



The English Department Student Guide

VISION

The English Language Program strives to achieve academic excellence at the national, regional and international levels.

MISSION

Providing high-quality education in the English language and its various domains of study by equipping students with the knowledge, research, and skills to meet the demands of the job market and community service.

GOALS

1. Achieving high quality education and adopting state-of-the-art technologies in accordance with academic quality standards.
2. Providing the job market with high-quality and well-trained graduates in the domains of English language.
3. Advancing research in the field of English language studies.
4. Qualifying and training students to participate in projects catering for local community service.

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STUDY REGULATIONS AND TESTS:

This section includes the key excerpts that are most relevant to the aims of this guide. For further details please refer to the university (*Study Regulation and Tests Manual*).



Academic Level: It indicates the student's year-level classification. Graduation requires studying eight levels or more according to credit hours plans.

Credit Hour: Each course has corresponding number of hours of two or three credit hours in weekly session of teaching and learning. Each hour is equivalent to not less than fifty minutes in regular mode of classes, language laboratory session of not less than fifty minutes and practical or field learning exposure of not less than hundred minutes.

Class Work Score: A score given to a student showing his/her achievements on the continuous assessment from exams, research and other academic activities related to the course.

The Grade: Description of the percentage equivalent or a letter mark for the final score a student achieves in each course.

Incomplete Grade: A grade entered provisionally for each course a student is unable to fulfil its requirement in the specific time. It is referred to in the academic record with the abbreviation (InC).

Continuous Grade: A grade entered provisionally for each course which nature of study requires more than one semester for completion. It is referred to with the abbreviation (IP). **Semester Grade**

Point Average: Total points a student achieves divided by the total credit hours for all the courses studied in every semester. Points are computed by multiplying the credit hours of a course by the grades a student achieves for each course.

Cumulative Grade Point Average: Total points a student achieves

in all the courses he/she studies since his/her enrolment in the university, divided by the total credit hours for all those courses.

The General Grade: Description of the level of a student's academic achievement during the period of his/her study in the university.

Withdrawal for the study: It means that the student does not continue studying for the academic year or semester in which he/she registered with an acceptable excuse while counting the withdrawal period within the regular period of graduation.

The GPA: the result of dividing the total points obtained by the student in all the courses he/she has studied since his/her Level 1 enrolment to Level 8 at the university by the total number of units by courses plan. the /C/ as mandated by the department's required courses.

STUDY REGULATIONS:

1. The regular student must attend lectures and practical lessons. He is prohibited from taking the final exams if his/her attendance rate is less than the percentage that is determined by the University Council.
2. It is permissible to withdraw with an excuse from one or more courses in the semester according to the executive rules approved by the University Council.
3. The student graduates after successfully completing the graduation requirements according to the study plan, provided that his/her cumulative GPA is not less than acceptable, and the university council may, upon the recommendation of the relevant department council, determine appropriate courses to be studied by the student to raise his/her GPA, if he succeeds in the courses and fails in the GPA.

A. The grades obtained by the student in each course are calculated as follows:

الدرجة	النقاط	الرمز	التقدير للمقرر	Course Grade	Grade	Points	Mark
100 - 95	5.00	أ+	* ممتاز مرتفع	Exceptional	+A	5.00	95 - 100
إلى أقل من 90	4.75	أ	ممتاز	Excellent	A	4.75	90 - less than 95
إلى أقل من 85	4.50	أ+	جيد جداً مرتفع	Superior	+B	4.50	85 - less than 90
إلى أقل من 80	4.00	ب	جيد جداً	Very Good	B	4.00	80 - less than 85
إلى أقل من 75	3.50	أ+	جيد مرتفع	Above Average	C+	3.50	75 - less than 80
إلى أقل من 70	3.00	ج	جيد	Good	C	3.00	70- less than 75
إلى أقل من 65	2.50	أ+	مقول مرتفع	High Pass	D+	2.50	65- less than 70
إلى أقل من 60	2.00	د	مقبول	Pass	D	2.00	60- less than 65
أقل من 60	1.00	هـ	راسب	Fail	F	1.00	less than 60
		م	مستمر	In-Progress	IP		
		ل	غير مكتمل	In-Complete	IC		
		ح	محروم من دخول الاختبار النهائي	Denied	DN		
		ند	ناجح دون درجة	No-Grade-Pass	NP		
		هد	راسب دون درجة	No-Grade--Fail	NF		
		ع	منسحب بعذر	Withdrawn	W		
		بد	اختبار نهائي بديل	Makeup Final exam	ME		
	2.00	د ٢	ناجح في الدور الثاني بتقدير مقبول للنظام السنوي	Pass in the second session with grade of pass	D2	2.00	

B. An Example of how GPA is calculated:

مجموع النقاط الساعات المعتمدة = الوزن	وزن التقدير	رمز التقدير		عدد الساعات المعتمدة	المقرر
		الإنجليزي	العربي		
300	500	+A	+A	6	الإنجل
120	400	B	B	3	اللغ
750	200	+D	+D	3	الإنجل
900	300	C	C	3	اللغ
450	450	+B	+B	1	الإنجل
300				0	المجموع

$$GPA = \frac{300}{10} = \frac{\text{مجموع النقاط في الفصل}}{\text{مجموع الساعات المعتمدة}}$$

ويمكن حساب المعدل التراكمي من خلال المعادلة الآتية :

$$\text{المعدل التراكمي (GPA Cumulative)} = \frac{\text{مجموع نقاط الفصول الدراسية}}{\text{مجموع الساعات المعتمدة لجميع الفصول الدراسية}}$$

C. Grade Distribution:

The full mark for every course is (100), which is typically distributed as follows:

- (60) for student work during the semester that includes at least one written midterm and one or more of the following choices:
 - Written midterm
 - Quizzes
 - Oral exams
 - Projects
 - Presentations
 - Class Activities (Participation)
 - Research
 - Assignments
 - Others: selected by the instructor depending on the course's nature.
- (40) marks for the final examination that designated during the last week of each semester of the academic year.

D. The general estimate for the GPA upon graduation is based on his/her cumulative GPA as follows:

- (Excellent): if the GPA is not less than 4.50 out of 5.00.
- (Very good): if the GPA is from 3.75 to less than 4.50 out of 5.00.
- (Good): if the GPA is from 2.75 to less than 3.75 out of 5.00.
- (Pass): if the GPA is from 2.00 to less than 2.75 out of 5.00.

E. The first honours degree is awarded to a student with a GPA from (4.75) to (5.00) from (5.00) upon graduation, and a second honours degree is awarded to a student with a GPA of (4.25) to less than (4.75) from (5.00) upon graduation. The conditions for obtaining a first or second honours degree are as follows:

- The student should not have failed any course he studied at the university or at another university.
- That the student has completed the graduation requirements in a period of no more than the average duration between the minimum and maximum stay in his/her college.
- The student must have studied at the university from which he will graduate at least (%60) of the graduation requirements.

4. If he obtains three consecutive warnings at most because his/her GPA is less than (2 out of 5 or 1 out of 4), and the University Council, based on the recommendation of the college council, may give a fourth opportunity to anyone who can raise his/her GPA by studying the available courses.

5. If he/she does not complete the graduation requirements within a period that is not more than half of the period determined for graduation in addition to the duration of the program, and the University Council may give an exceptional opportunity to the student to complete the graduation requirements with a maximum limit not exceeding twice the original period specified for graduation.

Final Test Procedures:

1. Two weeks are allocated at the end of each semester for regular contact courses final exams.
2. The final exam covers the entire course material and may include one or more parts according to the course study plan.
3. All exams are scheduled within the period allocated for final exams according to the university calendar. The duration of the final exam ranges from one hour to three hours depending on the nature of the course.
4. A student may not be tested in more than two courses in one day, and the University Council may make an exception from that.

Instructions for exams

1. Be present 15 minutes before the start of the exam.
2. The student must have his university card in possession to prove his\her identity.
3. The students must bring his stationary and all other tools allowed to be used in the exam according to the nature of the course (it is the student's responsibility).
4. The student is fully responsible for writing and shading his data on the exam answer sheet.
5. Turning off the mobile phone and any other smart devices and not using it at all inside the exam hall.
6. Discipline inside the hall is necessary to ensure the smooth running of the exam.
7. The student is not allowed to leave before half the time has passed from the start of the exam.
8. The student is not allowed to leave the hall during the

exam except in exceptional cases, approved by the head of the exam committee.

9. Any student whose name is not included in the attendance list is not allowed to enter the exam hall.

10. The use of the dictionary is not allowed in the exams.

11. If a student cheats, or attempts to do so; his exam will be stopped immediately, and he will be referred to the Violations Committee; to apply appropriate penalties against him, which may reach the student failing in one or more courses and recording a warning in his academic record

12. The student has the right to object to any grade during the semester within a week from the date of announcing the grade, by submitting a request to the academic advisor.

13. The student has the right to submit a request to object to the final exam grade within (15) days from the date of announcing the grade, by submitting a request to the head of the department, and the request is registered in the academic system, provided that the student has not previously submitted three requests to re-correct the answer sheets of final exams for courses that he has previously studied, and in which final decisions were issued to reject or approve.

14. The student is not entitled to retake the midterm or final exam that he missed unless his absence was due to an urgent excuse documented by an official letter from a government agency, and he must submit a request to the Student Affairs Unit within a week from the date of the main exam.

ADMISSIONS AND REGISTRATIONS:

This section includes the key excerpts that are most relevant to the aims of this guide. For further details please refer to the university (*Admission and Registration Manual*).



1. The student registers the academic courses electronically on the (<https://edugate.mu.edu.sa/mu/init>) system according to the university calendar schedule and the rules and regulations announced by the Deanship of Admission and Registration on the university's website.
2. Courses are registered in a manner that guarantees the student the minimum academic load in each semester.
3. If a student does not register for any course during the regular registration period, they will be considered as having withdrawn from their studies.
4. **ACADEMIC LOAD:**
Academic load refers to the total credit hours for the courses the student registers for per semester. It is determined in accordance to the following regulations:
 - A. The minimum academic load is 12 credit hours for a semester.
 - B. The maximum academic load is 20 credit hours per semester and 10 credit hours for the summer semester.
 - C. The student who has an academic probation shall not be allowed to increase his/ her academic load to more than 14

credit hours.

D. The student who has a Pass Grade shall not be allowed to increase his academic load to more than 16 credit hours.

E. The student who is on the cusp of graduation is allowed to exceed the maximum load; the increase must not be more than 4 credit hours.

F. Applications for registration will not be considered after the period specified in the university calendar.

SEMESTER FULL WITHDRAWAL:

1. The student can withdraw from a semester (stop studying all courses before the end of a semester) without being deemed as a failure.
2. The first-year students cannot withdraw a semester.
3. Students can apply through the student's user on the academic system portal (edugate) during the specified period of withdrawal (after the first week of the start of study and till five weeks before the start of the final exams).
4. A student may apply for a study postponement revoked excuse accepted by the body specified by the University Council, provided that the period of postponement does not exceed two consecutive academic semesters, or three non-consecutive semesters as a maximum for the duration of his/her stay at the university, then his/her registration is revoke after that, and the University Council may, in case of necessity, make an exception to this, and the period of postponement is not counted within the period necessary to complete the graduation requirements.

COURSE WITHDRAWAL:

5. First year students may not withdraw from any course.
6. The student may withdraw automatically from one course with an excuse three weeks before the beginning of final exams according to the University academic calendar.
7. The academic load (hours recorded) in the semester should not be less than the minimum (12) hours.
8. The student is allowed to withdraw from a maximum of four courses during his stay in the university.
9. The student submits a withdraw request through the academic system portal.

STUDY PLAN:

It is a set of compulsory, elective, and free courses, of which the total units constitute the graduation requirements that students must successfully pass to obtain the academic degree in the specified specialization.

1. The Program's courses are presented in consecutive semesters according to what is stated in the study plan, with the application of all other academic and regulatory rules and procedures contained in the undergraduate study and examination regulations.
2. Study plans are designed for the equivalent of eight undergraduate semesters.
3. The subjects comprising a course within the approved study plan in each major (program). Each course has a number, a code, a name, and a detailed description of its syllabus that distinguishes it in terms of content and level from other courses. Some courses may have a requirement, prerequisite, or concurrent with it.

4. All courses in level one are compulsory.
5. Student/graduate shall review the study plan to ensure that the previous and concurrent requirements of the registered courses are met and review the certificate evaluation to learn about the courses required to be registered before the deletion and addition begins, and the student is responsible for failure to carrying out the above mentioned

Group Type : 1 إجبارية

First							
code	course name	H	G	L	H	requisite	Yrl
ENGL 111	Grammar and Sentence Structure (I)	3				-	-
ENGL 112	Listening and Speaking	3				-	-
ENGL 113	Reading and Vocabulary Building I	3				-	-
ENGL 114	Writing I	3				-	-
Total							12

Second							
code	course name	H	G	L	H	requisite	Yrl
ENGL 121	Communicative Grammar	2				ENGL 111 - / P	-
ENGL 122	Practical Phonetics	3				ENGL 112 - / P	-
ENGL 123	Reading and Vocabulary Building 2	3				ENGL 113 - / P	-
ENGL 124	Computer-assisted Language Learning	3				-	-
Total							11

Third							
code	course name	H	G	L	H	requisite	Yrl
ENGL 211	Introduction to Literature	3				-	-
ENGL 212	Listening and Speaking 2	3				ENGL 112 - / P	-
ENGL 213	Reading and Vocabulary Building 3	3				ENGL 123 - / P	-
ENGL 214	Writing 2	3				ENGL 114 - / P	-
ENGL 215	Introduction to Literature	3				-	-
Total							15

Forth							
code	course name	H	G	L	H	requisite	Yrl
CS 101	communication skills	2				-	-
ENGL 221	Principles of Literary Criticism	3				-	-
ENGL	British Novel and	3				ENGL 211 - / P	-

Group Type : 1 إجبارية

Forth							
code	course name	H	G	L	H	requisite	Yrl
222	Drama						
ENGL 223	Collaborative Writing	2				-	-
ENGL 224	Introduction to Literature	2				-	-
ENGL 225	Second Language Learning	3				-	-
Total							15

Fifth							
code	course name	H	G	L	H	requisite	Yrl
ENGL 311	American Novel and Drama	3				ENGL 211 - / P	-
ENGL 312	Phonetics and Phonology	3				ENGL 112 - / P ENGL 212 - / P	-
ENGL 313	Applied Linguistics	3				ENGL 215 - / P	-
ENGL 314	Morphology	3				ENGL 215 - / P	-
ENGL 315	Advanced Translation	3				ENGL 214 - / P	-
ENGL 316	Language Learning Strategies	2				ENGL 215 - / P	-
Total							17

Sixth							
code	course name	H	G	L	H	requisite	Yrl
ENGL 321	A survey of English Poetry	3				ENGL 211 - / P	-
ENGL 322	History of English Language	2				-	-
ENGL 323	Culture and Society	2				-	-
ENGL 324	Computer-assisted Language Learning	3				ENGL 215 - / P	-
ENGL 325	Sociolinguistics	3				ENGL 215 - / P	-
NS 101	Numerical skills	2				-	-
Total							15

Seventh							
code	course name	H	G	L	H	requisite	Yrl

اختيارية 1 : Group Type :

Seventh							
code	course name	H	G	L	H	requisite	Yrl
ENGL 411	Research methods	3				-	-
ENGL 412	Semantics and Pragmatics	3				ENGL 215 - / P	-
ENGL 413	Syntax	3				ENGL 215 - / P	-
ENGL 414	Discourse Analysis	3				ENGL 314 - / P	-
ENGL 415	Special Topic(s) in Translation	3				ENGL 224 - / P	-
ENGL 416	Ecolinguistics	2				ENGL 215 - / P	-
Total							17

Eighth							
code	course name	H	G	L	H	requisite	Yrl
ENGL 421	Advanced Literary Criticism	2				ENGL 221 - / P	-
ENGL 422	Historical and Comparative	3				ENGL 215 - / P	-
ENGL 423	Language and Diplomacy	2				ENGL 215 - / P	-
ENGL 424	Language Evaluation and Assessment	2				ENGL 313 - / P	-
ENGL 425	Special Topic(s) in Linguistics	2				ENGL 215 - / P	-
ENGL 426	Methods and Strategies of Language Teaching	3				ENGL 313 - / P ENGL 316 - / P	-
ENGL 427	Psycholinguistics	2				ENGL 215 - / P	-
ENGL 428	Graduation Project	2				ENGL 411 - / P	-
Total							18

اختيارية 2 : Group Type : (6)

code	course name	H	G	L	H	requisite	Yrl
SALM 101	Introduction to Islamic Culture	2				-	-
SALM 102	Islam & Construction of Society	2				-	-
SALM 103	Islamic Economic System	2				-	-
SALM 104	Fundamentals of Islamic Politics	2				-	-
Total							8

اختيارية 1 : Group Type : (2)

code	course name	H	G	L	H	requisite	Yrl
ARAB 101	Arabic Language Skills	2				-	-
ARAB 103	Arabic Editing	2				-	-
Total							4

اختيارية 3 : Group Type : (4)

code	course name	H	G	L	H	requisite	Yrl
101	Contemporary Societal Issues	2				-	-
ENT 101	Entrepreneurship	2				-	-
FCH 101	Family & Childhood	2				-	-
HAF 101	Fundamentals of Health & Physical Fitness	2				-	-
LHR 101	Legislations & Human Rights	2				-	-
VOW 101	Voluntary Work	2				-	-
Total							12

ACADEMIC ADVISING:

This section includes the key excerpts that are most relevant to the aims of this guide. For further details please refer to the university (*Guidance and Counseling Manual*).



Academic advising is part of the educational experience, wherein students are supported by faculty in making appropriate choices from a wide range of opportunities towards achieving realistic academic and professional goals. It entails continuous communication between the student and the academic advisor. The academic advisor is the faculty member and the like who are charged with supervising, directing and following up on the student during his/her studies at the university. He must be the student's first and primary reference to attend to in the case of facing any academic, social or psychological issues.

- The most prominent objectives of academic the advisor can be identified as follows:
 - A. To support students' efforts in reaching their academic degree or objectives.
 - B. To mentor students' performance and achievements and providing them with support and advocacy.
 - C. To listen with sympathetic understanding to students' academic concerns and other related problems, making the appropriate referrals when necessary.
 - D. To Facilitate early program exploration and planning for timely graduation.

- E. To Allow optimal utilization of campus resources.
- F. To Foresee the students' academic process such as course registration, withdrawal and dropping courses or semesters. Additionally, monitoring students' attendance and give warnings when absence limits are exceeded.
- G. To refer students to the concerned authority when necessary, such as *The Student Guidance and Counseling Centre* or to the *head of the department office*.

Absence

- H. Student's Absence: The absence is formally considered from the first day of study. According to the policy of the university, the student receives the first warning letter in case of being absent about 5% of the total approved teaching hours of the course. He receives the second warning letter in case of being absent 10% of the total approved teaching hours of the course and he might receive a denial in case of being absent for more than 25% of the total approved teaching hours of the course. Notice: the student who has received a denial is considered as failed in the course (With the need to review the list of valid excuses for university students).
- I. The list of the students who are denied the entry to the final exams are published by the department before the commence of the final exams.
- J. The equation for calculating the number of hours correspond to 25% of absence in each course is as follows.
- K. Number of actual hours X 15 weeks $100 \div X 25$
- L. Ex: $2 \times 15 = 30$ $0.3 \mid 0.3 = 100 \div 30 \mid \times 25 = 7.5$ (25% = 7.5 hours)

Acceptable official excuses

Medical Excuse

- Medical report stating that he is admitted to a government hospital.
- A detailed medical report (providing that the student is unable to attend the university) and grants the student a sick leave from a government hospital.
- Reports of granting sick leaves issued by the private sector are not accepted unless a detailed medical report is attached and approved by the university's student services; No more than a day for centres and clinics, and three days for hospitals.
- Accepting visits and appointments (for the student himself only) from health centres in the event that there is no hospital nearby.

Death

- The death of a first-degree relative (parents, brothers, children, husband, or wife).
- The absence should not be more than three days from the date of death.
- Attach a death report or certificate.

Apprehension

- To be at the time of lectures or exams.
- Attach a certified report from the competent security authority.

Accidents

It includes traffic accidents and criminal accidents, and the student's excuse is accepted according to the following criteria:

- To be at the time of lectures or exams.
- Attach a certified report from the competent security authority.

Student Activities

Participating in student activities sponsored by the university, such as student affairs activities, is accepted, provided that the students submit a letter from the competent authority stating the type of participation, the day, date and time.

STUDENT RIGHTS:

This section includes the key excerpts that are most relevant to the aims of this guide. For further details please refer to the university (*Students Rights and Duties Manual*).



Every student has rights. The following are the rights guaranteed by the university's regulations in the academic and non-academic fields to provide a supportive educational environment for students that guarantees a stable university life in accordance with its capabilities with the aim of creating a generation characterized by self-confidence, courage and good manners.

A. The student's academic rights are as follows:

1. Student enrollment in the college or the program according to his/her desire.
2. Student must obtain a University ID and take advantage of the services provided.

3. Providing the appropriate environment for the student to obtain high-quality learning.
4. Student's knowledge of the study plan and registration procedures in the decisions that the system brings to him/her and the registration rules followed.
5. Student removes or adds any available course or deletes the entire semester.
6. Transferring the student from one college to another within the university or from one scientific program to another, or converting the study system from enrollment to regularity, education or distance education and vice versa.
7. Student's access to the scientific material related to university decisions in a suitable study environment that achieves his comprehension and achievement easily.
8. Student asks his professors and their discussion of the appropriate scholarly discussion
9. Faculty members abide by the dates and times of the lectures, fulfil the hours, and do not cancel any of them except in case of necessity.
10. Ensure the confidentiality of the complaint of the student against the faculty member
11. Exam questions are asked within the course and its contents, and the student has the right to know his results and request that his answers be reviewed.
12. Student should be informed about his marks and the results of the tests that he performed.
13. Student's knowledge of the answers to the questions after the exams are completed.
14. Retrieve all assignments submitted by the student during the semester.
15. Maintain the confidentiality of the contents of the student file.
16. Notify the student before making any decision against him/her.
17. Student should be informed of academic warnings or denying the

student entry to a final exam with the reasons.

18. Freedom to express opinion and debate on educational matters in appropriate behavior.

19. Student should be familiarized with the sources of obtaining university bylaws and regulations.

20. Provide instructions and guidance to the student.

21 Student obtains the graduation document upon completion of the graduation requirements in accordance with the period specified to deliver the document.

22. Provide permanent communication opportunities for the student with a faculty member.

23. Feeling of physical security so that the student is not exposed to physical or health dangers and moral or psychological security.

B. The student's non-academic rights:

1. Students benefit from the university's services and facilities.

2. Students have access to adequate health care.

3. Students receive social care provided by the university.

4. Participate in the activities established within it according to the regulations.

5. Student services evaluated through the questionnaires provided to him/her.

6. Decide who represents students to participate in student advisory committees.

7. Obtain the additional financial rewards prescribed in case he is a superior student.

8. Obtain financial aid after studying the financial condition of the student.

9. Provide the student with the opportunity to attend programs and activities.

10. The Deanship of Student Affairs is concerned with looking after student rights.

11. Provide support, assistance, and appropriate services to students with special needs.
12. Provide students with complete regulations.

STUDENT DUTIES:

These are the academic and non-academic duties that the student must adhere to towards the university in order to improve the quality of academic work and in still a spirit of belonging and citizenship among the student and work to document the relationship between the student on the one hand and members of the teaching staff and the university sectors, on the other hand.

(A) Academic field:

1. Commitment to university regulations and bylaws.
2. Not to perform any work that is subject to Islamic morals and public morals.
3. Not to falsify university records.
4. Class attendance.
5. Adherence to the rules relating to the preparation of research, reports or tests.
6. Not hindering the course of lectures.
7. Treating others with respect.
8. The student's commitment not to attend lectures in courses not registered in it.
9. There are no errors in the study schedule.
10. Student commitment to the instructions and instructions directed by the University Official.
11. The commitment of the student to implement the penalty imposed on him.
12. Evaluating the student and the faculty member, taking into ac-

count the secretariat.

(B) The non-academic field:

1. Student must always have his university card in his possession.
2. Student maintains general cleanliness inside the university.
3. Student's commitment not to harm university property.
4. Student commitment not to make noise inside the university facilities.
5. Student should refrain from disturbing the designated places.
6. Student does not do any destructive or life-threatening acts.
7. Student prohibition from using university property for unauthorized purposes.
8. Student exploited the Internet at the university for research and scientific material only.
9. Student's commitment to good behavior appropriate to Islamic and university norms.
10. Student paid the amounts prescribed for him.
11. Student does not eat food and drinks except in the places designated for them.
12. Not to preserve, consume or abuse any kind of alcoholic beverage or drug.
13. Student is strictly prohibited from smoking on campus.
14. Student should make sure that the official email address is working properly.
- 15- Student follow-up on advertisements placed inside the university building.
16. Student should give correct information to the designated authorities at the university.
17. Student should not assign university employees to any work except with the approval.
18. Student communicates with the university after he graduated.

COMMUNICATION DIRECTORY

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2. The college account on X.



3. Department's (WhatsApp) service: **0164043315**