



Student Rules

1. Attend lectures on time. Late more than 10 minutes, you will be marked absent.
2. Commitment to wear uniforms (white lab coat – blue scrub- student badge) and wearing Alhjjab inside and outside the college.
3. Commitment to the college rules and structures.
4. Eating outside the cafeteria or the selected areas are not allowed; Food and drinks are prohibited in classes or laboratory.
5. Make up and nail polish are prohibited; jewelry should be conservative in appearance.
6. Hair should be worn in a neat and tidy manner at all times, no exaggerated accessories are allowed.
7. cell phones are prohibited during lectures, laboratory and clinical and will be confiscated until end of semester.
8. Respect all students and employees.
9. Maintain the collage facility's cleanliness and safety.
10. Taking permission in order to go out early or to go to the health clinic.
11. When you experience a problem, please go to Student Counseling in the Student Affairs Department.
12. It will be the authority of the student affairs officers to report any students who violated these policies and violation tracking system “VTS” will be activated.
13. Use the link <http://camsj.ksau-hs.edu.sa/Student-Affairs.html>
To access the student services.

 @Camsjfsa

 Cams-j-f-saffd@ngha.med.sa



Procedures in Case of Students Absence During the Academic Semester

1. In case you attend the class 10 minutes late; you will be marked absent.
2. In case you miss a class to join an activity, please inform your student affairs officers at least a day before the activity.
3. Any student who leaves the class **without any permission**:
 - **1st offences**: Marked absent
 - **2nd offense**: Marked absent written warning
 - **3rd offense**: Will be summoned to the office of the student affairs for a proper arbitration.
 - **4th offense**: The case will be kept in the student's file.
4. In case a student is found absent but **affixed a signature** to the attendance sheet:
 - **1st offences**: Marked absent and "letter of warning".
 - **2nd offense**: She has to report to the office of the student affairs for proper arbitration.
 - **3rd offense**: The case will be kept in the student file.
- 1) **First warning**: When a student reach 15 % absence rate you should call her in your office and give her a verbal warning.
- 2) **Second warning**: When a student reach 20 % absence rate you should send her an e-mail.
- 3) **Third warning**: When a student reach 25 % absence rate, you should notify the assistant dean office to follow the procedures.
- 4) If the student has been absent for 1 week in raw, you should call her in your office and give her a verbal warning.
- 5) If the student has been absent for 2 weeks in raw, you should send her an e-mail.
- 6) If the student has been absent for 3 weeks in raw, you should notify the assistant dean office.
- 7) If the student has been absent for 4 weeks in raw, her monthly finical allowance will be discounted.



Procedure During Exams Period

- 1) Students Mobile and Abbaya are not allowed inside the class.
- 2) Bring your Student ID (Badge). If the student has been forgotten her badge, it considers as a violation; after the exam the student should direct to Student Affairs Department.
- 3) 3) In case of student absence **follow the procedures:**

A-After being absent, the student will receive an e-mail from Student Affairs Department to inform her to submit a valid excuse in five (5) working days from the exam date.

B- If the sick leave from governmental hospital should sign it from the head of Student Affairs Department.

C-Other excuses or sick leave from non-governmental hospital the student should submit the excuse with a report from Student Affairs to the dean office.

D- If the exam excuse is approved, the student will receive an email regarding to (the make-up exam) schedule.

4) In illness issues, the student will be taken with a student affairs officer to the staff clinic. Then follow up with the dean.

5) In cheating issues, follow the procedures in the students' rights bylaws.

<http://dqm.ksau-hs.edu.sa/wp-content/uploads/2016/01/Students-Rights-Bylaw.pdf>

6) Students are not allowed to go out during exams unless of emergency cases.

7) If the student arrives late for an exam within the half time of the exam duration, and no student goes out from the exam venue, then the student will be allowed to enter the exam without extra time unless the dean agreed.



Procedures in Student Violation

Follow the procedures in the university website about (the students' rights bylaw)

<http://dqm.ksau-hs.edu.sa/wp-content/uploads/2016/01/Students-Rights-Bylaw.pdf>

Procedures in case of loss: ATM card – ID card(Badge)

Direct to Student Affairs Department and they will contact and follow with the Deanship of Admission and Registration regarding to the agreed procedure.

Procedures in Emergency Cases

Escort the student by one employee of student affairs to clinic. Then inform the dean with the update.

Procedure of Students Driver Permission

- 1- Fill the request form from the Student Affairs Department.
- 2- Submit copies of student badge and driver ID
- 3- Send the driver permission to the police.
- 4- Send it back to the Student Affairs Department and print it.

Rules and conditions of medical reports and sick leaves

- 1-The medical report must contain the full details of the medical issue (time- date - numbers of days off)
- 2-The medical report or the sick leave should have the signatures of the doctor and the head of hospital.
- 3-The report or sick leave will be accepted if it is confirmed that student has admission in the hospital during the exam period.



Procedures of Exam Regrade

- 1- The student has the right to submit an official appeal through the Student Affairs Department to the chairman of the department for re-correction of exam answer papers within ten working days after the final exam grades are announced.
- 2- The chairman of the department or a delegate will request from the course instructor an evaluation statement within five working days after the appeal submission date. If the correction of the final exam answer paper is accurate, the instructor informs the student with his/her feedback according to the model answer of the exam.
- 3- If the student approves the accuracy of exam correction, they sign on their appeal. The chairman of the department or a delegate will also sign to file the appeal.
- 4- If the student disapproves the accuracy of the exam correction, the appeal will be submitted to the associate dean of academic affairs.