

# Student Handbook

## 2024



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## Introduction

Welcome to Al-Yamamah University! We are delighted to have you join our community as a student. This guide serves as a valuable resource to familiarize you with our university, its establishment, specialties, and facilities.

Within this guide, you will find comprehensive information about academic studies and curriculum plans. We also introduce the University Preparatory Program, designed to prepare and guide incoming students for their university journey. Furthermore, we provide insights into the various centers, administrations, and services available to support you throughout your university experience. From the Library to the Sports Center, we aim to cater to your diverse needs. Moreover, this guide outlines the university's regulations and rules, ensuring transparency and providing avenues for students to address any concerns or grievances they may have.

We hope this handbook serves as a valuable companion throughout your time at Al-Yamamah University, helping you navigate your academic journey with confidence and success.

**Deanship of Admissions, Registration, and Student Affairs**

## First: Key Terms

Term	Description
Academic Duration	The prescribed duration of the program for graduation is according to the approved academic plan by the university council.
Academic Delay	Failure to complete the level of study for any reason, such as failing a course or not submitting a required course from the department.
Academic Warning	Notification to the student due to a decrease in their cumulative GPA below (1.00) out of (4.00).
Apology for Studying	The student's decision not to continue studying for the academic year or semester they registered for, with an acceptable excuse, at least five weeks before the start of the final exams, with the period of apology included in the academic duration.
Study Postponement	The student's decision not to register for courses in the semester they intend to defer, approved by the college council, with a maximum deferral period of two consecutive semesters or three non- consecutive semesters throughout the student's enrollment at the university. The deferral period is not counted within the academic graduation duration.
Discontinuation	The student's interruption of studies for one semester without applying for deferment or notifying the university, and then their enrollment is closed.
Termination of Enrollment	Ending the student's relationship with the university, either through dismissal, withdrawal, or discontinuation.
Academic Year	Two main semesters and a summer semester if available.
Semester	A period of no less than fifteen weeks during which academic courses are taught, excluding the registration and final exam periods.
Summer Semester	A period of no more than eight weeks, excluding the registration and final exam periods, with course durations potentially multiplied.

Academic Plan	A set of mandatory, elective, and free courses that constitute the graduation requirements the student must complete to obtain the academic degree in the specified major.
Academic Level	Indicates the study stage according to the approved academic plans.
Academic Course	A course within the approved academic plan for each major (program), each with a number, code, name, and detailed description distinguishing it in terms of content, level, and other course requirements, with a specific file kept by the department for monitoring, evaluation, and development purposes. Some courses may have prerequisites or co-requisites.
Study Unit	The weekly theoretical lecture lasts no less than fifty minutes, and the practical or field lesson lasts no less than fifty minutes.
Academic Workload	The total study units that a student is allowed to register for in a semester, with the upper and lower limits determined by the university's executive rules.
Midterm Grade	The grade given for coursework during a semester, including exams, research, and educational activities related to the course.
Final Exam	A single exam is held at the end of the semester for each course.
Final Exam Grade	The grade obtained by the student in each course's final exam for the semester.
Final Grade	The total of the semester's coursework grades, plus the final exam grade for each course, is calculated out of one hundred.
Grade	A description of the percentage or alphabetical symbol for the final grade obtained by the student in any course.
Incomplete Grade	A temporary grade is assigned to a course when a student cannot complete its requirements by the specified deadline, represented in the academic record by the letters (IC).
Semester GPA	The result of dividing the total points obtained by the student by the total units specified for all the courses they studied in any semester. Points are calculated by multiplying the specified unit by the grade weight obtained in each course.

Cumulative GPA	The result of dividing the total points obtained by the student in all the courses they have studied since joining the university by the total units specified for those courses.
Overall Assessment	A description of the student's overall academic achievement during their study at the university.
Academic Program	A comprehensive program of courses that prepares the student over a specific duration of years intellectually, skillfully, and personally to obtain the academic degree in a specific major.
University Requirements	Specific mandatory courses are studied by all university students in the bachelor's stage.
College Requirements	Specific mandatory courses are studied by all students in the college.
Program Requirements	Specific mandatory courses for a specified number of approved study units studied by all students in the program.
Elective Courses	A group of courses from which the student chooses to fulfill the required number of approved study units allocated for elective courses in the academic program.
Academic Record	A statement of the student's academic performance, including courses studied, their study units, grades, semester GPA, cumulative GPA, and any academic warnings issued.
Academic Advisor	A faculty member is responsible for supervising, guiding, and monitoring the students during their university studies.
Minimum Academic Workload	The number of study units a student must register for during a semester, not less than (12) study units for the semester system.
Maximum Academic Workload	The number of study units a student can register for during a semester, not exceeding (19) study units for the semester system.



## Second: University Academic System

### 2.1 University Preparatory Program (Interlink)

The English language program consists of eight levels, with each level lasting eight weeks. Students study 20 instructional hours per week in each level, covering conversation, reading, and writing. The program is divided into two stages based on the student's proficiency in English:

Stage 1: Foundation stage, comprising three levels (CELP1, CELP2, CELP3), focusing on basic conversation, reading, and writing skills.

Stage 2: Preparatory stage, comprising five levels (ORN1, ORN2, ORN3, ORN4, ORN5).

#### 2.1.1 University Preparatory Program (Interlink) waiver

Students who achieve a score of 513 or higher on the IBT65 (TOEFL/183 CBT) exam, or attain an overall band score of 5.5 or higher on the IELTS test, are eligible for exemption from the Pre-University Program, provided they score no less than 5 in each of the four components (Writing, Reading, Speaking, Listening).

#### 2.1.2 Course registration during the preparatory year

- In the first six levels (preparatory or pre-university stage), students are not allowed to enroll in any academic courses alongside pre-university program courses.
- Upon completion of the fifth level (ORN 02R - ORN 02C), students are permitted to enroll in general courses such as ARB and ISL.



## 2.2 Academic Program

A comprehensive program of courses that prepares the student over a specific duration of years intellectually, skillfully, and personally to obtain the academic degree in a specific major.

### 2.2.1 Academic Workload

The minimum course registration requirement is 12 credit units, and the maximum is 18 credit units per semester. In the summer semester: The minimum course registration requirement is 2 credit units, and the maximum is 19 credit units, as illustrated in the table below:

Cumulative GPA Renge		Academic Workload			
		Regular Semester		Summer Semester	
From	To	Minimum	Maximum	Minimum	Maximum
0.00	1.49	12	12	2	6
4.00	1.5	12	19	2	9

### 2.2.2 Registration Rules

The student registers through the system before the start of each semester. If a student wishes to drop or add any course during the registration period, they can do so through the electronic portal ([Edugate](#)). Registration is the responsibility of the student.

### 2.2.3 Online Registration Difficulties

If there are cases of course drops or additions that the student cannot resolve through the electronic portal ([Edugate](#)), they can visit the Admissions and Registration Office and follow these steps:

1. Fill out the drop and add form after discussing it with the academic advisor and reviewing the student's academic plan.

2. The student should check their class schedule through the electronic portal (Edugate) to conform the schedule once their request has been accepted.

#### 2.2.4 Add Conditions

1. No schedule conflicts.
2. The course must be part of the study plan according to the specialization or available elective courses.
3. Availability of seats in the required section.
4. No prerequisite requirements.
5. Not exceeding the maximum allowable academic load for registration and according to the student's cumulative GPA, as shown in the table above.
6. If the student cannot register for the minimum required academic load (due to conflicts or uncompleted prerequisites), they may register for available units even if they are below the minimum.

#### 2.2.5 Drop Conditions

1. The number of credit hours should not be less than the minimum allowable academic load for registration.
2. If the course to be dropped is a corequisite with another course, the student cannot drop it without dropping both courses together.

#### 2.2.6 Attendance and Deprivation from a Course

If a student's absence in any course reaches 20% of the total lectures in the semester, no excuses will be accepted. A "Denied" grade (DN) will be automatically recorded by the system, and the student will not be able to remove this grade. In this case, the student can only submit a withdrawal request from the course (grade W) before the date of the final exams.

### 2.2.7 Disciplinary Notice (DN) Policies

- Students with attendance below 80% of lectures and practical sessions of a course will be denied entry to the final exam in each semester. A student denied entry to the exam due to poor attendance is considered to have failed the course and receives a “denied” grade (DN) for the course.
- Medical excuses require a report issued or certified by the university clinic or a government hospital, and if a sick leave is found FORGED, the student will be referred to the disciplinary committee.

### 2.2.8 Course Withdrawal

A student can withdraw from one or more courses without being considered as failing the course during the specified period in the academic calendar.

### 2.2.9 Steps to withdrawal from courses

1. Consult with the academic advisor to understand the impact of the withdrawal on the study plan.
2. Submit the request through the system (Edugate). Upon approval, a grade of "W" will be recorded for the student.

### 2.2.10 Implications of Withdrawal

- You cannot withdraw your application after the college approval.
- The difficulty lies in registering according to the academic plan levels due to the possibility of scheduling conflicts between lectures and exams of different level courses.
- There is no guarantee that the course will be offered in the next semester.
- The student is assigned a grade of W (Withdrawn). A W grade does not affect the GPA.

- It affects adhering to the academic plan and completing graduation requirements without exceeding the maximum time allowed for graduation.
- Not attending until approval of the request may result in disqualification, affecting the assessment of registered courses and consequently lowering the student's cumulative GPA.

### 2.3 Apology for Studying

A student can apply for an apology for a semester without being considered failed during the specified period in the academic calendar. Follow these steps:

1. Fill out the apology form through the Learning Management System (LMS).
2. Students are allowed a maximum of three semesters on an apology, and these semesters must not be consecutive.
3. The student will be automatically re-enrolled and registered immediately after the end of the requested semester. If the student wishes to take an apology for the following semester, they must submit a new request to the college for consideration.

### 2.4 Study Postponement

The student submits a postponement request to the college dean or their authorized representative, within the specified period in the academic calendar for the academic year. The request must be submitted before the end of the semester preceding the postponed semester. This period is not counted towards the standard graduation period.

#### 2.4.1 Study Postponement Conditions

1. The postponement period should not exceed two consecutive semesters or three non-consecutive semesters at the maximum during the student's stay at the university.

2. If the student is not enrolled in the semester, then he/she will be considered discontinued.
3. The postponed period is counted from the semesters allowed for the student to take leave from studies and is not counted towards graduation requirements.

#### 2.4.2 Applying for Study Postponement

The student submits a postponement request to the college dean or their authorized representative, within the specified period in the academic calendar for the academic year. The request must be submitted before the end of the semester preceding the postponed semester. Follow these steps:

- If the postponement period is open according to the academic calendar, the student submitted his/her application electronically via (EduGate).
- If the postponement period is closed according to the academic calendar, the student submitted his/her application in person.

The student is automatically re-registered after the postponed semester. If the student wants to postpone the study for the following semester, a new request must be submitted to the college.

#### 2.5 When should one apply for Re-enrolment

Only in the case of withdrawal from the university or discontinuation, postponement and apology do not require this.

##### 2.5.1 Re-enrolment Procedure

1. The student must apply for reinstatement within four academic terms from the date of termination of enrollment.
2. The student's college council must approve the reinstatement.
3. If more than four academic terms have passed since the termination of enrollment, the student may apply to the university as a new student without

reference to their previous academic record, provided they meet all admission requirements applicable at the time. The university council may grant an exception to this based on the college council's recommendation, with the condition that the interruption period does not exceed eight academic terms.

4. Reinstatement of a student is not permitted more than once, unless the university council grants an exception based on the college council's recommendation.

Reinstatement of a student who has been expelled from the university for disciplinary reasons is not permitted until three years have passed since the expulsion decision. The executive regulations of this statute specify the criteria and procedures for such cases.

## 2.6 University Dismissal

A student is academically dismissed from the university in the following cases:

- If they receive three consecutive warnings for having a cumulative GPA below (1.00) out of (4.00). The university council may, based on the college council's recommendation, give a fourth opportunity to those who can raise their cumulative GPA by studying available courses.
- If they do not complete graduation requirements within a maximum period of half the program duration, in addition to the program duration. There are some exceptions granted by the university council based on the college council's recommendation.
- If the student violates university regulations, they are expelled disciplinarily.

## 2.7 Graduation

A student graduates upon completing graduation requirements according to the academic plan, in the following cases:

1. The cumulative GPA of the student is not less than 1.00 out of 4.00.

2. If the student passes all courses according to the academic plan but obtains a cumulative GPA less than (1.00) out of (4.00), they must register for some courses based on the department council's recommendation and the college council's approval, or their authorized representative, to raise their GPA and obtain the academic degree according to their academic plan.

## 2.8 Examinations and Assessments

The grade awarded for the coursework that reflects the student's achievement during a semester comes from tests, research, and educational activities related to the course.

### 2.8.1 Midterm Grades

The distribution of the semester's coursework grade for the course is determined by the department offering the course.

### 2.8.2 Final Exam Procedures

- Students cannot take exams for more than one course on the same day.
- Students are not allowed to enter the final exam after half an hour from its start, nor can they leave before half the exam time has passed.
- Cheating on or attempting to cheat on exams, or violating exam procedures and rules, will result in disciplinary action against the student according to the student conduct regulations.

### 2.8.3 Reviewing of Course Grades (Grade Appeal)

- The student must contact the course instructor before submitting an appeal to verify the assigned grade.
- If the student is not satisfied with the course grade, they may submit an appeal after paying the specified fees.
- The appeal will be referred to the department head for review by the relevant review committee, and the student will be informed of the final outcome.



- A student cannot submit appeals for more than three courses in one semester.

#### 2.8.4 Overall Assessments

The overall evaluation for the cumulative GPA at the time of graduation is based on the student's cumulative GPA as follows:

Classification	Cumulative GPA
Excellent	3.50 to 4.00 out of 4.00
Very Good	2.75 to less than 3.50 out of 4.00
Good	1.75 to less than 2.75 out of 4.00
Pass	1.00 to less than 1.75 out of 4.00

#### 2.9 Honors Distinctions

To qualify for the first or second honors, the following criteria must be met:

1. The student should not have failed in any course studied at the university or any other university.
2. The student must have completed the graduation requirements within a period not exceeding the average duration between the minimum and maximum stay in the college.
3. The student should have studied at the University for no less than (60%) of the graduation requirements.
4. The student must achieve a cumulative GPA as follows:

Honors Classification	Cumulative GPA
First Honor	From (3.75) to (4.00) out of (4.00) upon graduation.
Second Honor	From (3.25) to less than (3.75) out of (4.00) upon graduation.

#### 2.10 Grading System

Grades in the university are calculated based on a four-point scale as follows:

Percentage	Grade	Points	Points
95-100	Exceptional	A+	4.00
90-<95	Excellent	A	3.75
85-<90	Superior	B+	3.50
80-<85	Very Good	B	3.00
75-<80	Above Averag	C+	2.50
70-<75	Good	C	2.00
65-<70	High Pass	D+	1.50
60-<65	Pass	D	1.00
<60	Fail	F	0
-	In-Complete	IC	-
0	Denial	DN	0
60 and above	No grade-Pass	NP	-
<60	No grade-Fail	NF	-
-	Withdrawn	W	-

## 2.11 Calculation of Semester GPA and Cumulative GPA

It is the result of dividing the total points obtained by the student in all the courses studied since joining the university by the total credit hours for those courses.

## 2.12 Transfer to Al Yamamah University

1. The student must have studied at a recognized college or university.
2. The student should not have been dismissed from the transferring university for disciplinary reasons.
3. Proficiency in English language requirements can be met through:

- Obtaining a TOEFL score of not less than 513 (or IBT 65 – CBT 183) or an IELTS score of 5.5 or higher (with a score of 5 or higher in each of the four skills).
  - Having studied in recognized English-speaking colleges for a period of no less than two full academic years.
  - Enrolling in Al-Yamamah University's English Language Institute and completing all institute requirements for university enrollment.
4. The cumulative GPA should not be less than (2.0) out of (4.0)
  5. Completion of the transfer procedures should not exceed the end of the first week of classes.
  6. Study at least 50% of the graduation requirements at Al-Yamamah University.

#### 2.12.1 Course Equivalency

The student can apply for course equivalency for courses taken outside the university.

#### 2.12.2 Conditions for Course Equivalency

The college council equates the courses taken by the student outside the university based on recommendations from the departments offering those courses. The equivalent courses are documented in the academic record and do not count towards the cumulative GPA, according to the following guidelines:

1. The number of credit units for the course to be equated should be equivalent to the number of units for the corresponding course in Al Yamamah University's curriculum.
2. The content of the course to be equated must match at least 80% of the content of the course in Al Yamamah University's curriculum.
3. The grade for the course to be equated must not be less than "Good" (C).

4. The total number of credit units required to be equated from outside the university should not exceed 50% of the total credit units in Al Yamamah University's approved curriculum plan.

### 2.13 Visiting Student

For Al-Yamamah University student wishing to study as a visiting student at another university:

1. Student must have completed at least two semesters at Al Yamamah University before applying to study as a visiting student elsewhere.
2. The course taken at another university must be equivalent or similar to a required course at Al Yamamah University.
3. The university must be recognized by the Ministry of Education.
4. Prior approval from the student's college is necessary, specifying the courses to be taken as a visiting student.
5. Maximum 50% of total graduation units from Al Yamamah University can be counted from courses taken outside.
6. Grades below "Good" (C) in any course will not be accepted.
7. Credit units per semester must meet university regulations.
8. Grades for visiting student courses are not included in cumulative GPA but are noted in the academic record.
9. All procedures must be completed before the semester starts.
10. Credit units for visiting student courses must match or exceed those in the student's academic plan.

## Thirdly: Electronic Services

Students at the university can benefit from the electronic services system provided by the university's website through the following:

### 3.1 Learning Management System (LMS)

It is a system used at the university to manage the educational process and monitor the progress of students. The system allows students to engage with their coursework and interact with it outside of classrooms at any time and from anywhere using various tools. Additionally, the system enables faculty members to create dynamic and interactive educational modules easily, and manage the content of these modules flexibly and effortlessly.

#### 3.1.1 LMS Features

- Accessing course materials (course syllabus, lectures, assignments, slides, and video files) from anywhere and at any time.
- Participating in forums dedicated to each course.
- Accessing university announcements published on the system's homepage.

#### 3.1.2 Access Methods to the Learning Management System (LMS)

Through the University of AL Yamamah University's website ([www.yu.edu.sa](http://www.yu.edu.sa)), then clicking on the LMS link.

#### 3.1.3 LMS Login Procedure

- After clicking on the LMS link, enter your university ID number in the 'Username' field, and then enter your password.
- If you encounter any technical issues, please contact the university's Information Technology Center through the following website: ([lms@yu.edu.sa](mailto:lms@yu.edu.sa)), or call (0112242222) during office hours from 8 AM to 4 PM.

## 3.2 Student E-Services Portal (Edugate)

It is an academic student information portal where students can apply for admission, register and drop courses, and submit requests for academic transactions. It also allows students to access all academic information such as their academic plan, previous academic transactions, remaining courses in the plan, completed courses in the plan, final exams, course grades, academic transcript, attendance records, penalties, and instructor evaluations. Additionally, it provides students with personal information regarding financial records, personal details, password change and recovery, and name updates.

### 3.2.1 Features of the Edugate

- Acceptance into the university.
- Online registration.
- Academic record/transcript.
- Class schedule/timetable.
- Financial record/statement.
- Attendance and absence records.
- Course results/grades.

### 3.2.2 Access Methods to the Student E-Services Portal (Edugate)

Through AL Yamamah University's website ([www.yu.edu.sa](http://www.yu.edu.sa)) and then clicking on the EduGate link, or through the official YU mobile application.

### 3.2.3 Edugate Login Procedure

Once you click on the EduGate link:

1. Select "Student" from the login type menu.
2. Enter your university ID number in the "Username" field.
3. Enter your national ID number in the "Password" field (default password).
4. You will see a list of your enrolled courses.

5. To access and participate in a course, enter the password provided by the course instructor.
6. After that, you will be directed to the course page.

### 3.3 The Email System

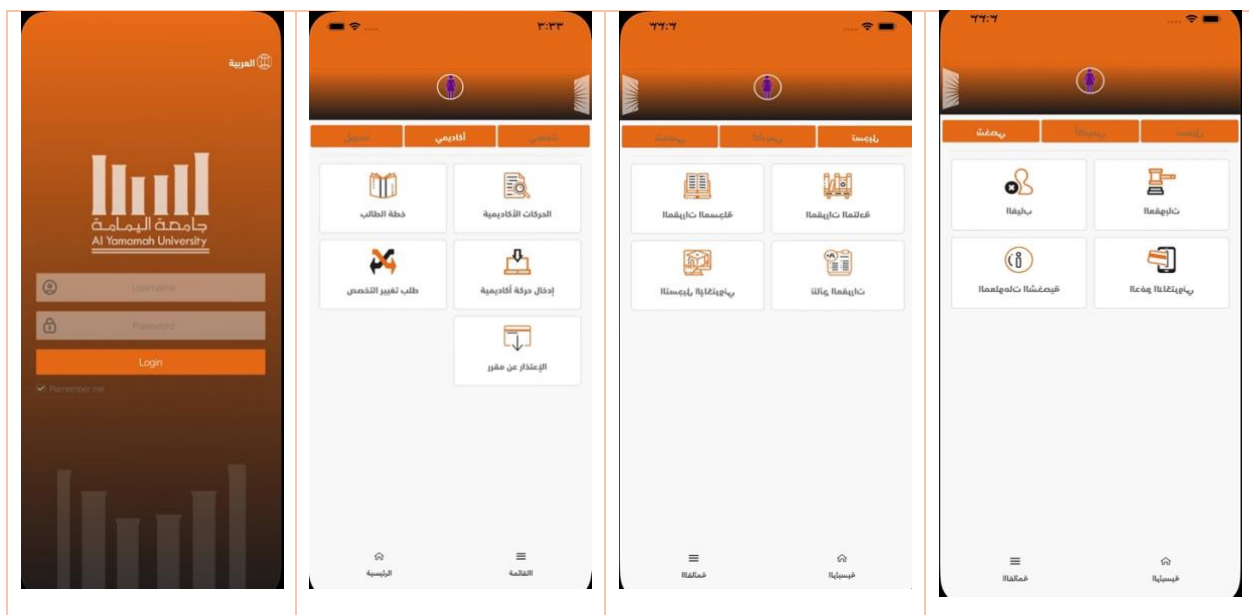
Your university email is considered the official means of communication with the university. Please ensure to maintain the confidentiality of your email login details and refrain from sharing them with others.

#### 3.3.1 Access Methods to the Email System

Through the University of YU website ([www.yu.edu.sa](http://www.yu.edu.sa)), click on the "E-Mail" link under the electronic services menu.

#### 3.3.2 The YU Application

The mobile version of Al Yamamah University's electronic services aims to facilitate student access to services such as course registration, grade review, academic transcript viewing, academic plans, and more.





## Fourth: Bachelor's Program Tuition Fees

First-time Admission Fees:		3,000 Saudi Riyals (Non-refundable).
Placement Test Fees:		500 Saudi Riyals (Non-refundable).
College	Academic Year	Summer Semester
English Language Program	55,000 Saudi Riyals	20,000 Saudi Riyals
College of Business	65,000 Saudi Riyals	20,000 Saudi Riyals
College of Engineering	65,000 Saudi Riyals	20,000 Saudi Riyals
College of Law	65,000 Saudi Riyals	20,000 Saudi Riyals

Note: All fees are non-refundable. Tuition fees may be subject to change, and it is advisable to check with the university for the most up-to-date information.

### 4.1 Methods of knowing financial dues (previous balance + new semester fees) and payment method

1. Log in to the student portal (Edugate) and from the menu choose Registration.
2. Drop and Add courses, then choose the courses and section number, then click "Add".
3. The amount of the previous debt or credit balance, if any, and the fees for the new semester will appear.
4. Online payment and choose the payment type: MADA, Visa, or MasterCard.
5. Then add the amount to be paid (the amount shown next to the required amount item is written) and click on the "Pay" button.

#### 4.1.1 Steps and Features of SADAD

1. Fast and easy payment.
2. Time saving: protects the student against the rush of banks and loss of time in the waiting lines.
3. The student can register online without having to go to the Finance Department or the Admissions and Registration.

#### 4.1.3 Method of using SADAD through ATM

1. Use your ATM card at the ATM machine.
2. Choose Payment of Bills.
3. Choose Al Yamamah using code: 072.
4. Enter your YU ID number as the subscriber number.
5. Enter the amount of payment.

#### 4.1.4 Method of using SADAD through bank accounts

1. Enter your bank account.
2. Choose SADAD then add new bills.
3. Filter by (Education).
4. Utility service provider (AL Yamamah University).
5. Subscriber/Account/Bill Number (Your YU ID).

Note: These steps are only done the first time. Then, step number two and then set the invoice and put the amount and confirmation pressure.

### 4.2 The Distinction Scholarship Program

Al-Yamamah University offers the YU Distinction Scholarship Program (YUDSP) to new students to reward and encourage students with outstanding high school performance to continue their excellence during their university life.

#### 4.2.1 Categories of YU Distinction Scholarship Program

**First:** 50% Discount on tuition fees for students receiving 90% or higher on the Compound Percentage.

**Second:** 40% Discount on tuition fees for students receiving 85% on the Compound Percentage.

**Third:** 30% Discount on tuition fees for students receiving 80% on the Compound Percentage.

#### 4.2.2 Requirements for Maintaining the YU Distinction Scholarship

- To maintain the 50% scholarship, the student must keep a GPA of 3.75 of 4.00 throughout the study period at YU.
- To maintain the 40% scholarship, the student must keep a GPA of 3.50 of 4.00 throughout the study period at YU.
- To maintain the 30% scholarship, the student must keep a GPA of 3.30 of 4.00 throughout the study period at YU.

## Fifth: Student Services

### 5.1 Student Counseling Center

The Student Counseling Center serves as a safe haven where students can discuss and improve their academic practices. They are referred to the center by their academic advisors, professors, or by themselves. Through personalized support, students can overcome challenges they encounter and succeed in their university life.

### 5.2 Academic Advisor

The academic advisor serves as a means for students to discuss their academic plan, academic progress, attendance, absences, academic performance, and other matters that help them improve their academic achievement. Students can find out who their academic supervisor is by logging into the **EduGate** student platform, where the supervisor's name will appear on the student's profile page.

## Sixth: Student Facilities:

### 6.1 Sport Facilities

The university encourages its male and female members to adopt a healthy lifestyle through sports and recreational activities. To this end, the main campus includes a sports club with volleyball, basketball, and handball courts. Additionally, the outdoor sports facilities feature football, tennis, and badminton courts equipped to host public sporting events.

The university recognizes the importance of sports for female students and has therefore ensured the provision of a dedicated sports and recreational hall. These facilities contribute to achieving the university's mission and vision of providing students with everything they need to develop their abilities.

### 6.2 Entertainment Room

The recreation room at the university sports center is an ideal place for students to unwind and have fun after their studies. The room features a variety of games such as billiards, table tennis, chess, foosball, consoles like Sony, and tabletop games including card games, making it an attractive hub for socializing with friends and enjoying leisure time.

### 6.3 Central Library

Located on the second floor of the main building, the library offers book borrowing services, internet access, and is equipped with the latest devices to facilitate student work and study convenience. Students can communicate and inquire with the library administrator.

#### 6.3.1 Central Library Hours

The library welcomes students throughout the week from 8 AM to 4 PM, divided between male and female students on specific days: Sundays, Tuesdays,

and Thursdays are allocated for female students, while Mondays and Wednesdays are for male students. The email for the central librar: [library\\_khobar@yu.edu.sa](mailto:library_khobar@yu.edu.sa).

## Seventh: University Systems and Regulations:

### 7.1 Appeal against the Disciplinary Decision

Students are allowed to appeal a disciplinary decision issued against them within 15 days from the date of announcement of the decision. The student must acknowledge awareness of the decision within that period. The appeal is directed to the University President, who may refer it to the Disciplinary Committee if deemed appropriate. The university does not impose a penalty until after conducting a written investigation with the student, including hearing their statements regarding the allegations. If the student fails to attend the scheduled investigation session, their right to present their statements and their acceptance of the imposed penalty is forfeited.



## Eighth: Academic Calendar

The academic calendar typically includes all details related to the academic year, such as the start and end dates of the academic year, the beginning and end dates of semester exams, dates for student holidays and return to classes, dates for applying for exam deferrals for the first and second semesters, as well as the summer semester. Students can download a copy of the academic calendar by visiting the website of Yamamah University.

