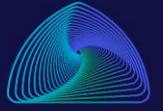


College of Business Administration
AL-Madinah AL-Munawarah
Leadership. Innovation. Sustainability

جامعة طيبة
TAIBAH UNIVERSITY



Accounting Program Handbook

Second Edition

2025

1447AH





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Introduction

This handbook provides a comprehensive guide for students and faculty members in the Accounting Program, outlining the essential academic systems, advising procedures, rights, responsibilities, and institutional regulations that support a successful educational experience.

The first part presents an overview of the Bachelor of Science in Business Administration (Accounting) program, including its location, career pathways available to graduates, relevant professional sectors, as well as exit points and the awarded degree. It also explains the program's mission, objectives, and learning outcomes, which encompass knowledge, skills, and professional values. In addition, it outlines the overall curriculum structure and the required and elective courses across the different academic levels. The section further highlights the teaching and learning strategies adopted to develop students' knowledge, skills, autonomy, and responsibility, and concludes with the methods used to assess learning outcomes through direct and indirect tools to measure academic performance and the quality of educational outcomes.

The second part introduces students to the study system, academic advising framework, registration procedures, university regulations, and the services available to ensure effective academic planning, performance monitoring, and smooth progression throughout their studies. It also clarifies key academic terms, student obligations, communication channels with advisors, and support programs for students with special needs.

The third part presents the official mechanisms for submitting grievances and appeals, ensuring fairness, transparency, and the protection of student rights. It explains the types of grievances, required conditions, official submission channels, and the procedural steps for escalating a complaint within the department, the college, and the Student Rights Administration. It also outlines the formal process for appeals against committee decisions and the rules governing notification of decisions to students.

The final part clarifies faculty duties, teaching loads, weekly responsibilities, and the professional standards expected of academic staff. It outlines regulations for academic promotion, including criteria for scholarly production, teaching performance, and service contributions. Additionally, it highlights faculty rights such as salaries, allowances, professional development opportunities, and participation in academic and administrative work within the department and college.

Together, these parts form an integrated reference that strengthens the educational environment of the Accounting Program by informing students



and faculty of their responsibilities, rights, and available support systems. The handbook aims to enhance academic quality, foster integrity and transparency, and promote a culture of collaboration, continuous development, and student - Centered learning aligned with the mission of the College of Business Administration.

Academic Terminologies

Academic Year

A period of two semesters or more in which one or more academic levels are offered, with each level typically lasting one academic year.

Academic System

The method used by the University in its colleges and academic units to deliver programs using the academic levels system, credit-hour system, or annual system.

Semester

A period of no fewer than fifteen weeks during the academic year, during which courses and academic activities are delivered. Examination periods are not included in the fifteen-week duration.

Academic Level

A stage of study consisting of a set of courses that a student completes according to an approved study plan, representing one of the academic levels in the degree program.

Credit Hour

A weekly scheduled theoretical lecture (50 minutes) or a weekly practical/field/laboratory session lasting between 100–150 minutes.

Course

A subject offered within the curriculum each semester, carrying a specific number of credit hours. Successfully completing the course grants the student the designated credit.

Study Plan

A set of compulsory, elective, and free courses required to complete graduation requirements within the standard program duration.

Program


A structured series of educational experiences leading to the award of a bachelor's degree, diploma, or postgraduate qualification.

Mode of Study

Different methods of learning delivery used in higher education, including regular (on-campus) study, blended learning, distance learning, and other accredited modalities.

Field Training / Cooperative Training Program

A program that enhances students' readiness for the labor market by providing academic and professional training opportunities within their field of specialization.



PART ONE

Accounting Program Overview, Objectives, and Academic Framework

Introduction

This part presents a comprehensive overview of the Bachelor of Science in Business Administration (Accounting) program, including its location, career pathways available to graduates, relevant professional sectors, as well as exit points and the awarded degree. It also outlines the program's mission, objectives, and learning outcomes, which encompass knowledge, skills, and professional values. In addition, this part describes the overall curriculum structure, along with the required and elective courses across the different academic levels. It further highlights the teaching and learning strategies adopted to develop students' knowledge, skills, autonomy, and responsibility, and concludes with the assessment methods used to evaluate learning outcomes through direct and indirect tools to ensure academic performance and the quality of educational outcomes. Finally, this part refers students and stakeholders to the official Taibah University website for the most up-to-date information regarding the program's faculty members through the program's official webpage.

A. Program Identification and General Information

First: Program's Main Location:

College of Business Administration (CBA) at Main Campus

Second: Professions/jobs for which students are qualified:

Accounting students are qualified for a variety of professions across different industries. Some common job titles for Accounting graduates include:

- **General Accountant (241101):** Records financial transactions and prepares financial statements.
- **Cost Accountant (241102):** Responsible for preparing and calculating costs related to production and services.
- **Zakat and Tax Accountant (241108):** Specialized in handling taxes and zakat for companies and individuals.
- **Payroll Accountant (431301):** Responsible for preparing and processing payrolls and employee benefits.
- **Internal Auditor (241103):** Reviews internal financial systems to ensure compliance.
- **External Auditor (241105):** Reviews and audits the financial records of companies as an external party.
- **Internal Audit Manager (121107):** responsible for overseeing internal audit activities, ensuring compliance with internal controls, and evaluating the effectiveness of risk management processes within an organization.
- **Audit Manager (121107):** Responsible for overseeing and coordinating the activities of an audit team. They ensure that the audit process is conducted in accordance with generally accepted auditing standards, as well as any other regulatory or legal requirements that may apply.
- **Treasurer (241104):** Oversees cash management and records, ensuring account balances.
- **Cash Treasury Manager (121101):** Responsible for overseeing daily financial operations, managing cash flow, and ensuring the availability of funds to meet the financial needs of the organization.

- **Budget Manager (121105):** responsible for overseeing the preparation, implementation, and monitoring of budgets within an organization, ensuring financial resources are allocated efficiently and in alignment with organizational goals.
- **Accounts Manager (121102):** Overseeing accounting operations, managing financial reporting, supervising accounting staff, and ensuring compliance with financial regulations.
- **Cashier (Accounting) (523001):** Responsible for handling financial transactions, especially within an accounting or finance context — often working in accounting departments, retail, or service organizations.
- **Cybersecurity Auditor (242130):** Specializes in calculating and organizing pension funds and related investments.

Third: Relevant occupational/ Professional sectors:

Graduates of the Accounting program are well-suited for a variety of occupational sectors and industries. Some of the relevant sectors where accounting graduates can find opportunities include:

- **Public Accounting Firms:** Audit, assurance, tax advisory, and consulting services at local, regional, and international accounting firms.
- **Corporate and Business Enterprises:** Financial reporting, budgeting, internal control, and cost analysis within private companies and corporate groups across various industries.
- **Government and Public Sector Institutions:** Roles in financial oversight, public budgeting, taxation, compliance, and auditing within ministries, municipalities, and governmental agencies.
- **Financial Services Sector:** Banks, investment companies, insurance firms, and financial intermediaries, including roles in financial analysis, risk management, and compliance.
- **Nonprofit and Charitable Organizations:** Financial management, grant reporting, and accountability functions within NGOs and nonprofit institutions.
- **Audit and Oversight Bodies:** External and internal auditing roles in oversight and regulatory agencies such as audit bureaus, tax authorities, and control bodies.
- **Consulting and Advisory Services:** Business consulting, financial advisory, insolvency services, and management consultancy.
- **Entrepreneurship and Small Business Sector:** Establishing or managing small enterprises, financial startups, or offering independent accounting and bookkeeping services.
- **Academic and Research Institutions:** Teaching, training, and research roles in universities, colleges, and training institutes.

These are some sectors that provide diverse opportunities for accounting graduates to apply their skills and knowledge in various professional environments.

Fourth: Major Tracks/Pathways (if any):

Major track/pathway	Credit hours (For each track)	Professions/ jobs (For each track)
-	-	-

Fifth: Exit Points/Awarded Degree (if any):

Exit points/awarded degree	Credit hours
Intermediate Diploma in Business Administration	75 credit hours for Intermediate Diploma in Business Administration, after completing 71 credit hours by the end of the fourth semester. In addition to (4) credit hours, co-operative training in business for a period of one semester. “Regulations Governing the Exit Point”

Sixth: Total credit hours:

130 hours

B. Mission, Objectives, and Program Learning Outcomes

1. Program Mission:

To develop students to be competent professional accountants, to meet the needs of the labor market, and sustainable development, in accordance with the Kingdom's Vision 2030, by providing high quality accounting education, producing impactful scholarly research, and fostering community engagement.

2. Program Goals:

- 1) Preparing qualified and distinguished professional cadres in the field of accounting and keeping pace with scientific and professional developments and the requirements of the labor market.
- 2) Improving the quality of scientific research published in the program and increasing its number.
- 3) Promote effective partnerships and community service activities.
- 4) Enhancing the professional qualifications of program students to obtain professional certificates in accounting and increasing employment opportunities for them.

3. Program Learning Outcomes Major in Accounting*

The graduate at this level will have:

Knowledge and Understanding

- K1** Demonstrate a thorough understanding of the core concepts, principles, methods, models, and theories in business disciplines.
- K2** Identify the Research methodologies and methods in business.
- K3** Identify the current accounting disciplines, theories, and practices across various areas, including Financial Reporting, Managerial and Cost Accounting, Governmental and Nonprofit Accounting, Auditing, Zakat and Tax Accounting, Accounting Information Systems and data analytics, and other specialized fields of accounting.



Skills

- S1** Apply concepts, models and theories to solve problems in the fields of business and accounting and make strategic decisions using critical and analytical thinking.
- S2** Communicate effectively orally and in writing and demonstrate professional and interpersonal skills in accounting work environments, using modern tools and techniques to support accounting and research tasks.
- S3** Employ digital technologies to solve real-world problems in the fields of business and accounting.
- S4** Employ business and accounting research skills to solve real business problems.

Values, Autonomy, and Responsibility

- V1** Demonstrate an ethical and professional values in dealing with problems in the fields of business and accounting, considering governance, social responsibility and sustainability.
- V2** Possess competencies of leadership, collaboration, working independently, and as part of a diverse team.
- V3** Develop professional competencies through career planning, participation in professional activities, and preparation for professional certifications in accounting.

* Add a table for each track or exit Point (if any)

Learning outcomes for the Intermediate Diploma in Business Administration Program (exit point)*

The graduate at this level will have:

Knowledge and understanding

- K1** Recognize the basic concepts, principles, theories and terminologies in the field of business administration.
- K2** Define basic knowledge of the methodology and methods of research in business.

Skills

- S1** Apply the basic concepts, principles, and theories to solve business problems and issues in medium-complex and unfamiliar contexts.
- S2** Develop interpersonal and communication skills to articulate business solutions through both verbal and written communication.
- S3** Use essential technology applications in analyzing and interpreting data related to solve different business problems.

Values, Autonomy, and Responsibility

- V1** Show commitment to citizenship, values and work ethics.
- V2** Demonstrate the ability to work independently and as part of a team.

C. Curriculum

1. Curriculum Structure “Major in Accounting”

Program Structure	Required/ Elective	No. of Courses	Credit Hours	Percentage
Institution Requirements	Required	1	8	6.15%
	Elective	3	6	4.62%
College Requirements	Required	22	67	51.54%
	Elective	2	4	3.07%

Program Structure	Required/ Elective	No. of Courses	Credit Hours	Percentage
Program Requirements	Required	11	32	24.62%
	Elective	2	6	4.62%
Capstone Course/Project	Required	1	3	2.31%
Field Training/ Internship	Required	1	4	3.07%
Residency year	-	-	-	-
Others	-	-	-	-
Total		46	130	100%

* Add a separate table for each track (if any).

2. Program Courses “Major in Accounting”

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ENG 101	English Language Skills I	Required	-	4	College
	ECON 103	Principles of Microeconomics	Required	-	3	College
	Math 107	Business Mathematics	Required	-	3	College
	CS 105	Introduction to Computing	Required	-	3	College
	GS 101	Islamic Studies: Belief and Worship	Required	-	2	Institution
	GS 111	Arabic Language Skills I	Required	-	2	Institution
Level 2	ENG 102	English Language Skills II	Required	ENG 101	4	College
	STAT 104	Business Statistics	Required	-	3	College
	ECON 106	Principles of Macroeconomics	Required	ECON 103	3	College
	MGT 102	Principles of Management	Required	-	3	College
	GS 112	Arabic Language Skills II	Required	GS 111	2	Institution
	GS 104	Islamic Studies: Islamic Values and Ethics	Required	-	2	Institution
Level 3	Law 333	Legal Environment of Business	Required	-	3	College
	ACCT 203	Principles of Financial Accounting	Required	-	3	College
	MKT 201	Principles of Marketing	Required	MGT 102 ECON 103	3	College
	MGT 231	Organizational Behavior	Required	MGT 102	3	College
	MGT 205	Business Communication	Required	MGT 102	3	College
	MGT 203	Business Research Methods	Required	MGT 102 STAT 104	2	College
	FE 1	Free Elective Course I	Elective	-	2	College
Level 4	MIS 202	Fundamentals of Management Information Systems	Required	CS 105	3	College
	MIS 204	Business Analytics	Required	STAT 104	3	College
	MGT 204	Operations Management	Required	MGT 102	3	College
	FIN 204	Principles of Corporate Finance	Required	ECON 103 ACCT 203	3	College
	MGT 234	Business Ethics, Social Responsibility and Sustainability	Required	MGT 102	3	College

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	ACCT 204	Principles of Managerial Accounting	Required	ACCT 203	3	College
Level 5	ENT 325	Entrepreneurship	Required	MKT 201 FIN 204	3	College
	ACCT 361	Zakat and Tax Accounting	Required	ACCT 203	3	Program
	ACCT 313	Intermediate Financial Accounting I	Required	ACCT 203	3	Program
	ACCT 323	Cost and Managerial Accounting	Required	ACCT 204	3	Program
	ACCT 351	Accounting for Governmental and Non- profit Entities	Required	ACCT 204	3	Program
	GSE 1	University Elective Course I	Elective	-	2	Institution
	ACCT 303	Professional qualification skills in accounting	Required	ACCT 203	2	Program
Level 6	ACCT 318	Intermediate Financial Accounting II	Required	ACCT 313	3	Program
	ACCT 334	Auditing	Required	ACCT 313	3	Program
	ACCT 344	Accounting Information Systems and Data Analytics	Required	ACCT 204	3	Program
	ACCT 336	Ethics and Professional Practices in Accounting	Required	ACCT 203	3	Program
	ACCT 1	Program Elective Course I	Elective	-	3	Program
	GSE 2	University Elective Course II	Elective	-	2	Institution
	FE 2	Free Elective Course II	Elective	-	2	College
Level 7	MGT 461	Strategic Management	Required	109 Cr. Units	3	College
	ACCT 433	Internal Auditing	Required	ACCT 334	3	Program
	ACCT 493	Graduation Project in Accounting	Required	109 Cr. Units	3	Program
	ACCT 413	Advanced Financial Accounting	Required	ACCT 318	3	Program
	ACCT 2	Program Elective Course II	Elective	-	3	Program
	GSE 3	University Elective Course III	Elective	-	2	Institution
Level 8	ACCT 494	Cooperative Training in Accounting	Required	126 Credit Units	4	Program

* Include additional levels (for three semesters option or if needed).

** Add a table for the courses of each track (if any).

Program Elective Courses:

The student should select (6) credit hours from the following courses.

Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
ACCT 378	Sustainability Accounting	Elective	ACCT 313	3	Program
ACCT 435	Digital Auditing	Elective	ACCT 334	3	Program
ACCT 445	Big Data and Artificial Intelligence in Accounting	Elective	ACCT 344	3	Program
ACCT 376	Accounting for Financial Institutions	Elective	ACCT 203	3	Program
ACCT 362	Advanced Topics in Zakat and Taxes Accounting	Elective	ACCT 361	3	Program
ACCT 322	Advanced Managerial Accounting	Elective	ACCT 323	3	Program
ACCT 415	International Accounting	Elective	ACCT 318	3	Program
ACCT 374	Financial Statement Analysis	Elective	ACCT 313	3	Program
ACCT 473	Gas & Oil Accounting	Elective	ACCT 318	3	Program


D. Teaching and learning strategies applied to achieve program learning outcomes.

1. Knowledge and Understanding:

- Interactive Lectures.
- Interactive Discussions.
- Flipped Classroom.
- Guest Lectures and business Experts:
- Invite business experts to deliver guest lectures on current accounting trends, challenges, and best practices.
- Facilitate networking opportunities between students and accounting professionals to enhance career development.
- Group and individual assignments.
- Accounting Club provides opportunities for students to engage in discussions, debates, and activities related to letter of application and principles of interview.

2. Skills:

- Interactive Lectures.
- Interactive discussions to encourage critical thinking and application of theory to real-world scenarios.
- Problem-Based Learning (PBL):
- Present real-world accounting scenarios.
- Divide students into groups to analyze and solve problems.
- Encourage critical thinking and problem-solving skills.

- 
- Practical Exercises and Simulations:
 - Use accounting software (e.g., QuickBooks, SAP) to practice real-world tasks.
 - Conduct simulations of financial analysis, budgeting, and auditing.
 - Develop technical proficiency and practical skills.
 - Case Studies:
 - Analyze in-depth case studies of real companies.
 - Identify accounting issues and apply theoretical knowledge to practical situations.
 - Develop analytical and decision-making skills.
 - IT assisted learning strategy, using information technology and quantitative techniques process and analyses data and information related to accounting.
 - Projects that promote critical thinking and the ability to seek solutions.
 - Accounting Club provides opportunities for students to engage in discussions, debates, and activities related to the field of accounting.

3. Values, Autonomy, and Responsibility:

- Ethical Discussions:
 - Facilitate discussions on ethical dilemmas in accounting.
 - Analyze case studies involving ethical issues.
 - Develop a strong ethical compass and professional integrity.
 - Encourage critical thinking and independent judgment.
- Community Engagement:
 - Participate in community service projects related to accounting.
 - Develop a sense of social responsibility and civic engagement.
- group assignments requiring investigation using internet and library resources as a means of developing self-study skills.
- Self-learning strategy: This strategy empowers students to take ownership of their learning journey. The teacher's role involves:
 - Fostering critical thinking about management challenges.
 - Providing access to relevant resources and a conducive learning environment.
 - Developing strong reading and analytical skills and encouraging students to apply their learning to real-life situations.
- Collaborative learning strategy: This strategy involves students working together in small groups on tasks or projects that align with their interests and abilities. This strategy aims to cultivate teamwork and collaboration skills.

E. Assessment Methods for program learning outcomes.

1. Knowledge and Understanding:

A. Direct Methods:

- Mid-term and Final Written Exams.
- Case study analysis and projects using the Critical Analysis Rubric.
- Group discussions and presentations using the Critical Analysis Rubric.
- Readiness tests prepared by NCAAA.

B. Indirect Methods:

- Surveys (Questionnaires which are available electronically on the university website) as they collect feedback from students about their satisfaction with the courses and their level of comprehension of the scientific content.
- Surveys (questionnaires prepared by the course teaching team) where feedback is collected from students about their satisfaction with the courses and their achievement of the course learning outcomes (CLOs).
- Surveys (questionnaires prepared by the quality committee) where feedback is collected from Alumni about their satisfaction with their achievement of the program learning outcomes (PLOs).
- Surveys (questionnaires prepared by the quality committee) where feedback is collected from Employer about their satisfaction of the program Alumni's Performance.

2. Skills:

A. Direct Methods:

- Mid-term and Final Written Exams.
- Group and individual assignments: Cases, problem solving exercises and projects requiring students to discuss and critically analyze and evaluate accounting situations and apply principles, concepts and procedures to solve real world accounting problems using the Critical Analysis Rubric
- Computer software assignments: Exercises and Cases solved using IT applications.
- Internet assignments: Research assignments on the internet.
- Writing Assignments: Papers covering subjects related to the course material.
- Readiness tests prepared by NCAAA.

B. Indirect Methods:

- Surveys (Questionnaires which available electronically on the university website) as they collect feedback from students about their satisfaction with the courses and their level of comprehension of the scientific content.

3. Values, Autonomy, and Responsibility

A. Direct Methods:

- Peer Evaluations on teamwork, and collaboration in group projects or assignments.
- Group Assignment: Case study analysis in a group environment.
- Group discussions and presentations using the Critical Analysis Rubric.
- Internship written report.
- Professional ethics cases: These can be used to evaluate a student's understanding of ethical principles and their ability to apply them to real-world situations.

Indirect Methods:

- Surveys (Questionnaires which are available electronically on the university website) as they collect feedback from students about their satisfaction with the courses and their level of comprehension of the scientific content.
- Surveys (questionnaires prepared by the course teaching team) where feedback is collected from students about their satisfaction with the courses and their achievement of the course learning outcomes.
- Surveys (questionnaires prepared by the quality committee) where feedback is collected from Alumni about their satisfaction with their achievement of the program learning outcomes (PLOs).

F. Program Faculty Members

For the most up-to-date information on Program Faculty Members, please refer to the official Taibah University website through the program webpage.

Please refer to programme page at [Faculty Members | Taibah University](#)



PART TWO **Student Advisory**

Dear Student of the Bachelor of Science in Business Administration – Accounting Program,

The Accounting Program is pleased to present this handbook as your essential guide throughout your years of study. It is designed to support you - by the grace of God -as you embark on a confident and successful academic journey. The program has carefully prepared this part to provide you with the key information you need and to facilitate your understanding of the systems, procedures, and services related to your academic pathway, ensuring a smooth and clear learning experience.

This part aims to equip you with comprehensive knowledge about the study system within the program, including admission and registration processes, degree requirements, academic regulations, and key policies. It also introduces the support services and resources available to you as a student in the Accounting Program.

In addition, the part provides a detailed explanation of the academic advising process within the program and highlights the vital role of the academic advisor in guiding and supporting you. It also outlines how to effectively use the electronic platforms and learning systems accessible to you throughout your studies.

The part further includes a section that defines essential program-related terms, explains the objectives of academic advising, clarifies the responsibilities of the academic advisor, and outlines your role and responsibilities as a student in the Accounting Program helping you progress confidently toward academic and professional excellence.

Chapter (1): Academic Advising and Student Support Services

First: The Importance and Objectives of Academic Advising

- 1) Introducing students to university life, regulations, academic policies, and the services and resources available to them at the University.
- 2) Helping students resolve academic issues and challenges that may directly affect their academic performance.
- 3) Supporting students in improving their academic performance and enhancing their abilities, while guiding them to benefit from the available university services and facilities.
- 4) Encouraging students to develop confidence and self-reliance, and to make informed academic decisions based on the options provided by the University that best support their academic progress.
- 5) Motivating students to actively engage in the learning process and encouraging them to participate in extracurricular activities and community service programs.
- 6) Assisting students in exploring academic majors and helping them develop the intellectual and practical skills necessary to achieve effective future planning.
- 7) Supporting students' integration into the cultural and social life of the University in a manner that strengthens their sense of belonging and contributes to positive engagement with the University and society.
- 8) Contributing to the discovery and nurturing of students' talents and supporting their academic development by directing them toward scientific research programs, academic excellence initiatives, and professional development programs offered by various academic departments and specialized units.

Second: Communication Channels with the Academic Advisor in the Accounting Program

Academic advising in the Accounting Program is not a one-time interaction; rather, it is an ongoing series of meetings and engagements that take place regularly between the academic advisor and the students within the program. Academic advising accompanies the student throughout their entire academic journey—from the start of their studies until graduation—through consistent and structured follow-up aimed at providing support and enabling informed academic decision-making.

Academic advising in the Accounting Program focuses on effective planning of the student's academic pathway, offering guidance, strengthening communication channels, and helping students identify and pursue their academic and professional goals.

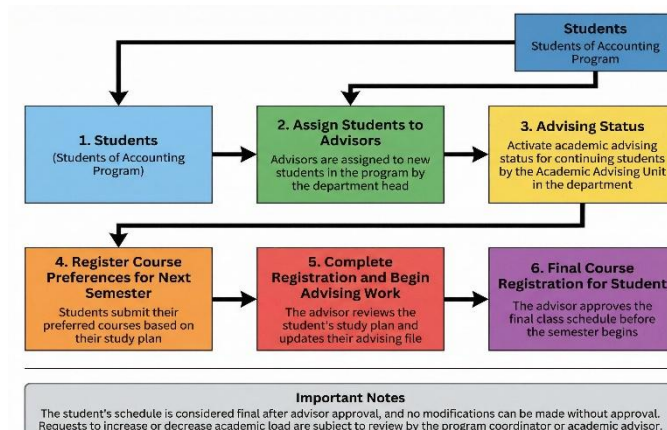


Third: Categories of Students Who Benefit from Academic Advising

Specialized Students:

- The Accounting Program conducts regular meetings for enrolled students with their academic advisors at the beginning of the course registration period for the upcoming semester, in accordance with the dates specified in the academic calendar. Students can view these dates directly through the Deanship of Admission and Registration calendar.
- The academic advisor in the Accounting Program reviews each student’s case according to the designated schedule by examining the forms and reports included in the student’s electronic advising file. The advisor’s role is to guide the student toward academic choices that align with their interests, abilities, and readiness, ensuring optimal academic progress.

The following diagram illustrates the academic advising procedures for new students in the Bachelor of Science in Business Administration – Accounting Program, as well as the advising steps for continuing students according to their academic level and progression in the study plan."





Direct or electronic communication with the academic advisor through all available.



Access to academic services such as course add/drop during the registration period in coordination with the academic advisor.



Discussing with the academic advisor all matters related to student's academic future.



Benefiting from the services offered by the college and the university, which the advisor guides the student to.



Ensuring full confidentiality of all student records and information, with disclosure only when necessary and within context of the case.



Student Rights with the Academic Advisor

Fourth: Student Responsibilities


The student must:

- Obtain a complete copy of the Academic Advising Handbook and read it thoroughly to understand all rights and responsibilities.
- Obtain the full copy of the Study and Examination Regulations from the University's Admission and Registration Deanship website and read it carefully.
- Take full responsibility for their academic performance; academic advising is a support tool that must be utilized effectively.
- Know the assigned academic advisor and the advisor's office hours; if no advisor is assigned, the student must contact the department chair to arrange one.
- Regularly check the college and department websites to stay informed about all required instructions, announcements, and available services.
- Be familiar with the academic calendar, including important dates for registration, add/drop, withdrawal, and apology, and consult the academic advisor when facing any academic issues.
- Meet with the academic advisor to discuss academic and career goals and seek clarification on matters that require further understanding.
- Follow the advisor's recommendations and adhere to agreed-upon appointments.
- Inform the advisor of any changes that may affect academic progress or program performance.
- Cooperate with the academic advisor and provide accurate and complete information necessary for effective advising and proper decision-making.

Fifth: Advising Steps and Advisor Support in the Registration Process (Add/Drop)

Assigning an Academic Advisor to Each Student

- The student reports to the college, where the Academic Advising Unit welcomes new students on the first day of classes and explains the university system.

- 
- New students are assigned to academic advisors from the college's faculty members according to the directives of the Vice Dean.
 - Specialized students are assigned to their academic advisors.

Despite the availability of electronic services, the academic advisor prepares a dedicated file for each student under their supervision, which includes:

- Student information form.
- The academic study plan for the student's major in the college.
- A list of the required courses for the student's academic specialization.
- Registration forms.
- A copy of the student's academic record and other administrative documents (such as semester deferral forms).
- Early registration of courses before the beginning of the next semester through the university system.
- Preparing the student's class schedule through the electronic registration platform.
- Monitoring the student's academic progress.

Advising and Advisor Assistance During the Registration Process

- Early registration for the upcoming semester begins so the student can start studying the next semester from the first week; early registration typically starts in the middle of the preceding semester.
- After completing early registration, the advisor begins working with the student academically.
- The academic advisor reviews the student's transcript and enrolled courses, compares them with the study plan, and guides the student toward the courses that align with their academic standing and specialization.
- If the student is not yet specialized, the academic advisor helps the student begin the specialization procedures according to the schedule set by the Deanship of Admission and Registration.
- The advisor can then register, add, or drop courses directly through the student's university account.
- The advisor ensures that the student knows the locations and times of their classes and verifies that there are no schedule conflicts.
- All registration procedures must be completed at least one week before the start of classes, and the student is not allowed to make changes afterward.

Sixth: Instructions Regarding Course Registration During Online Registration and Registration with the Academic Advisor

- The student's course selections are considered final and may only be modified with the academic advisor's approval.
- Registration overloads are authorized solely by the Vice Dean of the College or the academic supervisor.
- Changing the major is strictly within the authority of the college.

Electronic Academic Advising System:

The electronic system reflects the university's continuous efforts to develop admission and registration procedures. The Deanship has accomplished significant progress, and further improvements are ongoing to enhance operational mechanisms, ensuring that academic advising meets the diverse expectations and needs of students in the best possible manner, God willing.

Seventh: Advisory Programs to Support Students with Special Needs

This guidance program addresses the issues and needs of university students with disabilities. It aims to assist them in adapting to the university environment, developing their communication skills, and interacting effectively with other students. The goal is to ensure a supportive and fulfilling academic life for every student, aligned with the values of compassion and care promoted by national initiatives supporting higher education institutions.

Tracks of the Special Needs Advising Program

- The program is delivered at the beginning of each academic semester to introduce students with disabilities to the services and facilities available to them, inform them of their rights, and explain how to access these rights equally to their peers.
- The program provides guidance and supervision to ensure students with disabilities receive all necessary support and meet their academic requirements.
- Each semester, training sessions are held for faculty members and university staff to enhance their ability to interact effectively with students with disabilities.
- The program introduces the assistive tools and devices available on campus, explaining how to support students with mobility, visual, auditory, or other disabilities, to ensure their full integration into the university environment

Eighth: Instructions for Course Registration During Electronic Registration and Registration with the Academic Advisor

- The student's course selections are considered final and may only be modified with the approval of the academic advisor.
- Registration overload (exceeding credit limits) is permitted only through the Vice Dean of the College or the academic supervisor.
- Changing the academic major is exclusively within the authority of the college.

Electronic Academic Advising System

The Deanship of Admission and Registration continuously work to enhance and develop the application and registration processes. Significant progress has been made, and ongoing efforts aim to refine and advance the advising system to better support students, meet their aspirations, and ensure a smoother academic journey, with God's grace.



Advisory Programs to Support Students with Special Needs

This guidance program addresses the issues and needs of university students with disabilities. Its purpose is to help them adapt to the university environment, develop communication and interaction skills, and engage effectively with peers and university staff. The program also aims to ensure a safe and supportive academic life, grounded in the human values of care and inclusion promoted within higher education institutions.

Tracks of the Special Needs Advising Program

- The program is offered at the beginning of each academic semester to introduce students with disabilities to the facilities and services available to them, raise awareness of their rights, and guide them through procedures tailored to their needs, in alignment with their peers.
- The program provides continuous guidance and follow-up to support students in completing all required academic and administrative tasks.
- Training sessions are conducted each semester to enhance the ability of faculty and staff to work effectively with students with special needs.
- The program explains the assistive tools and devices available in colleges, particularly those related to mobility, visual, and auditory impairments, and guides students on how to use them within the university environment.

Chapter (2): Academic Regulations, Enrollment Status, and Graduation Policies

First: High School vs. University: There Is a Difference

- University study is fundamentally different from high school; as a university student, you are fully responsible for managing your academic life and progress.
- In university, students rely heavily on themselves to organize their academic tasks, schedules, and requirements.
- University life differs in the nature of academic courses, evaluation methods, and the student's responsibility to monitor their performance each semester.
- The university academic system determines a student's level based on cumulative performance over all academic years, unlike high school, where evaluation may depend heavily on the final year alone.
- Student evaluations are cumulative and based on GPA earned throughout all academic years, forming the basis for the final academic standing.

Why Understanding University Regulations Matters:

It is essential for students to become familiar with key university regulations, policies, and procedures that govern their academic journey to ensure success during this crucial stage.

Second: Study System

- The academic year is divided into two semesters, each lasting no less than fifteen (15) weeks, excluding registration, add/drop, and final examination periods.
- An optional summer term is offered, lasting no less than eight weeks.

Academic Load:

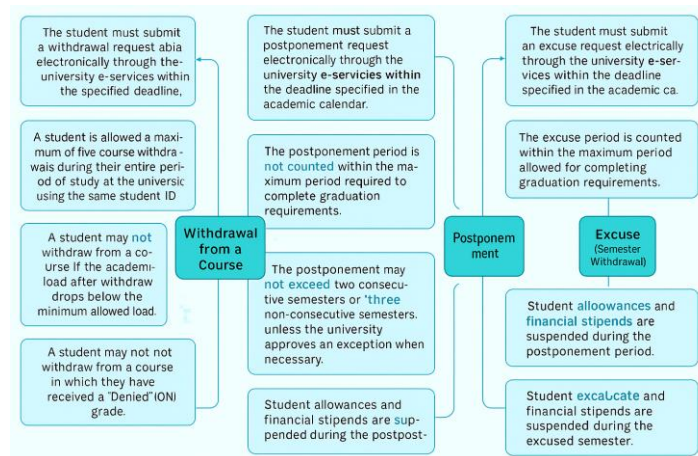
- The minimum academic load for a regular semester in the two-semester system is 12 credit hours, and the maximum is 19 credit hours.
- The minimum annual academic load under the full academic year system is 24 credit hours, and the maximum is 39 credit hours.
- The maximum academic load for the summer term is 9 credit hours.

Course Completion:

- If a student does not complete the requirements of any course, they may be permitted to complete the remaining requirements upon recommendation of the course instructor and will receive an Incomplete grade (IC), which is not included in the semester or cumulative GPA.
- The student must complete all course requirements in the following semester; otherwise, the grade will be converted to a failing grade.
- A student expected to graduate may request to register up to 21 credit hours during the final semester, subject to approval.

- Approval by the Deanship of Admission and Registration is required, and registration must align with the college's study plan and course requirements.

The Difference Between Academic Status Categories



University Dismissal

A student shall be dismissed from the university in the following cases:

- **Receiving three consecutive academic warnings** due to a low cumulative GPA below the required graduation threshold. The University Council may grant the student an additional chance to improve their cumulative GPA.
- **Failure to complete graduation requirements** within a period not exceeding half of the prescribed duration for graduation, in addition to the standard program duration. In exceptional cases, the University Council may grant students an additional opportunity not exceeding one academic year.

Final Withdrawal from the University

A student has the right to withdraw permanently from the university in accordance with the following procedures:

- **Returning the university ID card** to the relevant administrative unit.
- **Submitting all required clearances**, including the return of any university property assigned to the student, and completing the official *Clearance Request* through the Taq platform.

Transfer

a) Internal Transfer

Internal Transfer Regulations Between University Colleges:

- The student must meet all transfer requirements approved by the council of the college to which they seek transfer.
- The student must have completed at least **two regular academic semesters** and earned no fewer than **24 credit hours** in the college from which they are transferring.
- The student must not have completed more than **50%** of the study plan requirements of the intended college.
- Transfer is permitted only to an **equal or higher academic degree**, and transfer to a lower degree is not allowed.

- A student may request an internal transfer **only once** during their study at the university.
- A student previously transferred from outside the university may not request another transfer to a different college.
- **Changing the academic major within the same college** does not count as a transfer attempt.
- All transfer procedures must be completed before the start of the academic year or according to the deadlines published in the academic calendar.
- Transfer requests must be submitted electronically through the Deanship of Admission and Registration website during the announced period.

b) External Transfer

Regulations for Transfer from Outside the University:

- The student must have completed coursework at a **recognized local or international university or institution**, accredited in the country of study.
- The student must not have been dismissed from their previous institution for disciplinary reasons.
- The student must meet all transfer requirements approved by the council of the college to which the transfer is requested.
- Transfer procedures must be fully completed before the beginning of the academic year.
- The student must have completed at least **two academic semesters or one full academic year**, and earned no fewer than **24 credit hours** at the previous institution.
- The student must complete at least **50%** of the graduation requirements at the intended college.
- The transfer must be to an **equal or higher academic degree**, and transfer to a lower degree is not permitted.
- Transfer requests must be submitted electronically through the Deanship of Admission and Registration website during the period announced in the academic calendar.

Third: Regulations for Transferring Between Departments Within the College, or Between Specializations Within the Same Department

- The student must meet all transfer requirements approved by the department to which they are applying and endorsed by the College Council.
- The student must have completed **at least two academic semesters** and earned a minimum of **16 credit hours** in their current department.
- A student is permitted to transfer between departments within the college, or between specializations within the same department, **only once** during their study at the university.

- A student who has previously transferred from outside the university may **not** request another transfer to a different department within the college or to another specialization within the department.
- Transfer requests must be submitted electronically through the Deanship of Admission and Registration during the officially announced period in the academic calendar.

Fourth: Registration for Academically Underperforming Students

Academically underperforming students are registered in courses in a way that ensures the following:

- No timetable conflicts.
- Completion of all prerequisite requirements.
- Students may not register for higher-level courses unless they have completed the minimum required academic load.

Fifth: Grades and Evaluation Levels

Grade	GPA Range (Out of 4.0)	GPA Range (Out of 5.0)
Excellent	4.50 – 5.00	
Very Good	3.75 – less than 4.50	4.50 – 5.00
Good	2.75 – less than 3.75	2.75 – 3.50
Satisfactory (Pass)	2.00 – less than 2.75	2.00 – 2.75

Percentage Score	Grade	Grade Symbol	Grade Weight (Out of 5.0)
95 – 100	Excellent High	A+	5.00
90 – less than 95	Excellent	A	4.75
85 – less than 90	Very Good High	B+	4.50
80 – less than 85	Very Good	B	4.00
75 – less than 80	Good High	C+	3.50
70 – less than 75	Good	C	3.00
65 – less than 70	Satisfactory High	D+	2.50
60 – less than 65	Satisfactory	D	2.00
Less than 60	Fail	F	1.00

Sixth: Academic Record (Transcript)

It is a statement that outlines the student's academic progress. It includes all courses the student has taken each semester, along with their course codes, numbers, credit hours, and the grades earned, as well as the symbols used to represent those grades. The transcript also shows the semester GPA and cumulative GPA, in addition to the overall evaluation. It further indicates the courses from which the student has withdrawn or been denied entry.

Grades and Grade Points Table

Grade Point (Out of 4)	Grade Point (Out of 5)	Symbol (English)	Grade (English)	Percentage Grade
4.00	5.00	A+	Exceptional	95 – 100
3.75	4.75	A	Excellent	90 – <95
3.50	4.50	B+	Superior	85 – <90
3.00	4.00	B	Very Good	80 – <85
2.50	3.50	C+	Above Average	75 – <80
2.00	3.00	C	Good	70 – <75
1.50	2.50	D+	High Pass	65 – <70
1.00	2.00	D	Pass	60 – <65
0.00	1.00	F	Fail	<60
—	—	IP	In-Progress	—
—	—	IC	In-Complete	—
—	—	DN	Denied	—
—	—	NP	No Grade – Pass	—
—	—	NF	No Grade – Fail	—
—	—	W	Withdrawn	—
—	—	E	Exemption	—

Seventh: Method for Calculating the Semester GPA and the Cumulative GPA

The cumulative GPA is a numerical indicator ranging from 0 to 5. It represents the student's overall academic performance in all completed courses across all semesters. It is calculated by dividing the total number of grade points earned by the student by the total number of credit hours for all completed courses.

Steps for Calculating the Semester GPA

- Convert the final letter grades into their numerical grade points according to the approved table.
Example: 95% = 4.75 grade points.
- Multiply the number of credit hours for each course by its corresponding grade points to obtain the *quality points* for that course.
Example: 3 credit hours × 4.75 = 14.25 quality points.
- Repeat the same process for all courses taken during the semester.
- Add the total quality points for all courses.
- Divide the total quality points by the total number of credit hours for that semester to determine the semester GPA.
- The cumulative GPA is calculated using the same method, but with all completed semesters included—total quality points divided by the total number of credit hours for all semesters.

Eighth: Visiting Student

A student may, with the approval of the college in which they are enrolled, study one or more courses at another university within the Kingdom or abroad, or at one of the university's branches, without formally transferring. This is permitted provided that the study is conducted in coordination with the student's home college and that the courses studied are among the courses offered at Taibah University.


The student must obtain prior academic approval before enrolling in any courses as a visiting student. The approval is based on the academic interest of the student and the conditions set by the college. After the completion of the courses, the grades will be included in the student's academic record but will not be counted in the cumulative GPA. The courses will appear in the transcript under the category "*Visiting Student Courses*" and will be considered as completed requirements in the degree plan. The college determines the number of courses allowed under this category within one academic semester.

Conditions for Accepting a Visiting Student

- The institution in which the student wishes to study must be an accredited university.
- The course(s) must be equivalent in content and credit hours to those offered at Taibah University and must satisfy graduation requirements.
- The student must obtain prior written approval from their department/college before enrolling in the course(s).
- The number of credit hours studied at another university must not exceed the maximum approved by the college, and these hours will not be included in the cumulative GPA.
- The student must achieve a grade of "*Pass*" (or higher, if required) in the external course for it to be recorded as completed in their academic record.
- The course must not be a substitute for a course the student has previously failed at Taibah University (except under very limited conditions).
- A visiting student may study a maximum of **20% of the university's graduation credit requirement**, provided that it does not exceed **24 credit hours** for bachelor's degree programs.
- The student may enroll as a visiting student only once during their academic study inside or outside the university.
- The visiting period is not considered a break in enrollment and does not affect the student's academic status or university ID number

Ninth: Enrollment Status and Re-Enrollment

A student's enrollment at the university is terminated if they interrupt their studies for a period specified by the university and then do not submit a request for postponement or withdrawal. If the student completely interrupts their studies, their enrollment will be terminated,



and they will not be permitted to resume their studies at the university unless they apply as a visiting student at another university.

A student whose enrollment has been cancelled may apply for **re-enrollment**, provided that the request is submitted before the start of the academic semester for which reinstatement is sought.

Conditions for Re-Enrollment

- The student must submit the re-enrollment request within a period not exceeding **two academic years** from the date of termination.
- The student must not be enrolled in any other academic program inside or outside the university.
- The student must meet all admission requirements applicable to continuing in their program of study.
- The university retains the right to reject a re-enrollment request if it determines that the student's previous dismissal was due to academic or behavioral reasons.
- The university may require the student to repeat certain courses if deemed necessary, and completion of those courses will follow regular academic procedures.
- If the student's study plan has changed since their disenrollment, the student must adhere to the latest approved study plan at the time of re-enrollment.
- Re-enrollment may be granted only once throughout the student's entire academic career at the university.
- Re-enrollment is not permitted for a student whose enrollment was terminated due to exceeding the maximum number of allowed academic warnings.
- Re-enrollment is not permitted for a student whose enrollment was cancelled due to exceeding the maximum allowed period for withdrawal or postponement, unless the student provides a justified and approved excuse within **three years** from the date of dismissal. If the excuse is accepted, the student is reinstated under the new study plan.

Highlighted Policy Clause

A student whose enrollment was cancelled due to exceeding the maximum allowable period for withdrawal, postponement, or study interruption may not be reinstated except after providing a valid excuse within three years from the date of dismissal. If no excuse is provided or if the period exceeds three years, reinstatement is permitted only by submitting a new application to the university as a first-time applicant. If the student previously completed one or more semesters, they may request transfer of credit according to the applicable rules.

Conditions for Re-Enrollment of a Dismissed or Withdrawn Student

A dismissed or withdrawn student may apply to the university for **re-enrollment**, provided the application is submitted within the time frame and regulations approved by the University Council.

- A student whose enrollment was cancelled due to exceeding the permitted postponement or withdrawal limits may apply for re-enrollment if they submit a valid excuse and if the University Council approves the reinstatement.
- A student whose enrollment was cancelled due to academic dismissal may apply for a new admission (with a new university ID number) only after at least **two academic years** have passed from the date of dismissal.
- A student who formally withdrew from the university may apply for re-enrollment if they submit a justified excuse.
- Re-enrollment will be processed in accordance with university regulations and will consider the student's academic record and the reason for the original dismissal.

Tenth: Medical Excuses

- Medical excuses submitted by students are accepted only when accompanied by an official medical report issued through the approved digital platform (**Sehati**) or by the university hospital or a recognized medical center.
- Medical excuses issued from outside the university are accepted only if they are submitted within the specified timeframe and verified by the University Medical Administration.
- The medical excuse must clearly specify the medical condition, its duration, and the period during which the student is unable to attend.
- Excuses submitted after the specified period will not be accepted unless there are compelling reasons that prevented timely submission.
- Approved medical excuses may entitle the student to makeup exams, course withdrawal, or rescheduling of academic requirements, in accordance with the relevant university policies.
- If the medical excuse affects a final exam, the student must follow the official procedures for requesting a makeup exam through the Academic Affairs Administration and within the approved deadlines.

Eleventh: Grade Adjustment for a Student

A student may request a review of their final grade for a course within a period not exceeding **fifteen days** from the date the grade is officially released. The executive regulations outline the procedures for reviewing a student's final grade for a course as follows:

- The Department Chair must submit a request to the college's Vice Dean for Academic Affairs indicating that there is a need to review the student's grade. If necessary, the Vice Dean may authorize the revision of the grade using the approved form for grade modification and the supporting documents submitted by the course instructor.
- If the course instructor agrees to the request, the Department Chair shall assign another qualified faculty member in the same specialization to re-evaluate the student's work. If the instructor does not agree to the request, the Department

Chair must provide justification in the designated section of the grade modification form.

- In all cases where the grade review is conducted, the student's answer sheets shall be reviewed confidentially, and the department's specialized academic committee, chaired by the Department Chair, must approve the modified grade (if applicable).
- In the event that the grade is reduced after the review, the student does not have the right to request an appeal or a re-review of the grade.
- If the grade is adjusted upward, the college retains the right to keep copies of the student's evaluated coursework and all supporting documents related to the grade review.
- A grade may be modified upward only when the review proves the existence of an error in grading, calculation, transcription, or record entry, and the student must adhere to all rules stated in the Student Code of Conduct.

Twelfth: Pre-Graduation and Graduation Procedures

A student is eligible for graduation after successfully completing all graduation requirements as specified in the academic regulations and the approved study plan, provided that the student's cumulative GPA is not below the minimum required by the University Council for each major, and in all cases must not fall below "Pass."

- A student graduates after completing all required courses according to the approved study plan, provided their cumulative GPA is not below the minimum required by the University Council and the college's recommendation.
- The University Council may approve graduation for a student whose cumulative GPA is below the required minimum if the student has only one remaining course. In this case, the student may be granted an exceptional attempt to improve their grade, following the recommendation of the College Council.
- The student must complete all administrative procedures related to graduation through the Deanship of Admission and Registration, and all relevant graduation forms must be submitted and approved.
- A "To Whom It May Concern" letter is issued only after confirming that the student has no outstanding academic or financial obligations. This letter is issued by the college after verifying clearance through the student's university record.
- The Deanship of Admission and Registration verifies the student's academic record to ensure completion of all graduation requirements before issuing the final graduation decision.
- A student whose cumulative GPA is below the minimum required for graduation may be allowed to repeat one or more courses, based on the recommendation of the student's department, to enable the student to raise their cumulative GPA to the minimum required for graduation (i.e., "Pass").

Thirteenth: Honors Classification

A student is awarded **First-Class Honors** if their cumulative GPA at graduation is **4.75 or higher out of 5.00**.

A student is awarded **Second-Class Honors** if their cumulative GPA at graduation is **between 4.25 and 4.74 out of 5.00**.

Conditions for Receiving First-Class or Second-Class Honors

To be eligible for an honors classification, the student must meet the following conditions:

- The student must not have received a grade of *Fail* in any course studied at the university or transferred from another institution. This includes transfer courses, visiting student courses, and courses taken through academic exchange inside or outside the university.
- The student must have completed all graduation requirements within the minimum period specified in the study plan and must not have exceeded the maximum allowable period for graduation by more than one semester.
- The student must have completed at least **60%** of the graduation credit requirements at Taibah University.
- The student must not have received any disciplinary penalties during their period of study at the university.

Honors Classification Table

Classification	Grade Range (A)	Grade Range (B)
First-Class Honors	From (4.75) to less than (5.00) at graduation	From (4.75) to less than (5.00) at graduation
Second-Class Honors	From (4.25) to less than (4.75) at graduation	From (4.25) to less than (4.75) at graduation

(Note: The table column headers "(A)" and "(B)" in the Arabic version represent parallel grade categories; in English, both refer to the applicable GPA ranges for honors.)

Fourteenth: Common Mistakes

- Students must ensure regular attendance of lectures and practical sessions. A student may be prohibited from continuing in a course or from taking the final exam if their absence exceeds **25%** of the scheduled classes for that course.
- The Deanship of Admission and Registration automatically registers students who have not registered their courses during the designated registration period. If a student fails to attend the registered courses for the entire semester and does not submit an official excuse or a withdrawal request, they will receive a grade of *Denial (DN)* for all courses and will be considered withdrawn from the semester.
- Students must avoid enrolling in courses from different academic levels that go beyond the allowed upper-level limits, as this may lead to academic overload and impact their academic performance.

- Some students fail to monitor their academic progress and unknowingly accumulate multiple academic warnings, which ultimately results in academic dismissal.
- Students may be denied reinstatement if they request a change of major after exhausting their allowable attempts or after receiving a modification refusal from the Deanship of Admission and Registration.

Fifteenth: Student Violations

If a student commits an act that contradicts the values of integrity, diligence, and responsible conduct, or engages in behavior that violates university regulations, the university will take disciplinary action in accordance with the Student Conduct Code. Penalties vary depending on the nature and severity of the violation.

The following are examples of student violations:

- Violating the examination system, cheating, attempting to cheat, or assisting others in cheating.
- Violating the class attendance system or unjustified absence from lectures or practical sessions.
- Disruptive behavior in lectures or attempting to disrupt the class environment.
- Committing acts that violate public morals, good conduct, or proper behavior.
- Assaulting or insulting university employees, faculty members, or fellow students.
- Providing false information or submitting forged or fraudulent documents to the university.
- Destroying, damaging, or stealing university property or property belonging to others.
- Unauthorized distribution of publications or posters inside the university or participating in activities not approved by the university.
- Any other violation that falls under the Student Conduct Code and exposes the student to the corresponding disciplinary penalties.

Possible Disciplinary Actions (summarized from the Arabic text)

- Verbal or written warning
- Deduction of marks from the course
- Receiving a *Denial (DN)* for the course
- Temporary suspension from specific university services
- Term suspension (one semester)
- Academic dismissal (in severe or repeated violations)

Note: Penalties are imposed based on the university's regulations and the severity of the violation.

[Interactive Student Bag – Fourth Edition 2025-1447.pdf](#)

[Student Rights Regulations.pdf](#)



[Study and Examinations Regulations.pdf](#)

[Student Guideline.pdf](#)

[Regulations of Student Conduct and Discipline at Taibah University.pdf](#)

PART THREE

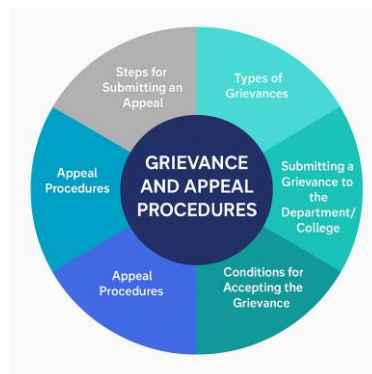
Grievances and Complaints

Introduction

Students enrolled in the Accounting Program are granted the right to submit grievances and appeals in accordance with the regulations and executive rules approved by the University. These procedures aim to ensure a fair and equitable academic environment, and to provide formal channels through which students may request a review of academic and non-academic decisions, thereby safeguarding student rights and promoting institutional justice.

This section of the handbook outlines the official procedures established by the University to ensure fairness, transparency, and the protection of student rights. It explains the types of grievances students may submit, the conditions required for their acceptance, and the approved forms and documentation that must accompany each request. The section also clarifies the procedural steps for submitting a grievance through the department, the college, and finally the Student Rights Administration, in accordance with the University's regulations and the Student Rights Guide.

Additionally, this part presents the formal mechanism for submitting appeals against decisions issued by permanent committees, including the required timelines, notification methods, and the responsibilities of the student throughout the process. By defining clear, structured pathways for resolving complaints and appeals, this section reinforces the University's commitment to ensuring that students have access to just, timely, and organized procedures for addressing concerns related to their academic experience.



First: Grievance Procedures

A. Types of Grievances

Students may submit a grievance regarding:

- Grades or results of midterm or final examinations.
- Academic decisions issued by the department or the college.
- Administrative decisions or any conduct perceived as non-compliant with university regulations.

Steps for Submitting a Grievance within the Department and College

Step 1: Submitting a Written Grievance

The student must submit a formal written grievance addressed to:

- The Department Chair, or
- The Dean of the College

The grievance should clearly include:

- The subject of the grievance and all relevant details
- The date of the incident
- The specific requests being sought

The grievance letter must be officially recorded through administrative communications to ensure documentation and follow-up.

Step 2: Using the Official Forms

The student is required to use one of the approved forms provided in the appendix of the *Student Advisory Guide, Third Edition – 1447 AH / 2025 AD, issued by the University*:

- **Form 1:** Request for Review of an Examination Grade (p. 21)
- **Form 2:** Grievance Submitted to the Department or College (p. 22)

B. Conditions Required for Accepting a Grievance

To have the grievance accepted, the student must meet the following conditions:

- A grievance must first be submitted to the entity being complained about before escalating the matter to the Student Rights Administration.
- The grievance must be clearly written, stating all facts and specific requests.
- Official grievance forms must be used.
- Supporting documents must be attached, where applicable.
- The student must attend meetings when requested; failure to attend without a valid excuse is considered a withdrawal from the grievance.
- The issue must not have been previously decided unless new evidence or justification is provided.

C. Cases in Which a Grievance May Be Formally Rejected

A grievance may be rejected if:

- It is submitted after the regulatory deadline.
- The grievance lacks clarity or does not specify the concerned entity.
- The requests are illogical or cannot be implemented.
- No supporting documents are provided when required.

D. Submitting a Grievance to the Student Rights Administration – The Standing Committee for the Protection of Student Rights

Method 1: In-Person Submission

Students may visit the Student Rights Administration (for both male and female campuses) and complete.

Method 2: Electronic Submission

A grievance may be submitted electronically through one of the following channels:

- **University Email:**

Male students: msrs@taibahu.edu.sa
Female students: msrg@taibahu.edu.sa

- **Academic Portal:**

Through *Academic Advising* → *Student Rights Protection* → *Grievance Form (Standing Committee)*

Appeal Procedures

Definition of an Appeal

An appeal is a formal objection submitted by a student to challenge a decision issued by one of the permanent committees of the University. The appeal must be submitted within **15 days** from the date on which the student becomes aware of the decision.

A. Steps for Submitting an Appeal

Step 1: Verifying the Date of Notification

The official date of notification shall be determined based on:

- The email sent to the student's university email account, or
- A formal letter received from the college

If neither is available, the student may request written notification.

Step 2: Submitting the Appeal

The appeal must be addressed to **His Excellency, the University President**. The appeal must include:

- The number and date of the decision being appealed
- The date on which the student was notified of the decision
- The reasons and justifications supporting the appeal
- Any supporting documents

Step 3: Adhering to the Official Deadline

The appeal must be submitted within **15 days** from the date of notification. Failure to do so renders the decision final and non-contestable.

B. Notification of Decisions

Departments and permanent committees are required to notify students of any decision issued against them through:

- The official university email, or
- A registered letter delivered by the college

A copy of the decision must be attached to the notification.



PART FOUR

Faculty Member Duties and Rights in the Accounting Program

Introduction

This section of the handbook outlines the professional and regulatory framework governing the roles and responsibilities of faculty members in the Accounting Program at the College of Business Administration. It clarifies the academic, ethical, and professional obligations that faculty members are expected to uphold, including maintaining academic integrity, staying current with disciplinary developments, delivering high-quality instruction, and contributing actively to departmental councils, committees, and academic initiatives that support the learning environment.

The section also explains the teaching load requirements and weekly working hours, in addition to the core academic functions of teaching, advising, research, and community engagement. Furthermore, it highlights the procedures and criteria for academic promotion, which include scholarly output, teaching effectiveness, and service contributions, as well as the formal steps involved in submitting and evaluating promotion applications.

In addition, this part presents the professional and employment rights granted to faculty members under university regulations, such as salaries and allowances, eligibility for secondment and sabbatical leave, and opportunities for participation in conferences, workshops, and professional development programs. Together, these elements provide a comprehensive reference that underscores the essential role faculty members play in advancing the mission of the Accounting Program and ensuring the quality of its academic outcomes.

Duties of Faculty Members

In accordance with university regulations (Article 38 and subsequent articles), faculty members are expected to adhere to the following professional and ethical responsibilities:

1. **Uphold academic integrity and professional conduct** and comply with all institutional regulations and university codes of ethics.
2. **Stay current with scientific and disciplinary advancements** and continuously update their academic and research knowledge.
3. **Deliver up-to-date knowledge to students** and promote scientific thinking and analytical skills.
4. **Actively participate in departmental councils, committees, and academic activities** within the college and university.
5. **Commit fully to university duties** and refrain from external employment without obtaining formal approval from the authorized body.

Teaching Load and Academic Responsibilities

According to Articles (40–41), the teaching load and academic duties for faculty members are defined as follows:

Maximum Weekly Teaching Load

- **Professor:** 10 credit units
- **Associate Professor:** 12 credit units
- **Assistant Professor:** 14 credit units
- **Lecturer/Teaching Assistant:** 16 credit units (*with possible reduction during postgraduate study*)

Weekly Working Hours

Faculty members are required to work **35–40 hours per week**, covering the following activities:

- Classroom teaching
- Academic advising and student follow-up
- Office hours for student support
- Research activities and scholarly production
- Participation in departmental and college committees and administrative tasks

Academic Promotion Procedures

Academic promotion is a key element of faculty professional development and is governed by the executive regulations for academic promotion:

1. Promotion Requirements

- Completion of the required years of service for the targeted academic rank.
- Meeting the minimum scholarly production requirements stated in the regulations (published research units in peer-reviewed journals).
- Demonstrating teaching effectiveness and active contribution to university and community service.

2. Evaluation Criteria (*Article 27*)


- **60 points** for scholarly production.
- **25 points** for teaching.
- **15 points** for university and community service.

3. Promotion Procedures

- Submitting a promotion application to the Department Council, along with supporting documents.
- Sending the scholarly work to specialized and accredited reviewers for evaluation.
- Reviewing the recommendation at the College Council and then at the Scientific Council.
- Confirmation and approval of the promotion by the authorized university body.

Faculty Responsibilities Toward the Department and Program

These expectations represent the program's professional standards and should be clearly communicated in the faculty guide:

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1. Adherence to the approved curriculum and course plans.
 2. Compliance with academic quality policies, including course assessment and continuous improvement.
 3. Contribution to program and college initiatives, including committees, accreditation efforts, and quality assurance activities.
 4. Engagement in community service activities aligned with the mission of the program and university.
 5. Maintaining a safe, organized, and supportive learning environment within classrooms.

Rights of Faculty Members

According to university regulations, faculty members are entitled to several professional and employment rights, including:

1. Salaries and allowances in accordance with the official academic salary scale.
2. Compensation for administrative and academic positions (Dean, Vice Dean, Department Chair).
3. Eligibility for secondment, study leave, and sabbatical leave, in accordance with approved university policies.
4. Participation in conferences, workshops, and training programs that support professional and research development.

[Regulations of Study and Examinations for the Undergraduate Stage \(Executive Rules of Taibah University\).pdf](#)



The formal review for the approval of this Handbook was conducted during the Six session of the Department Council of Accounting for the academic year 1447 AH, under Resolution No. Five dated 29-05-1447 AH.

- **Study and Examination Regulations (Fourth Edition) – PART TWO**
- **Student Guidebook of Taibah University (Third Edition – 2025) – PART TWO**
- **Student Guide for Grievance and Appeal Procedures – PART THREE**
- **Regulation Governing Faculty Affairs in Saudi Universities (Available on the University Website) – PART FOUR**