



جامعة دار الحكمة

DAR AL-HEKMA UNIVERSITY

STUDENT HANDBOOK

2020 - 2019





نشيد جامعة دار الحكمة

بوركتِ يا أرض العطـاء
الجـود منها دافـق
جامعة لبناتنا
تمضي بنا نحو العـلا
علم يزينه التقـى
فإلـدار دار الحكـمة يـارب فأنعم بالهدية
وبوركت نفس زكية
تُروى به أرض سخيـة
تُرعى بها همم عليـة
ترجو رضا ربّ البرية
فكر وإبداع ونية

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This Student Handbook is the undergraduate students' guide to Dar Al-Hekma University. Students are responsible for knowing the university's policies and procedures as published in this Handbook.

In high hopes of having DAH students use the student handbook to its best advantage, the Student Affairs Division is open to any suggestions that may help improve the handbook. Please feel free to contact: studentdevelopment@dah.edu.sa

Student Handbook 2019-2020
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Message From The President



Dear Students,

I am delighted to welcome you – our new and returning students - to an exciting new academic year 2019-2020 at Dar Al-Hekma University. We have launched new academic programs that will not only provide you with world class education, but memorable experiences of participatory learning through innovative and challenging degree programs.

As the most prestigious and leading university for women in the Kingdom, we take pride in providing you with the best learning experience inside and outside the classrooms; on and off campus; locally and globally. By choosing to come to Dar Al-Hekma and by continuing to study with us you have taken the very first important decision about your career and your future path.

At Dar Al-Hekma we prepare you not just for a job or a profession, but for life itself – and empower you to become an active and valuable member of your community and society. We instill in you a love for life-long learning, a spirit of entrepreneurship and prepare you to be a visionary leader in your field and a creative and valuable member of your society.

As a student at our expanding and lively campus, you will be joining fellow students and engaging with international faculty from 27 nations. You will be enjoying a high quality learning experience that prepares you for varied and challenging career opportunities in life, as we actively encourage and promote innovation and creativity that is fun, diverse and collaborative.

Once again, I welcome you all to Dar Al-Hekma and am pleased to have you as part of our community of learners and achievers and wish you a very successful academic year ahead!

With my warm wishes,

**Suhair H. Al Qurashi, PhD
President**

Message from The Dean of Students



Dear Future Leaders

Welcome to your second home: Dar Al-Hekma.

On behalf of the Office of Students Affairs, I would like to welcome you to your university, and congratulate you on choosing Dar Al-Hekma: you have made an excellent choice!

Dar Al-Hekma offers you a world-class education in the heart of Jeddah. By choosing DAH you are investing in much more than an academic institution. You are shaping your future in a university with a long track record of bringing up the best qualities in future leaders, accomplished women and entrepreneurs.

This is because here at DAH you will find a hub of human power skill development, which will provide you with the technical skills for leadership, entrepreneurship, employability, and dream-fulfillments. But more

important, you will find a healthy, caring community that will empower you and nurture your soft skills to bring about positive change for the betterment of self, family and society.

We focus on your success inside and outside the classroom. With the variety of our extracurricular activities, there is something for everyone: from Sport Programs, to Students Clubs, to Student Development Workshops, to Traveling for a Cause (serving the global community), to Volunteering and Community Service opportunities, you will find a passion and a dimension to your academic life way beyond the classroom. DAH implements an Equal Opportunity Policy. We offer free counselling services and healthcare services. For students with disabilities and their families, you have our full support throughout your journey to success. For any inquiries or requests, we are just a phone call or an email line away.

My colleges and I are privileged to support you throughout your university life. We are looking forward to a dynamic and fruitful year, and we would like to say again: “congratulations on being accepted to DAH.”

**Yours sincerely,
Ahlam Alaki, PhD**



Vision

It is our vision that Dar Al-Hekma University becomes a premier institution of higher education for women in the Kingdom of Saudi Arabia and a model for teaching and learning. Our graduates will be capable of bringing about positive change for the betterment of self, society and humanity with the aim of pleasing the Creator.

Mission

Graduating accomplished women, leaders and entrepreneurs.



Our Values



Righteousness



Student Life

☎ The Provost, Academic Affairs Division Rm. 192 Ext. 107

The Academic Affairs Division is responsible for all matters involving academic instruction, academic advising, course requirements, evaluation and grades, educational field trips, and special academic programs such as summer courses and study abroad programs. The Office of the Provost oversees academic issues raised by students provided the relevant Academic Department had been approached. For questions regarding any Academic Department under the Academic Affairs Division refer to the concerned Department Chairperson or Dean of School / Office of the Provost.

☎ Dean of Students, Student Affairs Division Rm. 017, Ext. 133

The Student Affairs Division seeks to provide students with services and facilities that will enhance their academic experience both in and out of the classroom. It offers opportunities designed to assist in the development of a well-rounded personality that distinguishes DAH students. The division sponsors the Student Council, Student Clubs, Student Community Service, Student Employment, Student Sports, Student Publications and a variety of student activities and events throughout the year.

☎ Admission and Registration

Admissions Unit Rm. 020, Ext. 137-730-126-156

This Unit processes all applications for admission and scholarships. In addition, the Unit administers the ITP TOEFL test for admitting new applicants. All students' personal information is kept and updated through this Unit. Students are obligated to update their personal information (phone number, e-mails ...etc.) whenever it changes. They also have to submit their renewed Iqama (if applicable) to the Admission Unit. In addition, students can renew their University ID Card or modify their fingerprint to access the campus in this unit.

Scholarship Unit Rm. 030, Ext. 116-730

This Unit processes all applications for DAH scholarships, Al-Elm scholarships, and sponsorships. Coordinating scholarship tests, conducting scholarship interviews, awarding applicants and generating their contracts are among the many responsibilities of this unit, renewing MOE scholarships based on students CGPA. In addition, this unit monitors the academic progress of all scholarship students and their participation in extra-curricular activities. In case of financial issue or difficulties, students can submit an appeal along with supporting documents to this unit in order to look at their cases.

Registration Unit Rm. 020, Ext. 117-224-289-273-807-138

This unit is responsible for student's academic record and operations including drop/add, change of major, transfer of credits, graduation certification and transcript.

☎ Accounting Office Rm. 103, Ext. 113/194

This is where you can pay your tuition as well as other fees and where you receive assistance with questions regarding your financial status.

☎ Academic Support Services Rm. 213, Ext. 266

The academic support services are committed to enriching the academic experience of students and to overcoming academic hurdles. Students who are experiencing challenges with their coursework would benefit from the services offered by addressing their individual needs and outlining a plan of action. The services offered include:



- **Psycho-educational assessment:** when necessary, a comprehensive assessment is completed with the student to identify her strengths and weaknesses. An assessment could aid in providing the adequate learning support for the student and implementing necessary accommodations on testing procedures.
- **Tutorials:** are conducted either one-to-one or in small groups to support students in developing their mathematical/literacy skills, time management and study skills. It can involve peer tutoring or booking in sessions with a specialized instructor.
- **Workshops:** focus on enhancing students' skills in a number of areas in support of their learning. Topics covered may include effective study skills, time management and test taking strategies.

Academic Support Office

Rm. 216, Ext. 291

The Academic Support Office offers supports for students in Mathematics and Literacy. Tutoring sessions are delivered to students on a one-to-one basis or in a small group setting. Tutors at the office accommodate students' difficulties in their mathematical and literacy skills through individualized support.

Learning Lab

Rm. 168, Ext. 303

The Learning Lab provides free support to students with learning difficulties through personalized tutoring aimed at equipping these students with proper study skills and strategies. It helps students with time management, reading textbooks, test taking, note taking, research writing and other skills they might need. Students who face any academic problems should not hesitate to visit the Learning Lab.

Accounting Office

Rm. 103, Ext. 113/194

This is where you can pay your tuition as well as other fees and where you receive assistance with questions regarding your financial status.

English Writing Studio

Rm. 234, Ext. 641

The Writing Studio was established to help students improve their writing skills. It strives to help students become better writers. The Studio offers one-to-one tutoring sessions by appointment. These sessions typically address such areas as paragraph development, organization, word choice, punctuation, sentence structure, and reference citation. These sessions will enable students to learn productive habits in pre-writing, the actual writing process, and above all to critically evaluate their work through introducing radical changes in student's approach to writing. Students may seek the help of the Writing Studio by themselves or they may be referred by a faculty member. In this case, they will be given a Referral Form specifying the areas they need to improve.

Arabic Writing Studio

Rm. 146-6, Ext. 177

The studio helps students overcome difficulties they may face in the Arabic language courses as well as helping them improve their Arabic Language skills.

Counseling and Career Advising

Rm. 213, Ext. 291

The Counseling and Career Advising Services support the academic mission of DAH by providing students with group and individual guidance in areas of personal growth and career development. The office helps students adjust to university life in general and to make a smooth and effective transition from their higher education experience into the world after graduation.

Career Advising:

1. Career orientation to help students:

- Discover their professional interests and have a better understanding of various career options;
- Choose the appropriate major according to their interests and future aspirations;
- Prepare their future career plans the career advising Office administers the Personal Interest (PIT)

2. Self-Development to help students:

- Discover their personal traits and skills;
- Overcome their weaknesses and work towards positive growth;
- Identify their ambitions and goals and prepare a plan to fulfill them; the Center conducts also motivational assessment of prospective scholarship students.

☎ Student Welfare Manager:

Rm. 15 ext. 253

The Welfare Manager at the Dean of student Office is top-level contributor within the office of the Dean. Acts as a consultant to the Dean of Students. She is available to provide immediate support, and guidance to students as needed. As a certified life coach, her expertise allows her to help students find their endless possibilities, and unmask their real potential by releasing their emotions through one on one coaching, and focus group coaching.

☎ Health Services

Rm. 048, Ext. 888

The Health Center is open every day to provide basic medical services to all enrolled students for no additional charge. Sick students will be assisted by a physician.

The Health Center provides the following services:

- Diagnosis, treatment, and prescription of medication for minor acute illness.
- First-aid treatment for indoor injuries and referral to hospitals when necessary.
Laboratory services are outsourced and are therefore at the expense of the student.
- Administering over the counter medications.
- Support students suffering from chronic illness.
- A variety of health literature and participates in various health education initiatives.

In case of medical emergencies that are beyond the Health Center's scope of work, DAH University will provide a prompt free ambulance transfer to a contracted hospital. A physician, a nurse, or both will accompany the student in the ambulance depending on the individual emergency case.

Expenses of indoor injuries and medical care at the hospital will be covered by the insurance company and any expenses beyond the incident/accident will be covered by the student and her family.

All sick leaves should be processed and approved by the Health Center before they are submitted by the student to her respective Department chair. Sick Leave(s) must be submitted to the Health Center within a week, and 3 days during midterm and final exams. It is the student's responsibility to hand copies of the approved medical reports to her instructors and advisor.





⊗ Student Development and Career Services Rm. 201-B, Ext. 304

The mission of the Student Development Office is to provide extra-curricular activities and services to the students' through 5 dimensions: Intellectual, Spiritual, Social, Physical and Self- Development. Extra-curricular activities such as the celebration of national and international days, fairs, workshops, lectures, local and international trips to serve the community support the personal growth of students. The office also provides programs aiming to make the out-of-class experience an essential part of the total educational process, and serve the benefit of students as individuals and professionals to graduate accomplished women, leaders and entrepreneurs.

Student Development Office Rm. 201-A, Ext. 214

Student activities, events, and trips are organized around the year to cater for students' needs and interest. **These include, but are not limited to:**

- Annual spiritual celebrations (Ramadan, Hajj, Hijri Year, and Eid)
- Career Fair
- Clubs
- Community Service Activities
- National and International Days Celebrations
- Local and international trips
- Mentorship
- Creativity Program for new students
- Sport training sessions and tournaments
- Local and International Competitions
- Developmental lectures and workshops
- Dar Alquran
- Student Council (SC)
- Motivational speeches



⊗ Career Placement Service Rm. 214, Ext. 219

The Career Office oversees student employment and training opportunities. **The main functions of this office include the following:**

- Help students develop essential job skills through on and off campus employment.
- Collect data from on and off campus employment opportunities.
- Establish and maintain liaison with institutions and organizations to promote recruitment visits, and expand students' employment opportunities.
- Organize the annual Career Fair with potential employers to provide contacts for job and training opportunities for senior students.
- Offer relevant workshops throughout the year for students and alumnae.
- Offer advice and consultancy to students and alumnae facing job and/or career decisions.



Library

The Library is centrally located on the first and second floor of the main building. It offers a quiet atmosphere for studying and many services during working hours e.g. study rooms, televisions, DVD/VHF players, scanners, printers, and photocopiers. The Library offers over 44,000 print books and 100 periodicals, accessible through an on-line catalog, WebView. **It also supports university research through several online databases such as: Saudi Digital Library, Include:**

- EBSCO
- ProQuest
- Wiley E- Journal
- IEEE/IEE E – Journals
- JStor
- Access Medicine E-Journals
- SAGE E-Journals
- Bloomsbury Design Library
- Edusearch E-Journals
- Oxford E-Book
- Cambridge E-Book
- قاعدة دار المنظومة للرسائل الجامعية
- Association for Computing Machinery
- Questia
- Open Access

The Library is open Sundays to Thursdays from 7:30a.m - 5:00p.m. And the staff there will be happy to help you find the information you need for your assignments and research papers. Librarians can be contacted for help by coming to the Library Information Desk or Reference Desk, calling, 630-3333 ext.167, or by emailing the Library at library@dah.edu.sa. Three study rooms on the 2nd floor can be booked on a first come first serve basis for 2 hours MAX. .

Every year in the spring, a Library Day celebration is held to promote the Library services/resources and encourage their use by DAH community. Activities range from contests, to scavenger hunts and choosing the Best Library User. Winners take home valuable prizes.

Borrowing Privileges for Students

You may borrow 8 books from the Main Collection for a period of 14 days using your DAH ID card. This card may be used for book checkout only by the person to whom the card is issued. Reference items and periodicals may be checked out overnight or over the weekends. A student may only take one item from these materials at a time.

Renewals

Books can be renewed once for 14 days. References and periodicals are not renewable. **Currently, valid borrowers may renew any item provided that:**

- It has not been recalled for reserve or for another patron
- It is not a reserve item in demand

Overdue Fines

Fines for late return of materials apply to all categories of users. Library privileges are suspended when fines of SR 50 or more are incurred. Fines are SR 1 per book and SR 5 per magazine and references. This fine is assessed per day excluding weekends and holidays. Fines are not accrued on days when the library is closed.



Lost and Damaged Items

The average replacement cost of SR 350 will be charged for any lost or damaged item, regardless of the actual price paid for the book. SR 100 will be charged for a magazine and SR 500 for audio visual and reference materials. Fines for late return will be added to the replacement price of the item. DAH Library makes available individual lockers for students to store large purses and packages. Lockers are located in the library's entrance. If you wish to obtain a key for a locker, please inquire at the Information Desk. There is no fee to use a locker.

Please note, DAH Library is not responsible for any loss, theft, or damage to any items that are left unattended or in a locker.

For more information about the Library, ask for a student library brochure at the Information Desk.

Information Technology (IT) Rm. 056, Ext. 666

The IT department is responsible for providing computing services to students that include online registration, internet access, e-mail services, printing, supporting and maintaining all computer labs and securing the DAH network.

1. New Students:

The next day after the student pays her tuition fees, she will receive 'Dar Al Hekma login Information' email in her personal email, this email contains her login name and initial password in addition to instructions on how to change it from the university and how to connect to DAH email. Student must come to the university to change her password and connect to her DAH email. **Once she is connected she will receive 4 emails that include important information about:**

- A. Dar Al Hekma IT policy
- B. SIS authentication Information
- c. Blackboard authentication information
- d. How to print in DAH


2. Web Services:

The IT Department provides the following services over the internet:

- E-mail
- Student Information System (SIS) Portal and Petition system
- Blackboard e-learning system
- Self-services to reset and unlock accounts

3. Internet Access and E-mail:

Access to the internet is available to all DAH students in the labs and through the wireless connection (Refer to DAH Computer Usage Policy and Internet usage policy sent to your email by IT announcement).



DAH provides HekmaMAIL accounts to the students through Google which provides you with the following:

- 15 Gigabytes of email storage
- Instant messaging from right within your mailbox & free PC-to-PC voice calls.
- Google Calendar to schedule meetings, create events and share calendars with others.
- Google Docs to create and share documents, spreadsheets and presentations on-line.
- A personalized Start Page, where they can access all these services.
- Students can also access information anywhere with an Internet connection, on a mobile device.

4. Student Information System (SIS-Portal) and Petition system

Students are able to access the SIS-Portal through the internet and DAH network (intranet), (Refer to the DAH website for more information). **Students are then able to:**

- Register in courses
- Add/Drop courses
- Evaluate the instructors

With Petition System students are able to submit a predefined requests through e-form and check its status at any time. **Students are able to view the following:**

- Attendance
- Plan of Study (POS)
- Final Exam Schedule
- Course Schedule
- Student Schedule
- Student Holds (Messages)
- Grade Report
- Unofficial Transcript

SIS Tutorials:

For further assistance in using SIS please refer to (Video Tutorials) on SIS Home page.

5. E-learning System (Blackboard)

Through the internet and DAH network (intranet), students are able to access the Blackboard System (Refer to the DAH website for more information).

The student will be able to:

- Download course materials
- Upload assignments and view grades
- Communicate with colleagues and instructors
- View syllabus
- View detailed grades

Blackboard Tutorials:

For further assistance in using Blackboard please refer to (Blackboard Videos for Students) on Blackboard home page

Blackboard Mobile application:

The app is available currently on the iTunes App Store for iPhone or iPod Touch, the Google Play store for Android devices and Microsoft.com for Windows devices.

Students can install Blackboard Mobile application as follows:



1. Visit the App Store
2. Search for "Blackboard"

3. Search for "Dar Al-Hekma"
4. Login to Blackboard with your personal credentials (DAH ID)

6. Self-services to reset and unlock accounts:

Students can securely reset their network passwords, and unlock suspended accounts, by themselves without the need for IT support's assistance by answering the predefined validation questionnaire.

7. Printing System:

All students are given a standard number of printing quotas as credits each semester based on the registered department. This allows printing on the printers in computer labs and printing labs. At the end of each semester, any remaining quota is deleted.

Student can purchase additional print credits from the Accounting Department with denominations of 50, 100, 150, 200 SR at the end of each semester, any remaining quota is deleted; there are no refunds or transfers for unused quotas. For more detail please refer to 'How to print in DAH' sent to your email by IT announcement.

 **Security Office**
Rm. 097- A, Ext. 110 / 333 / 711
PSSD

The Security Office is recognized as the primary campus office responsible for providing security services for students, faculty, staff and campus visitors. It is the policy of DAH to report all incidents directly to Security Supervisor. All crimes or potential crimes that are reported to Security will be forwarded to Purchasing and Support Services Director and the Dean of Students.





Academic Affairs

⦿ Academic Advising

Academic advising is an essential part of the student life at DAHU; therefore, each student is assigned an academic advisor at the time she is admitted to the university till graduation. The advising process establishes a collaborative relationship between student and advisor in which the student feels a sense of connection, support and guidance.

Central Academic Advising unit (CAADU)

Central Academic Advising unit (CAADU) is the chief governing body for academic advising at DAHU that acts as an advising support system for all its stakeholders. The unit is led by a supervisor and is run directly under the supervision of Provost. It consists of a team of Central Academic Advisors (CAA) who are each responsible for DAHU's different undergraduate schools/programs and its respective academic advisors.

⦿ Academic Advising Roles and Responsibilities

Responsibility for the attainment of advising process is a shared responsibility amongst students, faculty, staff and Registrar's Office, and Central Academic Advising unit (CAADU).

1. Responsibilities of Registrar's Office

The following demonstrates the main services provided by the Registrar's Office:

- Provides the list of program students to the Department Central Academic Advisors (CAA)
- Processes the assignment of academic advisors provided by the CAA in the Student Information System (SIS)
- Updates academic advisors via advisor e-mail group: this email group keeps the academic advisors informed about the new or revised policies and procedures related to the Registrar's Office, updated Plan of Study (POS) and further announcements
- Provides students with the login information to access SIS

2. Responsibilities of Student

Student has the ultimate responsibility for academic success and advising process. **Each student must assume the following responsibilities:**

- Compliance with the university's academic policies, regulations, dates and deadlines (See Academic Calendar)
- Meeting regularly with the academic advisor or CAA when necessary, especially during advising and registration weeks as scheduled on Academic Calendar.
- Taking advantage of the available information and resources such as the Student Handbook, the Academic Calendar, the SIS and the University Catalog
- Meeting with the academic advisor during the "Advising Week" to plan the semester/academic schedule according to the POS
- Checking Dar Al-Hekma's e-mail account
- Consulting or meeting the academic advisor and/or CAA to discuss any scheduling and academic issues related to their POs and academic performance in their courses.

3. Responsibilities of the Programs Directors/Chairs

- Approves the assignment of academic advisor to new and current students prepared by the CAA.
- Schedules meetings with academic advisors within the respective academic programs
- Evaluates advising services and reviews feedback from advisees in Coordination with the CAADU

4. Responsibilities of the Central Academic Advisor:

- Prepares the list of academic advisors to new and current students at each academic department.
- Supervises and monitors the implementation and efficiency of the advising process within the respective academic department and program.
- Secures updated resources needed for a successful advising process.



- Participates in academic advisors' meetings in order to stay current on issues related to academic advising.
- Maintain updated student files and database for the program use.
- Monitors individual student academic progress and collaborate with academic advisors (and maybe department chair and/or program director) to perform proactive advising with the concerned advisee especially in cases of academic probation, expected graduate students and critical-case students.
- Interprets and applies academic policies for student degree requirements and academic progress as needed and communicates any updates to all department' academic advisors.
- Communicates with all concerned divisions at DAHU pertaining to the advising process and communicates all important information to all academic advisors.
- Monitors closely students under academic probation in collaboration with their academic advisors and follows up on their attendance and academic progress.
- Monitors closely withdrawal process in collaboration with instructor and academic advisor.
- Establishes initial contact with advisee and creates a welcoming environment for them.

5. Responsibilities of the Academic Advisors

- Establishes initial contact with advisee and creates a welcoming environment for them
- Provides accurate, consistent and timely information to advisees
- Maintains regular contact and monitors advisee's academic progress and creates a supportive environment for them
- **Assists advisees in:**
 - a. Planning their academic schedule within the major/program/department and resolving problems related to their progress.
 - b. Understanding academic-related policies and procedures, rules and regulations.
 - c. Completing the graduation requirements and declaration of graduation.
 - d. Following the academic program POS.
 - e. Selecting courses including general, major, prerequisites and electives.
 - f. Using the various resources at the university.
 - g. Improving their academic status in situations of academic probation.
 - h. Generating effective and practical solutions for academic-related problems.
- Participates in academic advisors' meetings in order to stay current on issues related to academic advising
- As needed, refers students to Student Affairs Division for academic support and/or counseling

Course Load

Full-Time Students

The Semester Credit Hour (SCH) load for a full time student should be maintained between a maximum of 18 SCH and a minimum of 12 SCH. Maximum credit hours for a summer session is 7 SCH.

A student cannot register for more than 18 SCH in a regular semester unless her Cumulative Grade Point Average (CGPA) is 4.50 or above. Approval for an overload will not be granted to any student with a CGPA between 4.50 and 2.75 unless justified. However, exceptions are made for students with a CGPA of 2.75 or more who are enrolled for the last semester prior to graduation. In no case will a student be allowed to enroll for more than 21 SCHs. In addition to the standard University tuition fee, the student with a credit overload has to pay the cost of the extra credit hour(s) as per the University fee structure. During the registration period and until the last day of adding courses, the students may apply to overload credits through completing the "Overload Credits E-from" (available in the Petition System).

Registration

- During the advising week and prior to the registration period, students meet with their academic advisors to plan their schedule for the coming semester according to their Program of Study (POS). Once the student identifies the courses she needs to take, she should complete the registration process through the Student Information System (SIS) during the registration period specified in the Academic Calendar and according to the student's year level priority announced by the Registration Unit. Upon closing the registration period of fall or spring semester, students are only allowed to register during the first week of classes and they are subject to pay a late registration fee of SR 1000 (+VAT) at the Accounting Department.

- The Registration Unit is responsible for conducting the registration of the below students:
- New students
- Returning students who are placed in the University Academic Preparation Program (UAPP) levels.
- Returning students who completed the UAPP levels and promoted to freshman level.

Add and Drop Courses

Students may add and drop courses according to the dates specified in the Academic Calendar through the Student Information System (SIS). Students must consult with their academic advisors before adding and dropping courses and maintain the SCH regular load.

Prerequisites and Co-requisites

Some courses offered under each academic program, may require pre-requisite or co-requisite course(s). Through the help of the academic advisor, students must ensure all pre-requisite or co-requisite course(s) are taken in the set order in the Program of Study (POS). Any exceptions regarding the waiver of a pre-requisite or co-requisite that is supported by the academic advisor must have a written justification and an approval from the Program Director, Department Chair and the Dean of School. Students can apply to waive a course pre-requisite or a co-requisite by completing the "Pre-requisite Waiving E-form" (available in the Petition System).

Prerequisites and Co-requisites

Some courses offered under each academic program, may require pre-requisite or co-requisite course(s). Through the help of the academic advisor, students must ensure all pre-requisite or co-requisite course(s) are taken in the set order in the Program of Study (POS). Any exceptions regarding the waiver of a pre-requisite or co-requisite that is supported by the academic advisor must have a written justification and an approval from the Program Director, Department Chair and the Dean of School. Students can apply to waive a course pre-requisite or a co-requisite by completing the "Pre-requisite Waiving E-form" (available in the Petition System).

Registering in a Closed Section

Students have the right to apply for registering in a closed section during the period announced by the Registration Unit. After clearing any conflict, pre-requisite, or load issues, students can apply to the waiting list for registering in a closed section through the Student Information System (SIS). If the waiting list application fails, students can apply for a petition during the allowed period by completing the "Registering in a Closed Section E-form" (available in the Petition System). Students are responsible to monitor the status of their application in both systems as applying only does not guarantee a successful registration in that section.

Repeating Courses

- A student may repeat a course to remove the effect of a poor grade or to meet graduation requirements with the approval of her academic advisor and Program Director and within the maximum time limit required for graduation.
 - A student may repeat a course in which she obtained a grade of "D" or "D+" once by completing the Repeat Passed Course Form (available at the Registration Unit).
 - A student may repeat a failed course (a course in which she received a grade of "F", "NF" or "DN") twice.
- If a student fails a course 3 times, she has the following options:**
- Take an alternative course (equivalent in content to the failed course);
 - Do an Independent Study in any of the course's subject matter (such as writing research paper, summarizing articles or doing a project under the supervision and the approval of the Program Director and the instructor of the respective course);
 - Take the course outside the University (as a transfer course with a prior approval as per the policy of transfer of credits).
 - A grade of "IC" will not be allowed for a repeated course.
 - When a course is repeated, only the highest grade earned in the course will be included when calculating the student's GPA. However, the old grade will appear on the transcript.
 - A student will not be allowed to graduate with a grade of "F", "NF" or "DN" in any course that is required for her major.



Withdrawal from a Course

- A student may withdraw from a course if she is facing difficulty in the course; has not sufficiently developed the required skills to pass the course; is experiencing serious medical problems or having other valid reasons. Such decisions need to be discussed with the academic advisor.
- A student, who drops a course after the second week of classes but before the twelfth week of classes, will receive a grade of “W”.
- A grade of “W” indicates that the student withdrew from the course without penalty and is not calculated towards the student’s CGPA. If the withdrawn course is required for the student’s major, it may be repeated twice to receive a passing grade. A student will not be allowed to withdraw from the same course more than two times.
- The credits from a withdrawn course are counted as attempted (but not earned) credits when calculating the student’s minimum completion requirement percentage of %67 as per the policy on Satisfactory Academic Progress (SAP).
- If the student wishes to withdraw a course, she must complete a Course Withdrawal E-form through the Petition System. Students should continue attending their classes until they get their petition approved by the Registration Unit.
- A student who stops attending classes without formally withdrawing the course will receive a “DN” grade in that course.
- DAH, Takaful, and Al-Elm scholarship students must receive an approval from the Scholarship Unit to complete their
- Withdrawal from a course process. Approval will be granted as long as it will not affect her graduation.

Registering in a Closed Section

Deferral of Study

- A student who decides to defer her study must complete the Student Clearance Form (available at the Registration Unit), discuss her reason for deferral of study, and secure the signature of the Dean of Students.
- Scholarship students must secure the Scholarship Unit approval prior to the deferral of study.
- The student is permitted to defer her study before the end of the second week of classes of the semester.
- A student has the right to defer her study for three interrupted or consecutive semesters during her years of study.
- The active time frame of a deferral of study is one semester. A student must apply for each semester she decides to defer her study separately.
- A student who completed the deferral of study process must re-join the University in the following semester or either apply for another deferral of study or a withdrawal from the University.
- The deferral of study semester will not be counted towards the Maximum Time Frame (MTF).

Disenrollment

- A student who fails to re-join the University during the first two weeks of the semester following the deferral of study, or fails to either apply for a deferral of study for another semester or a withdrawal from the University, will be disenrolled in that semester only. The student has the right to re-join the University in the following semester.
- The Registration Unit deactivates a student’s record if she fails to re-join the University after a disembodied semester, whereby she has the right to apply for a reactivation of record or a readmission at a later stage.

Semester or University Withdrawal

The Semester and University withdrawal process encompasses three steps:

- 1) Discussing the reason for withdrawal and securing a signature from the Dean of Students.
- 2) Completing the related Clearance Form (available at the Registration Unit).
- 3) Securing the execution of the withdrawal process in the Registration Unit.

- A student who fails to complete the three steps of the withdrawal process will receive a “DN” or the so far earned grade for her registered courses. A student who decides to withdraw from the semester and/or University and is under a scholarship program or financial aid must obtain the approval the Scholarship Unit prior to the withdrawal process.



Withdrawal from a Semester

A student has the right to withdraw only during the withdrawal period specified in the academic calendar for that semester.

A student who withdraws from a semester will receive a grade of "W" for all of the courses in which she is enrolled.

The semester from which a student has withdrawn from is counted towards the Maximum Time Frame (MTF).

A student must continue attending her classes during the current semester, until the withdrawal process is completed.

A student must inform her course instructors and academic advisor of the withdrawal process and the final status.

A student who completed the withdrawal process must re-join the University in the following semester.

A student who fails to register in the semester following the withdrawn semester must either apply for a deferral of study or withdrawal from the University. Otherwise, she will be considered as disenrolled.

DAH, Takaful, and Al-Elm scholarship students must receive an approval from the Scholarship Committee before withdrawing from a Semester, if it will not affect her graduation. In case of exceeding the Scholarship approved duration, the student will bear the resulting extra cost.

Withdrawal from the University

A student has the right to withdraw from the University prior, during, or after the withdrawal period specified in the academic calendar, [however the respective consequences apply](#):

If a student withdraws prior to the withdrawal period, the Registration Unit will drop all of the student's courses.

If the student withdraws during the withdrawal period, the Registration Unit will assign a "W" grade to all the students' courses and this semester will be counted towards the Maximum Time Frame (MTF). The withdrawal from the University will be effective from the following semester.

If the student withdraws after the official withdrawal period, she will receive a grade of "DN" or "F" based on her attendance record and earned grade for each course. The withdrawal from the University will be effective from the following semester.

The Registration Unit will deactivate the record of students who permanently withdraw from the University. The student has the right to reactivate her records according to the Reactivation and Readmission Policy for Undergraduate Students.

Scholarship and sponsored students are required to complete the following additional steps for deferral of study or withdrawal from a semester or the University.

DAH, Takaful, and Al-Elm scholarship students must receive an approval from the Scholarship Committee prior to electing to defer study or withdraw. In case of withdrawal from the University, DAH, Takaful, and Al-Elm scholarship student should pay back the portion paid for her education.

Sponsored students must obtain a written, faxed or e-mailed approval from their sponsor before deferring or withdrawing, as the Sponsor will not be eligible to receive any remaining funds.

Ministry of Education (MOE) scholarship students must complete the MOE Scholarship Clearance Form at the Scholarship Unit prior to deferral of study, withdrawing from a semester or the University, after withdrawing from the University, they will not be eligible to receive any remaining funds.

Reactivation of Student Record

[Students whose record is deactivated have the right to apply for reactivation of record if the following conditions apply](#):

The date of the application must be within four semesters starting from the deactivation semester.

The date of the application must be before the end of the first week of classes of the requested semester.

The Dean of Students must approve the reactivation application.

Students have the right to apply for readmission if the application for the reactivation of record exceeds four semesters.

Students applying for reactivation of record must pay a non-refundable reactivation fee of SR 200 (+ VAT).

Students will follow the active Program of Study (POS) of their respective major upon reactivation.

Students who are placed on academic or disciplinary dismissal do not have the right to apply for reactivation.

Students who are disciplinarily dismissed from other universities do not have the right to apply for reactivation. The University has the right to cancel a reactivation application, if it was identified that the student was disciplinarily dismissed.

Students who were enrolled in another universities and are applying for a reactivation must submit their transcript.

Students have the right to reactivate her record only once.



Students have the right to appeal the rejected reactivation request once. The Dean of Students is the only one who is authorized and has the right to make a decision about the appeal.

Readmission to DAH

A student must qualify for re-admission if her withdrawal period exceeds two academic years:

1. Students have the right to apply for readmission in the following cases:
 - If the application date passed four semesters, starting for the deactivation semester.
 - If the applicant exceeded the reactivation time allowed.
 - If the applicant was placed on academic dismissal.
2. The following conditions must be applied:
 - The application must be submitted two weeks before the first day of classes of the requested semester.
 - The Dean of Students must approve the readmission application.
 - The student must meet the admission criteria in the requested readmission semester except for the students who did not exceed the four semesters. Any related admission criteria are studied on a case by case basis.
3. Students who apply for readmission must pay a non-refundable application fee of SR 500 (+VAT).
4. Students who are placed on disciplinary dismissal from DAH or another university/college, do not have the right to apply for readmission.
5. Students who were placed on academic dismissal and are applying for a readmission must write a letter of appeal addressed to the Dean of Students and make an appointment for an interview with the Dean of Students.
6. The Dean of Students decision of reaccepting a student who was previously on academic dismissal must be based on factors including but not limited to, previous level of achievement, reasons for dismissal; the candidate's potential for successfully completing a degree program, and positive social review.
7. DAH has the right to cancel a readmission application, if it was identified that the student was disciplinarily dismissed.
8. Upon readmission, students are not allowed to transfer credits from their previous records unless the Dean of Students approves their transfer as per the Transfer of Credits Policy for Undergraduate Students - SA.AE.-7.OPP.

Incomplete Policy

- A grade of Incomplete "IC" may be granted when a student has completed a minimum of 60% of the work required for a course and is unable to take the final exam or complete the final project on the due date. The student must submit the request for Incomplete Grade through the Petition System.
- An Incomplete grade will be granted by the course instructor to the student only when there is documented evidence of valid reasons that are beyond the student's control i.e. health problem or death in the family.
- The course instructor with the Department Chair have the right to decline rescheduling a final exam for any student if the latter fails to provide valid reasons and supporting evidence.
- Student who fails to officially apply for the grade of "IC" and misses a final exam, receives a grade of Absence Failure "AF".
- If the student shows up within one week of the missed final exam date with accepted documents to support her absence, the instructor changes the grade of "AF" to "IC" and reschedules the final exam for this student.
- If the student shows up within one week of the missed final exam date, but fails to submit authentic documents to support her absence, the student receives the so far earned grade in that course.
- If the student fails to show up within one week of the missed final exam date, she receives the so far earned grade in that course.
- Incomplete work in the course for the fall semester must be submitted and cleared within eight weeks after original scheduled date for the Final Exam for that course.
- Incomplete work in the course for the spring and/or summer semesters must be submitted within eight weeks after original scheduled date for the Final Exam for that course and cleared before the first week of classes in the fall semester.
- If the student fails to meet the deadline to clear the "IC" grade she will receive a failing grade of "F" in her final exam.
- A graduating student will not be able to graduate unless the grade of "IC" is cleared from her academic record.



Change of Major

Initially, a student specifies the intended academic major on the Undergraduate Admission Application Form. However, the student has the right to change the major she applied to. The decision to change an academic major is a matter of great significance and should be pursued only after thoughtful deliberation. Students who change majors must meet all requirements of the new major. A change of major may consequently lead to a time extension beyond the typical eight semesters of academic study.

A student who wishes to change her major must first consult with the Counseling and Career Advising Office at the University to review the Professional Interest Test (PIT) results. Students can apply to change their majors through completing the "Change of Major E-form" (available in the Petition System) within the time limit defined for a change of major. **On the application the student should:**

- Explain the reason for changing the major.
- Consider the completed courses that will not be counted towards graduation.
- Verify the need to withdraw courses that will not be counted towards the new major and, hence, graduation. The withdrawal from these courses must be completed before the deadline specified in the Academic Calendar while taking into consideration the semester credit hour load limit. Upon the change of major, the student will be assigned a new academic advisor from within the new major.

DAH, Takaful, and Al-Elm scholarship students shall not change the area of her specialization after she has commenced her studies. She can change her major after the approval of Scholarship Committee and will bear the resulting extra cost.

Transfer of Credits

Categories of Transfer Students

1. New Transfer Students:

New transfer students must meet all the undergraduate admission criteria specified for freshmen applicants. Students transferring from other higher education institutions, where English is the medium of instruction, may not be required to take the English proficiency test upon entrance to DAH University. Students who have successfully completed A-Level, IB or AP examinations are entitled to receive credits for the courses they passed. New transfer students can apply for transfer of credits by completing the "Transfer of Credits Request" (available at the Registration Unit).

2. DAH Former Students Rejoining the University:

Former students who intend to re-join the University, have the right to apply for transfer of credits from other higher education institutions following their reactivation or readmission, and meeting the transfer of credits eligibility requirements

3. DAH University Students Visiting Other Higher Education Institutions during Their Years of Study:

DAH University students visiting other higher education institutions during their years of study must obtain the approval of their respective Department Chair prior to applying to the other higher education institution by completing the "Transfer of Credits Permission Form" (available at the Registration Unit). During the summer session, the University refrains from transferring credits for students who intend to visit other higher education institutions in Jeddah if the course in question is offered at DAH University.

Required Documents

Transfer students must submit the following documents to the Registration Unit one week before the first day of classes of the semester at the latest:

- Official transcript/s from the higher education institution/s they are transferring from.
- Detailed description of all the courses taken in the other higher education institutions.



Eligibility Requirements

Transfer students are eligible to transfer their credits upon fulfilling the requirements below:

- The higher education institutions from which the student is transferring must be recognized by the Ministry of Education (MOE).
- The Cumulative Grade Point Average (CGPA) must be equivalent to "C" or above during the last semester in the higher education institution from which the student is transferring.
- Transfer students must not have been dismissed from the previous higher education institution for disciplinary reasons.

Processing Transfer of Credits

The Registration Unit needs 10 to 15 working days to process any transfer of credits for any student. The transfer of credits process is conducted based on the following:

1. The course should have been completed within the 5 years preceding the application of transfer of credits. Courses older than 5 years are considered on a case by case basis.
2. The course is not completed through correspondence and/or distance learning.
3. The grade earned for a course studied at other higher education institution must be:
 - "C" (equivalent to 70%) or higher for a major requirement course.
 - "D" (equivalent to 60%) or higher for a general requirement course.
4. The course must match 80% of the content of a similar course offered at DAH University.
5. If the content of the course whose credits are to be transferred does not match the content of any of the courses offered at DAH University, the credits are transferred as a General Education Elective course or a Free Elective course with the exact number of the credits taken.
6. The Arabic or Islamic courses studied at local higher education institutions are transferred as Arabic or Islamic courses with the exact number of credits taken.
7. Transfer students do not earn grade points for the transferred courses. The Registration Unit considers the credits taken for the transferred courses only and designates the grade of "No grade – Pass" (NP) for each transferred course.
8. The credits of the transferred courses are counted into the Maximum Time Frame (MTF) of the program at Dar Al Hekma University

Limitation on the Number of Credits Allowed to be transferred from Other Universities

DAH University allows students to transfer a maximum of 50% of the total credit hours required for their graduation at the University. Transfer students must complete at least 60% of their junior and senior year courses at DAH University. No credits will be transferred if they exceed the Program of the Study (POS) requirements.

Student Record

Student Records are considered confidential and are kept safely in a fire proof area and a secured database. The Admission and Registration Department maintains the security and privacy of student records and holds the right to access and release information obtained from these records.

Grade Reports

At the conclusion of each semester, the student can obtain her grade report from the (SIS).

Grade Symbols

"A" and "A+

Indicate achievement of distinction.

A+: Exceptional 95-100 %
A: Excellent 90-94 %

"F"

Indicates failure in a course that may not be made up except by repeating the course.

F: Fail less than 60 %



Equivalent to NP: No Grade-Pass 70 % and above

NF: No Grade-Fail less than 70 %
W: Withdrawal

A grade of "W" indicates that the student withdrew from the course within the specified period without penalty. No credit is received for the course.

"C" and "C+"

C+: Above Average 75-79 %
C: Average 70-74 %

Indicate the acceptable standard for graduation from the University. It involves such quality and quantity of work as may fairly be expected of a student of normal ability who gives to the course a reasonable amount of time, effort & attention.

AF: Absence Failure

IC: Incomplete (refer to IC policy)

A grade of "AF" is a temporary grade assigned to the student who did not attend the final exam. The grade of "AF" will be automatically turned to an "F" if the student does not show up within one week from the final exam date

"C" and "C+"

C+: Above Average 75-79 %
C: Average 70-74 %

Indicate the acceptable standard for graduation from the University. It involves such quality and quantity of work as may fairly be expected of a student of normal ability who gives to the course a reasonable amount of time, effort & attention.

A grade of "AF" is a temporary grade

IC: Incomplete (refer to IC policy)
AF: Absence Failure

Assigned to the student who did not attend the final exam. The grade of "AF" will be automatically turned to an "F" if the student does not show up within one week from the final exam date.

"B" and "B+"

B+: Very Good 85-89 %
B: Good 80-84 %

Indicate general achievement superior to the acceptable standard defined as C.

"D" and "D+"

D+: High-Pass 65-69 %
D: Pass 60-64 %

If the requirements of the research course need more than one semester.

DN: Denial

A grade of "DN" indicates that research course need the student was administratively more than one semester dropped from the course due to excessive absence. No credit is received for the course, and this grade is computed into the student's grade point average as an "F" grade.



Grade Point Average (GPA)

DAH utilizes a five-point system for calculating grade point averages (GPA). The GPA is the total number of grade points earned per credit hour divided by the total number of Semester Credit Hours (SCH) attempted..

Semester grade symbols have the following values:

- Neither hours nor points are calculated for “W, IC, and IP” grades.
- Only SCH and grades earned at DAH are used to calculate a student’s GPA.

A+	=	5.00 points
A	=	4.75 points
B+	=	4.50 points
B	=	4.00 points
C+	=	3.50 points
C	=	3.00 points
D+	=	2.50 points
D	=	2.00 points
F or DN	=	1.00 point

President’s Honor List

The President’s Honor List is an official recognition of outstanding academic achievement.

The criteria for students on the President’s Honor List are as follows:

- o Completed a minimum of 15 credits in the fall or spring semesters.
 - o Achieved a semester GPA of 4.85 or higher.
 - o Achieved the above criteria for two consecutive semesters either (fall or spring) or (spring and fall).
 - o Received no incomplete or failing grades for any course.
- Honor status will appear each semester on the student’s transcript and will be removed until she fails one of the above mentioned criteria.

Good Academic Standing

A student who maintains a cumulative GPA (CGPA) of 2.75 or higher is considered in a good academic standing.

Academic Probation

- A student who fails to maintain a CGPA of 2.75 at the end of her freshman semester will be placed on academic probation.
- Academic probation is a serious warning that the quality of the student’s work has not met DAH minimum standards and that the student’s continued enrolment is in jeopardy.
- A student on academic probation is limited to 11-13 credit hours of course load for the semester. During the probationary period, the student must correct the CGPA and/or minimum credit completion shortfall.
- A student cannot remain on academic probation for more than three consecutive semesters and those who fail to re- establish a satisfactory progress at the end of the third semester will be dismissed.
- The University may dismiss any student on probation if it is not mathematically possible for her to re-establish a satisfactory progress at the end of the second probationary semester.



Academic Dismissal

- A student on academic probation who fails to re-establish her satisfactory academic progress by the end of the third probationary semester will be dismissed from DAH.
- Students who are deemed unable to successfully complete all program requirements prior to the expiration of the maximum allowable time frame (MTF) will be dismissed without the benefit of probation.
- A dismissed student may apply for readmission to DAH. The applicant must comply with all published admissions requirements and demonstrate to the Dean of Students and the applicable Department Chair the ability and determination to successfully resume her studies.
- A dismissed student may be granted permission from the Dean of Students to apply for admission to DAH under a different ID.

Appeal Dismissal

Dismissal Students have the right to appeal to the Dean of Students a dismissal action taken as a result of the application of the Standards of Satisfactory Academic Progress. A student who appeals must complete the Dismissal Waving Form (available at the Registration Unit) and submit evidences to prove her ability to maintain satisfactory academic progress going forward in her study. A student must provide solid evidence of any exceptional circumstances that negatively impacted her academic performance. Students who successfully appeal a dismissal will be considered on probation for the subsequent semester.

Grade Changes

- A change of grade for a credited course may be made by a faculty member when the faculty member certifies the change to the Department Chair in which the grade was awarded and to the Dean of School or the Provost or her designee, along with a justification for the change. The grade may be changed within the following semester.
- If a student wishes to appeal a grade for any given course, she may submit a written request to the Department Chair, the Dean of School, or the Provost.

Graduation

Application for Graduation

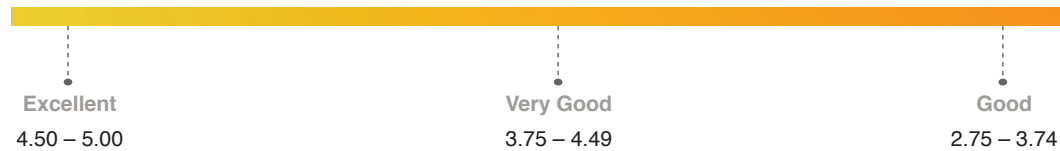
- A student is considered as expected to graduate in a semester if the total remaining Semester Credit Hours (SCH) is less than 50 SCH.
- Students who are expected to graduate must complete a Request for Graduation Form (available at the Registration Unit).
- Students must complete the form and submit it to the Registration Unit one semester prior to the expected graduation semester and during the declaration of graduation period specified in the academic calendar.
- Students are responsible of arranging a meeting with their academic advisors, during the request for graduation application process.
- The academic advisor is responsible of the following, during her meeting with the student:
 - 1) Reviewing the graduation requirements with the student, including the remaining courses and credit hours as per the Program of Study (POS), Cumulative Grade Point Average (CGPA) and the Maximum time Frame (MTF).
 - 2) Planning with the student the distribution of the remaining courses towards the expected graduation semester (i.e. courses to be taken in the current semester, the expected graduation semester and the summer session, if applicable).
- Expecting graduates who apply within the specified period must pay a non-refundable graduation processing fee of SR 500 (+VAT). Late submission of the Request for Graduation Form will incur an additional fee of SR 100 (+VAT).
- Students are responsible for providing the Admissions Unit a copy of their recent passport. The student's name in the graduation certificate will match the student's name in the passport. In case there is no passport, the student must provide any applicable official document such as national identification.

Graduation Requirements

- Students will graduate upon meeting all the graduation requirements as the following:
 - 1) A complete application for graduation process.
 - 2) A minimum CGPA of 2.75.
 - 3) The graduation must be within the MTF.
 - 4) A successful completion of all the courses and credit hours as specified in the POS.



- Failing to meet any of the graduation requirements will suspend the student's graduation.
- Students who do not attain a CGPA up to 2.75 or more, must repeat a number of "D" or "D+" courses to improve their CGPA.
- Students who fail to graduate within the MTF of their program of study will be dismissed as per the academic probation and dismissal policy.



Graduation Academic Status

A student will graduate under the following status based on her Cumulative Grade Point Average (CGPA).

Graduation with Honors

First Honor will be awarded to students who earn CGPA of 4.75 - 5.00 out of 5.00 upon graduation. Those who earn CGPA of 4.25- 4.74 out of 5.00 will be awarded Second Honor. In both cases, the student should not have earned "F, NF or DN" grades during her academic study at the University.

Commencement

- DAH University conducts one Commencement Ceremony annually during/at the end of the spring semester.
- Students who have completed the graduation requirements are required to attend their Commencement Ceremony.
- Students who are left with a maximum of 7 SCH to complete after the spring semester and who are planning to finish in the summer session are permitted to join the Commencement Ceremony of that year as "Expected to Graduate" students.
- Students must obtain the approval of the Dean of the Students in order to excuse themselves from attending their Commencement Ceremony.

Graduation Certificates and Reissuance

- Students receive their graduation certificates from the Registration Unit within 6-8 working weeks after the end of the graduating semester provided they have completed the Graduation Clearance Form (available at the Registration Unit).
- The graduation certificate is authenticated by the Ministry of Education (MOE).
- Students have the right to request a reissue of her graduation certificate if she changes her name, or her certificate is damaged, lost or destroyed. The student must submit her original certificate to the Registration Unit in case her name is changed or her graduation certificate is damaged.
- Students who would like to reissue their graduation certificate must complete a Request to Reissue Graduation Certificate Form (available at the Registration Unit), bring their identification with a copy of the passport and pay a non-refundable fee of SR 250 (+VAT) at the Accounting Department.
- The Registration Unit must stamp the reissued certificate indicating that the certificate is reissued.
- The processing time for a reissued certificate is 6-8 working weeks.

Transcripts

A transcript is an official document of student academic performance showing all graded courses taken at DAH. The student can access the transcript from the (SIS). An official transcript is sealed and signed by the Director of Admission and Registration.

- The student may mail her official transcript to a specific address through the Front Desk (mailing charges are set by the courier company and charged to the student).
- Prior to graduation, transcripts will not be released for the categories of students listed below unless permission is obtained from the Scholarship Unit.
- DAH and AL-ELM scholarship students.
- Sponsored students (the Scholarship Unit shall await approval from the sponsor).
- Sponsors have the right to request transcripts of their sponsored students. On the other hand, MOE students may obtain an official transcript with no restrictions.
- The fee for issuing an official transcript is SR 30 (+VAT).



Academic Affairs

Accounting Office

The offices in the finance services area handle all university-related financial matters. The following tuition and fees are prescribed for the Academic Year 2017-2018. They are subject to change each academic year at the discretion of the Board of Trustees.

Tuition

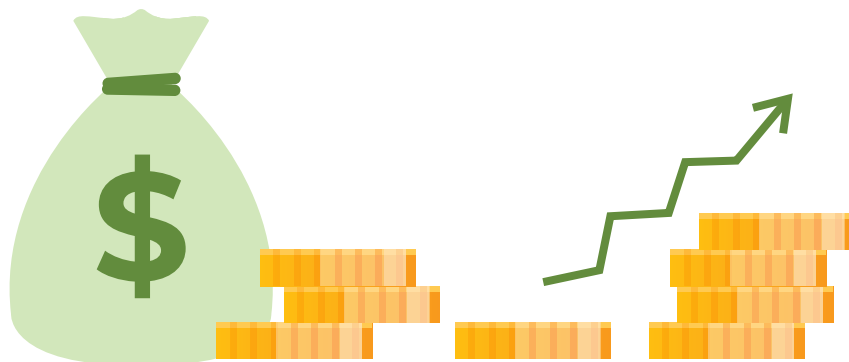
University Academic Programs

Fees:

There is a comprehensive tuition fee for all full time students (i.e. all students enrolled for 12 to 18 semester credit hours (SCH) in the University's academic programs). This fee includes the regular charges of the University for tuition. The tuition fee for the major programs at Dar Al-Hekma is as follows:

Tuition Fees: (undergraduates)

Schools	Tuition Fee/semester (NORMAL LOAD)
Hekma School of Business and Law	SR 40,000
Hekma School of Education and Health Sciences	SR 40,000
Hekma School of Design and Architecture (except new students of Architecture - starting 16-17 & 17-18)	SR 40,000
New Students of Architecture starting 16-17 & 17-18	SR 45,000
Bridge Program (depending on major)	SR 40,000-45,000
English Readiness Program	SR 30,000





Visitor/Summer/Auditing Fees:

Schools	Summer Fee/ Visiting Students Overload/ Underload (Graduation Seniors) PER CREDIT HOUR	Auditing (PER CREDIT HOUR) (EVALUATED) (NON EVALUATED)	
Hekma School of Business and Law	SR 2,700	SR 1,431	SR 1,080
Hekma School of Education and Health Sciences	SR 2,700	SR 1,431	SR 1,080
New Students of Architecture starting 16-17 & 17-18	SR 2,700	SR 1,431	SR 1,080
New Students of Architecture starting 16-17 & 17-18	SR 3,050	SR 1,620	SR 1,220
Bridge Program	SR 30,000 per semester in the summer		
English Readiness Program	SR 30,000 per semester in the summer		

For individuals auditing a course, the fees for an evaluated audit are higher than those for a non-evaluated audit. Auditing fees include the regular charges of the University for tuition. Auditors are not authorized to use University medical or recreational facilities.

Student Overload Policy

- The normal tuition fee per semester covers the cost of a normal student load.
- Normal load is defined as 12-18 credit hours per semester.
- A load of more than 18 credit hours is considered as an overload.
- A student who takes overload is to pay the cost of the extra credit hours over and above the University normal tuition fee.

Educational Fee: A non-refundable Educational fee of SR 1000 per semester (includes textbooks, IT resources, compulsory training programs, labs, facilities and other educational materials).

Application Fee: A non-refundable application fee of SR 500 must accompany each application for admission.

Registration Fee: A non-refundable registration fee of SR 5000 must be paid. This is deducted from annual tuition fees.





Other Fees

Transfer processing fee	SR 500
Health / accident insurance	SR 75
Official transcript of student's record	SR 30
Unofficial transcript of student's record	SR 10
TOEFL Test fee	SR 375
Late registration fee (charged to students who fail to register by the University registration deadline)	SR 1,000
Overdue tuition payment	As per University policy
Late graduation declaration	SR 100 + 500
Graduation processing fee	SR 500
Graduation gown deposit	SR 500
Graduation gown fee (undergrads)	SR 1,000
Replacement of lost graduation certificate	SR 250
True copy stamp of graduation certificate	SR 50
Replacement ID card	SR 100
Replacement Nursing badge	SR 50
Bus service fee (per month)	SR 300, 400, or 500
Replacement of lost textbook	Cost of replacement
Enrollment certifications	SR 20
Acknowledgment letters	SR 20
Declaration of Graduation Letters	SR 20
English proficiency letters	SR 20
Certification of good conduct	SR 20



Locker key – (new, damaged or lost)

SR 60 (for students)

Releasing signed–stamped print out of schedule (not during registration period and at a second time for verification purposes)

SR 30

Mailing Transcripts (charges only for USP) As charged by the courier company destination

⊗ Tuition and Fee Payment Policy

Late Registration Fee

On-Time Registration: Students will be considered to be in «On-time Registration» status if they are enrolled in at least one credit hour on the day before the first day of classes for the semester. If they subsequently drop to zero credits and then add a course, that added course will not be considered as Late Registration.

Late Registration: Students, who have not registered prior to the first day of classes and who then register on or after the first day of classes for the semester and up to the 5th day after the beginning of classes, are considered to be in “Late Registration” status. A non-refundable late registration fee of SR 1,000 will be charged for all such initial registrations occurring on or after the first day of classes for the semester. If that student then decides to drop all classes during the «no tuition penalty» period, they will get their tuition refunded as per policy, but the SR 1,000 Late Registration Fee is non-refundable.

Overdue Tuition Payment

- Students who have not paid their tuition by 4:00PM on the 5th day after the beginning of the semester as per academic calendar fall under «Overdue Tuition» status.
- The Registration Office will suspend the registration of all students who fail to pay their tuition by 4:00 p.m on the 10th working day after the 5th day after the beginning of the semester as per academic calendar. Students with suspended registration are not permitted to:
 - o Attend classes or take exams;
 - o Register for the following semester unless prior dues are settled.

Refund Policy for University Withdrawals

A student who officially withdraws from the University in accordance with official procedures is eligible for a refund of tuition fees* as follows:

Fall/Spring Semester		Summer Tuition	
Before the first day of class of the semester	95%	Before the first day of class	95%
Before the end of the first week of classes	80%	Before the third day of class	80%
Before the end of the second week of classes	70%	Before the fourth day of class	70%
Before the end of the third week of classes	50%	Before the fifth day of class	50%
Before the end of the fourth week of classes	25%	Before the sixth day of class	25%
After the fourth week of classes	none	After the sixth day of class	none
• Textbooks should be intact		• Text books should be intact	
• No refunds will be given for other fees		• No refunds will be given for other fees	

- Scholarship students (including DAH, AL-Elm and MOHE) are not entitled to a refund as their seats have been reserved assigned.
- Tuition fees are the only type of fees that the Accounting Department refunds.

Billing and Financial Record

A student will not receive her class schedule or be able to attend any classes, until the semester charges are paid in full. The financial record is the student's complete record of financial transactions with the University. This includes:

- Billings and payments of fees, scholarships, or financial awards.
- Accounts payable.
- Other fees or fines assigned by the University.

The Vice President of Finance and Administration maintains this record. Campus officials may access this record only on a "need to know" basis and will keep this information confidential. .

No information from this record may be released outside the University without the written consent of the student or her guardian. A copy of the financial record may be provided to a student or her guardian at their request.

Methods of Payment

1. Cash Payment.
2. Payment by Check [Payable to Dar Al-Hekma University].
3. Bank Transfer [Direct or Electronic].

Bank details are as follows:

BANK NAME	NATIONAL COMMERCIAL BANK (NCB)
BANK ACCOUNT NO.	13617120000209
ACCOUNT NAME	DAR AL HEKMA UNIVERSITY
BRANCH	HAEL STREET
	P.O. BOX 10636, JEDDAH 21443
	KINGDOM OF SAUDI ARABIA
SWIFT CODE	NCBKSAJE
IBAN	SA1710000013617120000209

Notes:

For Bank Transfers and Direct Deposits, kindly indicate the following:

- Your name.
- University ID Number and fax the transfer/deposit/payment slip with the student name and ID to 3333-630 Ext. 313 OR 5498-632

OR send email to :
accounting@dah.edu.sa.

Mode of payment

All payments are made on a semester basis.

Payments are to be made within the **first week of Fall and Spring semesters**, and within **two days of the summer semester**.

Academic Affairs



Student Services

Orientation Program/Creativity Program

Student Development

Dar Al-Hekma University embarks on a rewarding experience for its new students by welcoming them and igniting their creativity during an orientation program, it's a program of activities that they excitedly carry out. True to its mission of graduating accomplished women, leaders, and entrepreneurs, Dar Al-Hekma University never ceases to help its students become those women who will make a difference in the society.

This program aims at preparing students, in a creative way, for their academic journey that they are about to start. It allows them to feel at home, identify themselves with the place, and let their creativity soar up high.

Student Identification (ID) Cards and Fingerprint

Admissions Unit

To gain access to DAH's premises' and facilities, students must define their Fingerprints to access the campus, along with a valid ID card to be presented to security officers. Fingerprints Or ID cards must be swiped through the security system each time they enter or leave the building (Refer to entering or leaving the university policy). The ID card, which is affixed with a barcode label and the date of enrollment (D.O.E), must also be presented when releasing print jobs, borrowing books or checking educational resources out of the Library Reserve Room. Students are expected to carry their ID card with them at all times. If an ID card is lost, the student must report the incident to the Admissions Unit immediately in order to obtain a replacement card. A fee of SR 100 (+ VAT) (payable to the Accounting Department) will be charged for lost or damaged ID cards.

A student with an ID card that is no longer valid may renew her card at the Admissions Unit without incurring a fee. Moreover, if the fingerprint was not defined correctly in the system, the student must report the incident to the Admissions Unit immediately in order to define her fingerprint it in the system. A student with no valid fingerprint and/or ID card will not be able to access the university campus.

Student Lockers and Keys

Registration Unit

Every new student is assigned a locker and issued a key by the Registration Unit during the registration period at the beginning of the semester. Students must return their locker keys when they graduate or officially withdraw from DAH. If a locker key is lost, the student must report the incident to the Registration Unit immediately in order to obtain a replacement key. A fine of SR 60 (+VAT) (payable to the Accounting Department) will be charged for lost or damaged keys. Students are not allowed to make copies of locker keys or share their locker with other students.

University Store

Purchasing and Support Services Department (PSSD)
Rm. 2, Ext. 710

The store is located in ground floor phase E next to the new building (Architecture department). All textbooks and course materials are available to registered students. The bookstore is open Sundays to Thursdays from 8:00 a.m. - 5:00 p.m.

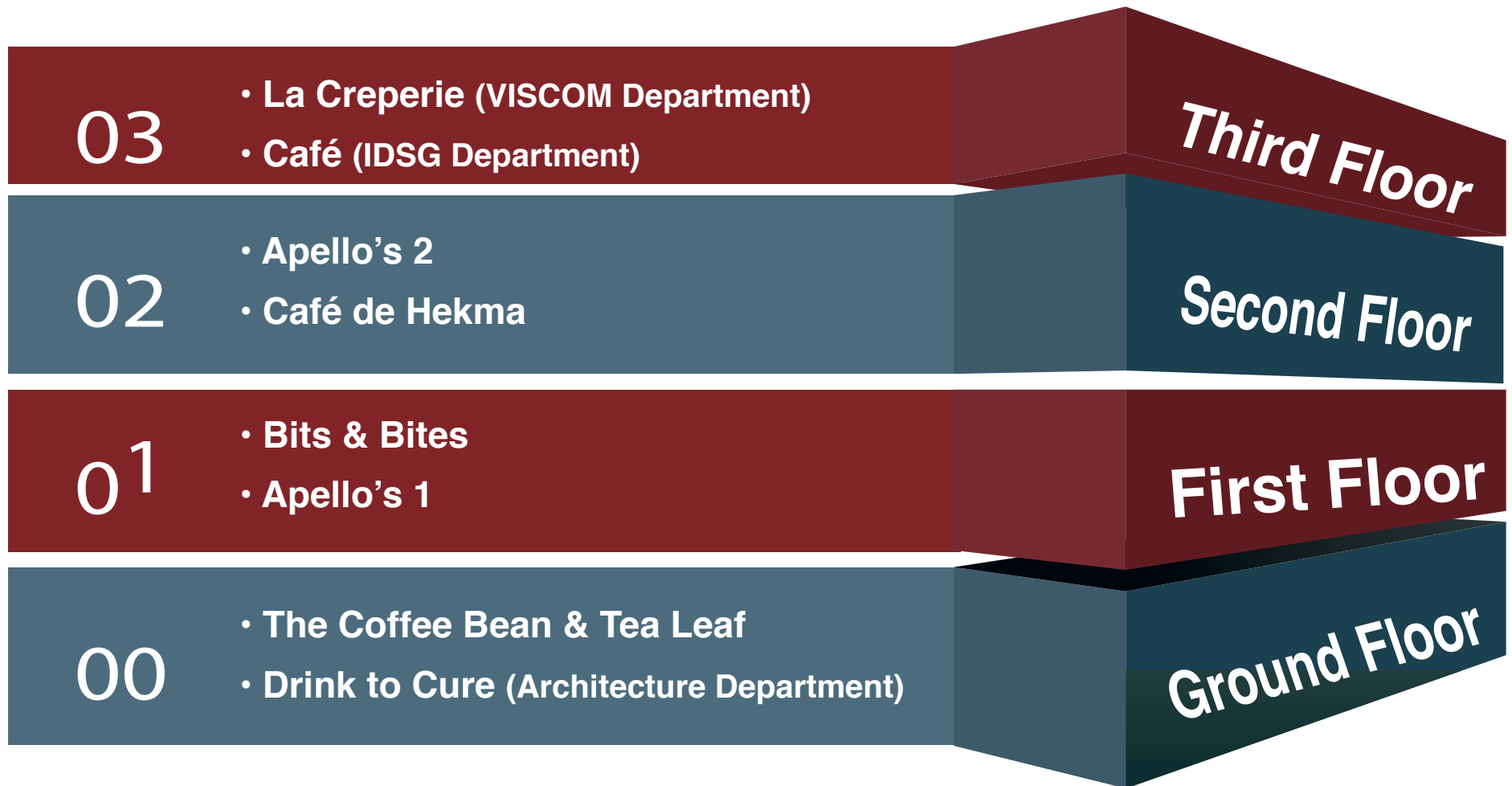
Photocopying

PSSD

Photocopying is available to students in the Photocopy Center (Rm. 244) and the Library (Rm. 102). Prices vary based on request of black and white or colored copies. The staff is always ready and willing to help in all your photocopying needs. The Copy Center is open Sundays to Thursdays from 7:30 a.m. - 5:00 p.m.

Food and Beverages
PSSD

There are several outlets that provide a variety of hot meals, fresh juices, sandwiches, crepe, snacks, desserts, ice-creams, and health food.





Common Room and Recreation Rooms

Student Development/ PSSD
Rm. 201 & 231

The Common Room and Recreation (Gym + Champions' Rooms) are all located on the second floor. They provide a cheerful environment for students to make use of between classes. In the Common Room, students can enjoy playing board games (e.g. Boggle, Scrabble, or Trivial Pursuit), billiards or may simply choose to relax. The Recreation (Gym+Champions' Rooms) provide space for students to practice aerobics, yoga, Taekwondo, Tai Chi, kick-boxing, or table tennis.

Clubs

Student Development
Rm. 201-B, Ext. 764

Clubs aim to educate students through entertainment; they broaden students' horizons with respect to all aspects of their life: spiritually, physically, psychologically, intellectually and socially.

The Club Advisor: Every recognized club on campus must have an advisor that is a member of the university faculty or staff that assists the club with the planning of the events. The advisor is related to the club's purpose either academically or by personal interest.

The Club Members: DAH students and alumna approved by the club advisor and Student Affairs office.

The President/Vice President Shall: The president is the primer and the vice president is the secondary member of the club, they represent the club inside and outside the campus.

The Secretary Shall: Responsible for preparing reports.

The Treasurer Shall: The officer responsible for the financial matters of club.

Student Employment

Student Development and Career Services Department
Rm. 201, Ext. 644

The main objective of the Student Employment Program is to help students learn how to handle work responsibilities. Students will develop good working habits such as being on time, following instructions, and taking initiative.

An eligible student employee is defined as:

- A full-time student carrying a minimum of 12 credit hours per semester and who is in good academic standing (3.0 CGPA). Students who are in their first semester of study and have not yet earned a GPA, are eligible for employment and are expected to earn a CGPA of 3.00 or higher during their first semester in order to continue as a student employee.
- Individuals attending courses through Continuing Education are not eligible for student employment. Opportunities for on-campus employment are available to DAH students only. The maximum number of hours that a student is allowed to work during the Fall and Spring semesters is 10 hours per week and 20 hours per week during the Summer semester. Students are paid on a monthly basis. A signed time sheet must be submitted to the Accounting Office prior to the payment day. Further information on policy and procedure for student employment is available through the Student Affairs / Student Development and Career Services Department.



Suggestions Box

Complaint Taskforce - Office of Dean of Students
Ext. 132

The University Management team would like to hear from you and accordingly, the University Suggestions Box is where students can share ideas whenever they wish or make comments, questions, requests or complaints. A student can choose to provide anonymous suggestions or put her name if she would like a direct response. Suggestions boxes are located at the various key areas of the University.

Locations:

- Next to main offices of each school
- Near Bits & Bites
- In front of Accounting
- In front of Student Council Room

Student Accident Insurance

Health Center
Rm. 048, Ext. 888

Each student must be covered by accident insurance. DAH arranges for the provision of such insurance at a nominal premium of SR75 per student annually. The insurance premium should be paid by the student at the Accounting Office; the insurance has the following advantages:

- Covers sport injuries
- Covers accidents
- Insurance limit is up to SR 10,000

Lost and Found

Security Office
Rm. 097, Ext. 333

Lost and Found is located in the Office of Student Affairs. If you have found something that is lost; please turn it in to the Student Affairs Office so the rightful owner may claim it. An effort will be made to locate owners of all lost items. Students are cautioned that DAH premises is not a good place for expensive personal possessions such as jewelry, and are reminded that lockers are provided for safer storage of personal items. DAH assumes no responsibility or liability for lost property; valuables should be protected and saved appropriately.

Property that remains unclaimed for one semester will be given to a charitable organization according to the following classification:

- Items of a personal nature including but not limited to, make-up or clothes will be kept for a maximum of 2 weeks.
- Items of a valuable nature including but not limited to jewelry, smart phones, cameras, laptops, designer handbags or wallets will be kept for a maximum of one semester.
- Al Majal housekeeping personnel will dispose study-related items including notebooks, handouts or sketchbooks that are left in the classroom, at the beginning of every month during their monthly major clean-up of the University premises.
- The Student Affairs Administrative Assistant will send locker keys to the Registration Office and other keys to the Security Office.
- The Admission Officers will keep any Lost University ID cards for re-collection.
- For reasons of security on campus and all related university facilities, security personnel will monitor, collect and search all items left unattended.

Nursery

Ext. 130

The Nursery is located in ground floor Phase B next to Architecture building. Married students who are in need of daycare services can rely on the Nursery facility at DAH. The Nursery provides care for babies and children up to KG1 between the ages of 2 months to 4 years. Professional staff take care of the children Sundays to Thursdays from 07:30a.m. - 5:00p.m. **Should you seek further information concerning fees, please refer to the Nursery Coordinator or the Accounting Office.**

Student Policies



Class Attendance

- Students are required to attend all their classes, studios, laboratories, and other practical sessions.
- Students are required to arrive on time for all classes. Any student arriving 5 minutes after the scheduled beginning time for class will be considered tardy (3 tardies = 1 absence). Students arriving more than 10 minutes late will be counted as absent, even if they attended the remainder of that class session.
- No grade is allocated for attendance; attendance is taken to ensure that a DN grade is issued fairly and in due time.
- A student has 20% of all scheduled classes as an absence limit. This limit includes both excused and unexcused absences (due to non-medical reasons).
- Absence Warning

The following applies on every student approaching the limit of absences (25% of classes) in a course:

- o Will receive an "Absence-Warning" from the course instructor stating the number of absences accrued to date in the course.
- o The course instructor keeps a copy of the email; a copy is sent to her Department Chair, Advisor and Student Affairs (the Absence Warning form issued by the Instructor is valid even if the student fails to sign or get her parents' signature on the letter).

The following applies on every student exceeding 25% absences in a course during a semester:

- o Will be administratively dropped from the course and assigned a grade of DN (denied from final exam) which will be computed into the student's GPA as F grade for the course.
- o The "DN form" will be sent to the Registration Office attached with the Absence Warning issued to the student earlier with a copy to the student's Department Chair.
- o A DN list will be posted by the Registration Office two weeks prior to Final Exam period.
- o If the student has extenuating circumstances for her absences, she is allowed to appeal to the University Council no later than two weeks before the Final Exam period, provided she has all the evidence needed. The University Council may allow her to sit for the final exam. Any such readmission will become part of the student's record.
- o If the student continues to be absent after the designated date for submission of student attendance then the student will lose the right to appeal.

Excused Absence:

A student may be granted an excused absence by the Department Chair in which she is majoring, a Dean, Vice President or the President, for any of the following reasons:

- o Participation in a recognized University activity.
- o Genuine emergencies over which the family has no control (death of a direct family member or major crisis).
- o Maternity Leave: A pregnant student who is expected to deliver within 2 weeks of her final exams (based on a report from her doctor specifying her expected date of delivery) has a choice of taking the exam on time or receive an incomplete grade "IC". A pregnant student who delivers during the semester is given an excused absence of 2 weeks from the date of delivery.
- o Marriage: DAH students are not entitled to marriage absence leave and any absence will fall within the 20% absence limit. Students are advised to plan their wedding during DAH's official breaks mentioned in the Academic Calendar.
- o Death in Family: A student is entitled to 3 days of absence if there is a death in the family. "Family" is defined to include; mother, father, husband, son, daughter, brother, sister, grandparents and parents-in-law:
- In case of death of the husband, the student can take the "iddah" leave of four months and ten days and will be allowed to withdraw from the semester.
- The student is required to submit a proof of death of the family member upon returning to DAH.



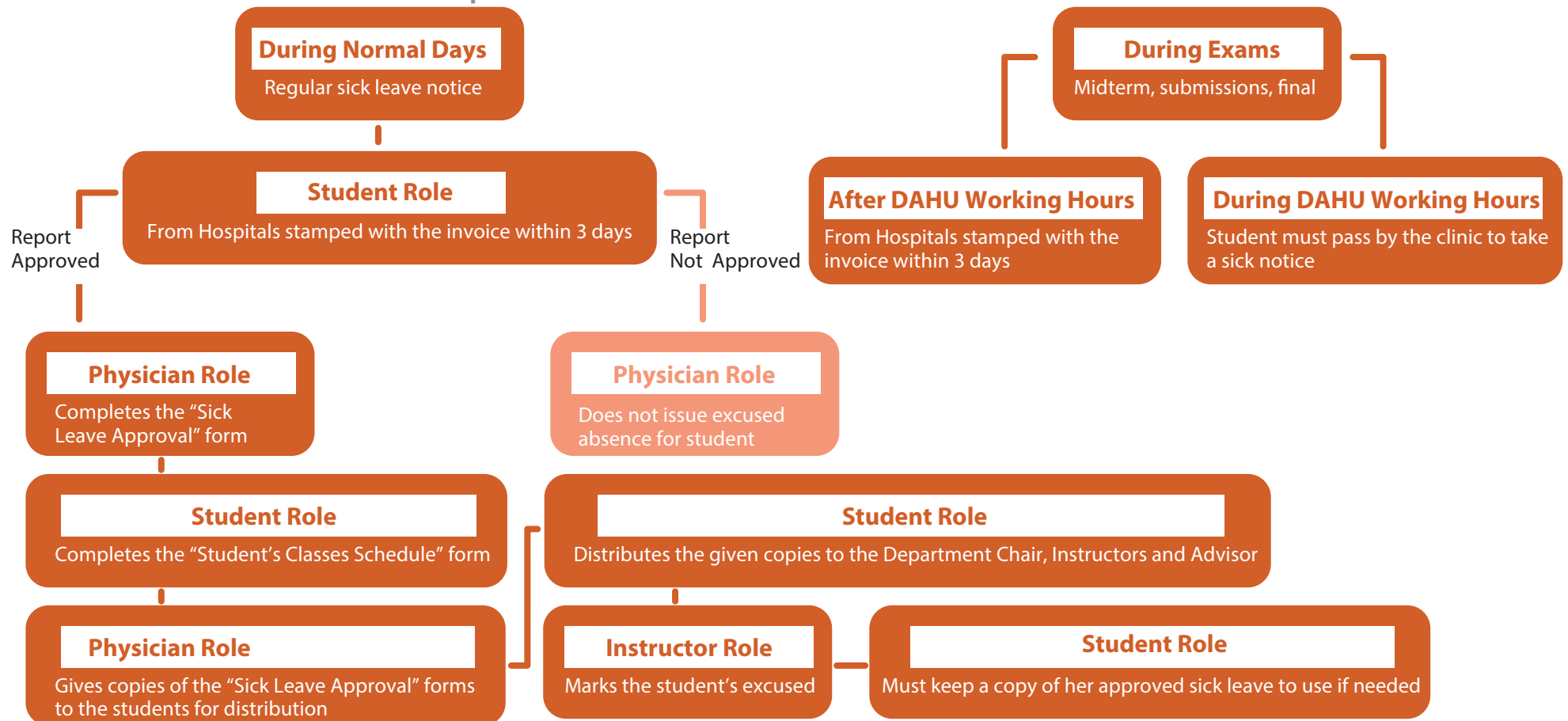
⊕ Absences Due To Medical Reasons

- A student may be granted an excused absence if she produces a valid medical report that justifies her absence.
- Absences due to medical reasons are not to exceed 25% of all scheduled classes - the 20% absence limit + an extra 5%
- All medical reports or sick notices submitted by DAH students must be reviewed and approved by the Physician at DAH's health center. Medical reports must be from a recognized hospital; reports from family doctors and private clinics are not accepted. Reports older than three days must be signed by two doctors and must have the hospital stamp.

The Health Center is authorized to issue a sick notice during DAH's working hours for the following conditions:

- oFever (Temperature $\geq 38^{\circ}\text{C}$)
- oHigh Blood Pressure
- oTachycardia (racing heart rate)
- oDifficulty in Breathing
- oDiarrhea and/or vomiting
- oInjuries requiring emergency medical attention

⊕ Sick Leave Notice Received From Hospitals





Code of Student Conduct

Professional Appearance

- Students must wear modest formal clothing that aligns with the Islamic standards. The following are examples of dress code violation leggings, ripped jeans, transparent, sleeveless, or shorts above knee length (not limited to).
- Students must wear their abaya and cover their hair (wear a veil/hijab) while entering or leaving the University.
- Students must not wear any facial piercings, example lip piercing, tongue piercing, nose piercing, eyebrow piercing and/or any other inappropriate piercing while they're on the DAH campus.
- Tomboy Style/Appearance example dress, hair, attitude, and behavior are prohibited since the dress code is aligned with the local traditions and the Islamic standards for females.
- Students who fail to adhere to the dress code will be subject to the following consequences:
 - o First violation: Verbal warning.
 - o Second violation: Written warning, SR 300 fine; loss of privileges; informing parents about the violation.
 - o Third violation: One week suspension.
 - o Subsequent violation (s): Referral for Disciplinary Committee.
 - o Violations are kept in the Student's Record.

Entering or Leaving the University Building

- Students must use the ID card swiping system and/or fingerprinting system when entering and leaving the building during the University working hours from 7:00 a.m. to 7:00 p.m. on week days.
- Students must carry their ID cards with them at all times on the DAH campus. Students must report the loss of their ID cards to the Admissions Office immediately in order to obtain a replacement card. A fee of SR 100 (payable to the Accounting Department) will be charged for lost or damaged ID cards.
- Students are responsible for checking the expiry date and of the renewal date of their ID.
- Students' escort (maid) is not allowed to enter the University.
- Students should be aware that pets are strictly prohibited in all DAH's campus.
- Students must not leave the University premises during their free time (between classes) unless they submit a permission letter signed from their guardian to the Student Affairs Office.
- Students who need to stay after working hours (6:00 P.M) must obtain an authorization from the Department Chair at least one day in advance. A supervisor or chaperon (staff or faculty) is required to stay with the students. The Department Chair will forward the approved authorization form to the Purchasing and Support Services Department (PSSD) with the approval of Academic Affairs or Student Affairs.

Students must not leave the University in a limousine (taxi) unless they submit a permission letter signed from their guardian to the Student Affairs Office. Violation of the provision on. Entering & Leaving the University will result in the following:

- o First violation: Verbal warning.
- o Second violation: Written warning; 300 SR fine; loss of privileges; informing parents about the violation.
- o Third violation: Suspension from the University for one week.
- o Subsequent violation (s): Referral for Disciplinary Committee.
- o Violations are kept in the Student's Record.

Use of DAH facilities is intended for students, faculty, staff, and authorized visitors. Persons not associated with DAH may be asked to leave campus and are subject to legal processes if non-compliant.



Wearing Abaya and Veil in Male section

As per Shariah laws of the Kingdom and the ethical laws of Dar Al-Hekma University; Students are obligated to wear their veil in male sections.

Violation of the provision will result in the following consequences:

- o First violation: 200 SR Fine
- o Second violation: Written Warning; loss of privileges
- o Third violation: One week suspension
- o Subsequent violation (s): Referral to the Disciplinary Committee.

Electronic Communication Devices

Electronic communication devices are referred to any devices that can be used to send and/or receive audio, video, picture or text messages, such as but not limited to, mobile phones, Ipads, devices with internet access, computers, personal digital assistants, digital cameras or camcorders, two-way radios and tablets.

- Students must not use mobile phones or electronic communication devices during scheduled course meetings **including:** regular classes, studios, laboratories, review sessions, individual instruction, or similar activities.
- During regular classes or scheduled exams, communication including but not limited to text-messaging, e-mailing, social-networking and web-surfing using electronic communication devices is strictly prohibited unless explicitly designated as part of the learning activities and/or examination.
- The Student Affairs (SA) Office has the right to impose disciplinary actions on students who choose to use their electronic communication devices during quizzes, examinations without authorization.
- Course instructors and/or the TA have the right to ask students to temporarily deposit their cell phones, laptops, or other electronic devices during exams and/or presentations. Alternatively, mobile phones must be switched off and placed underneath the examination desk.
- Instructors have the right to respond to first incidence of unauthorized use of electronic communication devices, by applying one of the sanctions, including but not limited to, dismissal from the class, attendance penalties or loss of class participation points, zero grades on quizzes or examinations, or other penalties. These sanctions must be explicitly stated on the instructor's syllabus.
- Instructors have the right to report unauthorized use of electronic communication devices to the SA Office at any time. This sanction must be explicitly stated on the instructor's syllabus.
- The SA Office will deal with the electronic communication devices in the following manner:
 - o First incident: Written warning; confiscate the phone one week.
 - o Second incident: 1000 SR fine; confiscate the phone one semester by SA; informing parents of violation.
 - o Subsequent incident(s): Referral to the Disciplinary Committee.
 - o Violations are kept in the Student's Life Record.
- Students must take the permission of the instructor in cases of personal/family emergency situations requiring access to their mobile phones. The Instructor has the right to decide whether it's appropriate to grant permission to the student. Students also have the right to appeal to their respective Department Chair in regards to the instructors decisions.
- Students are not allowed to use their mobile phones or other electronic communication devices instead of a calculator during exams.

Using Electronic Communication Devices for Taking Photos

- Students are strictly prohibited of taking photos of other students, faculty, staff, visitors, and guests using their electronic devices on campus, especially during events.
- Using the electronic device to take photos of students, faculty, staff, visitors and guests without their knowledge or a prior permission from the office of Dean of Students is strictly prohibited.
- Using electronic devices to take photos of students, faculty, and staff, is considered an invasion of their privacy and is a violation of DAH's policies.
- Students who choose to take unauthorized photos on the campus will be subject to the following:
 - o First incident: Written warning; confiscate the phone one week.
 - o Second incident: 1000 SR fine; confiscate the phone one semester by SA; informing parents of violation.
 - o Subsequent incident (s): Referral to the Disciplinary Committee. o Violations are kept in the Student's Life Record.



☞ Smoking

DAH is a non-smoking campus. To promote a smoke-free healthy environment for all, Students must be aware that smoking is strictly prohibited on all University campus, including all campus boundaries and streets nearby. **Students who choose to violate the smoking provision will be subject to the following consequences:**

- o First violation: Verbal warning; 500 SR fine.
- o Second violation: Written warning; 1000 SR fine; loss of privileges; informing parents about the violation.
- o Third violation: One week suspension.
- o Subsequent violation (s): Referral for Disciplinary Committee. which may result in a dismissal from the University.
- o Violations are kept in the Student's Life Record.

All students are to abide by this policy and are advised not to be present in areas where evidence of smoking is found. **Any student caught in a scene associated with a smoking incident will be subject to the following:**

- o First violation: 200 SR fine as per the Saudi National Committee for Tobacco control
- Second violation: Verbal warning; 500 SR fine.
 - o Third violation: Written warning; 1000 SR fine; loss of privileges; informing parents about the violation.
 - o Fourth violation: One week suspension.
 - o Subsequent violation (s): Referral for Disciplinary Committee.
- Students must not have, take, or use any substance(s) prohibited by the Saudi Shariah law. Students caught with such substance(s) will be referred to the authorities.
- All funds collected from the smoking violations will be directed to the DAH anti-smoking fund.

☞ Drugs & Illegal Substances

- DAH enforces a "Zero Tolerance" approach to the possession of illegal substances, undescribed medicines, liquor, and drugs or drug paraphernalia. All of these items are strictly prohibited on the university premises, university transportation methods, and any situation in relation to Dar Al-Hekma. Any relevant offenses may be reported to the police.

Definition of a drug or illegal substance:

A drug is a substance, which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes (but is not restricted to) substances such as alcohol, tobacco, solvents and medicines. **Banned items:**

- All types of illegal substances, including but not limited to drugs.
- All smoking materials, including e-cigarettes, water pipes, etc.
- All substances/materials open to abuse/misuse (including but not limited to drugs, solvents, undescribed medications, other hazardous substances)
- All alcoholic drinks

Students who violate the anti-drug policy (applicable to all illegal substances) will be subject to the following consequences:

- If the violation involves illegitimate sale /supply of drugs in the university vicinity:
 - o The incident will be immediately reported to the police, the drug confiscated will be handed over, and the persons involved will be reported.
 - o Incidents of illegitimate sale or supply of drugs will result in a permanent exclusion of the student(s) involved.

If the violation involves the possession of drugs (applicable to all illegal substances):

First violation:

- Written warning + SR 2000 fine.
- A Disciplinary Committee will be formed to investigate the case and make a decision.
- The student will be expelled for at least one month.
- Evidence of drug use or possession may result in fixed term exclusion, or even a permanent exclusion.
- Appropriate support will be suggested to those with substance misuse problems.
- The legal guardian will be contacted and informed and will sign on the acknowledgment of the facts.
- Other professionals from the university, such as the Health Center, the Counseling Services, etc., may be informed or consulted as appropriate.



Second Violation:

- Second and final written warning + a fine of SR 5000
- A Disciplinary Committee will be formed to investigate the case and make a decision.
- The student will be expelled from the university for at least one academic semester and may be expelled permanently.
- Evidence of drug use or possession may result in fixed term exclusion, or even a permanent exclusion.
- Appropriate support will be suggested to those with substance misuse problems. Support this time must be from authorized governmental authorities and the student must provide evidence that she is following up with the concerned hospitals or rehabilitation centers.
- The legal guardian will be contacted and informed and will sign on the acknowledgment of the facts.
- Other professionals from the university, such as the Health Center, the Counseling Services, etc., may be informed or consulted as appropriate.

Third violation:

- The student will be permanently expelled from the university.
- The legal guardian will be contacted and informed and will sign on the acknowledgment of the facts. They will sign a promise to seek medical and other specialized assistance.

Recording

All incidents of illegal substance possession or use will be recorded. Information will be permanently stored in the student's file.

Student Publications / Writing in Social Networking Websites

Student publications serve as a medium for student written expression and provide opportunities and learning experiences for students interested in developing their writing and journalism skills. It offers a full opportunity for students to inquire, question, exchange ideas as well as sharpen their skills as writers, photographers, poets, designers, managers and decision makers.

DAH encourages student publishers to maintain quality, integrity and a high standard of performance. Students may exercise their right of expression, within certain regulations.

- Students have the right to write in web forums, blogs and social networking websites including but not limited to: **Facebook, Twitter, Instagram, Snapchat and others, however, taking into account the following:**
 - Not to offend Islam or any other religion directly or indirectly.
 - Not to offend Saudi Arabia directly or indirectly.
 - Not to offend the University (as an academic institution that abides by the professional and ethical standards) directly or indirectly.
 - Not to offend any political figure or engage in political issue using the University name directly or indirectly.
 - Not to publish photos or videos about the University or its members or its events without permission for taking the photos or videos publishing them.
 - Not to release any confidential information about the publication.
- Violation of the Student Publications policy will result in the following:
 - First violation: warning letter.
 - Second violation: a fine of 300 SR.
 - Third violation: Suspension from the University for one week.
 - Subsequent violations: Referral for the disciplinary investigation which may result in a dismissal from the University for one semester.

Student Rights

- DAH is a community of students and faculty committed to active engagement in teaching and learning. Learning is maximized in a setting rich with opportunities for discourse and free expression of ideas and questions. The University encourages free inquiry and free expression within the boundaries of culture, norms and tradition.
- To ensure maximum realization of effective teaching and learning, DAH provides students with important educational rights. The student has the right to:
 - Be in a social environment free from discrimination
 - Be in a social environment free from harassment



- o Participate in her own education
- o Engage in academic discourse with faculty and other students
- o Receive instruction from competent and qualified faculty
- o See all her evaluated work in a timely manner
- o Be treated in a civil manner by faculty, staff and other students
- o Maintain privacy and confidentiality of her official records
- o Access her official records
- o Interact freely with faculty, staff, and other students
- o Access DAH facilities, learning resources, and support services
- o Student's work/documents (projects, exam or assignment sheets) will be retained for two consecutive semesters (Refer to policy: PP_AA-Retention of Student Work-3.0 under Academic Affairs Division for more information).

Student Responsibilities

DAH is a community where members are respected and provided with the benefits that accompany membership. With these benefits come responsibilities to preserve and promote the community and to develop one's self. **To that end, below are some of DAH student's responsibilities:**

- Respect and fulfil the Islamic code of conduct (As specified by Shariaa Laws)
- Respect the constituted authority of DAH officials
- Be truthful in all interactions at DAH
- Respect the rights of others on and off campus
- Respect and protect the property of other individuals and of DAH
- Be responsible for her own education: attending classes, respecting academic deadlines, meeting financial obligations and following rules of academic integrity
- Participate actively in curricular and extracurricular activities
- Follow DAH safety rules and regulations
- Be responsible for knowing, accessing, and following the rules and regulations of the University Be responsible for reflecting academic honesty.
- Ignorance of the regulations does not constitute a valid defense if you are charged with a violation

Student Life Record

The Student Life Record consists of two parts, both of which are maintained by **Student Affairs. Conduct Record**

- This record is created only if a student is reported to have committed a violation of DAH rules or regulations. it includes:
 - o Information related to the violation e.g. incident report.
 - o Written evidence and testimony.
 - o Name and title of the person who made the charge.
 - o Disposition of the case and sanctions that were applied.
- DAH officials may access this record only on a need to know basis and will keep this information confidential.
- The Dean of Students will be responsible for determining who, on campus, will have access to the student conduct record.
- No information from this record may be released outside DAH without the written consent of the student and/or her guardian.
- A copy of the conduct record may be provided to a student or her guardian.



Activities Record

Students may submit evidence of any or all of her extra-curricular activities; this record is kept in the Students Development Office/Student Affairs. **This record would document her involvement in:**

- o Community service.
- o DAH organizations, clubs and activities.
- o Leadership positions.
- o Other out-of-class activities (including trips).
- The Dean of Students determines who, on campus, will have access to this record.
- The record may not be released without the permission of the student or her guardian.
- Records of a student's visits to the Counselling, Career Advising and/or Health services are kept separately within the respective offices.
- Any student with a disciplinary incident or poor academic performance will not be allowed to join any academic/non-academic trip for one Academic Year.
- Any violation which takes place during an extra-curricular activity will result in a Written Warning Letter and banning the student from joining any trip for one Academic Year.

Ⓢ Academic Integrity

(Academic Integrity Policy #AA.11.0.PP)

Individuals who possess academic integrity are ethical and moral members of academia and take responsibility for their own actions. DAH promotes, supports, and expects students to adhere to the five principles of academic integrity: honesty, trust, fairness, respect and responsibility.

Academic Dishonesty and Plagiarism

DAH promotes an environment that is honest and ethical. Academic dishonesty includes, but is not limited to, cheating, complicity, collusion/facilitating academic dishonesty, denying others access to information or remarks, fabrication/ falsification, forgery, impersonating, multiple submission, obstruction, unauthorized possession of course materials, and plagiarism, as defined below.

Definitions:

Cheating

Cheating is the use or possession of unauthorized information in an academic exercise or examination.

Examples of cheating include:

- Bringing secret notes into an examination.
- Copying another student's work.
- Representing work accomplished as your own when it is the intellectual property of another (plagiarism).
- Selling questions or answers of examination papers

Complicity

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Collusion/Facilitating Academic Dishonesty

Collusion is collaboration with another person while performing academic research, or during an exercise or examination without the consent of the instructor. Sending signals or SMS messages to an individual during an examination, or copying homework are examples of collusion.

Denying Others Access to Information or Materials

Denying others access to information or materials occurs when someone hides, destroys, or blocks access to educational materials so that others may not utilize them.

Examples of denying access include:

- Hiding reference books in the library.
- Destroying another student's class notes.
- Illegal possession of examinations or answers to examinations.



Fabrication/Falsification

Fabrication is the use of invented or falsified information. Examples of fabrication include inventing cited research resources, or deliberately forging or changing results to suit one's needs in an experiment or other academic exercise.

Forgery

Forgery is the imitation or counterfeiting of images, documents or signatures. Forging a form for a change of grade or signing an instructor's name to a form are examples of forgery.

Impersonation

Impersonation occurs when someone represents themselves as another person for fraudulent purposes, such as sitting for an examination for another student under her name.

Multiple Submissions

Multiple submissions occur when a student submits the same work, or substantially the same work, for credit in more than one course. An example of multiple submissions is the use of any prior academic effort submitted previously for academic credit at a different institution.

Obstruction

Obstruction occurs when the academic opportunities of other students are limited by improperly impeding their work or their access to educational resources. Intentionally destroying the work of another student or vandalizing library materials are examples of obstruction.

Unauthorized possession of course materials

This includes copying or photographing quizzes or exams without prior permission from the course instructor.

Plagiarism

Plagiarism is the use of another individual's or group's work without citing the source in research, an exercise, an open book examination, or any other work product. Examples of plagiarism include:

- Inadequate paraphrasing or
- Submitting someone else's work as one's own.

⦿ Penalty in Case of Academic Dishonesty

If the Department Disciplinary Committee determines that academic dishonesty occurred, the faculty members and Department Chair will inform the student, and The Student Affairs Office, of the academic penalty that will be imposed:

First Offense:

The academic penalty for the first offense of academic dishonesty within the department/program is a grade of zero on the assignment, project or exam or reduction of the course grade at the discretion of the course instructor after consultation with the Department Chair and the Dean of School.

Second Offense:

The academic penalty for second offense of academic dishonesty across all courses within the department is failure in the course.

Third & Subsequent Offenses:

The academic penalty for a third and subsequent offense is referral to Student Affairs for Disciplinary sanctions which may include suspension from the University and documentation on the student's official transcript indicating a "Sanction for Academic Dishonesty".



Student Discipline Policy

DAH attempts to provide an environment for students that is conducive to academic learning and individual growth. Accordingly, high standards of student conduct and responsibility must be maintained. DAH is obligated to clarify those standards of behavior, which considers essential in its educational mission. However, procedural safeguards will be observed to protect students from unwarranted penalties. A student shall be informed of the charge against her, be given an opportunity to refute the charge and be provided an opportunity to appeal the decision rendered.

The decision of the highest relevant official will be final and binding on the student.

⚙️ Academic Integrity

Acts of Dishonesty

Including but not limited to the following:

- Any act of academic dishonesty (refer to Academic Integrity policy).
- Stealing, destroying, defacing or damaging the property of DAH.
- Misuse or abuse of computer equipment by:
 - Accessing or copying programs, records or data belonging to DAH or another person without authorization, or
 - Attempting to breach the security, modify or destroy another user's account or deprive another user of access to computing resources.
- Forgery or misuse of DAH's documents, forms, records or instruments of identification.
- Withholding material from DAH's officials or misrepresenting the truth in any proceedings.

Conduct which adversely affects the University community

Including but not limited to the following:

- Disorderly conduct which may include indecent behavior.
- Smoking on DAH's campus.
- Non-compliance with DAH's dress code.
- Commission of any criminal offense on or off campus (any activity that jeopardizes DAH's image and reputation).
- Violation of any DAH's regulation or policy.
- Failure to comply with a directive of a DAH official.
- Failure to meet financial obligations to DAH.
- Engaging in conduct that interferes with teaching, research or administrative activity or the peace and welfare of any other person at DAH.
- Verbal or physical harassment of DAH students, faculty member or other employee.

⚙️ Disciplinary Committee

Appointment and Composition

Within the first two weeks of the academic year, the Dean of Students shall appoint a Disciplinary Committee with the following composition:

- Three/four faculty members (The most senior faculty will be the chairperson of the committee).
- One professional staff member from the Division of Student Affairs, who shall serve as Reporter.
- One Student Counsellor.
- The Dean of Students may attend a Disciplinary Committee hearing without direct participation or vote when she believes that hearing the deliberations might assist in her decision on the recommendation(s) of the Disciplinary Committee.



⊕ Academic Integrity

Terms of Appointment

Appointment to the Disciplinary Committee is for a term of one academic year. Members are eligible for reappointment, with the provision that no member shall serve on the Disciplinary Committee for more than three consecutive years.

Roles and Responsibilities

The Disciplinary Committee has multiple roles. It may be charged with only the responsibility of determining the validity of an allegation against a student, or it may be charged with ascertaining the validity of an allegation and recommending appropriate sanctions.

The role and responsibility of the Disciplinary Committee will be specified in each instance by the referring official:

- When the Chairperson of the Disciplinary Committee receives a referral (complaint), she will convene the Committee.
- In the execution of its duties, the Committee shall refrain from becoming adversarial. It is the duty of the Committee to balance concerns for the students and the institution.

⊕ Disciplinary Sanction

Dean of Students, upon the recommendation of the Disciplinary Committee, determines the sanction. One or more of the following disciplinary sanctions may be imposed upon a student. Parents will be informed of the sanctions.

Imposition of Certain Tasks

The student may be required to perform certain tasks; make restitution whether monetary or by performance of specific duties; perform community service; attend counseling sessions; or perform additional academic work not required of other students.

Restitution

Reimbursement for damage to or misappropriation of property may take the form of appropriate service to repair or otherwise compensate for damages. Special fees or fines may be assessed.

Warning

Notice to the offender, verbally or in writing, that continuation and/or repetition of the wrongful conduct, or any other violation of DAH rule/policy within a period of time stated in the warning may be the cause for more severe disciplinary action.

Loss of Privileges

Under some circumstance of misconduct, the University may decide to remove/withdraw certain privileges from a student that are consistent with the offense(s). Sanctions such as prohibiting social and extracurricular activity, withholding leadership roles, or denying certain classes or memberships are options which may be applied.

Disciplinary Probation

This type of probation implies the exclusion from participation in privileges or extracurricular activities for a specified period of time (to be clearly stated in the notice of disciplinary probation). Any violations committed while on disciplinary probation may result in a mandatory sanction of not less than one semester of suspension. The sanction will be noted in the student's discipline file until the student's graduation.



Suspension

Suspension prohibits the student from attending classes or activities in the University for a Defined Period of time or until specified conditions are met. The student may not register, submit course work, receive academic credit, and may also be denied campus visiting privileges. At the end of the suspension period, the student may petition for readmission and to have the case reviewed by the Dean of Students. No student who has been suspended in a future semester shall be eligible to receive a degree until the period of suspension has terminated. Whenever disciplinary action leads to the student leaving DAH, grades will be assigned according to DAH's grade policy and the Academic Calendar. [Expulsion](#)

Expulsion implies that the student is not eligible for readmission to DAH University.

Recording of Sanctions

- Records of all disciplinary sanctions to be maintained in the 'Student's Life Record' that is kept at the Office of the Dean of Students; it will not appear on the student's transcript.
- These records are kept separately from the student's academic record and will not be released without the consent of the student or her guardian.
- Only in cases of suspension and expulsion, will a note of the sanction be made on a student transcript.

Appeal

- An appeal from the decision of the Dean of Students may be made to DAH's President, within fifteen days, who may confirm or reduce the penalty but not increase it. Her decision shall be final except in the case of dismissals or suspension for more than one semester.
- An appeal from a decision of dismissal or suspension for more than one semester may be made to the University Council. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. In a particular case, this requirement may be waived by the President or University Council for a good cause.

Grievance

- [An academic grievance](#) is defined as an allegation by a student that a faculty member has treated her with substantial unfairness. The primary purpose of the Student Academic Grievance Committee is to ensure that DAH students have the opportunity to present academic grievances/appeals (e.g., grading disputes, alleged discrimination) to the Office of the Provost if the complaint is not resolved within the School/Department concerned.
- [Appointment and Composition](#): Members of the Student Academic Grievance Committee are nominated by the Provost as follow:
 - o 2 to 3 Senior faculty members from the different schools of DAH (with a minimum of five years of teaching experience)
 - o Director (selected from the different non-academic department under the Academic Affairs Division i.e. Library Director, Research Department)
 - o Student Affairs representative Director, Provost Office, Grievance Officer

Terms of Appointment: Committee members, including the chairperson, are subject to a two-year appointment with one renewal. The committee chairperson is elected by committee members.

A. Informal Resolution

The student communicates (verbally or in writing) her concerns to the person alleged to have caused the grievance. The student may seek support from the Student Counselor (if needed). If the student is not satisfied with the informal resolution, she may submit a written grievance to the Office of Student Affairs (not later than 45 calendar days from the grievance incident). Furthermore, a student is under no obligation to go through the informal resolution process if she prefers not to and may resort to the formal resolution procedure directly. Once the Office of Student Affairs receives the written grievance, it will be forwarded to the concerned division.



B. Formal Resolution

The Provost/Vice President/ Dean of the concerned division appoints in writing an impartial fact-finding panel of up to 3 persons to investigate all the issues related to the grievance with the terms and conditions of the investigation. The appointed grievance panel performs an investigation and submits a written report to the concerned Vice President or Dean that includes any facts and conclusions made. The Vice President or Dean must then submit a written decision within 10 days from receipt of the Panel's Report to both the student and the alleged person that has caused the grievance with explanations of any decisions taken and/or remedial actions.

C. Appeal of Formal Resolution

If the student is not satisfied with the formal resolution, she may appeal the decision by submitting a written appeal to the University President within 15 days of the written decision. The President takes further investigative actions or delegates another authority on her behalf to do so. A written decision is submitted to both the student and the alleged person that has caused the grievance, within 15 days of receipt of the appeal.

- Terms of Appointment: Committee members, including the chairperson,

Computer Use Policy

Individuals who are provided access to University computer facilities and to the campus-wide communication network assume responsibility for their appropriate use. DAH expects individuals to be careful, honest, responsible, and civil in the use of computers and networks. Be advised that, in addition to being in violation of the university rules, certain computer misconduct is prohibited under Saudi Arabia General Laws. Such misconduct includes knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, and destroying of electronically processed, stored, or in-transit data.

Username and Passwords

Users are responsible for safeguarding their passwords. Passwords should be obscure and contain the following criteria:

- The Password must be 8 characters or longer in length.
- The Password must contain at least one number.
- The Password must contain at least one upper case letter.
- The Password must contain at least one lower case letter.

o Passwords should never be shared with anyone claiming to be the Administrator. DAH security policy requires that users change their e-mail passwords once every 4 months to maximize the protection to their accounts.

Virus

Users should not open attachments in e-mail from senders unknown to the user. Attachments can contain dangerous computer viruses, which are frequently spread via email. Anyone suspecting that they have a computer virus should report the incident to the IT department.

Web Access Policy

Access to electronic mail through Web Client Software is subject to the same policies and guidelines as email obtained via a desktop client.

Abuse

Those found to be abusing their DAH email account shall be referred to the office of Student Affairs and are subject to:

- First violation: written warning
- Second violation: written warning
- Third and consequent violations: access account will be revoked



Fire Plan

All members of DAH community should make every effort to prevent fire. As a student, you can help prevent fire by:

- Observing the No Smoking Policy while on campus.
- Noticing and reporting fire hazards.
- Handling all flammable materials carefully.
- Refrain from using any items that may cause fire (e.g., candles)
- Keeping recycle and/or trash bins away from electric outlets.
- Keeping all fire exits and other exits clear at all times.

When the Fire Alarm Rings:

- Evacuate the building immediately by using the nearest Fire Exit.
- Don't attempt to retrieve any personal items or look for your belongings.
- You are to follow the instructions given over the public address system and by the Fire Team members.
- Fire Team members will guide you to the nearest exits.
- Help a colleague if needed.
- Walk slowly and calmly out in the corridors in pairs close to walls.
- Walk down the stairs slowly step by step.
- All elevators will not be used in the event of Fire.
- Once you have left the building, stay together as one group and do not return back to the building unless otherwise instructed by the Fire Team.
- If FALSE ALARM is announced, relax and resume to your normal activity.

Emergency Fire and Evacuation Drills:

These will be practiced once a semester and students should follow the emergency procedures immediately once the alarm system goes on.

