



# Students' Guidelines of University Regulations and Exams

Dear students:

welcome to Imam Mohammad ibn Saud Islamic University.  
We would like to remind you of the following:

**01.** It is necessary to review and be committed to the university regulations. You can find study and examination regulations (study system, calculating GPA and grades, postponement and withdrawal, re-enrollment after postponement or withdrawal, transfer between colleges inside or outside the university, college study plan, and the university calendar) through the webpage of the Deanship of Admission and Registration in the university portal.

**02.** You can review the academic year timetables and examinations in addition to related instructions through the academic calendar posted on the webpage of the Deanship of Admission and Registration in the university portal. Moreover, it is necessary to review the instructions announced by examination units in colleges.

**03.** New students' schedules are registered automatically, as well as non-failing students. It is not allowed for new students to drop any courses from their schedules. In addition, regular students' schedules are registered each semester automatically according to clearly stated dates set by the Deanship. Every student has a personal schedule that can be printed through the Self-Service System. If a regular student (not a new student) wants to modify their schedule by deleting or adding courses, they can do it through the Self-Service System.

**04.** Students are advised to print the academic plan for their major through the webpage of the Deanship of Admission and Registration in the university portal. This makes it easy to review the required courses for each semester. In addition, this plan includes titles and codes of courses divided among the academic levels.

**05.** All students (in specializations of sharia, foundations of religion, Arabic, and da'wa) should notice optional course on some levels. Therefore, students must register for a suitable course at a specific level, especially in the first level.

**06.** All students should review the course plan as there is a course of "scientific research" in some specializations. This requires these students to check with their college to register the research title and follow up the research with the supervisor according to specific dates at the start of each semester.

**07.** If a student is absent and does not attend all lectures for 15 continuous days or intervals 30 days, or if he or she does not attend all the semester exams, he or she is considered self-withdrawn from the university. He / She must submit a re-enrollment application in the following semester. Re-enrollment is permitted

only once during a student's study at the university. If there are obligatory circumstances that prevent a student from attending examinations, he/she must submit an application to be given an alternative exam at the start of the following semester. This application must be submitted and approved by the concerned committee.

**08.** A student can transfer from one college to another inside the university provided that he/she gets the approval of the college he/she wants to transfer to and that he/she has spent a semester in the program. This transfer is permitted only once during a student's study at university.

**09.** A student can apply to postpone study if there is an emergency on specific dates according to the announced academic calendar. This is permitted for two continuous semesters or three interval semesters.

**10.** Applications for re-enrollment, withdrawal, transfer from one college to another, or transfer from one college to another are permitted during specific time in each semester. Applications will not be accepted if submitted after this specific time.

**11.** The procedures for leave of absence (apologizing from the study) from studying are on specific dates at the beginning of the semester and according to the announced academic calendar, and continue until before the start of the final exams according to the academic calendar.

**12.** A student receives an academic ultimatum if his//her GPA (grade point average) is lower than (2.00) out of (5.00) (Except for the College of Engineering, the minimum = 2.75). As a result, the monthly stipend will be suspended. In case the ultimatum is repeated three continuous times, a student receives an academic dismissal. Then, calculations are made to find there is a possibility to raise his/her GPA. This procedure continues until he/she gets the sixth ultimatum. If, after being granted these opportunities, a student still cannot raise his/her GPA in theory, he/she is dismissed permanently from the university.

**13.** All students must personally follow up on their academic procedures and take responsibility. If this is not possible, someone can be assigned to do this on his or her behalf.

**14.** To review study systems and how to calculate the GPA and to get consultation on students' academic problems, students can visit the center of academic advising in their college. They can also visit the Department of Academic Advising in the Deanship of Admission and Registration.

**Wishing you all the best**

