جَامِعةُ دَارِ الحِكْمَة

DAR AL-HEKMA UNIVERSITY

STUDENT HANDBOOK
2022 - 2023

نشيد جامعة دار الحكمة

وبـــــوركت نفس زكيـــــة	بوركتِ يا أرض العطــــــاء
تُروى به ارض سخيـــــة	الجـــــود منها دافـــــق
تُرعى بها همم عليـــــ	جامعة لبنــــاتنـــــا
تـرجـو رضـا ربّ البريّة	تمضي بنا نحو العـــــلا
فكـر وابــداع ونيـــة	علم يزينه التقــــى
فالـــــدار دار الحكمـــــة يـــارب فأنعـــم بالهديـــة	

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ألحان: دانية ياسن بيدس

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: StudentAffairs@dah.edu.sa

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INTRODUCTION

MESSAGE FROM THE DEAN OF STUDENTS

Welcome to Dar Al-Hekma

The Division of Student Affairs is excited you are here! We congratulate you on choosing Dar Al-Hekma: you have made an excellent choice!

Our mission is to support you and your success. We are confident you will find being a part of Dar Al-Hekma community an exciting time in your life. This is a place where you will be challenged and supported to be outstanding citizens and exceptional academics. Dar Al-Hekma is where you will learn, grow, make friends, and have fun. We pray you will all emerge from the DAH experience, academic and otherwise, as future leaders and accomplished entrepreneurs.

Successful students become involved in the life of the University. Part of the college experience is participating in extracurricular activities, be part of student council and clubs, enjoying some of the many athletic and inspirational events, student development workshops, and volunteering on campus and community. You will certainly find a passion and a dimension to your academic life way beyond the classroom.

In addition to these great social elements, your primary responsibility is to focused on your academic life by attending classes, participating in discussions, reading assignments and articles, writing papers, and doing research. You can help ensure your success by remembering what your priorities are and remaining focused on academic success balanced with a safe and fun social life.
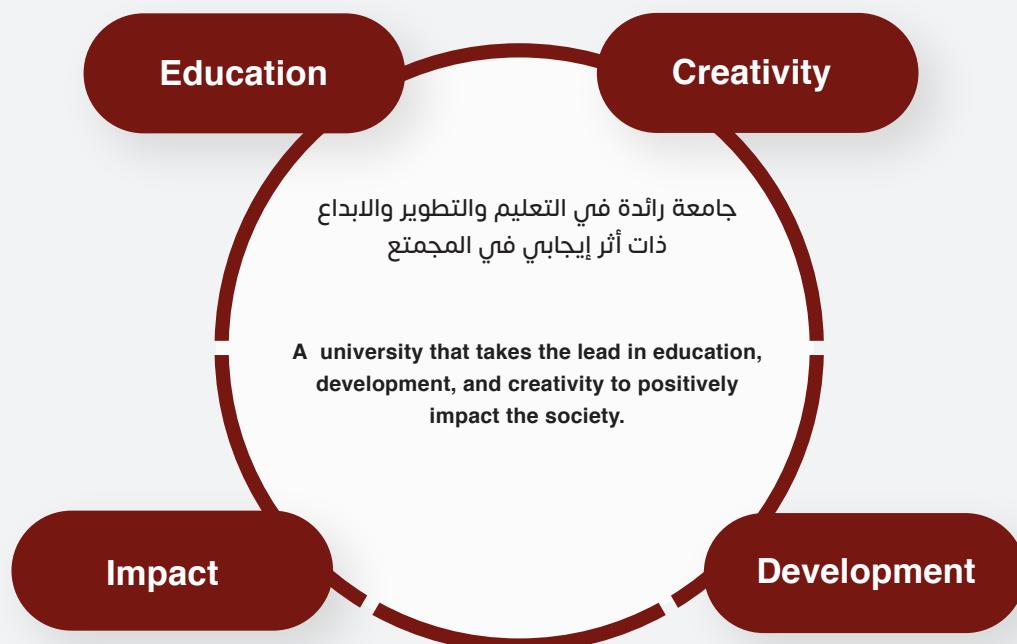
Dar Al-Hekma University is committed to you and your success. We are here to empower you to reach your potential to achieve your short- and long-term goals. For any inquiries or requests, we are just a phone call or an email line away. My colleagues and I are privileged to support you throughout your 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."

Your's sincerely,
Dr. Malak Abunar
Dean of Students
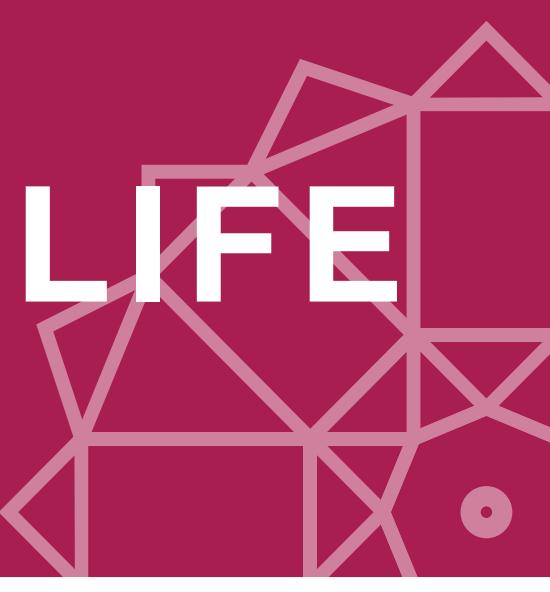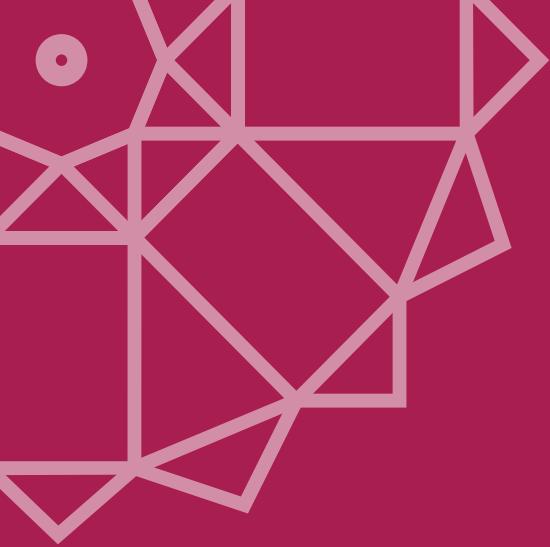
VISION AND MISSION

VISION

Education

Creativity

جامعة رائدة في التعليم والتطوير والابداع
ذات أثر إيجابي في المجمتع

A university that takes the lead in education, development, and creativity to positively impact the society.

Impact

Development

MISSION

Development

Community service

إعداد كفاءات في القيادة وريادة الأعمال
يجسدون قيم الجامعة من خلال تهيئة بيئة
تعليمية محفزة على التطوير والإبداع
والبحث العلمي وخدمة المجتمع

"Graduating leaders and entrepreneurs who embody the values of the university by providing an educational environment that encourages development, creativity, scientific research and community

Creativity

Leadership

Scinetific research

Entrepreneurship

STUDENT LIFE

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 after they approach the concerned academic department. For questions regarding any Academic Department under the Academic Affairs Division, please 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 provides students with services and facilities that will enhance their academic experience both in and out of the classroom. It offers opportunities designed to assist students in developing well-rounded personalites, a trait that distinguish 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. 116-126-156-730

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 at the Admissions Unit. They must also submit their renewed Iqama (if applicable) to the Admissions Unit. In addition, it is at the Admissions Unit that students can renew their University ID Card or modify their fingerprint to access the campus.

Scholarship Unit

Rm. 020, Ext. 126-730

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, renewing MOE scholarships based on students CGPA are among the many responsibilities of this unit. In addition, this unit monitors the academic progress of all scholarship students and their participation in extra-curricular activities. In case of financial issues or difficulties, students can submit a request supported with documents for a study of their cases.

Registration Unit

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

This unit is responsible for students' academic records and operations including drop/add, change of major, transfer of credits, graduation certifications and transcripts.

Accounting Office

Rm. 103, Ext. 113-194

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

⊛ Academic Support and Counselling Services

Rm. 213, Ext. 266

The academic support services are committed to enriching the academic experience of students by helping them overcome academic hurdles. Students who experience challenges in their coursework would benefit from those services where their individual needs are addressed and a plan of action is outlined for them.

The services offered include:

• Psycho-educational assessment: when necessary, a comprehensive assessment is conducted to identify students' strengths and weaknesses. An assessment could aid in providing the adequate learning support for the student and in implementing necessary accommodations on testing procedures.

• Tutorials: are conducted either one-on-one or in small groups to support students in developing their mathematical/literacy, time management and study skills.These tutorials may involve peer tutoring or booking sessions with a specialized instructor.

⊛ 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

The Personal Interest Test (PIT) is administered 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

Student Counselling:

Rm. 215, Ext. 293

The Student Counselling Service provides support for students' emotional and psychological wellbeing as well as helping students in:

- Discovering their personal traits and skills
- Overcoming their weaknesses and work towards positive growth
- Identifying their ambitions and goals and prepare a plan to fulfill them

⊛ English Writing Studio

Rm. 234, Ext. 641

The Writing Studio strives to help students become better writers through offering one-on-one tutoring sessions, which typically address areas such 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 making radical changes in their approach to writing. The Writing Studio welcomes students either by appointment or as walk –in. Students may seek the help of the Writing Studio by themselves, or a faculty member may refer them. In this case, their instructor will give them a Referral Form specifying the areas they need to improve. Students are encouraged to manage their time well and book appointments way ahead of their papers/research/essays submission date in order to have ample time to revise those assignments with the specialised tutors at the Studio.

⊛ 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 help them improve their Arabic Language skills.

⊛ 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 health care practitioner or physician.

The Health Center provides the following services:

• Diagnosing, treating, and prescribing of medication for minor acute illness.

• Offering first-aid treatment for indoor injuries and referrals to hospitals when necessary.

• Laboratory services are outsourced and are therefore at the expense of the student.

• Administering over the counter medications.

• Supporting students suffering from chronic illness.

• Offering a variety of health literature and giving students the opportunity to participate in various health education initiatives.

• In case of medical emergencies that are beyond the Health Center's scope of work, DAH University will make the necessary calls to provide a prompt free ambulance transfer to a contracted or nearby hospital. A physician, a nurse, or both will accompany the student in the ambulance depending on the 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 within 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 Community Service Unit

Rm. 201-B, Ext. 347

The mission of the Student Development and Community Service Unit is to provide students with entertaining extra-curricular activities and services that support their personal growth through 5 dimensions: Intellectual, Spiritual, Social, Physical and Self- Developmental. Extra-curricular activities include the creativity program, new student orientation, leadership programs, celebration of national and international events, workshops, lectures, local and international trips, sport tournaments and activities, and community service opportunities. The office provides programs aiming to make the out-of-class experience an essential part of the total educational process office by developing the students' sense of professionalism through organizing events like career fairs, workshops for business and career development, and speeches by professionals who share their experiences to inspire students.

Sports Office

Student Development

Rm. 201-C, Ext. 179 , 123

The Sports Office is committed to offering DAH members the opportunity to participate in a variety of sports activities as a form of self-development. The office is also keen on encouraging healthy lifestyle choices through awareness activities, sports training sessions and a variety of physical fitness events and activities. Sports facilities inside the University include an aerobics room, a gym, table tennis area, and an outdoor basketball and badminton court. DAH sports teams are always encouraged and trained to participate in competitions internally and externally. Students have the chance to participate as captains of teams and are encouraged to serve on the Students' Sports Committee. Below is a list of some of the sport trainings offered: Basketball, Badminton, Table Tennis, Zumba, Yoga, Foam Rolling, Functional training, and much more.

Community Service

Student Development

Rm. 201-B, Ext. 347

Community Service Work at Dar Al-Hekma:

The Community Service Work is DAH University's unique initiative; it aims to enrich the students' experience. And also aims to:

• Engaged students in work related to social responsibility.

• Acquaint students with social issues in their community.

• Assist students in developing skills that may be used towards their career life.

• Provide opportunities for students to develop positive relationships with members and organizations in the community.

• Develop self-esteem, communication skills, personal efficacy, personal identity, spiritual growth and moral development.

It is mandatory for all Undergraduate Students of DAH University to complete number of 100 hours of Community Service within their respective years of study. These hours are fulfilled through:

• Free community Service work.

• Participate in community service opportunities inside or outside the campus.

• Being an active member in the Student Council.

• Being an active member in the Student Clubs.

How to submit your Community Service work

• Fill in the Social Responsibility Form "SRF" that is supplied by the Student Development "SD" Office hard or soft copy, sign it by you the community service supervisor and submit it in the Student Development Office.

• Provide statement or certificate approved by the authority in which the community service was performed.

The SD officer will add the student's community service hours in the system. This record can be used to demonstrate student's developed skills to employers to enhance student's graduate program applications. Student's record is developed to complement student's academic transcript and shows a holistic learning that students are involved in during their academic journey at the university.

Student Council (SC)

Student Development

Rm. 201-A, Ext. 644

The Student Council Office serves students by planning events and activities geared towards student development. The Student Council body enriches the quality of life of the campus community and complements the educational mission through a broad spectrum of quality programs. Student Council Executives are assigned by the University Council based on criteria of specific skills, qualifications and recommendations, whereas major representatives are elected by the student body at the beginning of each academic year. Members of the Student Council serve as positive role models and represent the student body, exercising leadership and voicing aspirations and concerns affecting students' life and experiences at DAH.

Clubs

Student Development

Rm. 201-A, Ext. 735

The Student Development Unit oversees a big variety of clubs at the University. As part of the student's self-development, the clubs are formed/ planed based on the high demands by the students &community. students are greatly encouraged to join the clubs and enjoy an enriching experience.

Club members and advisors:

• The Club Advisor (staff or faculty), every club on campus must have a member of the University faculty or staff as an advisor who usually assists and guides students in planning the events of the club throughout the academic year.

• The Club Members (students), the club members are usually DAH students and alumnae approved by the club advisor and the Student Affairs office.

• Club advisors from outside the University, who applies different programs and services in collaboration with the University (outsource) and give special offers to DAH students and members to benefit from their external services.

Club members positions:

1.The President/Vice President, the president and the vice president of a club are primary and secondary members who represent the club on and off campus under the supervision of the club advisor.

2.The Secretary, the secretary of a club is usually responsible for preparing reports.

3.The Treasurer, the treasurer is responsible for the financial matters of the club.

⊛ 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:

• Helping students develop essential job skills through on and off campus employment.

• Collecting data from on and off campus employment opportunities.

• Establishing and maintaining liaison with institutions and organizations to promote recruitment visits, and expand students' employment opportunities.

• Organizing the Annual Career Fair with potential employers to provide contacts for job and training opportunities for senior students.

• Offering relevant workshops throughout the year for students and alumni.

• Offerring advice and consultancy to students and alumni facing job and/or career decisions.

⊛ Alumni Relations Office

Rm. 20, Ext. 237

This office has been established to foster a lifelong connection between the University and its alumni. It provides strategic direction and support for the University Alumni by being constantly in contact with them to keep them updated about the latest developments at the University and to invite them to participate in the activities organized specifically for them.

The Unit serves the alumni by keeping them abreast with DAH's development and by maintaining channels of communication in order to:

• Maintain and update the database of alumni contacts that is key for continuous communication between alumni, DAH, and the external community.

• Invite alumni to DAH's major events.

• Allow alumni access to DAH resources and facilities.

• Organize programs for alumni to come together for fellowship and maintain contact with the DAH community.

• Provide professional development opportunities and support alumni's continuing education efforts.

• Provide career opportunities and support alumni's entrepreneurial initiatives

⊛ Library

The Library supports the growing programs of Dar Al-Hekma University and   provides its community of scholars with advanced technology hardware. Students and faculty will find 44 computer stations equipped with internet access and the latest software to meet their research needs. Friendly and dynamic Library staff are always there ready to offer any assistance needed.

The Library is located on the first and second floors of the main building. It provides students with study rooms, televisions, DVD/VHF players, scanners, printers, and photocopiers in a quiet and friendly atmosphere. The Library has over 44,000 print books and 100 periodicals, accessible through an on-line catalog, Web View. It also supports University research through several online databases jointly with King Abdul-Aziz University Digital Library, including EBSCO, ProQues, Saudi Digital Library, Britannica Academic, IEEE/IEE E – Journals, JStor, Sage, Wiley, Access Medicine E-Journals, المنظومةACM and More…

Library User Responsibilities

As a borrower, it is your responsibility to:

• Keep the borrowed items in good physical condition.

• Return or renew library materials on the due date.

• Be aware of the library materials' due date as shown in My Account.

• Report a lost item immediately to the Library.

Library Rules:

The Library is a place for studying, reading, and doing research. Therefore the library users are advised to abide by the following rules:

• Make sure you do not damage Library material, hardware, and facilities.

• Comply with the intellectual property and copyright policy when using the internet, photocopying, or printing Library materials.

• Respecting the privacy and intellectual property rights of other library patrons.

• Keep quiet inside the library and respect the needs of the other users.

• Do not shelve books yourself after use. Leave them on the tables for the library staff to put them back where they belong.

• Follow proper borrowing procedures when taking out Library materials.

• Treat library materials, equipment, and furniture with care.

• Study rooms or computers can be reserved at the Library Information Desk for quiet or group study for a maximum of two hours only.

Circulation Policy

• Overdue books - SR1/day

• Overdue journals and references - SR5/day

• Lost books - SR350 plus fine

• Lost journals - SR100 plus fine

• Lost Audio-Visual materials/references - SR500

• 8 books at a time

• 1 reference and audio-visual – overnight or on the weekend

Ask a librarian:

• The Library is open Sundays to Thursdays from 7:30 AM - 5:00 PM. The staff there will be happy to help you find the information you need for your assignments and research papers.

• Email: Ask your questions via email: Library@dah.edu.sa or LibraryServices@dah.edu.sa

Available: Anytime. We try to respond within 24 hours (Sun-Thu) and as soon as possible over weekends and holidays.

• Call: 0126303333 Ext: 167-250-371-621-157

Available: Check the library hour's schedule. Opening hours (7:30 AM to 5:00 PM)

• Visit the Reference Desk: A professional Librarian can answer your questions at the Reference Desk in the (Main) Library.

• Request: Send your request thru library web page at http://dahlib/

Hekma Research Center (HRC)

Rm. 115, Ext. 673

To create a culture of research that fosters knowledge creation needed for the community and develop skilled, ethical, and productive investigators who add value to their disciplines.

To accomplish DAH's vision of excellence in teaching and research, the Scientific Research Center (SRC) was established in September 2012 to promote, encourage, and support the advancement of research and development in the Kingdom.

The purpose of SRC is to create and recommend administrative council's research-related policies and procedures for use by faculty, staff, students, and non-DAH researchers.

These policies and procedures will be used to ensure that all research conducted
1. advances scholarship in the bodies of knowledge encompassed by the institution
2. uses best practices in research
3. protects the safety and confidentiality of human subjects, and is ethical

The Research Center coordinates the University Research Committee meetings and, with the Committee, processes and approves research applications by DAH faculty and non-DAH researcher as well as makes decisions and recommendations on student research ethical approvals.

Information Technology (IT)

Rm. 056, Ext. 666, Email: sdp@dah.edu.sa

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

1. New Students:

All new students are provided with the needed accounts that will be sent to the personal email after being admitted to the university. She/he will receive "Dar Al Hekma login Information" including login username, initial password and detailed instructions on how to update the password as well as how to connect to DAH email.

Once the student is connected to the DAH email, she/he will receive different emails that include important information about:

1. Dar Al Hekma IT policy
2. SIS authentication information
3. Blackboard authentication information
4. How to print in DAH

2. Web Services:

The IT Department provides the following services in DAH website www.dah.edu.sa under the students link:

- Student Information System (SIS)
- Petition system
- E-learning system (Blackboard)
- E-mail
- Self services to reset email password and unlock accounts
- Student IT resources

Students can still access these services directly using the following links:

Students can still access these services directly using the following links:	
Blackboard System	https://elearning.dah.edu.sa
Student Information System	http://sisportal.daralhekma.edu.sa:8251/portal/pls/portal/
Petition System	http://sisportal.daralhekma.edu.sa:8251/pls/apex/f?p=101
Email	https://outlook.office365.com/
Self Service	https://selfservice.dah.edu.sa:8446/authorization.do

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 Internet usage policy sent to DAH email by IT announcement).

IT department provides email accounts to students through Outlook 365 that is accessible from DAH website which provides with the following:
• 50 GB of email storage
• OneDrive which offers 1 TB of cloud storage to Store, access, and share files in one place
• Outlook Calendar to schedule meetings, create events and share calendars with others
• Access to all Office 365 for Enterprise services online
• Accessible from https://outlook.office365.com/ and from any mobile device

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

Students can access the SIS Portal through DAH website and she/he can view the following:

• Attendance
• Plan of Study (POS)
• Course Schedule
• Student Schedule
• Grade Report
• Student Virtual Bank account

• Semester Fees
• Final Exam Schedule
• Course Prerequisites
• Student Holds (Messages)
• Unofficial Transcript
• Community Service List

In addition to the above list, students are able to:
• Register in courses (Add/Drop)
• Choose the payment method
• Evaluate the instructors

Through the Petition System, students are able to submit predefined requests through e-form and check its status at any time such as:
• Courses withdraw
• Request for IC grade
• Graduation clearance

5. E-learning System (Blackboard)

Blackboard is a learning management system that enables students to interact with their instructors and have an online learning experience which can be accessed from DAH website.

The student will be able to:
• View syllabus
• Download course materials
• Upload assignments
• View detailed grades
• Communicate with colleagues and instructors in a specific course
• Communicate with the advisor from the advising course
• Attend virtual class via Blackboard Collaborate

Blackboard Mobile Application:

Blackboard Application is available currently on the iTunes App Store for iPhone, and Google Play store for Android devices. Students can install the Blackboard Mobile application as follow:

1. Visit the App Store or Google Play
2. Search for "Blackboard"
3. Search for "Dar Al- Hekma" and Login to Blackboard with your personal credentials (DAH ID)

Blackboard Best Practice Mobile application:

This application is developed by DAH IT team to increase users' knowledge about the Blackboard best practices and latest news. It is available on Google Play store for Android devices. Students can install Blackboard Best Practice application as follow:

1. Visit Google Play
2. Search for "Blackboard Best Practice" and download it
3. Sign up and create your account using any preferred email
4. Sign in by the created account

6. Self-services to Reset and Unlock Accounts:

Students can securely reset their accounts' passwords, and unlock suspended accounts by themselves without the need for IT support assistance by enrolling their mobile number. To enroll the mobile number follow the below steps:

1.Go to DAH website https://www.dah.edu.sa/en/students
2.Click on Self Service
3.Login using DAH username and password
4.Open the profile tab
5.Press on Edit and update the number

7. Printing System:

All students are given a standard number of printing quotas as credits each semester based on the department in which they have registered (450 Riyals for Design schools and 200 Riyals for Non-Design schools). This quota allows the students to print in the computer and printing labs. At the end of each semester, any remaining quota is deleted and there is no refund or transfer for unused quotas.

Students can purchase additional print credits from the Accounting Department with denominations of 50, 100, 150, 200 SR at the end of each semester.

For more details, please refer to "How to print in DAH" email sent to DAH email by IT Announcement.

8. Software and Licenses:

All DAH students have free access on various software available in computer labs which are listed in DAH website. Office 365 is one of the software that includes a set of applications available to students to create and share documents, spreadsheets, and presentations on-line. This software can be installed freely on up to five different computers, tablets or smartphones.

9. Electronic IT Resources:
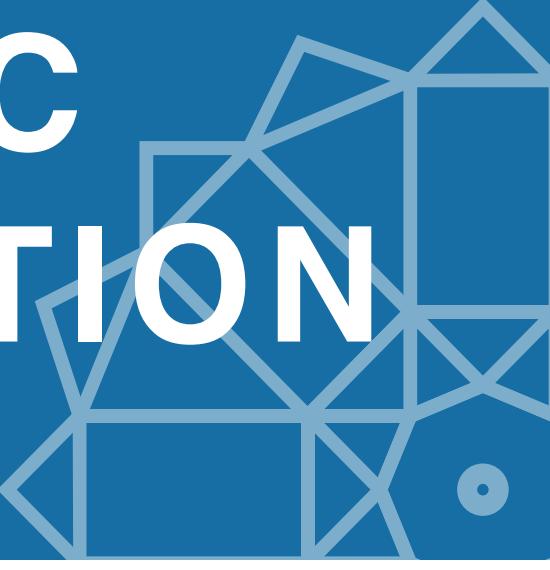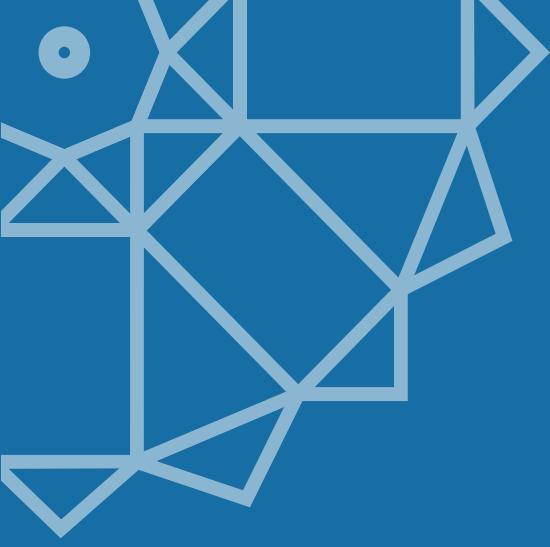
IT department provides electronic resources to students such as video tutorials and infographics to guide them on using DAH systems or answer any technical inquiry regarding the IT services. These resources can be access from DAH website under Student IT resources page or from IT YouTube channel "DAH IT".

⚘ 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 the Security Supervisor. All crimes or potential crimes that are reported to the Security will be forwarded to the Purchasing and Support Services Director and the Dean of Students.

ACADEMIC INFORMATION

Academic Information

◈ **Academic Advising**

Academic advising is an essential part of the student life at DAHU. Each student is assigned an academic advisor at the time she is admitted to the university untill she graduates. 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 headed by a supervisor and runs directly under the supervision of the Provost. It consists of a team of Central Academic Advisors (CAA) each of whom is responsible for DAHU's different undergraduate schools/programs and their respective academic advisors.

◈ **Advising Roles and Responsibilities**

The 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 Registration Unit

The following demonstrates the main services provided by the Registration Unit:
• 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: about any 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 the Student

A student has the ultimate responsibility for academic success and complying with the advising process. Each student must assume the following responsibilities:
• Comply with the University's academic policies, regulations, dates, and deadlines (See Academic Calendar).
• Meet regularly with the academic advisor or CAA when necessary, especially during the advising and registration weeks as scheduled on the Academic Calendar.
• Get informed through the available information and resources such as the Student Handbook, the Academic Calendar, the SIS and the University Catalog.
• Meet with the academic advisor during the "Advising Week" to plan the semester/academic schedule according to the Program of Study (POS).
• Check Dar Al-Hekma's e-mail account and e-advising announcements on Blackboard.
• Consult 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.
• Make sure to hold the responsibility of any consequences or delay in her graduation if not following the POS.

3. Responsibilities of the Programs Directors/Chairs

• Approving the assignment of academic advisor to new and current students prepared by the CAA.
• Scheduling meetings with academic advisors within the respective academic programs.
• Evaluating advising services and reviewing feedback from advisees in Coordination with the CAADU.

4. Responsibilities of the Central Academic Advisor:

The Central Academic Advisors are the important link between students and the registrar. Their responsibilities include:

• Preparing the list of academic advisors to new and current students at each academic department.
• Advising new students on all POS related issues like online registration and pre-requisite courses.
• Assisting the Academic Advisor in analyzing and resolving students' issues associated with program requirements, course scheduling and degree matriculation.
• Answering academic inquires of new and current students on academic issues related to their course scheduling and registration.
• Updating students with the new regulations or memos regarding the advising procedures.
• Supervising and monitoring the implementation and efficiency of the advising process within the respective academic department and program.
• Providing updated resources needed for a successful advising process.
• Participating in the academic advisors' meetings to stay updated on issues related to academic advising.
• Maintaining updated student files and database for the program use.
• Monitoring individual student academic progress and collaborating with academic advisors (and maybe department chair and/or program director) to perform proactive advising of the concerned advisee especially in cases of academic probation, expected graduating students, and critical-case students.
• Interpreting and applying academic policies for student degree requirements and academic progress as needed and communicating any updates to all department academic advisors.
• Communicating with all concerned divisions at DAHU pertaining to the advising process and communicating all important information to all academic advisors.
• Monitoring students under academic probation closely in collaboration with their academic advisors and following up on their attendance and academic progress.
• Monitoring closely the withdrawal process in collaboration with instructors and academic advisors.
• Establishing initial contact with advisees and creating a welcoming environment for them.

5. Responsibilities of the Academic Advisors

• Establishing initial contact with advisees and creating a welcoming environment for them.
• Providing advisees with accurate, consistent, and timely information.
• Maintaining regular contact and monitoring advisees' academic progress and creating a supportive environment for them.
• Participating in the academic advisors' meetings in order to stay updated on issues related to academic advising.
• Referring students, as needed, to the Student Affairs Division for academic support and/or counseling.
Assists advisees in:
• Planning their academic schedule within the major/program/department and resolving problems related to their progress.
• Understanding academic-related policies and procedures, rules, and regulations and following the POS of the academic programs.
• Completing the graduation requirements and declaration of graduation. Selecting courses including general, major, prerequisites and electives.
• Using the various resources at the University.
• Improving their academic status in situations of academic probation.
• Generating effective and practical solutions for academic-related problems.

Registration Unit

This unit is responsible for students' academic records and operations including registration, drop/add,change of major, transfer of credits, grades, graduation certifications and transcripts.

Student Records

Student Records are considered confidential and are kept safely in a fireproof 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.

Registration Operations

Course 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 level of priority announced by the Registration Unit.

Upon closing the registration period of fall or spring semester, students are allowed to register only during the first week of classes. Accordingly, a late registration fee of (SR 1000 + VAT) will be charged.

The Registration Unit is responsible for conducting the registration process of the following categories of students:

1. New students
2. Returning students who are placed in the University Academic Preparation Program (UAPP) levels
3. Returning students who completed the UAPP levels and were promoted to the freshman level

Course Load

All students must maintain the course load and register the Semester Credit Hours (SCH) as follows:

Semester Credits Hour (SCH)	Status
12-18 SCH	Regular students in freshman, sophomore, junior, and senior years
16-18 SCH	DAH scholarship students in freshman, sophomore, junior, and senior years
1-7 SCH	Summer session

Students have the right to register from 19 to 21 SCH in a regular semester if their Cumulative Grade Point Average (CGPA) is 4.50 or above. No student with a CGPA lower than 4.50 can register an overload without the approval of the Dean of Students. However, exceptions are made for students with a CGPA of 2.75 and who are enrolled for the last semester prior to graduation. In no case will a student be allowed to enrol for more than 21 SCH. In addition to the standard University tuition fee, the student with a credit overload must pay the cost of the extra credit hours as per the University fee structure. During the period announced by the Registration Unit, the students may apply to have overload credits by completing the "Course Overload E-From" (available in the Petition System). In no case will a student be allowed to enrol for more

Add and Drop Courses

Students must first consult with their academic advisors before adding and dropping courses and they should maintain the required course load during this process. Adding and dropping courses will be done through the Student Information System (SIS) according to the dates specified in the Academic Calendar.

Prerequisites and Co-requisites

Some courses may require pre-requisite or co-requisite courses. Through the help of the academic advisor, students must ensure all pre-requisite or co-requisite course(s) are taken in the same sequence as in the POS. Any exceptions regarding the waiver of a pre-requisite or a co-requisite that is supported by the academic advisor must have a written justification and an approval from the Department Chair. Students can apply to waive a course pre-requisite or a co-requisite by completing the "Course 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 was not successful, 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 the closed section.

Repeating Courses

A student may repeat a course to remove the effect of a low grade or to meet graduation requirements, within the maximum time limit time required for graduation. When a course is repeated, only the highest grade earned in the course will be counted when calculating the student's GPA. However, the old grade will appear on the transcript.

Repeating a Passed Course

A student may repeat once a course in which she obtained a grade of "D" or "D+" by completing the "Repeat Passed Course Form" (available at the Registration Unit) and obtaining the approval of the academic advisor and Department Chair.

Repeating a Failed Course

A student may repeat a failed course (a course in which she received a grade of "F", "NF" or "DN") twice, the registration for which should be completed through the Student Information System (SIS).

Failing a Repeated Course for the Third Time

If a student fails a course thrice, she has the following options:

1. Take an alternative course (equivalent in content to the failed course);

2. Do an independent study in any of the course's subject matter (such as writing a research paper, summarizing articles or doing a project upon the approval and under the supervision of the Department Chair and the instructor of the respective course);

3. Take the course outside the University (as a transfer course with a prior approval as per the policy of transfer of credits).

⊛Deferral of Study and Withdrawal

Deferral of Study

Any student who decides to defer her study must apply for a petition during the deferral of study period specified in the Academic Calendar. The student is required to complete the "Student Clearance E-Form" (available in the Petition System), discuss her reasons for deferral of study, and obtain the approval of the Dean of Students. Scholarship and financial aid students must obtain the approval of the Scholarship Unit before applying for a deferral of study.

A student is permitted to defer her study before the end of the second week of classes of every semester. The student has the right to defer her study for three interrupted or consecutive semesters during her years of study. Taking into consideration that the active time frame of the deferral is one semester, the student must apply for each deferred semester separately. At the end of the deferred semester, the student must either rejoin the University in the semester that follows, apply for another deferral of study, or withdraw 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 or fails to either apply for a deferral of study or a withdrawal from the University, will be disenrolled for that semester only. The student has the right to re-join the University in the following semester.

The Registration Unit deactivates the students' records if they fail to re-join the University after a disenrolled semester. However, a student has the right to apply for a reactivation of record or readmission at a later stage.

Semester or University Withdrawal

A student who wishes to withdraw either from the semester in which she is currently enrolled or from the University must first discuss the reason for withdrawing with the Dean of Students. If the student still wishes to withdraw, she must apply for a petition during the allowed period by completing the "Student Clearance E-Form" (available in the Petition System) and continue to attend classes until she gets all the required approvals on the Petition system and ensures that the withdrawal process in the Registration Unit has been completed. The student should inform, then, her course instructors and academic advisor about the withdrawal process and the final status. A student who stops attending classes without a formal withdrawal will receive a "DN" grade or the so far earned grades for all her registered courses. If the student is a scholarship or financial aid student, she must obtain the approval from the Scholarship Unit before starting 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. Upon the completion of the withdrawal process, the student must re-join the University in the following semester. If the student fails to re-join, she must either apply for a deferral of study or for a withdrawal from the University. Otherwise, she will be considered as disenrolled.

The following will be implemented if a student withdraws from the semester:

1.The student will receive a grade of "W" for all the courses in which she is enrolled.

2.The semester from which a student has withdrawn is counted towards the MTF.

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 following consequences apply:

Prior to the withdrawal period: the Registration Unit will drop all the student's courses.

During the withdrawal period: the Registration Unit will assign a "W" grade to all the student's courses, and the semester from which the student withdrew will be counted towards the MTF. The withdrawal from the University will effectively be on the student's record the following semester.

After the withdrawal period: the student 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 effectively be on the student's record from the following semester.

The Registration Unit will deactivate the record of students who permanently withdraw from the University. Students have the right to reactivate their records within four semesters.

Reactivation and Readmission to the University

Reactivation of Students' Record

Students whose records are deactivated have the right to apply for reactivation of records by completing the "Re-activation / Re- admission Form" (available at the Registration Unit) within four semesters starting from the deactivated semester until the first week of classes of the requested semester. Upon the approval of the Dean of Students, the student must pay a non-refundable reactivation fee of (SR 200 + VAT) at the Accounting Department. Students are allowed to reactivate their records only once. Students who were enrolled in another higher education institution and are applying for a reactivation must submit their transcript of records from the other university. Upon reactivation of records, students will follow the Program of Study (POS) of their respective majors.

The following students do not have the right to apply for reactivation:

1.Those who have academic or disciplinary dismissal from Dar Al-Hekma University.

2.Those who have disciplinary dismissal from other higher education institutions.

Readmission to the University

In the cases below, students have to apply for readmission and not reactivation by completing the "Re-activation / Re-admission Form" (available at the Registration Unit):

1.If the application date is four semesters past the deactivated semester.

2.If the applicant exceeded the reactivation attempt allowed.

3.If the applicant had an academic dismissal.

Students who wish to apply for readmission must submit their application two weeks before the beginning of the requested semester. Upon the approval of the Dean of Students, applicants must pay a non-refundable application fee of (SR 500 +VAT) at the Accounting Department.

Applicants must meet the admission criteria in the requested readmission semester except for those who did not exceed the four semesters' time limit. Any related admission criteria are studied on a case-by-case basis.

Students who have received a disciplinary dismissal from Dar Al-Hekma University or from other higher education institutions, do not have the right to apply for readmission. The University has the right to cancel a readmission application if the student has been identified to have received a disciplinary dismissal.

Transfer of Credits and Change of Major or Track

Transfer from Other Universities to Dar Al-Hekma University

New Transfer Students
New transfer students must meet all the undergraduate admission criteria specified for freshmen applicants. Students transferring from other universities, where English is the medium of instruction, may not be required to take the English proficiency test upon entrance to Dar Al-Hekma 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 Form" (available at the Registration Unit).

Dar Al-Hekma Former Students Rejoining the University
Former students, who intend to re-join the University after their records are reactivated or after being readmitted, have the right to apply for transfer of credits from other universities if they meet the transfer of credits eligibility requirements.

Dar Al-Hekma University Students Visiting Other Universities
Students visiting other universities during their years of study at Dar Al-Hekma University must obtain the approval of their respective Department Chair prior to applying to the other university 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 Universities in Jeddah if the course in question is offered at Dar Al-Hekma University.

Required Documents
Transfer students must submit the following documents to the Registration Unit or send it to the email: transfer@dah.edu.sa one week before the first day of classes of the semester at the latest:

1.An official transcript from the university they are transferring from.

2.A detailed description of all the courses taken in the other university.

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

1.The university from which the student is transferring must be recognized by the Ministry of Education (MOE). Please visit the Ministry's URL: https://ru.moe.gov.sa/Search.

2.The Cumulative Grade Point Average (CGPA) must be equivalent to "C" or above during the last semester in the previous university.

3.Transfer students must not have been dismissed from the previous university for disciplinary reasons.

Processing Transfer of Credits
The Registration Unit needs from 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:

1)"C" (equivalent to 70%) or higher for a major requirement course.

2)"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 Dar Al-Hekma University.

5.If the course does not fulfil the criteria mentioned in the fourth point, 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

Dar Al-Hekma 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 Dar Al-Hekma University. No credits will be transferred if they exceed the Program of the Study (POS) requirements.

Change of Major or Track

Initially, a student specifies the intended academic major or track on the Undergraduate Admission Application and later the student has right to change the major she applied to. However, 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 or track 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 Counselling and Career Advising Office at the University to review the Professional Interest Test (PIT) results.

Students can apply to change their majors by completing the "Change of Major E-from" (available in the Petition System) within the change of major period specified in the Academic Calendar. On the application the student should:

1.Explain the reason for changing the major.

2.Consider the completed courses that will not be counted towards graduation.

3.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 course load minimum load.

Upon the change of major, the student will be assigned a new academic advisor from within the new major. The student can apply to change track by completing the "Change of Track Form" (available at the Registration Unit) within the allowed period for chaining major as specified in the Academic Calendar.

DAH, Takaful, and Al-Elm scholarship students shall not change the area of their specialization after they have commenced their studies. They can change their major after the approval of the Scholarship Committee and will, consequently, bear the resulting extra cost.

⚛ Grading System and Operations

Grade Reports

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

Grading System

The following grading system is followed at Dar Al-Hekma University:

Grading System

The following grading system is followed at Dar Al-Hekma University:

⊛ Grades Symbol and Definition

A+ : Exceptional

Equivalent to a numerical grade of 95-100% and indicates an outstanding achievement of distinction.

A : Excellent

Equivalent to a numerical grade of 90-94% and indicates a superior achievement of distinction.

B+: Very Good

Equivalent to a numerical grade of 85-89% and indicates very good extensive achievement.

B: Good

Equivalent to a numerical grade of 80-84 % and indicates good extensive achievement.

C+: Above Average

Equivalent to a numerical grade of 75-79% and indicates an above average achievement.

C: Average

Equivalent to a numerical grade of 70-74% and indicates satisfactory achievement.

D+ : High Pass

Equivalent to a numerical grade of 65-69% and indicates a high pass achievement.

D: Pass

Equivalent to a numerical grade of 60-64 % and indicates minimal achievement.

F: Fail

Equivalent to a numerical grade of less than 60% and indicates inadequate achievement and the course must be repeated to secure credits.

DN: Denial

Indicates that a student was administratively dropped from a course due to exceeding the allowed absence limit.

IP: In Progress

Is given only for research-based courses which require more than one semester for completion. Upon completion, the "IP" grade is replaced with the new earned grade.

IC: Incomplete

Is given to students who completed a minimum of 60% of the course work requirements and passed them but are not able to take the final exam, or complete the final project on the due date for a valid reason submitted ahead of time.

AF: Absence Failure

Is a temporary grade assigned to students who completed a minimum of 60% of the course work requirements and passed them but failed to attend the final exam, or submit the final project on the due date and time without previous notice.

W: Withdrawal

Indicates that the student withdrew from a course within the allowed time period.

NP: No grade – Pass

Is assigned for Pass/Fail-based courses and is equivalent to a numerical grade of 70% & above. A grade of "NP" is also assigned to courses transferred from other higher education institutions.

NF: No grade – Fail

Is assigned for Pass/Fail-based courses only and is equivalent to a numerical grade of less than 70%.

Grade Point Average

Dar Al-Hekma University uses a five-point grade system for calculating the Grade Point Average (GPA) and adopts the following equivalent grade points for each grade symbol

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

Semester Grade Point Average

The Semester Grade Point Average (SGPA) is calculated as the total number of grade points earned per credit hour divided by the total credit hours in a semester.

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is calculated as the total number of grade points earned per credit hour divided by the total credit hours in all the courses taken at Dar Al-Hekma University. The grades of transferred courses from other universities are not used to calculate the CGPA.

The grade of "NP" does not receive grade points, and therefore, does not affect the GPA calculation. While the grades of "IP," "IC," and "AF" receive no grade points and not impact the calculation of CGPA. Dar Al-Hekma University considers the credits in which these grades are received to be attempted, but not successfully completed, and therefore, will decrease the overall successful course completion percentage until given grade points.

The grades of "NF" and "W" bear no grade points, and therefore, do not influence the calculation of CGPA. In this case, the University considers the credits in which these grades are received to be attempted, but not successfully completed, and therefore, will decrease the overall successful course completion percentage.

Grading Operations

Dar Al-Hekma University follows the policies rules below in grading operations.

Grade Submission

The final grades of a course are posted on the on the Student Information System (SIS) for the student view within a maxim period of three days from the course final exam date.

Changing of a Grade

The allowed period to change a grade is during the semester following the course final exam date. During the allowed period, the course instructor has the right to change a grade of a student if the instructor provides a valid justification for the change approved by the respective Department Chair and the Dean of School.

Withdrawal from a Course

A student may withdraw from a course during the period specified in the Academic Calendar if she is having difficulty in the course; experiencing serious medical problems, not being able to develop the required skills to pass the course or having other valid reasons. Such a decision needs to be discussed with the academic advisor while taking into consideration that a minimum course load of 12 Semester Credit Hours (SCH) must be maintained after withdrawal. DAH, Takaful, and Al-Elm scholarship students must receive an approval from the Scholarship Unit to complete their process. An approval will be granted if it does not affect her graduation. The student will be allowed to withdraw from the same course a maximum of two times.

A student who wishes to withdraw from a course must complete a "Course Withdrawal E-form" (available in the Petition System). If a student stops attending classes without officially withdrawing from the course, she will receive a "DN" grade in that course.

The following will be implemented if the student withdraws from a course:

1. The student will receive a grade of "W", which is not calculated towards the student's CGPA.

2. The credit hours from a withdrawn course are counted as attempted (but not earned) when calculating the student's minimum completion rate of 67%, which is the minimum rate that a student must complete of her attempted credit hours each semester to graduate within the Maximum Time Frame (MTF) of her Program of Study (POS).

Application for an Incomplete Grade

A student has the right to apply for a grade of Incomplete "IC" in a course if she is unable to take the final exam or submit the final project on the due date due to circumstances, including but not limited to, health problems or a death in the family. In this case, the student must complete the "Request for Incomplete Grade) E-Form" (available in the Petition System) before the due date of the final exam. During the application process, the student must upload the necessary documents to validate the reasons she claims for not being able to complete the course final requirement.

The course instructor assigns a grade of "IC" to the student if the following conditions are met:

1. Successfully completing a minimum of 60% of the course work requirements.

2. Providing enough documents that support the application.

The course instructor and 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 for having missed the exam.

A student who misses a final exam and fails to officially apply for the grade of "IC", receives a grade of Absence Failure "AF". A student who fails to show up within one week of the missed final exam date and submit authentic documents to support her absence will receive the so far earned grade in that course. If the student shows up within the one-week period with valid document to support her absence, the instructor will change the grade of "AF" to "IC" and reschedules the final exam.

Removal of an Incomplete Grade

A student who receives a grade of "IC" must deliver the incomplete work of the course within eight weeks after the initial final exam date for that course. If the student fails to deliver the work within the identified period, she receives the so far earned grade of the course. Any student who has an 'IC' grade on her transcript will not be able to graduate.

Academic Standing

Good Academic Standing
A student is considered in good academic standing if she maintains a Cumulative Grade Point Average (CGPA) of 2.75 or higher, which is the minimum CGPA required for graduation.

President's Honor List
Students are placed on the President's Honor List, as an official recognition of their outstanding academic achievement, upon fulfilling the following criteria:

1. Having completed a minimum of 15 Semester Credit Hours (SCH) in the fall or spring semester (excluding SCH received for Pass/Fail-based courses).
2. Having achieved a Semester Grade Point Average (SGPA) of 4.85 or higher.
3. Having met the above criteria for two consecutive semesters either (fall or spring), or (spring and fall).
4. Not having received any grades of "F", "NF", "DN" or "IC" for any course.

The President's Honor List status is posted each semester on the student's transcript and is not removed unless the student subsequently fails to meet one of the above-mentioned criteria.

Academic Probation
Dar Al-Hekma University places a student on academic probation if her work do not meet the University minimum standards and she do not succeed in maintaining a minimum CGPA of 2.75. During the probationary period, the student must raise her CGPA to the minimum accepted level, and therefore, she must:

1. Register for a course load of only 11 to 13 SCH per semester.
2. Repeat major requirement courses or general requirement courses that she has failed with an "F" or "DN" grades. The academic advisor has the right to ask a student on academic probation to repeat courses of "D" or "D+" grades to help improve the student's CGPA.
3. Follow up with her academic advisor on her performance and academic load.

A student cannot remain on academic probation for more than three consecutive semesters, and those who fail to demonstrate satisfactory progress at the end of the third semester will be dismissed from the University.

Academic Dismissal
Dar Al-Hekma University dismisses a student on probation who fails to show satisfactory academic progress by the end of the third probationary semester. The University also dismisses any student on probation if it is mathematically proven that it is impossible for the student to reestablish satisfactory progress at any point during the probationary period. In addition, students who are deemed unable to successfully complete all program requirements prior to the expiration of the Maximum Time Frame (MTF) will be dismissed without benefiting from any probationary period.

Dismissed students can apply for readmission to Dar Al-Hekma University under a different ID number upon the approval of the Dean of Students. The applicant must comply with all published admissions requirements and demonstrate to the Dean of Students and the respective Department Chair the ability and the determination to successfully resume her studies.

Appeal for Academic Dismissal
Students have the right to appeal to the Dean of Students when they have received a dismissal notification as a result of the application of the Standards of Satisfactory Academic Progress policy. A student who appeals must complete the "Dismissal Waving Request Form" (available at the Registration Unit) and provide evidence to prove her ability to maintain satisfactory academic progress during the remaining years of study. A student must provide solid evidence of any exceptional circumstances that negatively affected her academic performance. Students who successfully waives an academic dismissal notification will be considered on probation for the subsequent semester.

Graduation

Application for Graduation

A student is considered expected to graduate in a semester if the total remaining Semester Credit Hours (SCH) is less than 50 SCH. Accordingly, students who are expected to graduate must complete a "Request for Graduation E-Form" (available in the Petition System). This form should be completed one semester prior to the expected graduation semester and during the declaration of graduation period specified in the Academic Calendar. During that process, the student must arrange a meeting with her academic advisor to:

1. Review the graduation requirements, 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. Plan the distribution of the remaining courses over the expected graduation semester (i.e. courses to be taken in the current semester, the expected graduation semester and the summer session, if applicable).

3. Confirm her eligibility to graduate in the expected graduation semester.

Expected graduates who apply within the specified period must pay a non-refundable graduation processing fee of (SR 500 + VAT) at the Accounting Department. Any delay in the payment or in the submission of the form will incur an additional fee of (SR 100 + VAT) as per Dar Al-Hekma University fee structure.

Students are rendered responsible for providing a copy of their recent passport to the Admission Unit, for the student's name on the graduation certificate should match the student's name in the passport. If the student does not have a passport, she must provide any applicable official document such as the national identification card.

Graduation Requirements
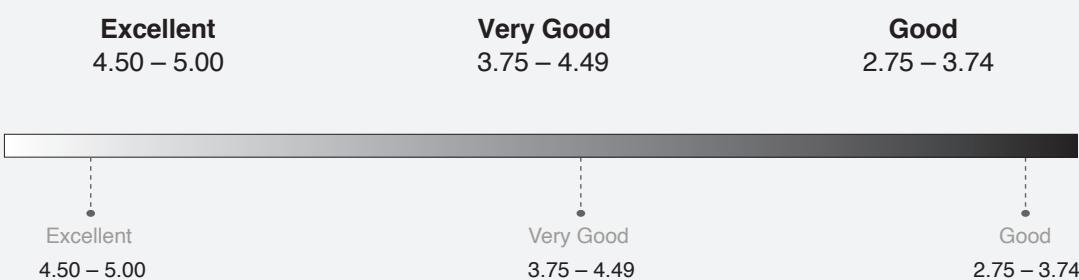
Students will graduate upon meeting all the following graduation requirements:

1. A complete application for the graduation process.

2. A minimum CGPA of 2.75.

3. Graduation 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 leads to the suspension of the student's graduation. Students who do not attain a CGPA up to 2.75 or more, must repeat several "D" or "D+" courses to improve their CGPA. In addition, students who fail to graduate within the MTF of their POS will be dismissed as per the academic probation and dismissal policy.

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Graduation Academic Status

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

Excellent	Very Good	Good
4.50 – 5.00	3.75 – 4.49	2.75 – 3.74

Excellent	Very Good	Good
4.50 – 5.00	3.75 – 4.49	2.75 – 3.74

Graduation with Honours

Dar Al-Hekma University awards an honor status to students with CGPA between 4.25 – 5.00 only if they did not earn any grades of "F", "NF" or DN" during their study at the University as stated below:
• Excellent with First Honor: 4.75 – 5.00
• Excellent with Second Honor: 4.50 – 4.74
• Very Good with Second Honor: 4.25 – 4.49

Commencement

Dar Al-Hekma University conducts one Commencement Ceremony annually during or towards the end of the spring semester. Students who have completed the graduation requirements are required to attend the Commencement Ceremony. Students who are left with a maximum of 7 SCH to complete during the summer session of a certain academic year are permitted to join the Commencement Ceremony of that year as Expected-to-Graduate students.

If a graduating student wishes to excuse herself from attending the Commencement Ceremony, she must obtain the approval of the Dean of the Students.

Issuing and Reissuing Graduation Certificates

Graduation certificates are issued for students from the Registration Unit within 6-8 working weeks after the end of the semester. Students must apply for a "Graduation Clearance E-Form" (available in the Petition System) in order to receive their certificate.

If a student changes her name, or her certificate is damaged, lost or destroyed, she has the right to request a reissue of her graduation certificate. A student who would like to have a reissue of her graduation certificate must follow the steps below:

1. Submit the original certificate to the Registration Unit in case her name is changed, or her graduation certificate is damaged
2. Bring her identification with a copy of the passport
3. Complete a "Request to Reissue Graduation Certificate Form" (available at the Registration Unit)
4. Pay a non-refundable fee of (SR 250 + VAT) at the Accounting Department.

A reissued certificate requires 6-8 working weeks to be processed.

Registration Services

The Academic Calendar

The academic calendar lists the major dates of the academic year such as: semesters' dates, exam weeks and official breaks. It also specifies the deadlines of important registration procedures, such as course registration, withdrawal and reactivation of records. The Registration Unit announce the approved academic calendar before the beginning of the academic year and publishes it on the DAH website. However, the academic calendar is subject to change without prior notice, and all students are responsible for checking the calendar on a regular basis.

Student Lockers and Keys

The Registration Unit assigns lockers to students and issues keys upon request. Students must return their lockers' keys when they graduate or officially withdraw from the University. If a locker key is lost, forgotten, or damaged, the student must report to the Registration Unit to obtain a replacement key and pay a fine of (SR 60 + VAT). Students are not allowed to make copies of their lockers' keys.
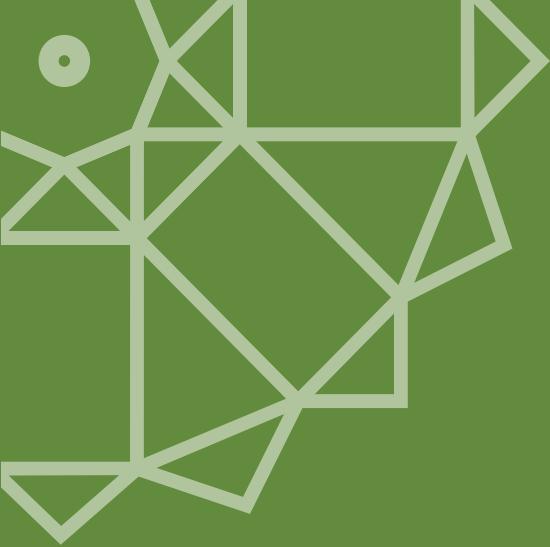
Issuing Official Letters, Transcripts and True Copies of Graduation Certificates

The Registration Unit issues official letters and documents such as a Student Acknowledgment Letter, University Acknowledgement Letter, Graduation Acknowledgment Letter, Certificate of Good Conduct, transcripts and true copies of the graduation certificate for none refundable fees as follows:

• Any type of letter: SR 20 + VAT.

• A transcript: SR 30 + VAT.

• A true copy of a certificate: SR 50 + VAT.

Students have to pay at the Accounting Department to receive any of the above and submit the receipt to the Registration Unit. Scholarship students must seek the approval of the Scholarship Unit before filing a request for issuing transcripts.

FINANCIAL INFORMATION

Financial Information

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 2022-2023. They are subject to change each academic year at the discretion of the Board of Trustees.

Tuition

University Academic Programs

Tuition Fees : (Undergraduate Programs)

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 Architecture)	SR 40,000
Architecture Students	SR 45,000
UAPP Level 1 & 2	SR 30, 000 per semester in the summer

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
Hekma School of Design and Architecture (excluding Architecture students)	SR 2,700	SR 1,431	SR 1,080
Architecture students	SR 3,050	SR 1,620	SR 1,220
UAPP Level 1 & 2	SR 30,000 per semester in the summer	SR 1,620	SR 1,220

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 uition.

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 an overload must pay the cost of the extra credit hours over and above the University normal tuition fee.

Fees:

The 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).

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

The 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
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	TBA
Graduation gown fee (Undergraduates)	TBA
Replacement of lost graduation certificate	SR 250
Authentic copy stamp of graduation certificate	SR 50
Replacement ID card	SR 100
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 the 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. Note that all the above fees are subject to VAT.

Tuition fees for non-Saudi students are subject to VAT.

✿ Tuition and Fee Payment Policy

On-Time Registration:

Students will have the «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:

1. Students who have not registered at all prior to the first day of classes and who then register anytime between the first day of classes and 4:00 PM on the fifth day of classes fall under the "Late Registration" status.

2. Returning students under the "Late Registration" status must pay a nonrefundable fee of 1000 SR in addition to their tuition fees.

3. New students and those whose records have been reactivated are exempt from the Late Registration Fee.

4. Students who did not register on time due to financial problems are exempt from the Late Registration Fee

Overdue Tuition Payment

1. 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.

2. 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:

• Attend classes or take exams;

• Register for the following semester.

3. Summer and Module Programs: The Registration Unit will suspend the registration of all students who fail to pay their tuition by 4:00 PM on the 5th fifth day after the beginning of the semester as per the academic calendar.

 Schedules will be dropped for students with suspended registration, and they are not permitted to:

• Attend classes or take exams.

• Register for the following semester.

✿ Methods of Payment

Returning students:

Bank Transfer Returning students should pay only to the assigned bank account available on their SIS under Registration-- Student Bank Account Information.

Students should only use the account number that they can view on their portal.

New students:

It is mandatory for all new students to pay their Reservation and Tuition fees through the individual bank account number that is assigned to each student by the university.

This bank account number is available on the online application-Reservation Tab

After payment of reservation fee this bank account number is also available on the student's SIS portal under Registration---Student Bank Account Information.

Application fees should be paid to the link available on the university website. It includes payment for the first TOEFL test:

The link for the payment for the additional TOEFL Test is also available on the website:
https://www.dah.edu.sa/en/admission/Pages/un-tuition.aspx

Refund Policy for University Withdrawals

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

Fall/Spring Semester

Before the first day of class of the semester	95%
Before the end of the first week of classes	80%
Before the end of the second week of classes	70%
Before the end of the third week of classes	50%
Before the end of the fourth week of classes	25%
After the fourth week of classes	none
• Textbooks should be intact	
• No refunds will be given for other fees	

Summer Tuition Refund Policy

Before the first day of class	95%
Before the third day of class	80%
Before the fourth day of class	70%
Before the fifth day of class	50%
Before the sixth day of class	25%
After the sixth day of class	none
• Text books should be intact	
• No refunds will be given for other fees	

• Scholarship students (including DAH, AL-Elm and MOE) are not entitled to a refund as their seats have been reserved and assigned.

• In case a student registers, pays her tuition fees and does not show up for two weeks after the beginning of classes, she will be considered disenrolled and her tuition payment will not be refunded.

• 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 Executive Director 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.

STUDENT SERVICES

Student services

◈ 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 enrolment (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 always expected to carry their ID card with them. If an ID card is lost, the student must report the incident to the Admissions Unit immediately 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 is incorrectly defined in the system, the student must report the incident to the Admissions Unit immediately in order to redefine 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 will be 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.

◈ Student Employment

Dean of Students Office

Rm. 015, Ext. 132

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. Opportunities for on-campus employment are available to DAH students only. An eligible student employee should meet the following criteria:

• A full-time student carrying a minimum of 12 credit hours per semester
• A Cumulative Grade Point Average (CGPA) of 3.0 (Those who are in their first semester of study and have not yet earned a CGPA, are eligible for employment and are expected to earn a CGPA of 3.0 or higher during the first semester in order to continue as a student employee
• Individuals taking courses at the Continuing Education are not eligible for student employment
• 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 session.
• Students are paid monthly after a signed time sheet is submitted to the Accounting Office prior to the payment day.
• Further information on policies and procedures for student employment is available through the Student Affairs Division.

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 Al-Shurafa (the main Cafeteria)
- In front of the Accounting Office
- 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 annual premium of SR75 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

The Photocopy Center

Support Services Department (SSD)

Rm. 224, Ext. 221

The Photocopy Center is located on the second floor, room 244. The Center offers photocopying services to students at reasonable prices for black and white or colored copies.The staff is always ready and willing to help with all your phtotcopying needs. The Copy Center is open Sundays to Thursdays from 8:00 AM-4:30PM.

Copy Center Pricing List

Service	Colored or B&W	Price of A3 size	Price of A4 size
Binding	-	6 SR	3 SR
Copy & Print	B&W	1 SR/page	0.5 SR/page
Copy & Print	Colored	2 SR/page	1 SR/page
Copy or Print (Different Paper such as Canson, Transparency and Rock-Hard paper)	B&W	3 SR/page	2 SR/page
Copy or print Canson paper	Colored	4 SR/page	3 SR/page
Copy or print Transparency	Colored	4 SR/page	3 SR/page
Copy or print ROCO card paper	Colored	4 SR/page	3 SR/page
Copy or print Transparency plastic	Colored	4 SR/page	3 SR/page
Laminating	-	8 SR	4 SR

Food and Beverages

Support Services Department (PSSD)

Several outlets provide a variety of main dishes, sweet and savory dishes, hot and cold drinks, sandwiches, and salads. They are all open Sundays to Thursdays from 8:00 AM - 4:00 PM. In addition, there are several vending machines located throughout DAH premises such as coffee and hot drinks, salads, healthy food and ice creams.

Common Room and Recreation Rooms

Student Development/ Purchasing and Support Services Department (PSSD)

Rm. 201 & 231, Ext. 231

Located on the second floor, the Common Room and the Recreation Rooms (Gym and the Champion Room) are areas where students can rest between classes. In the Common Room, students can enjoy playing board games; e.g. boggle, scrabble, trivial pursuit, billiards,or may simply choose to relax. The Recreation Rooms (Gym and the Champion Room) provide space for students to practice physical activities, e.g. aerobics, yoga, taekwondo, tai chi, and table tennis.

Security Office

Purchasing and Support Services Department (PSSD)

Support Services Department (SSD)

Rm. 097-A, Ext. 333 / 711 / 110

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

The Lost and Found Facility

The Security Office - Support Services Department (SSD)

Rm. 097-A, Ext. 333

The Lost and Found is located at the security office on the ground floor room number 097-A. Students who find items around the campus are expected to turn them into the Security Office where their owner may claim it. Students are cautioned that DAH premises are not a good place for expensive personal possessions such as jewelry and are reminded that lockers are provided for safer storage of personal items. The University assumes no responsibility for the lost property; valuables should be protected and saved appropriately.

Lost items are treated differently 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, smartphones, cameras, laptops, designer handbags or wallets will be kept for a maximum of one year. Any property that remains unclaimed for one year will be given to charitable organizations.

• Al Majal housekeeping personnel will dispose of 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 Security will send locker keys to the Registration Unit.

• The Admission Officers will keep any Lost University ID cards for re-collection.

The Nursery

Purchasing and Support Services Department (PSSD)

Rm. 041, Ext. 130

The Nursery is located on the ground floor, Phase B, next to the Continuing Education Building. Students who need daycare services can rely on the nursery facility at DAH. The Nursery provides care for babies and children between the ages of 2 months to 3 years. It is open from Sundays to Thursdays from 08:00 AM - 04:30 PM. should you require further information concerning fees, please refer to Nursery Office.

Health Center

Support Services Department (SSD)

Rm. 048, Ext. 888

Each student must be covered by an accident insurance. DAH arranges for the provision of such an insurance at a nominal annual premium of SR 75 paid by the student at the Accounting Office. The insurance has the following advantages:

• Covers sport injuries

• Covers accidents

Clinic

The Clinic provides basic medical services to all currently enrolled students for no additional charge. The Clinic opens from Sunday to Thursday, 8:00 am. to 5:00 p.m.

The Clinic services:

1.Diagnosing, treating, and prescribing medication for minor acute illnesses.
2.Administering first-aid treatment for injuries incurred on campus.
3.Screening for some chronic illness, including but not limited to, diabetes and hypertension.
4.Administering over-the-counter-medication.
5.Referring patients to hospitals when further treatment is necessary.
6.The Clinic does not provide laboratory and radiology services. It operates as a walk-in clinic and provides services on a first-come, first-serve basis, except for emergency cases.

Occupational Safety and Health

Support Services Department (SSD)

Rm. 140, Ext. 541 / 125

The Support Services Department (SSD) at the University is committed to providing high standards of health and safety. This is ensured through providing adequate facilities that meet the regulatory requirements for work safety set forth by the Saudi government. Building facilities, fixtures and equipment are also routinely maintained to ensure a safe working and learning environment. A "Safety Strategy" developed by the SSD encompasses all policies and procedures related to work safety and the provision of effective hazard control. Also, the university provides the PPE (Personal Protective Equipment) for the maintenance team, copy center team, drivers, guards, male security, and chemistry instructors. In addition, specific safety measures, regulations and arrangements have been developed for all science laboratories, as well as specific high hazard areas within university grounds. The fire drill is conducted twice per year, one in each semester.

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.
• Keeping all fire exits and other exits always clear.
• Refraining from using any items that may cause a fire (e.g., candles)
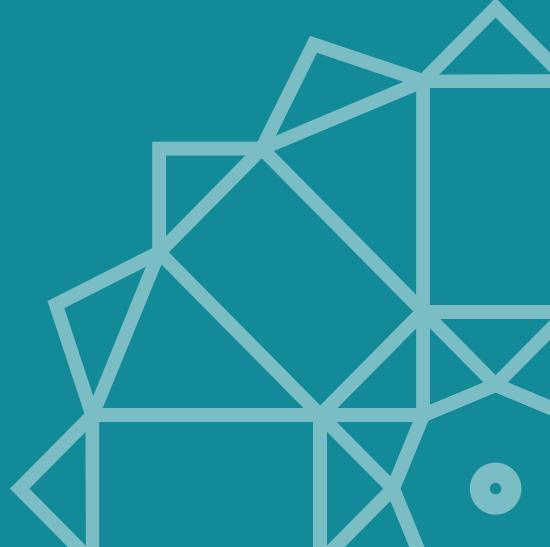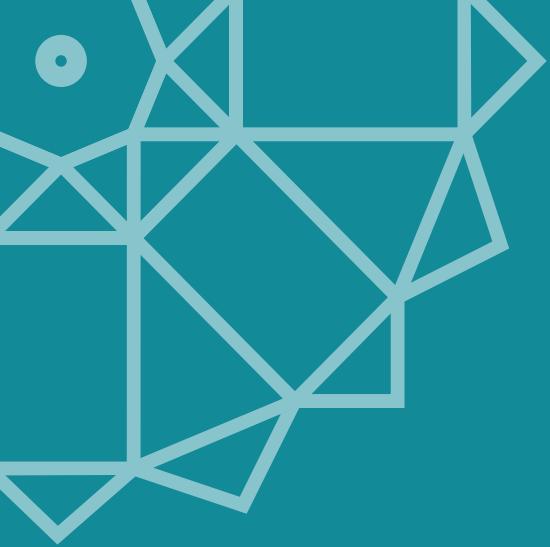
When the Fire Alarm triggered on:
• Evacuate the building immediately by using the nearest exit.
• Don't attempt to retrieve any personal items or look for your belongings.
• You are to follow the instructions given over the public address system and by the Safety Team members.
• Safety Team members will guide you to the nearest exit.
• 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 Safety Team.
• If FALSE ALARM is announced, relax and resume 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 off.

STUDENT POLICIES

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 25% of all scheduled classes as an absence limit. This limit includes both excused and unexcused absences (due to non-medical reasons).

Absence Warning

1. Excused absences are given under strict circumstances and should be approved by the faculty member in collaboration with the Department Chair.

2. Any absence exceeding 25% will warrant a DN. Students, their instructor, and academic advisor will receive three Absence-Warning emails automatically issued from the Student Information System (SIS) specifying the percentage of absences recorded to date according to the following order:

• The first Absence-Warning email will be issued when the absence rate in any course reaches 10%.

• The second Absence-Warning email will be issued when the absence rate reaches 15%.

• The third Absence-Warning email will be issued when the absence rate exceeds 25% and accordingly:

a. The academic advisor and department chair will be automatically notified..

b. The student will receive a message notifying her that she is not allowed to attend neither the class, nor the final exam.

c. The instructor will issue the student a DN, and the form will be sent to the Registration.

d. The Absence Warning email, sent by the SIS, will be effective as soon as it is issued.

e. It is the student's responsibility to read her/his emails and get all updates about her academic performance, including Absence Warning notifications..

f. Any student who stops attending classes without completing the withdrawal process will receive a DN, or the so -far-earned grade.

3. A student who receives a DN grade has the right to appeal to the Dean of Students.

4. The student who intends to appeal a DN grade, must submit an Appeal Request together with all relevant supporting documents through the petition system within 2 weeks before the final examination. The Dean of Students will verify the student's case with the Program Director, and the academic advisor and will make a decision of approving / disapproving the case

Excused Absence:

A student may be granted an excused absence by the Dean of students and Department Chair for any of the following reasons:

• Participation in a recognized University activity.

• Genuine emergencies over which the family has no control (death of a direct family member or major crisis).

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.

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.

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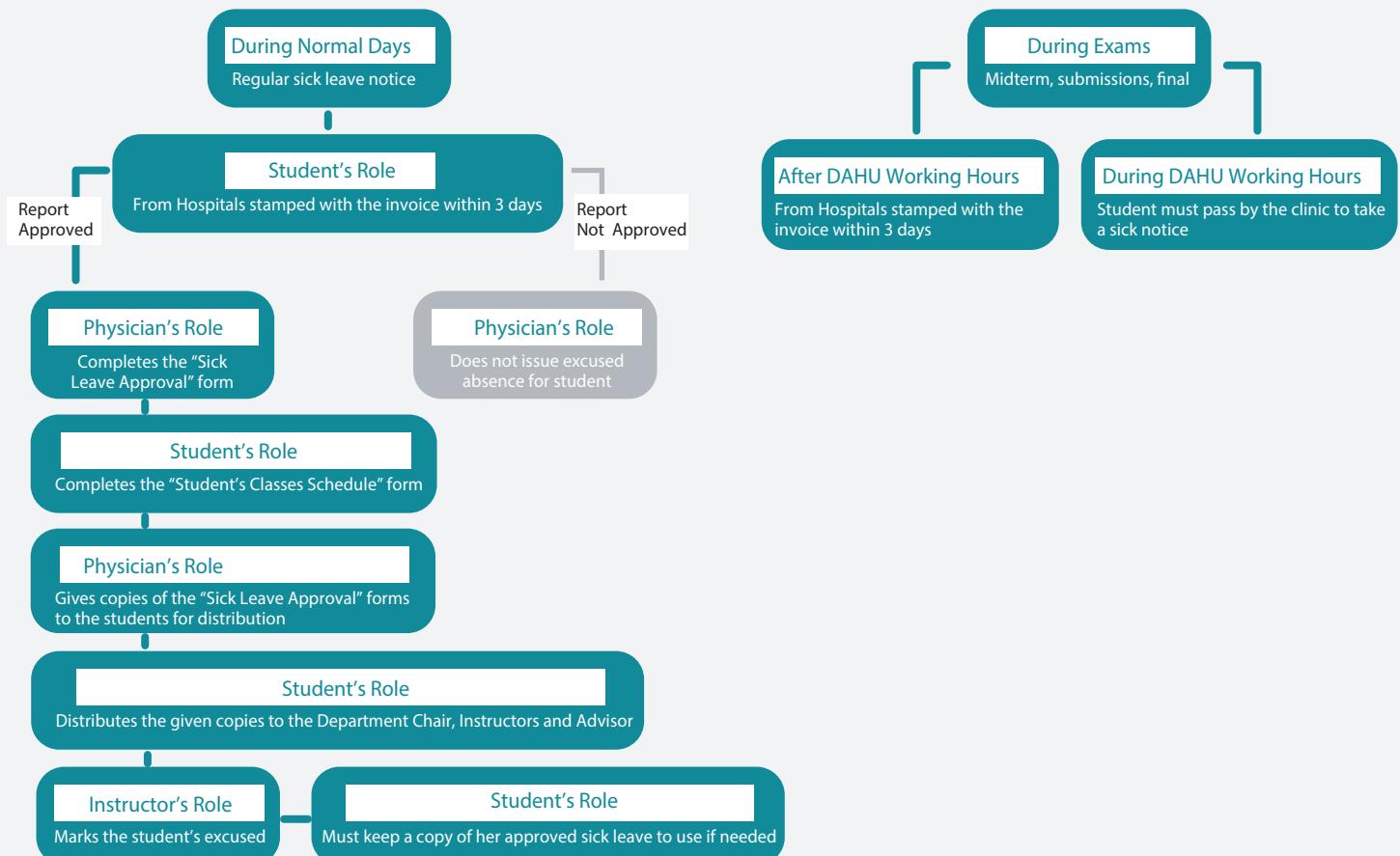
The Health Center is authorized to issue a sick notice during DAH's working hours for the following conditions:

• Fever (Temperature ≥ 38ºC)
• High Blood Pressure
• Tachycardia (racing heart rate)
• Difficulty in Breathing
• Diarrhea and/or vomiting
• Injuries requiring emergency medical attention

Students with Chronic condition:

Students at high risk or with low immunity, or with chronic medical conditions must immediately report their cases to our clinic supporting their case with valid, up to date medical documents. Their cases will be considered case per case in coordination with their instructors and department's chair.

◉ Sick Leave Notice Received From Hospitals

During Normal Days
Regular sick leave notice

Student's Role
From Hospitals stamped with the invoice within 3 days

Report Approved

Report Not Approved

Physician's Role
Completes the "Sick Leave Approval" form

Physician's Role
Does not issue excused absence for student

Student's Role
Completes the "Student's Classes Schedule" form

Physician's Role
Gives copies of the "Sick Leave Approval" forms to the students for distribution

Student's Role
Distributes the given copies to the Department Chair, Instructors and Advisor

Instructor's Role
Marks the student's excused

Student's Role
Must keep a copy of her approved sick leave to use if needed

During Exams
Midterm, submissions, final

After DAHU Working Hours
From Hospitals stamped with the invoice within 3 days

During DAHU Working Hours
Student must pass by the clinic to take a sick notice

❈ Student Code of Conduct

Professional Appearance/Dress code
• Students must wear modest formal clothing that aligns with the Islamic standards. The following are some examples of dress code violation: leggings, ripped jeans, transparent clothes, sleeveless clothes, or shorts above the knee length.
• Students must not wear any facial piercings, for example: lip piercing, tongue piercing, nose piercing, eyebrow piercing and/or any other unconventional piercing when on the DAH campus.
• Tomboyish Style/Appearance whether in dress, hair, attitude, and behavior is prohibited since the dress code and behavior should be aligned with the local traditions and the Islamic standards for students.

• Students who fail to adhere to the dress code will be subject to the following consequences:
a. First violation: A verbal warning.
b. Second violation: A written warning, a fine of 300 SR, loss of privileges, and informing parents about the violation.
c. Third violation: A one-week suspension.
d. Subsequent violation (s): Referral to the Disciplinary Committee.
e. 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 weekdays.
• Students must carry their ID cards with them at all times on the DAH campus. If an ID Card is lost, a student must report the loss of her ID card to the Admissions Office immediately to obtain a replacement card. A fee of SR 100 (payable to the Accounting Department) will be charged for the lost or damaged ID cards.
• Students are responsible for checking the expiry date and of the renewal date of their ID.
• Students' escorts (maids) are not allowed to enter the University.
• Students should be aware that pets are strictly prohibited on DAH 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 Support Services Department (SSD) with the approval of Academic Affairs or Student Affairs.

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

Electronic Communication Devices

Electronic communication devices refer to any devices that can be used to send and/or receive audios, videos, pictures or text messages, such as but not limited to, mobile phones, iPad, 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 Teaching Assistants (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 the 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, a grade of zero or other penalties on quizzes or examinations.

• These sanctions are usually explicitly stated on the instructor's syllabus.

• Instructors have the right to report the unauthorized use of electronic communication devices to the SA Office at any time. These sanctions are usually explicitly stated on the instructor's syllabus.

The SA Office will deal with the electronic communication devices in the following manner:

a. First incident: A written warning and confiscating the phone for one week.

b. Second incident: A fine of 1000 SR, confiscating the phone for one semester, and informing parents of the violation.

c. Subsequent incident(s): Referral to the Disciplinary Committee.

d. 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 or not. Students also have the right to appeal to their respective Department Chair in regard to the instructor's 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

• Using the electronic devices 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.

• Students who choose to take photos on campus without prior permission will be subject to the following:

a. First incident: A written warning and confiscating the phone for one week.

b. Second incident: A fine of 1000 SR, confiscating the phone by the SA for one semester, and informing parents of the violation.

c. Subsequent incident (s): Referral to the Disciplinary Committee.

d. 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 the University campus, including all campus boundaries and streets nearby.

Students are not permitted to bring to DAH matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, the items will be confiscated. Students who choose to violate the smoking provision will be subject to the following consequences:

a) First violaition: A fine of 200 SR as per the Saudi National Committee for Tobaco Control.

b) Second violation: A verbal warning and a fine of 500 SR.

c) Third violation: A written warnin,g a fine of 1000 SR, loss of priviledges, and informing parents about the violation.

d) Fourth Violation: A one-week suspension.

e) Subsequent violation (s): Referral to the Disciplinary Committee.

f) Violations are kept in the Student's Life Record.

All students must 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:

a. First violaition: A fine of 200 SR fine as per the Saudi National Committee for Tobaco Control>

b. Second violation: A verbal warning and a fine of 500 SR.

c. Third violation: A written warning, and a fine of 1000 SR, loss of privileges, and informing parents about the violation.

d. Fourth violation: A one-week suspension.

e. Subsequent violation (s): Referral to the Disciplinary Committee.

• Students must not have, take, or use any substance(s) prohibited by the Saudi law based on Shariah law. Students caught with such substance(s) like alcohol and drugs is against Islam and it will harm the body and mind and it 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

Definition of a drug or illegal substance:

A drug is a substance, which, when taken, 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 some medicines.

• DAH does not tolerate and strictly prohibits the possession of illegal substances, non-prescribed medicines, liquor, and drugs or drug paraphernalia. All these items are strictly prohibited on the University premises and University vehicles. Any relevant offenses may be reported to the police. Items that are banned on Campus:

- 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 (i.e. drugs, solvents, other hazardous substances)
- All alcoholic drinks

Drug Incidents and Situations related to the university (applicable to all illegal substances):

• Drugs or drugs paraphernalia found on University premises (including but not restricted to: university transportation methods, or any related situation to Dar Al-Hekma)

• Students in possession of unauthorized drugs

• Students supplying unauthorized drugs

• Students under the influence of drugs

• Disclosure / confession of drug use

• Illegitimate sale / supply of drugs in the University vicinity

• The Dean of Students is responsible for coordinating the management of drug related incidents.

• Incidents will be dealt with after assessing the situation with the security personnel.

• A Disciplinary Committee will be formed to investigate the case and make a decision.

• 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.

• Evidence of drug use or possession may result in fixed term exclusion, or even a permanent exclusion.

• All incidents of illegitimate sale /supply of drugs in the University vicinity will be immediately reported to the police and the drug confiscated will be immediately handed over to the police.

• Incidents of illegitimate sale or supply of drugs will result in a permanent exclusion of the student(s) involved

Recording

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

Anti-Harassment policy

The University is committed to offering all its students a safe, secure, and non-threatening environment to learn, work, grow and socialize. Each member of the DAH community is expected to exercise self-discipline, be responsible for their behavior, and refrain from any act that interferes with other members' rights to exist in a safe, healthy, and trustworthy environment. This includes respect of religious beliefs, cultural traditions, healthy communication between people of the same or different gender, and proper respect of personal boundaries and feelings. This policy extends beyond the academic day and grounds to cover other aspects impacting the security, safety, and wellbeing of DAH students. Cases of violation will be handled on a case-by-case basis.

Consequences:

a. The disciplinary sanctions agreed upon by the investigating committee will be applied to the perpetrator of the act of harassment or bullying after her/his guilt has been established.

b. All students involved in the violation of this policy will be subject to appropriate disciplinary action depending on the circumstances of the case. Serious cases could be subject to suspension or expulsion.

c. The actions taken by the investigation committee will be communicated to all parties directly involved, including students / faculty / staff, as well as parents/guardians of the victim and perpetrator.

d. Depending upon the severity of the incident, and as decided by the investigating committee, the incident may also be reported to the competent legal authorities, to be dealt with in accordance with the provisions of the Saudi Anti-Harassment Law.

e. DAH will offer proactive and sympathetic support to those directly affected by any incidents of harassment or bullying.

f. All incidents/actions will be documented to assess the effectiveness of Student Affairs' interventions in enforcing the zero-tolerance policy against harassment and bullying.

g. In an effort to stop all future harassment or bullying, students proven guilty of these violations will be required to write a formal undertaking to the Dean of Students, signed at the Dean's office, acknowledging their acceptance of all consequences (including permanent expulsion) if they are found guilty of any other similar future incidents.

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. They offer an 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, provided they refrain from doing the following:

• Offending Islam or any other religion directly or indirectly.

• Offending Saudi Arabia directly or indirectly.

• Offending the University (as an academic institution that abides by professional and ethical standards) directly or indirectly.

• Offending any political figure or engaging in political issues using directly or indirectly the name of the University.

• Publishing photos or videos about the University or its members or its events without permission. .

• Releasing any confidential information about the publication.

• Violation of the Student Publications policy will result in the following:

a. First violation: A warning letter.

b. Second violation: A fine of 300 SR.

c. Third violation: Suspension from the University for one week.

d. Subsequent violations: Referral to the disciplinary investigation which may result in a dismissal from the University for one semester.

Student Rights and Responsibilties

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 and harassment.

• Engage in academic discourse with faculty and other students.

• Get tutoring from competent and qualified faculty.

• See all her evaluated work in a timely manner.

• Interact freely with faculty, staff, and other students.

• Be treated in a civil manner by faculty, staff, and other students.

• Have access to her official records and maintain their privacy and confidentiality.

• Have access to all DAH facilities, learning resources, and support services.

Student Responsibilities

DAH is a community of mutual respect where every member is entitled to rights and has, at the same time, responsibilities to assume.

As a member of the DAH community, a student is expected to undertake the following responsibilities:

• Respecting and fulfilling the Islamic code of conduct (As specified by Shariaa Law).

• Respecting the constituted authority of DAH management.

• Exercising honesty in all interactions at DAH.

• Respecting the rights of others on and off campus.

• Respecting and protecting the property of other individuals and that of DAH.

• Assuming responsibility   of one's own education: attending classes, respecting academic deadlines, meeting financial obligations, and following rules of academic integrity.

• Participating actively in curricular and extracurricular activities.

• Abiding by the safety and general rules and regulations of the University.

• Reflecting academic honesty.

• Making sure that you are fully aware of the University regulations and abiding by them. 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. This record includes:

a. Information related to the violation e.g. the incident report.

b. Written evidence and testimony.

c. Name and title of the person who made the charge.

d. Nature of the case and sanctions that were applied.

• The University management may access this record only on a need- to- know- basics 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

Kept in the Student development Office under Student Affairs, this record documents all the extracurricular activities of a student such as:

• Community service.

• DAH organizations, clubs and activities.

• Leadership positions.

• 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 of rules and regulations 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:

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 somebody else (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 exam questions.

Fabrication/Falsification
It 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 any other academic exercise.

Forgery
It is the imitation or counterfeiting of images, documents, or signatures. Forging a form for a change of grade or signing an instructor's name on 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 under the name of another student.

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 when writing research, doing an exercise, taking an open book examination, or working on any other assignment. . Examples of plagiarism are:
- Cutting and pasting sections of journal articles or other sources without citing the sources,
- Paraphrasing without citing the source
- Submitting someone else's work as one's own.

⊛ Penalty in Case of Academic Dishonesty
If the Department Disciplinary Committee determines that an act of academic dishonesty has occurred, the faculty members and the 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 a lowering 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 the second offense of academic dishonesty 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 provides students with an environment that is conducive to academic learning and individual growth. In such an environment, students are expected to have high standards of conduct and responsibility. DAH is obligated to clarify those standards of behavior, which are essential elements in carrying out 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, given an opportunity to refute the charge, and given the right to appeal the decision rendered.
The decision of the highest relevant official will be final and binding on the student.

Categories of Misconduct

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.

• Misusing or abusing of computer equipment by:

a. Accessing or copying programs, records or data belonging to DAH or another person without authorization.

b. Attempting to breach the security, modify or destroy another user's account or deprive another user of access to computing resources.

• Forging or misusing   the University'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.

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 only charged with 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 is specified through the following:

• Calling for a meeting when the Chairperson of the Disciplinary Committee receives a referral (complaint),

• Refraining from being adversarial while executing its duties. It is the duty of the Committee to strike a balance between the concerns of the students and those of the institution

Disciplinary Sanction

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

Imposition of Certain Tasks

The student may be required to perform certain tasks such as making a restitution whether monetary or by performance of specific duties, undertaking community service activities, attending counseling sessions, or performing 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

A verbal or a written notice to the offender indicating that the continuation and/or repetition of the wrongful conduct, or any other violation of DAH rule/policy within a period 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 (to be clearly stated in the notice of disciplinary probation). Any violations committed while on disciplinary probation may result in a mandatory sanction of a one-semester-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 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 for a revision of her case by the Dean of Students. No student who has been suspended in the next following 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 maintained in the 'Student's Life Record' that is kept at the Office of the Dean of Students 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 against 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 against 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 against. In a particular case, this requirement may be waived by the President or the University Council for a good cause.

Grievance

Academic 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 could 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:
• 23 full time Assistant Professors from the different Schools nominated by the Provost (with minimum five years teaching experience, two of which should be at DAHU)
• Director (selected from different non-academic departments – optional)
• Student Affairs representative
• Director, Office of the Provost
Terms of Appointment: Committee members, including the chairperson, are subject to a two-year appointment with one renewal. The committee chairperson is elected by the Provost.

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 (within 6 weeks from the dispute issue). 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 Department Chair/ Dean of the concerned school 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 Department Chair or Dean that includes any facts and conclusions made. The chairperson of the Grievance committee is responsible to hold a hearing within 15 days and come with a verdict. Department chair or Dean must then submit a written decision within 5 days from the 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 to the Provost is missing

If the student is not satisfied with the formal resolution by the department /school, she may appeal the decision by submitting a written appeal to the Provost within 15 days (I couldn't find anything related to this part in the policy of the written decision. The Provost takes further investigative actions or call for the Student Academic Committee meeting to investigate the case further. A written decision is then submitted to both the student and the department concerned within 15 days of receipt of the appeal.

D. Appeal of Formal Resolution

If the student is not satisfied with the formal resolution, she will submit the appeal to the Provost who will call for an academic grievance committee and share decision with the student, department and student affairs office.

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. The University expects students 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 paying the required charges, and destroying electronically processed, stored, or in-transit data.

Usernames and Passwords

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

• 8 characters or longer in length.
• At least one number.
• At least one upper case letter.
• At least one lower case letter.

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.

Viruses

Users should not open attachments in e-mail from unknown senders. 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 will be subject to:

• First violation: A written warning
• Second violation: A written warning
• Third and consequent violations: The access account will be revoked