to the Dean of Student Affairs. All initial contacts will be treated with the maximum possible privacy: specific information on any complaint received by any party will be reported to the Vice Rector, but, subject to the University's obligation to investigate and redress violations, every reasonable effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, the University will give consideration to the complainant with respect to how the complaint is pursued but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

#### ***5.3.1. Role of the Vice Rector and the Dean of Student Affairs***

The Vice Rector is charged with coordinating the University response to reports of misconduct concerning University employees whereas the Dean of Student Affairs is charged with coordinating the University response to reports of misconduct concerning University students under this policy. The Vice Rector or the Dean of Student Affairs do not serve as advocates for either the complainant or the respondent. They will explain to both parties the informal and formal processes outlined below and the provisions for confidentiality. Where appropriate, both parties will be provided information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will be assisted with providing information on other resources.

#### ***5.3.2. Police Reporting***

In addition to required campus reporting, reports may also be made to the police, especially if a crime is or may be involved, by calling the following numbers: Emergency 999.

### **5.4. Complaint Resolution Process**

The University will respond to any alleged violation of this policy received by the Vice Rector or the Dean of Student Affairs. This section outlines ways in which offenses can be reported by individuals choosing to pursue complaint options.

#### ***5.4.1. Confidentiality and Reporting of Offenses***

The Majmaah University will make every effort to safeguard the identities of individuals who seek help and/or report discrimination, harassment, and/or retaliation. While steps are taken to protect the privacy of victims, the University may need to investigate an incident and take action once an allegation is known, whether or not the reporting individual chooses to pursue a complaint. When a report is made, personally identifiable information (name of victim,



name of respondent, etc.) may be initially withheld in cases where the victim is hesitant to come forward. Subsequently, campus officials may need additional information. The Vice Rector (in case university employees are involved) or the Dean of Student Affairs (in case students are involved) will conduct an initial inquiry, looking for any sign of pattern, predation, violence, or threat. When such exists, institutional action may be required in an effort to ensure campus safety. No employee should ever promise absolute confidentiality except those as described below. Reports may be private, but not confidential, as described below. Reports to police and/or officials do not obligate the complainant to file any criminal or university conduct charges.

Deliberately false and/or malicious accusations of discrimination, harassment, or retaliation, as opposed to complaints which, even if erroneous, are made in good faith, are just as serious an offense as discrimination, harassment, or retaliation and will be subject to appropriate disciplinary action. Complaints and reports should be made as soon as possible after an incident. Information and resources are available through the University Safety page. Options for filing a report include:

### ***Anonymous and Third Party Reporting***

The Vice Rector and the Dean of Student Affairs accept anonymous and third-party reports of conduct alleged to violate this policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible in order to investigate and respond as appropriate. The University may be limited in its ability to investigate an anonymous or third party report unless sufficient information is provided.

### ***Confidential Reporting***

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with counselors, health service providers, local agencies, or members of the clergy who are permitted by law to maintain confidentiality (except in extreme cases of immediacy of threat or danger or abuse of a minor). These sources will submit anonymous statistical information for timely warning. If a reporting party is unsure of a resource's ability to maintain confidentiality, the reporting party is advised to ask them before talking to them. The University counselors for students and/or the Employee Assistance Program for employees are available to help and can be seen on an emergency basis.

### ***Private Reporting***

Reports to University employees who are not confidential resources will be treated with the maximum possible privacy. If a reporting party is unsure of a resource's ability to maintain privacy, the reporting party is advised to ask them before talking to them. The resource will be able to explain the resource's reporting obligations and help a reporting party make decisions about who is in the best position to help. If personally identifiable information is shared, it will be shared with as few people as possible under the circumstances and efforts will be made to protect privacy to the greatest extent reasonably possible.

### ***Formal Reporting***

Complainants are encouraged to speak to University officials, such as the Vice Rector or the Dean of Student Affairs or University Police, to make formal reports. Complainants have the right, and can expect, to have complaints taken seriously by the University when formally reported and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter and only a small group of officials who need to know will be told. Information will be shared as necessary with investigator(s), witnesses, and the respondent. The number of people with this knowledge will be kept as low as reasonably possible to preserve a complainant's rights and privacy.

### ***Criminal Reporting***

If someone is in immediate danger or is a victim of a crime, call 999. Some acts of discrimination and harassment may also be crimes, such as stalking. Allegations of criminal conduct should be reported to law enforcement agencies even when it is not clear whether the conduct rises to the level of a crime. Regardless, law enforcement agencies can assist with obtaining medical care, getting immediate law enforcement response and protection, connecting with victim advocate services and counseling support, initiating a criminal investigation as appropriate and answering questions about the criminal process.

#### ***5.4.2. Informal Resolution Process***

Informal resolution is an alternative to the formal complaint resolution process. The Vice Rector (for employees) or the Dean of Student Affairs (for students) will determine if informal resolution is appropriate, based on the willingness of the parties and the nature of the alleged conduct. Sanctions are generally not pursued as the result of an informal resolution process, though the parties may agree to appropriate remedies. The Vice Rector and the Dean of Student Affairs will keep records of any resolution that is reached. The University reserves the right to cancel informal resolution if sufficient evidence suggests a formal investigation or other sanctions or remedies may be necessary and appropriate. It is not necessary to pursue informal resolution first in order to make a formal complaint, and anyone participating in an informal resolution can stop that process at any time and request to continue through the formal process. Except in cases involving criminal activity, an employee

or student alleging discrimination, harassment, and/or retaliation against an employee under this policy is encouraged to discuss the allegation with the head of the department in which the alleged discrimination, harassment and/or retaliation occurred. The department head will then consult with the concerned office to determine an appropriate course of action. If it is appropriate, an attempt to facilitate an informal resolution of the matter will be made. In the event that an informal resolution is not reached, is not appropriate, or is not pursued, the student or employee who is alleging the discrimination, harassment, or retaliation may consult with the concerned office to initiate a formal investigation.

### ***5.4.3. Formal Resolution Process***

#### **Filing a Complaint**

Any individual who believes that this policy has been violated should contact the Vice Rector (for employees) or the Dean of Student Affairs (for students). The University website also includes a reporting form at its website which may serve to initiate a complaint.

#### ***Complaint Intake***

Following receipt of notice or a complaint, the Vice Rector (for employees) or the Dean of Student Affairs (for students) will normally, within five business days, make an initial determination as to whether the information has merit to reasonably indicate there may have been a violation of University policy. If it appears a violation may have occurred, an investigation will begin. If the complaint does not appear to allege a policy violation or if conflict resolution is desired by the complainant and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation. An investigation will be pursued if there is sufficient information to suggest a policy violation may exist, a pattern of misconduct, and/or a perceived threat of further harm to the community or any of its members.

#### ***Interim Action***

The University will implement interim and/or protective actions upon notice of alleged discrimination, harassment, and/or retaliation and will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest, or visitor who has violated this policy.

Interim actions include but are not limited to: no contact orders, no trespass notices, providing counseling and/or medical services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, and safety planning.

The University may suspend, on an interim basis, a student or place an employee on administrative leave pending the completion of the investigation and procedures. In cases in which an interim suspension or administrative leave is imposed, the student or employee will be given the opportunity to meet with an appropriate administrator prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented. Violation of interim provisions will be grounds for disciplinary action.

During an interim suspension or administrative leave, a student or employee may be denied access to University housing and/or the University campus, facilities, or events, either entirely or with specific application. As determined by the appropriate administrative officer, this restriction includes classes and/or all other University activities or privileges for which the individual might otherwise be eligible. At the discretion of the appropriate administrative officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on the respondent student. At the discretion of the appropriate administrative officer, alternative employment/work options may be pursued to ensure as minimal an impact as possible on the respondent employee.

### **Notice of Charges**

Once an investigator has been assigned, written notice of the allegations will be provided to the parties involved. If the respondent is an employee, the written notice will be copied to the employee's department head/director, deans, the University Vice Rector, Vice Rector for Academic Affairs, and the Rector.

### **Investigation**

If a complainant wishes to pursue a formal complaint or if the University determines an investigation is necessary, the Vice Rector (for employees) or the Dean of Student Affairs (for students) will assign an investigator, usually within two business days of determining that a complaint should proceed. Investigations will be thorough and impartial and will entail interviews with relevant parties and witnesses, and obtaining available evidence. The University aims to complete investigations within 60 days, which can be extended as necessary for appropriate cause by the Vice Rector (for employees) the Dean of Student Affairs (for students) with notice to the parties. Investigation may take longer when initial complaints fail to provide direct first-hand information. The University may undertake a short delay (usually 3-10 days, to allow evidence collection) when criminal charges are being investigated. University action will continue regardless of the status of civil or criminal charges involving the same incident.

### ***Student Withdrawal While Charges Pending***

Should a responding student decide to withdraw from the University and/or not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to the University unless any and all sanctions have been satisfied. The Vice Rector (for employees) or the Dean of Student Affairs (for students) will continue to act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

### ***Employee Resignation While Charges Pending***

Should a responding employee resign while charges are pending, the records of the Vice Rector will reflect that status, as will University responses to any future inquiries regarding employment references for that individual. Should an employee decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the employee's absence to a reasonable resolution and that employee will not be permitted to return to the University unless any and all sanctions have been satisfied. The Vice Rector will continue to act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

## **Investigation Findings**

### ***For Students***

Upon receipt of the investigative report, the Dean of Student Affairs will conduct an appropriate hearing per Student Conduct Code procedures. Following the hearing, the decision of whether a policy violation has occurred will be determined by using a preponderance of the evidence standard. A finding of a policy violation by a preponderance of the evidence means that it is more likely than not that the policy violation occurred. If, following the hearing, the decision is that no policy violation has occurred the process will end. Regardless of the outcome, the complainant and the respondent will be notified of the finding in writing.

If, following a hearing, the student is found to have violated University policy, appropriate disciplinary sanctions will be determined by the Dean of Student Affairs. The Dean of Student Affairs (or designee) will notify the respondent and the complainant in writing of the decision. This written decision must be issued within fifteen working days of the date of receipt of the investigative report.



### *For Employees*

Upon receipt of the investigative report, the Vice Rector will determine if this policy has been violated by using a preponderance of the evidence standard. A finding of a policy violation by a preponderance of the evidence means that it is more likely than not that the policy violation occurred. If the Vice Rector decides that no policy violation has occurred, then the process will end. Regardless of the outcome, the complainant and the respondent will be notified of the finding in writing. The respondent's department head/director, Dean, Vice Rector for Academic Affairs, and the Rector will also be notified of the finding.

In the event that the employee violated University policy, the Vice Rector will determine appropriate disciplinary sanctions. Regardless of the outcome, the complainant and the respondent will be notified in writing of the outcome within fifteen working days.

### **Sanctions**

Sanctions will be recommended by the Vice Rector (for employees) or the Dean of Student Affairs (for students) and forwarded to the decision-making authority. Factors considered when determining a sanction may include:

- a. The nature of, severity of, and circumstances surrounding the violation
- b. The respondent's disciplinary history
- c. Previously founded complaints or allegations against the respondent involving similar conduct
- d. Any other information deemed relevant
- e. The need to bring an end to the discrimination, harassment, and/or retaliation
- f. The need to prevent the future recurrence of discrimination, harassment, and/or retaliation
- g. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community

### *Student Sanctions*

The following are sanctions that may be imposed upon students under this policy:

**Warning:** A formal statement that the behavior was unacceptable and a warning that any further infraction of any University policy, procedure, or directive may result in more severe sanctions or responsive actions.

**Probation:** A written reprimand for violation of the Student Conduct Code that provides for more severe disciplinary sanctions in the event that the student or organization is found in violation of any University policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges,

exclusion from co-curricular activities, no contact orders, and/or other measures deemed appropriate.

**Deferred Suspension:** It refers to a serious and final warning that any violation of university policy could result in immediate separation of the student from the University for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.

**Suspension:** Termination of student status for a definite period of time and/or until specific criteria are met. This sanction will be noted as a Conduct Suspension on the student's official transcript. Conditions for readmission may be specified.

**Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason, and/or attend University-sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.

**Withholding Diploma:** The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

**Revocation of Degree:** The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation, or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**Organizational Sanctions:** Deactivation, de-recognition, or loss of all privileges (including University registration), for a specified period of time or permanently.

**Other Actions:** In addition to or in place of the above sanctions, the University may assign any other sanction(s) as deemed appropriate.

### ***Employee Sanctions***

Sanctions for an employee who has violated this policy may include, but are not limited to, verbal or written warning, required counseling, training, demotion, reassignment, suspension with or without pay, and termination.

## Appeals

Appeals of the decision of the Vice Rector (for employees) or the Dean of Student Affairs (for students) may be filed by the complainant or the respondent or both. All requests for appeal considerations must be submitted in writing to the Rector (for employees) or the Vice Rector (for students) within five business days of the date of the final written notice.

Appeals are limited to allegations of the following:

- a. A procedural error or omission occurred that significantly impacted the outcome.
- b. There is new evidence, unknown or unavailable during the investigation, that could substantially impact the finding or sanction. A summary of this new evidence and its potential impact upon the investigation must be included in the appeal.
- c. The sanctions imposed are substantially disproportionate to the severity of the violation.

The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a finding and sanction/responsive action(s) are final. When a party requests an appeal, the other party (parties) will be notified and given an opportunity to respond.

**For students:** In cases involving student conduct, a person designated by the Vice Rector will review the appeal request(s).

**For employees:** In cases involving employee conduct, a person designated by the Rector will review the appeal request(s).

Where the designee finds that at least one of the grounds is met, and proceeds with the appeal, additional principles governing the hearing of appeals include the following:

- a. The original decision will only be changed when there is a compelling justification to do so.
- b. Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal.
- c. Sanctions will not be imposed pending the outcome of the appeal. Interim and/or protective actions may be imposed and/or continued as appropriate.
- d. The designee will render a decision within ten business days.
- e. All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- f. Once an appeal is decided, the outcome is final: further appeals are not permitted under this policy.

## **Failure to Complete Sanctions**

All respondents are expected to comply with conduct sanctions within the time frame specified in their written notice. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or suspension, expulsion, and/or termination from the University. For students, failure to comply may result in transcript notation and/or a hold to prevent future registration.

## **5.5. Remedial Actions**

In addition to the interim actions, the Vice Rector (for employees) or the Dean of Student Affairs (for students) may provide remedial actions intended to address the short or long-term effects of harassment, discrimination, and/or retaliation. That is, remedial actions may be taken at the conclusion of the process in addition to any actions that may have been taken on an interim basis, in order to redress harm to the complainant and the community and to prevent further harassment or violations. Remedial actions may also be used when, in the judgment of the Vice Rector or the Dean of Student Affairs, the safety or well-being of any member(s) of the campus community may be compromised by the presence on campus of the respondent.

These remedies may include referral to counseling and health services or to the Employee Assistance Program, education to the community, altering work arrangements, providing campus escorts, implementing contact limitations between the parties, or offering adjustments to academic deadlines and/or course schedules.

## **5.6. Statement of Rights for Complainants and Respondents**

Both complainants and respondents will be afforded the following rights under this policy:

- a. To be treated with respect by University officials
- b. To take advantage of campus support resources (such as Counseling Services and University Health Services for students, or services for employees)
- c. To experience a safe educational and work environment
- d. To have an advisor (students) or representative (employees) during this process
- e. To refuse to have an allegation resolved through informal procedures
- f. To be free from retaliation
- g. To have complaints heard in substantial accordance with these procedures
- h. To reasonable and necessary participation in the process
- i. To be informed in writing of the outcome of the complaint and, where permissible, sanctions, and the rationale for the outcome

## 5.7. Records

In implementing this policy, records of all complaints, resolutions, and hearings will be kept by the office of the Vice Rector (for employees) and Deanship of Student Affairs (for students) indefinitely.

The Vice Rector may make minor modifications to procedure that do not materially change the process. However, the Vice Rector may also vary procedures materially with notice (on the University's policy website, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy or applicable law requires otherwise.





# STUDENT AFFAIRS

The Deanship of Student Affairs is considered the first and most important service center for the university male & female students. The deanship is providing its services through the Student Activities, Student Fund and full supervision & follow-up of these services so that the students can live in campus environment that suits their aspirations helping them to progress and succeed in their university.

**Mission:** To provide unique services that become incentive for male & female students to develop their life skills and polish their practical experiences. Clarify the role played by the Deanship to serve the university students, define the plans & programs designed to raise the level of those services in the method that suits the university level.

### **Objectives**

- A. Educate generations that serve their religion and his country.
- B. Develop male & female students' skills and polish these skills with useful knowledge.
- C. Care for male & female students in all life aspects.
- D. Provide male & female students with financial support and activities in general.
- E. Care for students and to promote their potentials to make them active pillars for their community.

## **6.1. Student Activities**

Student activities are considered the corner stone of Students' Affairs. The Deanship provides all the necessary the required for students through activities which contribute to fill his spare time as that will return at them with a great benefit. They help find a friendly atmosphere among students, and thus have a trusty and dependent generation through the skills and capabilities it gained. The goals of students' activities and their controls are:

### **Objectives**

- A. Developing ability to think scientifically in an organized framework of the ethics of our religion, enriching the cognitive aspects of the university students, motivating them to search and explore, and to strengthen the spirit of fair competition among them.
- B. Improving university student's personality through diversification of sources of activity in light of the Islamic faith (Akidah), developing a belief in shared common goals, and to instill values such as cooperation, honesty, solidarity and perseverance on the hard work.
- C. Helping to enhance their ability to take responsibility and leadership, to respect the work and general regulations, to develop a belief in the need for dialogue and taking the opinion of students in the activities, programs and their events.
- D. Discovering students' potential and talent, developing their skills, establishing normal social relationships providing happiness for the individual and society, and developing a sense of national belonging and sincerity.
- E. Employing diversity and inclusion, impartiality and objectivity among students, and distribution of prizes among students.

### ***6.1.1. Cultural Activities***

These activities develop the student's culture and expand their mental perceptions in particular and their general knowledge broadly. These activities represent a wide range that is demanded by the students such as:

### ***6.1.2. Social Activities***

These are programs that contribute in correlating students and planting friendly atmospheres among them through internal, external and international activities. Some of these programs and social activities are as follows:

### ***6.1.3. Artistic Activities***

Artistic activities consist of art work produced by the student such as:

### ***6.1.4. Scientific Activities (Male & Female students)***

Represent any student activity directly related to research or practical work in the humanitarian or scientific disciplines such as researches, innovations, exhibitions and others. Some of the programs provided by, supervised by or participated in by the Deanship are as follows:

### ***6.1.5. Sports Activities (Male Students)***

They are all related sports activities within or outside the university corridors. Some of the deanship sports activities are:

### ***6.1.6. Scouts Activities (Male Students)***

These are service activities that provide services to the community in terms of organization and follow-up. Scouts group is called (tribal scouts) in the universities. Majmaah University seeks that its scouts' group starts from where others have ended in all areas of student activities, especially the tribal scouts to join the development convoy of the Scout Movement in Saudi universities. The start would be in all stages either in leadership preparation and qualify them in a suitable way or through participations at all internal and external levels and Hajj public service camps. The university shall. The university will receive much attention from those officials responsible for development of scouts and provide all requirements to develop them till they become able to serve their religion and their homeland. The internal scout plan will be submitted in summer of each academic year and registration will take place with the beginning of each academic year. Qualification studies for scouts students will start during the academic year. The university is keen on foreign participation that add to the students more experience and training.

### **6.1.7. Theatrical Activities (Male Students)**

These activities are associated directly to theater. All of these activities aim to produce an integrated theater staff to serve the university in its concerts and theatrical aims to polish students' talents in return for the desired benefit.

### **6.2. Special Needs Center**

It is a service center that cares for the affairs of the special needs people through the following services:

### **6.3. Smoking Prevention Program**

It is an integrated program aimed at eradicating this deadly lesion and seeks to make Majmaah University, the University without smoking, then protect the youths from falling into the gliding of smoking and its various disadvantages. This program includes extensive awareness campaigns, codified rules and regulations. The Deanship of Student Affairs pays great importance to this program that the university is keen on producing such program in the proper way that suits the university and the event that this program has been prepared for. The following are some of the activities that the Deanship is intending to perform to eliminate this scourge.

### **6.4. Role of Deanship of Student Affairs in Cases of Misconduct**

The Dean of Student Affairs and Deputy Dean of Student Affairs are also charged with coordinating the University response to reports of misconduct. The Dean of Student Affairs and Deputy Dean of Student Affairs do not serve as advocates for either the complainant or the respondent. The Dean of Student Affairs or Deputy Dean of Student Affairs will explain to both parties the informal and formal processes outlined below and the provisions for confidentiality. Where appropriate, the Dean of Student Affairs or Deputy Dean of Student Affairs will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Dean of Student Affairs and Deputy Dean of Student Affairs will coordinate with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of housing, dining, and work assignments.



# LIBRARY AFFAIRS



The Deanship of Library Affairs at Majmaah University started to work on the development of the university libraries since the appointment of a supervisor to run its activities in the middle of the year 1431H. On 29<sup>th</sup>Zhiqad, 1431H, an approval was granted by H.E. the Minister of Higher Education and the Rector of the University Council to appoint a Dean for Library Affairs. Right from its outset, the Deanship of Library Affairs worked hard and prepared a strategic plan to achieve its mission and complete its various projects including a number of current and future projects of the Deanship. The Deanship and the Central Library are located at the new building of the University Headquarters - University City of Majmaah University.

**Vision:** Upgrading the university libraries so as to make the minarets of knowledge, centers for providing all kinds of information, and sources of learning, searching and innovation in an encouraging and motivating atmosphere.

**Mission:** Supporting learning and research needs of the university employees and students through providing information storages, academic curriculum, and offering a variety of services. It also seeks to provide suitable atmosphere for reading and utilizing these services, creating programs, different cultural activities, spreading of reading culture, and enhancing our attitude towards the books.

### **Objectives**

- A. Providing information sources in all its different kinds required by libraries and units of the university
- B. Providing technical treatment and organization of information sources within libraries affiliated to the university through using the best vocational methods which would contribute to make use of its sources accessible for beneficiaries
- C. Ensuring continuous planning and offering information services in all the affiliated libraries in a way which would be suitable for the beneficiaries' requirements
- D. Planning for investing the allocated budget for information sources and services and development of its resources.
- E. Establishing a digital library for the university and improving, optimizing its services on a continuous basis.
- F. Extending cooperation with other libraries and authorities of mutual concern in a way to achieve benefits to the university and its different units.
- G. Organizing fairs in the field of libraries and information and participation according to the pursued measures.
- H. Promoting the scientific production of the university members using proper means.
- I. Ensuring continuous planning and providing sufficient well qualified manpower in the field of libraries and information according to size and requirements of work and the offered services in the different libraries of university.
- J. Preparing criteria, specifications and measures related to the university libraries and its services in a way which ensures the high quality of its services offered through such libraries.

## 7.1. Rules and Regulations

Deanship of Libraries Affairs has completed the regulations to be applied in branch libraries in faculties and centers. These regulations and rules are to be fixed and implemented in Deanship of Libraries Affairs. This set of regulations comprises forty one articles in three chapters:

### 7.1.1. Lending System and Booking Information Objects (Article 16)

Following groups are allowed to borrow information objects to:

- A. Teaching staff, lecturers, teaching assistants in university
- B. Graduate students in university
- C. Graduate students who are not employed by university
- D. Undergraduate students in university
- E. University male and female employees
- F. Affiliated libraries within the university
- G. Other universities in Saudi Arabia and Gulf countries according to the agreements signed in this regard.

The borrower is not allowed to borrow any book unless they show an ID which proves they belong to university (**Article 17**).

Following information Objects are not allowed to be borrowed (**Article 18**).

- A. Information objects that have reference nature such as knowledge circles, dictionaries and guides
- B. Unpublished PhD and Master's theses
- C. Unique books
- D. Paperless information objects (audio, visual, CDs, video books)
- E. Scientific periodicals that are related to the topic
- F. Government printed books, documents, maps and folders
- G. Books that there is only one copy of. Teaching staff and teaching assistants are excluded as they could borrow them on weekends
- H. Booked books
- I. Books that are stamped (Not for Lending)
- J. Books that have more than two volumes

### 7.1.2. Financial Guarantee (Article 19)

- A. There is a borrowing card worth 1000 riyals issued for all graduate students who are not employed by the university. The card validity is one year and must be renewed yearly before one month of expiration date.
- B. Money of financial guarantee is to be deposited in the account of Deanship of Libraries Affairs, and it will be refunded to the borrower in the event they want to cancel the borrowing card.
- C. In case any borrower receives a fine, it will be deducted from the deposited financial guarantee by the borrower. If the fine is more than 1000 riyals, the user will be asked to pay the difference.

The number of titles allowed to be lent according to each category (**Article 20**).

S.No	Category	Number of titles
1	Teaching staff	25
2	Lecturers and teaching assistants	20
3	Graduate students	20
4	Students and university employees	10
5	Beneficiaries from other authorities	5

### 7.1.3. *Borrowing period (Article 21)*

- A. Faculty members, lecturers and teaching assistants are allowed to keep the book for a complete academic semester; graduate students for sixty days. Faculty members are allowed to renew one time for one more semester.
- B. University students and employees are allowed to renew one month for only one time.
- C. Director of Beneficiaries services section in the central library and librarians in branch libraries are allowed to shorten the lending period to one month for the categories mentioned in clauses (A and B) for most borrowed information objects that there are not adequate copies of them in the libraries.
- D. The borrower is allowed to renew the borrowing period in the event the books they have are not requested by another library user.
- E. The borrower must return the books before the specific timing of return in case it was requested from him within a period of three days at the maximum from the date he was informed by Deanship.

### 7.1.4. *Booking books (Article 22)*

- A. Faculty members are allowed to book some books for a fixed period of time for students use inside the library, but these books are not allowed to be lent for external people.
- B. Lending section director has the right not to allow lending of any book in the event he sees it is necessary to keep it in the library.
- C. Booked books should be organized as it is explained in clauses (A and B) according to the following:
  - a. Internal lending for every female and male student for two hours maximum. It is renewable in the event the book is not often borrowed.
  - b. Lending section director is allowed to lend some copies of the booked books before one hour of library close-time provided it will be returned the next day in the morning before 9 o'clock.

#### **7.1.5. Fines and Punishments (Article 23)**

- A. Half a riyal is a fined over every borrowed book for every day of delay. This fine will be implemented for ninety days after lending period ends.
- B. If the delay period exceeds ninety days, an extra fine will be counted 10 riyals for every month of delay.
- C. If the period of delay exceeds two years, the book will be considered missing.
- D. The borrower is not allowed to borrow books unless they return the book they have borrowed already.
- E. The library is allowed to ban a borrower from borrowing any books for one semester in the event delay of books recurred three times by them.
- F. If the library requests the book back and the borrower does not respond to the library's request, a fine worth 1.5 riyals will be counted for every day of delay after a week of informing the borrower, and he will be treated according to what has been mentioned in the previous clauses of this article.
- G. A fine worth one riyal for every hour of delay over every booked book or only one copy.
- H. Deanship of Libraries Affairs submits a report of abuse of any libraries' properties by any university employee to the responsible administrations in this regard in the university.

#### **7.1.6. Fines of missing books (Article 24)**

- A. In the event the book goes missing or is damaged, the borrower is to bring another copy of the same edition or an updated copy within the month of informing them. In case he is not able to bring a copy, he will be asked to pay the amount of money decided by department of establishing and developing groups according to approved principles from Deanship of Libraries Affairs. But, if the book is one of the unique books or manuscript, the borrower will be asked to pay the amount of money that will cover affording another copy of it. This amount of money will be decided by a committee established by Deanship of Libraries Affairs.
- B. In case it was impossible to get the money for the missing book in a nice manner, it will be deducted from their pays by university systematically.
- C. The book will be counted destroyed in case any paper has been damaged by tearing it or writing on it or changing anything of its appearance.

#### **7.1.7. Rules Dealing with the Internet inside Deanship of Libraries Affairs**

Since Deanship of Libraries Affairs is very keen to provide search service on the internet, digital databases and Saudi digital library. There are some disciplines that must be taken into account when using the internet inside Deanship of Libraries Affairs:

- A. Keeping computers and the other tools in search service hall in good condition
- B. Internet user must be one of the university employees
- C. It is not allowed to spread the username and password of databases to more than an individual.
- D. Never save username and password of your own e-mail as Deanship is not responsible for the consequences.
- E. It is not allowed to browse websites that call for destructive principles and sow the seeds of discord among citizens.

- F. It is strictly prohibited to enter websites that violate the Islamic values, traditions and customs
- G. Anything violates religion, touches the holiness of Islam and its peaceful message is strictly prohibited
- H. Never disseminate anything unethical that calls for crimes or urges violence in any form
- I. It is not allowed to spread anything includes defaming individuals or authorities.

## **7.2. Sections of the Central Library**

- Library Management
- Services beneficiaries
- The electronic catalog
- Hall of free viewing and reading
- Periodicals
- References and foreign books

## **7.3. Central Library Services**

### ***7.3.1. Access to Data***

It provides access to data provided by the Central Library and branch libraries through internal services by providing the right atmosphere, counseling and guidance services.

### ***7.3.2. Printing and Imaging Service***

Printing and imaging services are provided to the students for the educational process according to the rules laid down by the Deanship.

### ***7.3.3. Guidance Service***

The Deanship welcomes different groups of students under the supervision of some faculty members to visit the library. The students are briefed about the use of the library and the services provided by the Deanship of Library Affairs.

### ***7.3.4. Reference Services***

The Data provides answers to questions and queries of the beneficiaries and employees of the university through reference sources such as dictionaries, encyclopedias, manuals and reports in both printed and electronic forms.

### ***7.3.5. Access to Daily Newspapers and Magazines***

The Deanship provides a number of daily newspapers for consultation in the Library like: "Al-Riyadh", "Saudi Gazette", "Almadina" (newspaper), etc.



## 7.4. Saudi Digital Library (SDL)

Saudi Digital Library is the largest collection of e-books in the Arab world which currently contains more than 114 000 e-books with full-text on various disciplines of more than 300 publishers worldwide such as Elsevier, Springer, Pearson, Wiley, Taylor & Francis, Mcgrawhill, etc. It also contains books of world-class academic publishers like Oxford University and Harvard University.

### Services:

- Access to the full text of electronic books from anywhere and at any time.
- Availability of free search through keywords (Full text - Title - Author - Subject - date of publication).
- Giving a range of advanced interactive services.
- Providing electronic reference service.
- Providing awareness of information service.
- Providing uniform access to the digital library.

<http://dla.mu.edu.sa/node/25>

## 7.5. Search Service in the Electronic Databases

Deanship of library affairs offers through its gateway the Internet thirty-one (31) global electronic database covering all disciplines at the University and can be accessed through the portal at the following link:

<http://dla.mu.edu.sa/node/36>

## 7.6. Automated Search Service in the Electronic Catalog

Central Library offers research services in the electronic catalog and provides training and guidance on the use of the electronic catalog to take advantage of it. Following is a link to the index on the Internet

<http://dla.mu.edu.sa/node/22>

## 7.7. Search Service on the Internet

Central Library offers research services to the beneficiaries via internet in order to obtain information and sources that may not exist in the sources of information within the university libraries.



University  
Policies

OTHER UNIVERSITY POLICIES,  
RULES AND REGULATIONS

## 8.1. General Terms

**Academic Year:** Two regular semesters and a summer session, if any.

**Academic Semester:** A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.

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

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

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

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

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

**Class Work Score:** The score which reflects the student's standing during a semester according to their performance in examinations, research, and other activities related to a particular course.

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

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

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

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

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

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

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

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

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

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

**Summer Semester:** Struggling students can study a summer course if it is approved by the University Council. If the student has failed one or more of the classes but not more than 9 accredited units of PYP courses during two semesters, on the condition that the student doesn't have a DN grade in any of the given courses, and the student must not have failed either of the two General English courses.

## 8.2. Transferring from PYP

A student can transfer from the Preparatory Year to one of the colleges that don't require passing marks in the courses in PYP according to the following conditions:

- A. It must be during the transfer period defined by the Admission and Registration Deanship each semester.
- B. The student has to meet all the conditions appointed by the college they need to apply; such as having a certain cumulative grade point average.
- C. The student must get an approval from the faculty of the college that the student wants to transfer to before starting the transferring process.
- D. Documenting the student's transfer officially at the Deanship of Admission and Registration by completing the transfer form.
- E. Transferring is considered at one of the appointed times that have been agreed upon by the University according to the academic regulations and Testing System in Majmaah University.
- F. The student cannot transfer if he/she has not graduated from the PYP

## 8.3. Selection of Students

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, aptitude tests, interviews and any other admission tests approved by the University Council.

## 8.4. Study System

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

However, studying in some colleges may be on a full academic year basis, according to the rules and procedures in these by-laws after the substitution of phrase "academic semester" with the phrase "academic year" under the condition that it does not contradict with any of the following:

- A. In the academic year system, courses are offered in a duration of 30 (thirty) weeks excluding weeks of enrollment and final examinations.
- B. Each course has a final exam during or at the end of the academic year. In case of Applied Clinical courses which require training, final exams can be conducted at the end of the training period.
- C. Make-up exams are to be conducted two weeks before the commencement of the academic year for students who failed some courses. The College Council determines nature and number of such courses under the condition that the courses do not exceed 50% of the student's study load. Students who pass make-up exams are given (D) in a make-up exam instead of previous grade (F).
- D. Students who fail the make-up exams or who fail courses that do not have make-up exams remain in the same level to retake the failed courses. The College Council, on behalf of the University, can allow students to take courses from the following level of study.

- E. Students may not transfer from one year to another unless they meet all requirements set by the study plan.
- F. Number of years for course enrollment is limited to two consecutive years.

## 8.5. Academic level system

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

## 8.6. Promotion of Students

The University Council establishes the detailed rules governing promotion from one level to another by taking the following points into consideration:

- A. Students are transferred to the next level after successful completion of all courses at the previous level.
- B. The minimum number of credits in a semester is 12 credit hours and the maximum is 20 credit hours. Expected graduates may take up to 23 credit hours. The Committee of Study Plans and Study System may decide different number of credit hours for majors whose nature dictates different numbers.
- C. Students who fail one course or more are supposed to study courses according to the following procedures:
  - a. Students who fail courses that constitute the minimum number of credit hours in one semester or more than the courses offered in one level are supposed to retake the failed courses.
  - b. Students who fail courses that constitute less than the minimum number of credit hours in one semester are supposed to retake the failed courses and add more courses from the next level according to the following:
    - 1) Enrollment in the courses is within the study plan and timetables.
    - 2) Semester load has to be linked to the students' GPA but they must take than 12 credit hours or more.
    - 3) No conflicts in students' schedules.
    - 4) Students who cannot enroll in courses from the next level due to conflicts or prerequisites may take courses from next levels (see item D). Students who cannot enroll in the minimum number of credit hours may take courses that are available even if they are less than the minimum number of credit hours.
  - c. Students may take courses from the next two consecutive levels.
  - d. Enrollment is automatic (without prior request from the students) and all schedules are to be ready before commencement of study.



## 8.7. Attendance and Withdrawal

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

- A. The student will be denied (DN) to continue studying and entering the final exam if the proportion of excused or unexcused absence hours exceeded 15% of the total lectures and lab sessions. Also, the student will be considered denied (DN) and their registration of the preparatory year program will be cancelled. The Supervisory Committee of PYP may make an exception to reinstate the denied student and allow that student to enter the test, provided that the student offers an accepted excuse for the absences that exceed 15% of the total lectures and lab sessions.
- B. The student has to attend all lectures and laboratory lessons.
- C. Attendance is recorded at the beginning of each lecture by the Department of Registration and the absent students will be treated as follows:
  - a. A first written warning letter should be directed to the student if the initial absences exceed 5% of the total hours scheduled to attend.
  - b. A second written warning letter should be directed to the student if the initial absences exceed 10% of the total hours scheduled to attend
  - c. Denied students (DN) would be registered in the student's academic record if they were denied access to the final exam because of their absence and they will have to retake the course again next semester.
- D. College Council must approve lists of deprived students.
- E. Excuses are not valid when students miss 50% or more of class time as will be explained in article 10.
- F. Lists of deprived students are to be announced before final examinations.

The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow the student to take the examination, provided that the student presents an acceptable excuse to the council (**Article 10**). The University Council determines the percentage of attendance, which must not be less than 50 percent of the lectures and laboratory sessions specified for the course. Students whose excuses are valid take the final examinations with their fellow students. The College Council has the right to make exceptions to this.

- A. Colleges which offer the course or on its behalf may allow a deprived student to enter the final examination if that student submits a valid excuse provided that the student did not miss 50% or more of class time.
- B. Students whose excuses are valid take the final examinations with their fellow students. The College Council has the right to make exceptions to this.

## 8.8. Absence in Final Exam

A student who is absent for a final examination, will be given a zero grade for that examination. The student's grade in the course will be calculated on the basis of the class work score he/she obtained over the semester (**Article 11**).

If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept his/her excuse and allow them to take a make-up examination. The make-up examination must be taken prior to the end of the following semester (**Article 12**).

In such cases, the course grade will be given to the student after the make-up examination.

- A. An excuse of missing the final examination is considered valid in the following conditions.
  - a. The excuse must be presented within one week after it happened
  - b. Valid excuses are required only for serious incidents including hospital admissions, car accidents, burn and fire accidents and a death in the family.
- B. Make-up exams for the courses that students fail to attend for valid excuses are held within two weeks after the excuse is accepted and the results are given the week after.

## 8.9. Withdrawal from The University

A student may withdraw from the University for a semester, without being considered as having failed the course if they present an acceptable excuse to the authorized body specified by the University Council at least five weeks prior to the beginning of the final examinations. Under exceptional circumstances, the University Council may extend the permitted deadline for withdrawal and assign a (W) grade to the student. This semester will be included in the period required for completion of the program degree (**Article 13**).

- A. Students are allowed to withdraw from studying one semester without failing that semester if they submitted a valid excuse to the College Deans five weeks before the final examinations. Those students studying in an academic year system may apply for withdrawal eight weeks before final examinations. The Committee for Student Academic Problems, based on a recommendation from the Dean, may make exceptions to those deadlines. Withdrawing students will be given (W) grade and this semester is counted within the period of graduation.
- B. Students may withdraw for two consecutive semesters or three separate semesters during their University study and they will be dismissed after that. The Committee for Student Academic Problems based on a recommendation from their college deans may make exceptions in severe cases.
- C. Students may not hold a withdrawing student status unless they get approval from their respective college dean.
- D. To accept student's excuse to withdraw, the student must be regularly attending classes before the submission of the excuse as explained in **article 15**.
- E. Students are automatically enrolled in the following semester.
- F. Female students must bring in a parent for their consent to the withdrawal.

## 8.10. Postponement and Interruption of Studies

A student may postpone study for reasons determined acceptable by the entities assigned by The University Council. The postponement duration cannot be more than two consecutive semesters or three non-consecutive semesters as maximum during his/her study at the University; otherwise, the student will be dismissed from the University. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required for completion of the program degree (Article 14).

- A. Students may postpone study before the commencement of the semester until the end of the first week of study after they provide a valid excuse to the dean. The postponement duration cannot be more than two consecutive semesters or three non-consecutive semesters. Students studying in an academic year system may not postpone study for two consecutive years. Postponement should not exceed two non-consecutive years during their stay at the University. Students may be dismissed after that. The University Council may make exceptions when it deems necessary after recommendations from the College Council and Committee for Student Academic Problems. The postponed period is not included in the period required for completion of the program degree.

- B. Students may not hold a postponing student status unless they get approval from the dean.
- C. Students are automatically enrolled in the following semester.

If a full-time regular student interrupts their studies without submitting a postponement application, they will be dismissed from the University. The University Council also may dismiss a student if they interrupt studies for a period less than one semester. Part-time students are dismissed when they do not attend final examinations without a valid excuse. Lists of dismissed students are to be given to the Enrollment & Registration Deanship on the eighth week of study (**Article 15**).

Students are not considered to have interrupted their studies during those semesters when they are a visiting-students at another university (**Article 16**).

### 8.11. Re-Enrollment

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

- A. They must apply for re-enrollment within four regular semesters from the date of dismissal or two academic years for colleges that follow the year system.
- B. The University Council must approve the re-enrollment according to regulations.
- C. Four or more semesters or two academic years for colleges that follow the year system have lapsed since they interrupt their studies from the University; the student can apply for admission to the University as a new student without consideration of their old academic record if they fulfill all the admission requirements announced at the time of application. The Committee for Student Academic Problems may make exceptions according to its regulations.
- D. A student can be granted re-enrollment only once. The University Rector can make exceptions when he deems necessary after recommendations from the Committee for Student Academic Problems.
- E. A student cannot be re-enrolled if they have been on probation prior to his/her cancellation of enrollment.

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

### 8.12. Graduation

A student graduates after successfully completing all graduation requirements according to the degree plan, provided that his/her cumulative GPA is not less than passing limit. If the student has passed the required courses but his/her cumulative GPA is low, the College Council, on the basis of the recommendations of the council of the department concerned, is entitled to specify the appropriate courses that the student must complete in order to improve the students GPA.

- A. Students must follow the degree study plan for their major and complete all the requirements before graduation. Students must maintain a GPA of 2.0 in a 5.0 scale in order to graduate. In case a student graduates with a GPA that is less than 2.0, the College Council, under recommendation from a designated department, may make that student take some courses to raise his/her GPA.

- B. Items B and C of **Article 20** must be observed.
- C. Students may not graduate except until after graduation and granting the degree is given by the University Council.
- D. After final examinations are graded, Enrollment & Registration Deanship will report to the University Council Lists of graduating students to discuss it in the nearest meeting. Individual lists of graduation may be reported to the University Council in cases like:
  - a. Students who have incomplete scores (IC) or students who have make-up examinations in one course or more in their final semester or the like cases where final semester is their graduation semester.
  - b. Requests to grant degree for students who take cooperative training are sent to the University Council during his/her final semester of study. Certificates of graduation are given after their successful completion of the training semester and the following phrase is written in his/her transcripts "The student has successfully completed the cooperative training".
- E. Graduation Certificate
  - a. Each graduating student is given a certificate of graduation that contains the following: the student's full name, his/her nationality, his/her ID number, college and major of study, the degree and the GPA. The certificate must be signed and sealed from the Enrollment & Registration Dean.
  - b. The student may be given a substitute certificate in case the original is lost according to the following:
    - i. The student must post a lost and found ad in one of the local newspapers. He/she can then ask for a substitute after four weeks from the date of ad. The original and a copy of the ad must be included in the request.
    - ii. A new certificate is then issued. The new certificate must include all information in the original one. The phrase "Substitute of Original" must be added to all new certificates.

### 8.13. Assigning Successful Students Their Majors (Article 19.1)

- A. Only Students who pass all their classes in the first and second semester are to be allowed to major in a college.
- B. The colleges that have semester majors are: Engineering Colleges, Computer Science and Technology, and Applied Medical Science. The colleges that have yearly majors are: College of Medicine and Dental College.
- C. The process of assigning majors is different for male students and for female students.
- D. Students are assigned their major according to their GPA in the PYP based on the requirements of the college they intend to transfer to. In addition to passing the interview and the medical check if required.
- E. Students are informed about the conditions of enrolling in any college at the beginning of the first semester of each year.
- F. Every student should collect enough information about all the available majors to be sure of his/her choice. For more information students can visit the site of the PYP or the sites of the colleges or departments in the University.
- G. Every student should choose their major according to his/her abilities.
- H. The results of the majors are declared at the University site ([www.mu.edu.sa](http://www.mu.edu.sa)) in the staff web-page through its academic record using the University number and national ID number.
- I. When students receive their major, they are to get their schedules from the colleges they have been admitted to at the start of the next semester.

## 8.14. Dismissal from the University

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

- A. The student receives a maximum of three consecutive academic probations for having a cumulative GPA lower than 2.0 out of 5.0, or 1.0 out of 4.0. Based on the recommendations of the College Council, the University Council may grant a fourth chance to a student who can improve his/her cumulative GPA by studying the courses available.
- B. A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for their graduation in the original program period. The University Council may make an exception and award the student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation.
- C. The University Council may make an exception and give students who fall under (a) or (b) the opportunity to complete his/her studies within an additional period of two semesters.

### **The student can be granted another chance in these cases:**

Extra chance is given to the students who can raise their GPA to 2.0, or if they can score 48 points after studying 12 credit hours. This process has to be calculated automatically. In case the student cannot raise his/her GPA according to the previous formula, the College Council may grant the student a fourth chance.

The College Council may grant those students who are dismissed because of academic probations a maximum chance of two semesters according to the following:

- a. The student has shown improvement in his/her academic level in the past two semesters. The student must score at least 2.0 out of 5.0 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters.
- b. The student is able to raise his/her GPA to 2.0 if the student is given the chance.

In case the above two conditions do not apply, the College Council should report to the Committee for Student Academic Problems for appropriate decision.

- a. The University Council, in some exceptional cases, may grant students who exhaust all their chances a maximum period of two semesters after getting recommendations from the Committee for Student Academic Problems and the College Council that the student has shown improvement in his/her academic level in the past two semesters. The student must score at least 2.0 out of 5.0 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters.
- b. For colleges that follow the academic year system, the student is dismissed from University in case his/her GPA falls below 2.0 out of 5.0 for two consecutive years. Students who can raise their GPA to 2.0 if they can score 96 points after studying 24 credit hours. This process has to be calculated automatically. In case the student cannot raise his/her GPA according to the previous formula, the College Council may grant the student a third chance.

If the student does not finish all graduation requirements in the period given, the following may be used to deal with the case:

- a. If the student fails to complete the graduation requirements within a maximum additional period equal to one-half of the period determined for their graduation in the original program period, the College Council may grant the student an exceptional chance to finish the

graduation requirements. This chance should not exceed double the duration of the original program period if these conditions are met:

- 1) The student has to have a valid explanation for his/her late graduation.
  - 2) The student has to show improvement in his/her academic level in the past two semesters. The student must score at least 2.0 out of 5.0 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters. In case the above conditions do not apply, the College Council should report to the Committee for Student Academic Problems for the appropriate decision.
- b. The University Council may give students who are dismissed because of exceeding double the duration of the original program period a maximum chance of two semesters after getting recommendations from the Committee for Student Academic Problems and the College Council. Before reporting to the University Council, the following must be observed:
- i. The remaining courses to graduate can be finished within two semesters
  - ii. The student has to show improvement in their academic level in the past two semesters. The student must score at least 2.0 out of 5.0 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters.
- c. The designated colleges should collect all related cases and discuss in their College Councils. Colleges should then report to the Enrollment & Registration Deanship within the second week of study commencement.

### 8.15. Study by Affiliation

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

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

### 8.16. Final Examinations

Based on the recommendations of the department council that offers the course, the College Council will decide the class work score, which must not be between 30% to 50% percent of the final course grade.

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

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

Based on the recommendations of the department council concerned, the College Council is entitled to permit the inclusion of practical or oral tests in the final examination of any course and to specify the proportion of the final score for the course that is assigned to these tests(**Article 24**).



Based on the recommendations of the course instructor, the department council that offers the course may allow a student to complete the requirements of any course in the following semester. In such a case, an incomplete (IC) grade is recorded in the student’s academic record. The student’s grade in the course will not be included in the calculation of the semester or cumulative GPA until they complete the course requirements and earns a grade. If the (IC) grade is not changed in the academic record after the lapse of one semester because the student does not complete the course, the IC status will be automatically changed to an (F) grade and will be included in the calculation of the semester and cumulative GPA(**Article 25**).

The student is denied (DN) if their absence hours have exceeded 15% of the total course hours in a semester and should be marked DN on the final list. If a student is denied (DN), they cannot take the final exams (**Article 25.1**).

Courses that involve symposia and/or research or courses of a practical or field work nature may be excluded from part or all of the rules in Articles 22, 23, and 24, based on a decision made by the College Council and the recommendation of the department council teaching the course. The College Council may specify alternate ways to evaluate student achievement in such courses(**Article 26**).

If courses of a research nature require more than one semester to complete, the grade of (IP) is assigned to the student. After the completion of the course, the student will be given the grade they have earned. If the student fails to complete the course within the specified time, the department council that offers the course may approve assigning an IC grade to the student’s record for this course (**Article 27**).

*The grades earned by students in each course are calculated as follows (Article 28).*

Percentage	Grade Significance	Grade-code	GPA (out of 5.0)	GPA (out of 4.0)
<b>95 – 100</b>	Exceptional	A+	5.0	<b>4.0</b>
<b>90 – 94</b>	Excellent	A	4.75	<b>3.75</b>
<b>85 – 89</b>	Superior	B+	4.5	<b>3.5</b>
<b>80 – 84</b>	Very Good	B	4.0	<b>3.0</b>
<b>75 – 79</b>	Above Average	C+	3.5	<b>2.5</b>
<b>70 – 74</b>	Good	C	3.0	<b>2.0</b>
<b>65 – 69</b>	High Pass	D+	2.5	<b>1.5</b>
<b>60 – 64</b>	Pass	D	2.0	<b>1.0</b>
<b>Less than 60</b>	<b>Fail</b>	<b>F</b>	<b>1.0</b>	<b>0.0</b>

The general grade assigned to the cumulative GPA at the time of the student’s graduation is based on his/her cumulative GPA and calculated as follows (**Article 29**):

- A. Excellent—if the cumulative GPA is no less than 4.5 out of 5.0, or 3.5 out of 4.0.
- B. Very good—if the cumulative GPA is 3.75 or higher but less than 4.5 (out of 5.0), or 2.75 or higher but less than 3.5 (out of 4.0).
- C. Good—if the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5.0), or 1.75 or higher but less than 2.75 (out of 4.0).
- D. Pass—if the cumulative GPA is 2.0 or higher but less than 2.75 (out of 5.0), or 1.0 or higher but less than 1.75 (out of 4.0).

First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.0 (out of 5.0) or between 3.75 and 4.0 (out of 4.0) at the time of his/her graduation. Second honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 (out of 5.0), or 3.25 or higher but less than 3.75 (out of 4.0) at the time of their graduation (**Article 30**).

The students who are eligible for first or second honors also must meet the following criteria:

- a. They must not have failed any course completed at the University or any other university.
- b. They must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing their degree program.
- c. They must have completed 60 percent or more of the graduation requirements at the University from which they are graduating.

## 8.17. Final Examination Procedures

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

The College Council may apply the principle of strict confidentiality in the final examinations procedures (**Article 32**).

The course instructor writes the examination questions. The College Council, when necessary, may appoint another instructor to write the questions, based on the recommendation of the department chairperson (**Article 33**).

The course instructor corrects the final examination papers. When necessary, the department chairperson may appoint one or more specialist instructors to participate in the grading process. The College Council also may assign the grading to another instructor, when required (**Article 34**).

The instructor who corrects the final examination records the marks earned by the students on a grade sheet specifically prepared for that purpose. The instructor then signs his/her name on the sheet and also has it signed by the department chairperson (**Article 35**).

No student is to be given more than two examinations on one day. The University Council may make exceptions for this rule, as it sees fit (**Article 36**).

No student is allowed to enter the examination room more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have elapsed (**Article 37**).

## 8.18. Re-Grading

The College Council that offers the course may approve the re-grading of examination papers within a period not to exceed the beginning of the next semester's examinations (**Article 39**).

Rules and regulations governing re-grading examination papers:

- A. The council of the college that offers the course may in extreme cases and after the student write a petition re-grade examination papers within the first week of the following semester.
- B. The student has never made a petition for re-grading and been proven wrong
- C. The student is allowed to make a petition for re-grading for one course only during the semester
- D. The college should make a form that includes information from items 1,2, and 3 together with other information like: student name, University ID number, course code, name, number, section number, semester, absence percentage, student GPA, academic probations, course instructor's name, examination date, justification for re-grading and the student's pledge about the correctness and accuracy of all information.

- E. In case re-grading is granted, the College Council forms a committee to re-grade the examination paper. The committee writes a report to the College Council for decision. The College Council's decision is final.
- F. The committee may recommend that the student be sent to the University Disciplinary Committee in case they see a reason for that.

### 8.19. Duration of the final written examinations

Based on the recommendation of the relevant department council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours (Article 40).

The College Council sets the regulations pertaining to the final examination procedures, without detriment to the provisions stated in Articles 31–40 (**Article 41**).

### 8.20. Transfer from One University to Another

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

- A. Acceptance of both deans of the two designated colleges in both universities
- B. The student should have studied at a recognized college or university for at least one semester.
- C. The student must not have been dismissed from that university for disciplinary reasons.
- D. The student must satisfy the transfer conditions, as determined by the receiving College Council.
- E. The course load to be taken at Majmaah University should not be less than 60% of the required course to earn a BA from Majmaah University.
- F. Students may transfer from one university to another in Saudi Arabia one time only.
- G. The duration of stay at the first university and the remaining duration for graduation from Majmaah University should not exceed the average of the maximum and minimum limits for completing their degree program.
- H. Transfer procedures must finish two weeks before the commencement of the semester or the academic year for colleges that follow the year system.
- I. For students who do not satisfy the above conditions, the University Rector, in extreme cases, may make exceptions based on the recommendations of the Committee for Student Academic Problems. Exceptions may not contradict what **article 42** reads.

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

If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the University (**Article 44**). The student should be referred to the university disciplinary committee if it becomes evident that the student has given false information.

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, according to the general rules governing transfer (**Article 45**)

## 8.21. Transfer from One College to Another within the University

- A. A student may transfer from one college to another within the University in accordance with the rules endorsed by the University Council.
- B. A student may transfer from one college to another after obtaining a recommendation from the designated deans and the acceptance of the Committee for Student Academic Problems. The transfer must be in accordance with any conditions set forth by the college to which the student will transfer.
- C. The students remaining duration for graduation is enough to finish all graduation requirements of the new degree.
- D. All transfer procedures must be finished within the first week of the semester or the year for the colleges that follow the year system.
- E. A student may not be allowed to transfer except after studying for at least one semester.
- F. A student may transfer for one time only during their study at the University.
- G. For students who do not satisfy the above conditions, the University Rector in extreme cases may make exceptions based on the recommendations of the Committee for Student Academic Problems. Exceptions may not contradict what article 46 reads.
- H. Student's signature on a formal pledge not to claim equivalence for any subjects studied within or outside the University with any subjects of the Preparatory Year Program. The student cannot study the same classes that they have studied at a previous university.

All courses that have been studied by a student transferred from one college to another are recorded in their academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the respective university (**Article 47**)

## 8.22. Transfer from One Major to Another

A student may transfer from one major to another within a college after obtaining the approval from the college dean, in accordance with the rules established by the University Council (**Article 48**).

- A. A student may transfer from one major to another within a college after obtaining the approval from college dean, in accordance with the rules established by the College Council.
- B. The student remaining duration for graduation is enough to finish all graduation requirements of the new major.
- C. All transfer procedures must be finished within the first week of the semester or the year for the colleges that follow the year system.
- D. A student may not be allowed to transfer except after studying for one semester.
- E. A student may transfer for one time only during his/her study at the University. The College Council may make exceptions for one additional chance to transfer from one major to another within the college.
- F. Lists of transferring students must be sent to the Deanship of Enrollment & Registration within the second week of semester commencement.
- G. All cases that do not meet the above requirements must be referred to the College Council for Review and Decision Taking.

All courses that have been studied by a student who has transferred from one major to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the University (**Article 49**).

## 8.23. Visiting Students

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

- A. The student must obtain the approval of his/her college before the student begins his/her studies.
- B. The studies should be at a recognized college or university.
- C. The course the student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.
- D. If the visiting student is studying in one of the branches of the University to which the student belongs, the rules under the Kingdom laws apply.
- E. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
- F. The course grades credited to the visiting student will be recorded in his/her academic record, but not included in the calculation of his/her cumulative GPA.
- G. Any other conditions required by the University Council should be satisfied.

These courses are considered equivalent to those offered at the University, according to the following rules:

1. **A student from Majmaah University requesting to study as a visiting student at another university or college:**
  - a. The student has to have a transcript with a GPA for at least one semester at the University before he/she can make a request as a visiting student.
  - b. The student must obtain the approval of his/her college to study as a visiting student and they must specify the courses that the student will take. The college may require certain grades in order for the course to be considered equivalent. The student is then given the permission to study as a visiting student in an official letter from the Deanship of Enrollment & Registration.
  - c. The student must attend a recognized college or university.
  - d. The courses the student takes outside his/her college should be equivalent, in terms of content and credit hours, to a course required for graduation.
  - e. After obeying item (e) in article 42, the maximum number of courses that can be taken as a visiting student should not exceed 20% of the courses required for graduation from Majmaah University.
  - f. The course grades credited to the visiting student will be recorded in his/her academic record, but not included in the calculation of their cumulative GPA.
  - g. The visiting student must submit his/her grades to the Deanship of Enrollment & Registration during the first week of the following semester. Failing to do so may result in considering the student absent for the semester that he/she did not attend except for summer semesters. The student then is treated according to article 15.
  - h. Visiting student monthly allowance is given to the student if he/she qualifies for it after the student submits all of their grade to the Deanship of Enrollment & Registration
  - i. The student may not take more than two semesters as a visiting student

2. **A student from another university requesting to study as a visiting student at Majmaah University:**

- a. The student has to have a transcript with a GPA for at least one semester at his/her original university
- b. The student must obtain the approval of their original university to study as a visiting student at Majmaah University. The letter of approval must specify the courses that they will take at Majmaah University.
- c. The student must obtain the approval from the college at which he/she will study as a visiting student.
- d. The student may not take more than two semesters as a visiting student.
- e. The visiting student may not ask for accommodation or monthly allowance from Majmaah University.
- f. The visiting student's enrollment is through the designated authority and all course enrollment & registration procedures must be observed.

At the end of the semester, the visiting student is given a letter stating grades of the courses he/she has taken. These regulations supersede all preceding rules and regulations established for study and examinations at the undergraduate level (Article 51).

The University Council may establish rules of implementation that will not contradict these regulations (Article 52).

## **8.24. Smoking**

The University is committed to provide a smoke free environment for its students, faculty, staff, administrators, visitors and the general public on campuses.

Environmental tobacco smoke or involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce, if not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

### **8.24.1. University Owned or Leased Property**

1. Smoking is prohibited on University owned or leased property including grounds, parking lots, athletic fields, recreation fields, tennis courts and any other outdoor area, including any vehicle located on the University's property.
2. Appropriate signs designated by the University Department of Public Health shall be posted at all entrances to University-owned or leased buildings.

### **8.24.2. University Owned Buildings and Leased Space**

1. Smoking shall be prohibited in any University-owned building including leased facilities. This prohibition shall apply to any area enclosed by the outermost walls of the building and will include atriums, balconies, stairwells and other similar building features.
2. There shall be no ashtrays or similar receptacles in University-owned or leased buildings or other spaces where smoking is prohibited.
3. Appropriate signs designated by the University Department of Public Health shall be posted at all entrances to University-owned or leased buildings.



### 8.24.3. University Owned Passenger Vehicles and Moving Equipment

1. Smoking shall be prohibited at all times in any University owned or leased vehicles or vehicles provided by the University.
2. The smoking prohibition applies to passenger vehicles and all other mobile equipment to include light and heavy trucks, cargo and passenger vans, buses and any other applicable mobile equipment.
3. Appropriate signs designated by the University Department of Public Health shall be posted in every vehicle owned or leased by the University.

### 8.24.4. Complaints and Enforcement

The Department of Public Health is responsible for maintaining a system for receiving and investigating complaints of non-compliance with the University policy regarding smoking. The University Police Department is the designated law enforcement authority for the campus.

Any person may register a complaint with the University Department of Public Health by call or by registering a complaint on the University web site.

The University Human Resource Services Department will be responsible to inform all Professional & Scientific and Merit applicants and current employees in those classifications that University-owned and leased facilities and grounds are smoke-free environments. The Academic Affairs Office will be responsible to inform all applicants for Faculty positions and current members of the Academy that University-owned and leased facilities and grounds are smoke-free environments.

Any person can inform another that the University is a smoke free environment and that smoking violates the University policy. If the individual refuses to stop smoking, a complaint can be filed against a violator with the University's Police Department.

## 8.25. Addresses

It is the responsibility of the student to keep the University informed of up-to-date permanent and local address and telephone information as well as emergency contact information. All changes should be reported promptly to the Office of the Admission and Registration.

## 8.26. Civility, Mutual Respect, and Unacceptability of Violence on Campus

**Policy:** As members of the Majmaah University community, all are expected to deal with each other with respect and consideration.

**Expected behavior:** Each community member is expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.

**Unacceptable behavior:** Intimidating, threatening, or violent behaviors that affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in the academic community.

**Violence:** Violence is a behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behaviors are unacceptable in the Majmaah University community.

**Responsibility to act:** A member of the community who is involved in or witnesses behaviors on campus that poses imminent danger should immediately contact the University Administration.

**Visitors:** Visitors, vendors, and the families of members of the community are expected to comply with the provisions of this policy. Noncompliant behavior leads to removal from the campus.

**Resources:** Guidance for identifying potential threatening or violent behavior and for the best ways to deal with incidents is available through the Department of Human Resources.

**Violation:** A community member who has violated this policy is subject to disciplinary action, which may include suspension of the offending party from the University, consistent with established disciplinary procedures.

## 8.27. Use of Computer Resources

The Majmaah university information systems have been designed to be as open as possible and, as such, the University insists on appropriate use of these systems. Because disruption of the electronic environment has widespread consequences for many members of the University community and because electronic information is easily reproduced, respect for the work and rights of others is especially important.

The Majmaah University computing resources are for use by the students, faculty, staff and other authorized users of the University; and only for purposes consonant with the mission of the University. The University by its very nature values openness and promotes access to a wide range of information.

The University does not routinely monitor individual use of computing resources, however users should be aware that electronic mail and files stored on computers may not be private. The University reserves the right to inspect or monitor systems under its control and responsibility when necessary for the normal operation and maintenance of the University's computing resources or when there is cause to believe a user has violated the law or University policy.

Unauthorized or inappropriate use of the Majmaah University computing resources is prohibited and is grounds for sanctions which can include suspension or loss of computing privileges, disciplinary action or, in extreme cases, legal action. Users with access to University Computer Services may be held personally responsible for ANY use made of their authorization. "Authorization" refers to the computer account, transaction authorization, or any other means by which one gains access to any computer system.

The University policy prohibiting harassment covers all uses of electronic technology and communication on campus, including e-mail correspondences and news groups.

The following are a sample, but not exhaustive list of behaviors with respect to the electronic environment which are expressly prohibited.

1. Accessing without authorization or attempting to access, alter, erase or intercept (such as by bus or network monitoring) computer data that are not one's own. Accessing, or attempting to access, equipment or networks at UNI or elsewhere via UNI resources, without permission. Using, or attempting to use, someone else's authorization.
2. Permitting others (at UNI or elsewhere) to use one's own authorization.
3. Modifying or extending network services and wiring beyond their intended use.
4. Concealing or attempting to conceal one's identity when using University resources, except when anonymous access is explicitly provided.

5. Forgery or misrepresentation of one's identity.
6. Impairing, interrupting or inhibiting any other person's access to or use of resources except consequential to normal and acceptable use. (Examples include generating or spreading a virus, sending codes to lock another person's keyboard, making excessive noise, and inordinate consumption of resources, including network band-width).
7. Sending anonymous, deceptive, fraudulent, or unwelcome electronic communications, such as chain letters.
8. Violating license agreements, copyrights or intellectual property rights.
9. Re-transmitting UNI-specific or commercially obtained network resources outside of the University community.
10. Commercial use of information from University databases or University resources.

The Students who violate these or any other computing or telecommunications facilities regulations shall be subject to University disciplinary procedures that may include fines, restitution of funds, probation, suspension, or exclusion from the University.

### **8.28. Wireless Policy**

Information Technology has developed a policy so as to provide the best possible quality of wireless network service, ensure wired and wireless network security and integrity, and minimize the interference between the campus wireless network and other products deployed throughout campus. Installation, engineering, maintenance, and operation of wireless networks serving University faculty, staff, or students, on any property owned or tenanted by the University, are the sole responsibility of the University IT department. Any independently installed wireless communications equipment shall be removed from service. The use of the campus wireless LAN shall be subject to the University Policies and Guidelines on Computers, Systems, and Networks.

### **8.29. Discrimination and Harassment**

Majmaah University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, parental status, marital status, age, disability, citizenship, or any other classification protected by law in matters of admissions, employment, services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment.

### **8.30. Retaliation and Misconduct Reporting**

Retaliation is a violation of the University policy. The University will not tolerate acts of retaliation against an individual who reports suspected or observed misconduct, or cooperates in an investigation of misconduct.

The University encourages individuals who are aware of misconduct to make good faith disclosures using the procedures provided in the University policy, or in the case of discrimination or harassment on the basis of age, color, creed, disability, gender identity, national origin, race, religion, sex, or any other basis, using the procedures provided in the University Policy.

Acts of retaliation by students are covered by the Student Conduct Code. All reports of misconduct and retaliation will be taken seriously and every effort will be made to immediately stop acts of

misconduct and retaliation. An investigation will be conducted and remedies provided as appropriate. Complaints of retaliation filed with the University will be kept confidential to the extent practicable, while assuring a complete investigation. Individuals who knowingly file a false complaint will be subject to disciplinary action in accordance with University procedures.

**Retaliation** is defined as any materially adverse action or threat of a materially adverse action taken by the University, or an employee or student thereof, against a student, faculty member, or staff member for (1) making a good faith report of misconduct, (2) reasonably participating in the investigation of a report of misconduct, (3) reasonably objecting to or resisting misconduct, or (4) being a close associate of someone who makes or may make a good faith report of misconduct.

**Misconduct** means any action, whether or not such action is taken within the scope of a person's employment, which violates any law or regulation, or any University policy. Examples include, but are not limited to, academic or research misconduct, corruption, bribery, theft of University property, fraudulent claims, misappropriation of funds, coercion, discrimination, sexual assault, sexual harassment, violation of civil rights and other illegal, improper or unethical practices. A report should be made regarding any misconduct by an individual(s):

- employed by the University;
- enrolled as a student at the University;
- doing work or volunteering for, or on behalf of, the University;
- using University facilities or property;
- affiliating with the name or program of the University; or
- who can reasonably be interpreted as representing or affiliating with the University.

**Good faith report** means the person making the report holds a reasonable belief that misconduct has occurred or that an action which has been taken is prohibited conduct under this policy. In other words, if another person in the same or similar position could conclude, in a fair, proper and sensible manner, that a violation occurred, the belief is reasonable. A disclosure is not made in good faith if it is made with reckless disregard or willful ignorance of facts that would disprove the disclosure.

**The following outlines the general process for initiation and investigation of the complaint:**

1. The complainant completes a complaint form (PDF) which includes sufficient detail of the facts and circumstances, including dates of alleged retaliatory acts and names of relevant persons, to enable an investigation into the alleged retaliation. Complaint forms are available on the University website as well as in the concerned offices.
2. The recipient of the complaint will acknowledge receipt of the complaint in writing and will notify the person accused of retaliation, his/her department head/director, dean, and Vice Rector for Academic Affairs.
3. An investigator will be appointed by the department head (or designee) of the appropriate office as listed above.
4. The person investigating the complaint will typically meet with the complainant, the person or persons named in the complaint and other persons who may have knowledge relevant to the investigation.
5. A finding will be made by the department head (or designee) of the appropriate office based on the investigation.

In the event there is a finding of retaliation for a student, the Dean of Student Affairs will determine appropriate disciplinary sanctions. In all other cases, in the event there is a finding of retaliation, the vice rector of the accused will determine appropriate disciplinary sanctions, in consultation with the Director of Human Resource Services for staff members, deans of colleges for faculty, or the Dean of the Graduate College for graduate assistants.

### **8.31. Email Notification**

Email is a valid mechanism for official communication with students at Majmaah University. The University has the right to send official communications to students by email. The University has the right to expect that students will receive email and will read email in a timely fashion. At the University all students will be assigned an official University email address. All official University communications will be sent to this official University email address. This address will be maintained in the official University email directory for each student.

The University will provide a convenient mechanism so that a student may have email forwarded from the official University email address to another email address of the student's choice. Students who choose to have email forwarded to another email address do so at their own risk. The University is not responsible for email forwarded to any other email address. A student's failure to receive or read in a timely manner official University communications sent to the student's official email address does not absolve the student from knowing and complying with the content of the official communication. Faculty may assume that a student's official University email is a valid mechanism for communicating with a student, and faculty may use email for communicating with students registered in their classes. This policy will ensure that all students will be able to comply with course requirements communicated to them by email from their course instructors.

### **8.32. Identification Cards**

The University identification card identifies registered students and should be carried at all times. The ID Card is the property of the University and is not transferable; its privileges may be cancelled at any time if the card is misused. Students are required to surrender their ID-Card to University officials upon request.

The student's ID number is encoded on the card and indicates whether the student is currently registered and if the card is valid. The card identifies the holder for admission to the library during hours of limited access and is needed at all times to borrow books. It also identifies the holder at Health Services, student functions, and University athletic events.

### **8.33. Liability**

The University bears no responsibility for the loss or theft of or damage to personal property of students. Any loss, theft, or damage to personal property should be promptly reported to the University administration.

### **8.34. Library Materials**

Theft, mutilation, or any other action that renders books, periodicals, or other library material inaccessible or unfit for use is a serious offense against the University community. Students who commit any of the above offenses shall be subject to University disciplinary procedures and, upon finding of a violation, may be suspended or excluded from the University.

### **8.35. Medical Leave of Absence Protocol**

The purpose of a voluntary medical leave of absence (MLOA) is to provide students time away from campus for treatment of a physical or mental health condition that impairs a student's ability to function safely and successfully as a member of our community. The authority to grant a MLOA and permission to return from a MLOA resides with the Dean of Student Affairs Office. This protocol applies to both undergraduate and graduate students. Each leave is individualized based on the needs of the student and handled on a case-by-case basis.

### **8.36. Noise**

The university rules and regulations prohibit the playing of loudspeakers, sound amplifiers, radios, phonographs, musical instruments, or other such devices in such a way that the volume disturbs the neighboring area. The operation of any such device whereby sounds are plainly audible at a distance of 50 feet from the location of such a device is a violation of the university laws. It is unlawful for any person within the university vicinity to make, continue, or cause to be continued any loud, unnecessary, or unusual noise that disturbs the peace of others within the university or neighborhood limits. Included are musical instruments, radios, or any other device for producing or reproducing sound or with louder volume than necessary for the convenient hearing of persons who are in the room or outdoor area. Yelling and shouting are also prohibited. In addition, no person shall disturb or destroy the peace of the neighborhood in which the building or premises is situated. Any person found violating any provision of this ordinance may be fined for each offense.

### **8.37. Hate Crimes and Bias Incidents**

At Majmaah University, we are committed to maintaining an open and supportive environment, free of acts of bias, hate, discrimination, harassment, and all other forms of coercion that impede academic freedom or diminish the dignity of any member of the University community.

It is the policy of Majmaah University not to discriminate or to permit discrimination against any individual on the basis of race, color, religion, national origin, sex, parental status, marital status, age, disability, citizenship, or genetic information in matters of admissions, employment, housing, or services, or in the educational programs or activities it operates in accordance with University commitment and civil rights. A bias incident is an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor (regardless of whether the act is criminal). Sanctions may be imposed for students found to have committed hate crimes and for bias incidents that involve conduct that violates laws or University policies, specifically including the University's Discrimination and Harassment Policy.

Therefore, the University expects all community members who witness or experience an act of bias, hate, discrimination, or harassment to report these incidents to the University. When an incident is reported, the University will take reasonable steps to address the situation, such as

- Investigate and document the incident
- Provide resources and support to individuals affected by such incidents, and
- Take appropriate remedial and corrective actions to address the incident.



### **8.38. Disruption**

The University recognizes that freedom requires order, discipline, and responsibility, and stands for the right of all faculty and students to pursue their legitimate goals without interference. This University, therefore, will not tolerate any attempt by any individual or group to disrupt the regularly scheduled activities of the University. Any such effort to impede the holding of classes, the carrying forward of the University's business, or the arrangements for properly authorized and scheduled events would constitute an invasion of the rights of faculty and students and cannot be permitted. If any such attempt is made to interfere with any University activity, the leaders and participants engaged in disruptive tactics will be held responsible and will be subject to appropriate legal and disciplinary action, including expulsion.

Students who commit a disruption or attempt a disruption shall be subject to University disciplinary procedures, which may include fines, probation, suspension, or exclusion from the University. Disruption is any action that interferes with, interrupts, or impedes the holding of classes, the carrying out of University business, or the arrangements for properly authorized and scheduled University events. A person attempts to disrupt when, with intent to disrupt, that person does any act that constitutes a substantial step toward disruption.

### **8.39. Academic Freedom**

While Majmaah University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

If you believe you have been discriminated against or harassed, contact one of the individuals concerned. Know that discrimination, harassment, and sexual harassment violate University policies.

- Don't blame yourself.
- Don't delay reporting a problem.
- Consider keeping a written, dated record of events.

### **8.40. Personal Electronic Devices in the Classroom**

The Majmaah University is committed to the appropriate and effective use of technology in the classroom to enhance the quality of student learning. This policy addresses student use of personal electronic devices in the classroom.

Every instructor at the university has the authority to restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. It is expected that instructors will communicate, both verbally and in writing via course syllabi, their policies regarding student use of electronic devices. It is also incumbent upon instructors to make reasonable accommodations for students with disabilities.

While the technologies may change, examples of such technology include, but are not limited to, computer hardware and software, cellular phones, personal digital assistants (PDA's), programmable calculators, and portable recording devices of any kind (audio or visual).

While students may, with instructor approval, use personal electronic devices in the classroom to take notes or do work that is relevant to the class, the following activities are considered disruptive to

student learning and are generally prohibited when the class is in session unless specifically authorized by the instructor:

- using personal electronic devices to engage in any activity that violates university policies and procedures
- using personal electronic devices during examinations
- using personal electronic devices to cheat or plagiarize (see Student Academic Ethics Policy).
- communicating with others via e-mail, instant or text messaging during class time using cell phone, computer, or other electronic device, unless expressed permission is given by the instructor
- engaging in any research, work, or Internet “surfing” not authorized by the instructor
- recording or transmitting via audio or visual technology any lecture, tutorial, written material or other type of class material without first obtaining the instructor’s consent
- duplicating, storing or transmitting material that violates copyright law
- accessing, creating, distributing, or transmitting abusive, slanderous, libellous, discriminatory, sexually explicit, or pornographic material
- harassing, bullying or threatening another individual
- vandalizing, damaging, or disabling property of the university



# UNIVERSITY MEDICAL SERVICES

Majmaah University started its health services in the year 1432H. His Excellency the Rector Majmaah University, Dr. Khaled Bin Saad Al-Miqran inaugurated the medical services and put the first block for medical services aiming to serve the university students and the community. It provides the primary diagnostic health care, therapeutic and preventive care.

**Vission:** Enabling the medical services at Majmaah University to become pioneer and distinctive in accordance to the global health standards towards a community free from diseases and employing a skilled, professional and trained workforce to provide health, educational and research high quality services

**Mission:** Provide high quality primary, preventive, curative and rehabilitative health care. These services should be provided through highly qualified health cadres to serve the university and its branches' affiliates, employees and teaching staff. Islamic values & principles should be observed.

#### **Values**

- A. Work as a team and cooperate to achieve goals.
- B. Excellence and pursuit of development and quality.
- C. Credibility in words and deeds.
- D. Creativity at work within the medical guidelines.
- E. Serving patients and visitors are key priorities.
- F. Trust and mutual respect.
- G. Justice and equality.
- H. Commitment and order.
- I.

### **9.1. Objectives**

That medical service becomes the nucleus to the Educational Hospital, which serves the educational and health process for all health colleges.

- A. Attract efficient and highly qualified human resources in all areas of medical and medical support specialties.
- B. Allow to train male & female students in various disciplines to gain the training skills.
- C. Provide the community with a high quality service in the fields of health care and education, cooperation with health institutions in the Kingdom, participation in awareness and cultural programs & events through mobile medical services.
- D. Provide high quality service to the university affiliates, employees and students; in addition to providing the patient needs of medications...etc.
- E. Carry out scientific and applied researches to serve the educational and health process.
- F. Issue medical journals and provide advanced medical equipment to services and branches.
- G. Participate in therapeutic and diagnostic programs in coordination with various government parties such as the Ministry of Health and Red Crescent. Organize blood donation campaigns and comprehensive tests to all community members and for other categories that are subject to certain diseases such as children, elderly people and laborers.
- H. Establishment of clinics for chronic diseases such as diabetes, blood pressure, asthma and others; in addition to and other educational and supporting the therapeutic process.

### **9.2. Tasks of medical services and clinics**

- A. Providing primary health care in prevention, treatment and rehabilitation form.
- B. Dealing with initial emergency cases inside and outside the medical services such as fainting, renal colic and epilepsy, and others.
- C. Following-up the chronic cases such as diabetes, blood pressure, heart diseases and asthma.

- D. Dealing with emergencies such as wounds, burns, fractures and transfer to the hospital if needed.
- E. Referring medical cases that require secondary care to hospitals.
- F. Granting sick leaves for male & female students and affiliates within the limits of power.
- G. Recording names of male and female reviewers at each medical clinic in a special record that can be referred to when necessary or by using electronic system.
- H. Receiving cases transferred from the Student Counseling & Academic Department, show impact of health status on the student level & study and submit a medical report about this.
- I. Saving issued and received medical reports, sick leaves and circulars.
- J. Receiving medicines and medical supplies requests and ensure validity before receipt in accordance to the pertaining controls.
- K. Dispensing medicines and medical supplies and record this for purposes of monthly and annual inventory.
- L. Preparing and providing the annual requirement of medicines and medical supplies.
- M. Vaccinating against infectious diseases.
- N. Coordinating and cooperating with other governmental institutions and provide them with reports about excess or surplus cases in accordance to pertaining controls.
- O. Controlling the epidemic parasitic and infectious diseases and limit their spread.
- P. Supervising the buffets of colleges and departments regarding health, environmental conditions and their conformity with health conditions. Also, check the availability of health certificates for all staff working in these buffets in order to maintain the safety of male & female students and affiliates of the Mother & Child Health Care Department.
- Q. Preparing a detailed annual report about medical services works, taking care to mention the difficulties and proposals for work development there and submit these reports to the university deputy Rector.
- R. Disseminating health awareness through educational lectures within and outside the university and produce brochures to increase health awareness on the level of individual, family and community about the problems and dangers threatening the health and ways of prevention.
- S. Developing a plan for health services and health cultural awareness of each semester.
- T. Working with related parties to monitor environment improvement, safety of drinking water and food in addition to paying attention to proper healthy nutrition and raise awareness about them.

### 9.3. Check-up Mechanism Followed at Medical Services

- A. Data entry of clinic visitors by the employee in charge at the reception.
- B. The visitor will be received, his full data entered according to his university ID card. A file will be opened for each visitor according to eligibility for treatment at Medical Services.
- C. The male or female nurse shall perform the pre-test procedures (blood pressure testing – temperature...etc.) then the patient is referred to the test room to be examined by the doctor.
- D. Visitor who is suffering a chronic disease will have a color file depending on the type of disease.
- E. After completion of medical test, the visitor shall go to the pharmacy for medication dispensing.
- F. The pharmacist shall write the medicine instructions clearly for the patient.
- G. Visitor who needs nursing care (injection - intravenous solution - dressing - compresses - oxygen -ventolin) is transferred to the nurse to be given the desired care according to the physician instructions.
- H. Visitor who needs lab investigation shall be referred to the lab technician or to hospital if lab is not available for analysis.
- I. Visitor who needs rest should fill the pertaining form after receiving a letter from his place of work in order to complete the procedures according to regulations of reports & vacations.
- J. Student who is suffering from psychological problems shall be referred to the specialist for treatment.

- K. When Health Services report about an emergency case within the premises of the university or college, the nurse should try first aid then, if necessary, transfer the case by ambulance to the nearest hospital.
- L. Perform field tours within examination halls to ensure the safety of students.

## 9.4. Rules and Regulations

Clinics are run in accordance with the conditions and laws of the Ministry of Health and circulars issued by the medical services.

## 9.5. Departments

- |                                    |                             |
|------------------------------------|-----------------------------|
| 1 - Administrative Communications. | 4 - Accounting              |
| 2 - Personnel                      | 5 - Storage and procurement |
| 3 - Public Relations               |                             |

## 9.6. Sections

- |                            |                              |
|----------------------------|------------------------------|
| 1 - Dermatology clinics.   | 4 - Internal Medicine Clinic |
| 2 - Psychological Clinic   | 5 - Dental Clinic            |
| 3 - Family Medicine Clinic |                              |

## 9.7. Medical Services Clinics

1. Main Campus Clinic
2. Colleges Clinic in Majmaah
3. Education College Clinic in Majmaah (female section)
4. Science and Humanities College Clinic in Ghat
5. Science and Humanities College Clinic in Hawtah (female section)
6. Colleges Clinic in Zulfi
7. Education College Clinic in Zulfi
8. Science and Humanities College Clinic in Hawtah (female section)
9. Science and Humanities College Clinic in Remah
10. Science and Humanities College Clinic in Remah

## 9.8. Mobile Medical Services

Majmaah University under the guidance of the Rector, Dr. Khaled Bin Saad Al-Muqren have equipped the Mobile Medical Services, which comes as an integral part of the medical services system at Majmaah University. The University mobile medical services aim to achieve several objectives as under:

- A. Participate in health awareness and education programs and events for the community.
- B. Facilitate performing surveys to contribute to medical research in the various health colleges such as University Faculty of Medicine, Faculty of Applied Medical Sciences, Faculty of Dentistry, and others.
- C. Participation in the provision of medical diagnostic and therapeutic services in coordination with various government firms such as the Ministry of Health and the Red Crescent.



- D. Establishment of blood donation and comprehensive testing campaigns to serve all community members in general and other categories susceptible to certain diseases, such as children, elderly people and laborers.
- E. Contribute to train university health colleges in various skills field training.

**The mobile medical services contain the necessary equipment to achieve those goals, such as: -**

- A. A clinic equipped with ultrasonic equipment for the diagnosis of Obstetrics and Gynecology and Internal Medicine.
- B. A clinic equipped with X-ray equipment to diagnose bone and chest diseases. -
- C. An equipped pediatric clinic.
- D. An equipped general medicine clinic.
- E. Two (2) Dental integrated Clinics with different equipment.
- F. Medical laboratories for men and women.
- G. One Pharmacy for men and another one for women.
- H. Nursing and dressing rooms for men and women.
- I. Waiting rooms women.
- J. Toilets.

Note that the clinics are fully equipped with electricity, air conditioning and central medical gas network; in addition to all equipment needed to work as an mobile integrated health center.



# STUDENT RECORD

**Purpose:** To define education and other student records, establish parameters for appropriate use of said records, establish student rights relative to education and other student records, and ensure compliance with applicable laws and regulations.

**Policy Statement:** The Majmaah University Student Records Policy provides operational procedures for administering and maintaining education and other student records in compliance with the Educational Rights and Privacy

### 10.1. Definition of Education Records

Education records are defined as those records directly related to a student and maintained by the institution or by a party acting for the institution. Included are academic records and student conduct records.

Counseling, medical, pre-matriculation and student activities records are not education records and, further, education records do not include:

- A. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- B. Records of the law enforcement unit of an educational agency or institution.
- C. Records related to an individual who is employed by an educational agency or institution, that:
  - a. are made and maintained in the normal course of business;
  - b. related exclusively to the individual in that individual's capacity as an employee; and
  - c. are not available for use for any other purpose.
  - d. Records on a student, that are:
    - 1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
    - 2) made, maintained, or used only in connection with treatment of the student; and
    - 3) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.

## 10.2. Designation of Custodians of Records

### 10.2.1. Education Records

**Academic Records:** The Office of the Registrar is designated as custodian of academic records of students. The University will furnish a transcript, a formal printed copy of a student's permanent academic record, externally only at the specific request of the student involved. A student's request for a teaching certificate will be considered authorization to send the transcript and other related information to the teacher certification authorities.

Transcripts will be furnished to accrediting groups without the student's consent, but in such cases the student's name will be removed from the transcript. Similarly, transcripts with the name and student university identification number redacted may be released for use in research purposes.

**Student Conduct Records:** The Office of the Dean of Student Affairs is designated as custodian of student conduct records of students, except that the Office of the Vice Rector for Academic Affairs is designated as custodian of records pertaining to violations of University Policy *Student Academic Ethics*

Disciplinary actions affecting a student's enrollment status with the University may be noted on a student's academic transcript.

## 4.3. Other Student Records

### 10.3.1. Counseling Records

The Counseling Center is designated custodian of student counseling records. Records developed in delivery of personal counseling services provided through or in consultation with the Counseling Center are confidential and available only to the staff of that center. Only as required by law or with specific authorization of the student would information from counseling records be released.

### 10.3.2. Medical Records

The Student Health Clinic is designated custodian of student health records. Except as required by law or with written consent of student, student health records are available only to the student, the Student Health Clinic staff or to medical personnel designated by the student.

Additional information about the University's collection, maintenance, and distribution of Protected Health Information (PHI) can be found in University Policy 13.16 Use and Security of Protected Health Information.

### 10.3.3. Pre-Matriculation Records

Enrollment Management is designated custodian of pre-matriculation information, which is information about individuals admitted to the University but not yet enrolled. It is made available to those offices, departments, and/or officials responsible for helping to facilitate student enrollment. Some examples of such offices include, but are not limited to: Admissions, Academic Advising, Graduate College, Registrar, Financial Aid and Scholarships, and a student's prospective academic department and college.

Once a prospective student enrolls, Pre-Matriculation Records will become Academic Records.

## 10.4. Disclosure of Personally Identifiable Information

Prior consent of the student is not needed for disclosure of Directory Information (see next section) or for disclosure of a student's educational record to school officials with a legitimate educational interest in the

record. School officials having a legitimate educational interest include any University employee acting within the scope of her or his University employment, and any duly appointed agent or representative of the University acting within the scope of his or her appointment. In addition, the University may, at its sole discretion, forward education records to the officials of another institution (a) in which a student seeks or intends to enroll if that institution requests such records, or (b) if the student is enrolled in, or is receiving services from, that institution while she or he is attending the University.

### 10.4.1. Designation of Directory Information

Directory Information consists of information that is generally not considered harmful or an invasion of privacy if publicly available. Directory Information is considered public and may be released without the student's written permission; however, specific Directory Information cannot be released if the student has restricted access to it by updating their personal information through the university's online portal.

The following are designated as Directory Information:

- *Primary Name*
- *Preferred Name*
- *Classification*
- *Major/Minor*
- *College Address*
- *Home Address*
- *Local Address*
- *Parent's Name*
- *Parent's Address*
- *Parent's Phone*
- *Currently Enrolled*
- *University E-Mail Address*
- *Personal E-mail Address*
- *Work E-Mail Address*
- *Home Phone*
- *Local Phone*
- *Cell Phone*
- *Degree Received*
- *Dates of Attendance*
- *Participation in Activities*
- *Photograph*
- *Most Recently Attended Institution*

Directory Information may be disclosed for any purpose, at the discretion of the University. If a student does not specifically restrict access to directory information by updating their personal

information via university as indicated above, the University will assume student approval of disclosure of such information.

#### **10.4.2. Procedure**

##### ***Annual Notice to Students***

The Educational Rights and Privacy Act affords eligible students certain rights with respect to their education records (Note: An "eligible student" is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

- A. The right to inspect and review the student's education records within 45 days after the day the University receives a request for access.
- B. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy.
- C. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records.

Annual notice of these guidelines will be provided to registered students and are available from the Office of the Registrar. The University will also provide an annual notice to students regarding their rights with respect to their education records.

#### **10.5. Access to Education Records**

A student should submit to the Office of the Registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

#### **10.6. Amendment of Education Records**

If a student believes that any of the education records relating to her or him contain information that is inaccurate, misleading, or in violation of her or his rights of privacy, she or he may ask the University to correct or delete such information. The student may also ask that additional explanatory material be inserted in the record. A student may obtain copies of records at the students' expense. A charge of ten cents per page will be made for copies of miscellaneous educational records. An official copy of the student's academic record will be prepared at the cost of the transcript fee for that academic year.

If a request to amend education records is refused, the student shall be so informed and shall be advised of the right to a hearing and the procedure to follow to obtain said hearing. A Student Records Hearing Panel

composed of two (2) students, two (2) faculty members, and two (2) administrators has been established for this purpose. If, as a result of a hearing, the Student Records Hearing Panel decides that the information challenged is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the Registrar shall amend the education records of the student and so inform the student. If the Student Records Hearing Panel decides the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the Registrar shall inform the student of the right to place in the education records a statement commenting upon the information in the records and/or setting forth any reasons for disagreeing with the decision of the University. Such comment or explanation by the student shall be maintained, and, if the education records or the contested portion thereof is disclosed by the University to anyone, the explanation also shall be disclosed.



Students may not inspect and review the following kinds of records: financial statements submitted by their parents; confidential letters and recommendations with respect to admissions, applications for employment, or receipt of an honor or honorary recognition, provided the students have waived their rights of inspection and a review; education records which contain information about more than one student, in which case access only to that part of the record which pertains to the inquiring student will be permitted.

The University will not permit students to inspect and review confidential letters and recommendations placed in their files, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

