جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

STUDENT HANDBOOK

DEPARTMENT OF INTERIOR ARCHITECTURE

COLLEGE OF ARCHITECTURE AND PLANNING

2019/2020 G 1440/41 H

In the Name of Allah, The Most Beneficent, The Most Merciful.

Preface

This handbook has been prepared for the students of the Department of Interior Architecture (IA), College of Architecture and Planning (CAP), Imam Abdulrahman Bin Faisal University (IAU), Dammam. The manual contains all the information related with the Department and rules and regulations regarding students.

This manual is organized in 4 chapters. Chapter 1 and 2 provide a brief introduction and overview of The Department of Interior Architecture and its administration, including the Department profile, vision, mission, goals, and objectives. Chapter 3 mentions the programs offered by the department including the curriculum, the course structure and descriptions. The program specifications have been prepared according to the NCAAA guidelines. The course descriptions are compiled in one file, and course specifications of individual courses are prepared according to the NCAAA format.

Chapter 4 is a comprehensive section exclusively related with student affairs. It discusses all the academic matters a student may come across during his stay in the Department.

This manual would serve as a guide to students to get a good idea about the Department of Interior Architecture.

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1. Overview

1.1 The University

Imam Abdulrahman Bin Faisal University opened its doors to women and men in 1975 with two pioneering colleges, the College of Medicine and the College of Architecture. Almost four decades later this academic institution has grown into a leading research University with 21 colleges spread throughout the Eastern Province and a student population of over 45,000.

Imam Abdulrahman Bin Faisal University (IAU) began as the Dammam Campus of King Faisal University (KFU) which was established through Royal Decree No. H/67, dated 7 August 1975, following the Council of Ministries ordinance No. 1964/20/11/1394. The main campus of KFU was in Al–Hasa of Eastern Province. It was named and officially inaugurated by His Majesty, King Khalid Bin Abdul Aziz on 24 May 1977.

At that time the Dammam Campus of KFU had two Colleges: Medicine & Medical Sciences and Architecture & Planning as well as three centers i.e. English Language, Computer, and Publication & Translation.

The Dammam campus then separated and established as an independent University, named as University of Dammam in 2009 through Royal Decree Number A/18/1, dated 15/9/1430H, corresponding 5/9/2009. However in 2016 it emerged as a new identity with the name of

Imam Abdulrahman Bin Faisal University (IAU). IAU covers 6 cities: Dammam, Jubail, Khafji, Khobar, Nuairiya, and Qatif.

As a pre-eminent research-based institution, Imam Abdulrahman Bin Faisal University continues to grow and develop, continually assessing and improving its curricula and expanding its academic capabilities in all disciplines, while at the same time engaging the public in addressing environmental and community challenges.

The vision of IAU is to be a leading University achieving distinction nationally, regionally and internationally. Its mission is to provide creative knowledge, research, and professional services with effective community partnerships.

The University has several educational tracks or sectors. Each track has its own group of colleges.

Health	**Engineering**
College of Medicine College of Dentistry College of Nursing College of Applied Medical Sciences College of Clinical Pharmacy College of Public Health College of Applied Medical Sciences – Jubail	College of Architecture and Planning College of Design College of Engineering
Sciences & Management	**Arts & Education**
College of Applied Studies & Community Service College of Business Administration College of Computer Science & Information Technology College of Science Community College	College of Arts College of Education – Dammam College of Education – Jubail College of Sharia and Law

1.1 The College of Architecture & Planning

- The College of Architecture and Planning was established in 1395 AH/1975 CE as a part of King Faisal University, which is now known as the Imam Abdulrahman Bin Faisal University. Since that time, the College of Architecture and Planning has become the cornerstone for architecture, planning and built environment education in Saudi Arabia. The College is made up of five departments as named below.
- Architecture,
- Building Engineering,
- Interior Architecture.
- Landscape Architecture and
- Urban and Regional Planning,

Since its inception, the College has played an important role in building generations of qualified personnel capable of contributing to advancing the progress of Saudi Arabia. The College over the past three decades has graduated more than 1,600 Saudi engineers (1,300 males and 300 females) in addition to 159 engineers of other nationalities.

The faculty consists of professionals and scholars who have studied at some of the world's most renowned universities. The Departments' faculty members have experience in managing, following up and supporting the research and teaching activities of undergraduates and graduate students as well as encouraging them in their community service projects. These faculty members are involved with not only their own scientific research projects, but also are also involved in the supervision and assessment of research papers, theses and dissertations of undergraduates and graduate students.

1.2 The Dean's Foreword

In the name of Allah, the most merciful, the most gracious, peace be upon his messenger Muhammad and on his family and companions.

It is a great opportunity for me to write a brief introduction to the College of Architecture and Planning and the Dept of Interior Architecture.

The College was established in 1975 offering bachelor's degrees in the different fields of architecture and planning. There are currently five departments, namely, Architecture, Building Science and Technology, Interior Architecture, Landscape Architecture, and Urban and Regional Planning . Depending on which department a student wishes to enroll, there will be undergraduate, graduate and post-graduate programs to choose from. Our secret to success is that we try to stay ahead by promoting knowledge that is climatically, socially, technologically and culturally relevant, helping us achieve a sustainable built-environment. Given this fact, I am proud to say that the pass-outs of the College of Architecture and Planning have been providing the Kingdom of Saudi Arabia with the highest level of design, technical, and professional services in the areas of architecture, engineering, planning, interior architecture, design, and landscape.

As our college emphasizes on important matters like sustainability, the department of Interior Architecture offers creative solutions, building amendments, and structural modifications that support the idea of sustainability, preserving existing and reusing old buildings.

The College boasts of an educational environment that is equipped with the latest facilities like labs, model making workshops and state-of-the-art library; this is not to mention the qualified faculty that the College hires from all around the world to make sure that our students receive the best possible education related to our departments. The College is well connected to the industry and the design and construction market, which gives our graduates a good opportunity to get employed after successfully completing their education.

I can assure you that your journey with us as a student looking to expand your knowledge will not only be stimulating but also open new avenues for further progression of your personal and professional development.

Thanks, and best wishes.

Dr Tariq Al Rawaf

Dean, College of Architecture and Planning, IAU, KSA.

1.4 The Chairman's Foreword

"Success is the result of perfection, hard work, learning from failure, loyalty, and persistence." (Colin Powell)

This Handbook aims to provide students enrolled in the Program with information about the Department activities, students' works, and educational facilities, and the University as a whole. We strive to work together with you to best meet your study needs and success. I say this because I have always had complete faith in a student's inherent potential and commitment to learning.

In our Dept, we define Interior Architecture as follows; "Interior Architecture is the art and science of overhauling existing buildings to accommodate the changing land-use, building program and user needs by employing various design and construction tools".

There are three significant facts about Interior Architecture that I would like to share; Interior Architecture at IAU is the only school of its kind in Saudi Arabia. It is now a trend in the world to open interior architecture schools rather than interior design schools. Interior Architects in Saudi Arabia get their own distinct license of practice.

Our Interior Architecture Program is about learning new skills as well as embracing all the enhancement activities that contribute towards the professionalism required for this area of study. For instance, creating healthy interior architectural spaces requires practical approaches and solutions like mature design concepts, appropriate planning, lighting, materials selection and etcetera.

In Interior Architecture Department, we believe in preparing students to meet the needs of the business market. We pride ourselves on offering a wide range of technical and professional courses, and traineeships. Our students will learn how to design a comfortable, efficient and pleasant space. These courses provide knowledge and skills that help students succeed in their career in the field of interior architecture. As a result of this, our students develop greater employability skills and also prepare for progression to higher education. We encourage you to do the following.

- Improve freehand drawing skills. Many employers require this.
- Concentrate on developing English language skills. This will connect you to the international world and its advancements.
- Always try and find work/internships, paid or unpaid in the art, design, and construction sectors during your 5 years with us. By the time you graduate, you will already have a noticeable experience in your resume. The program will help you in choosing employers. However, also look for them through your own resources.
- During your 5 years with us, we will take you to many trips. We encourage you to also do this activity on your own any time when you can. You can draw impressionist sketches, take photographs, write notes, or even make a video of the site you are visiting.

- Be in touch with good YouTube channels and art, design, architecture, construction, and sustainability journals, websites, blogs, and magazines.
- Be ready for the work load in the department. Work expectation is about 8-10 hours every day as long as you are a student with us.

We encourage our students to make the most of their time with us. We have healthy environment which includes extensive leaner support, facilities, sports centers, skills and design competitions, scientific clubs and wide range of other social and cultural activities.

Given the current age, there has never been a better time to choose Interior Architecture as your future profession. It is one of the best choices to complete your education. If you have the courage to experience the interior architecture challenges, our faculty of interior architecture will provide you the opportunity and support you need.

Dr. Adel Saleh Bouregh
Chairman, Dept of Interior Architecture, IAU, Dammam, KSA

1.5.1 Overview

The Department of Interior Architecture is one of the five departments under the College of Architecture and Planning, University of Dammam, Saudi Arabia. The program is established to provide quality leadership in the field of interior architecture so that its graduates could actively participate in the sustainable practice of maintaining, reusing, and upgrading the existing buildings. By doing this, the Interior Architecture graduates take part in the economic, social, and cultural development of Saudi Arabia within the global context

1.5.2 Vision

The vision of the Department is to be recognized nationally and internationally as a respectable program excelling an academics, research and practice of Interior Architecture

1.5.3 Mission

The mission of Interior Architecture Program is to equip students with the latest design knowledge of interior spaces within the context of architecture and construction. Research skills and practical exposure related to the practice of Interior Architecture is the emphasis which is needed to create built-environments that are functional, sustainable and community beneficent.

1.5.4 Goal

The goal of the IA Dept. is to produce highly qualified Interior Architects with adequate knowledge, and excellent professional and ethical values, to serve the Kingdom in particular and the world at large.

1.6 Services and Common Facilities

The Department of Interior Architecture shares with the College of Architecture and Planning the following well-equipped laboratories to meet the academic, research and consultancy purposes for students and faculties as well as the professional needs of the government and private organizations along with the community services.

MATERIALS AND FINISHES LAB

Samples of finishes and interior materials are exhibited in this lab, with collaboration of commercial finishing brands. This helps the students to distinguish different materials in reference to color and texture. This lab will be heavily used for the purposes of the design studio.

MODEL MAKING WORKSHOP

A huge model making workshop is established which has laser cutters and 3D printers. It has a variety of model making materials like acrylic, MDF wood, and Balsa, etc...

LIBRARY

The Deanship of Library Affairs at the IAU has a distinguished collection of both printed and electronic resources to support faculty, researchers, undergraduate and graduate students. This is in line with both the vision and mission of the Deanship of Library Affairs in its endeavor to fulfill the principles of the collection development policy in order to support all university programs and research.
Here one can find the academic materials that will support all learning endeavors by utilizing the following tools:
E-Resources: These resources will direct the users to the IAU library E-Resources Portal where they can search all electronic databases that IAU has subscribed to.
Summon: This federated search engine will help users simultaneously search all printed and electronic resources at the libraries of IAU. Abstracts or the full text of articles and E-books can be viewed. Summon can suggest the most relevant databases that best suit the user's research needs.
Library catalog-OPAC: This helps user find their resources from books and E-books with a link for full-text display.
Institutional repository: This is an effective tool for searching the publications of IAU's faculty, including theses and research papers published in both international and regional journals.

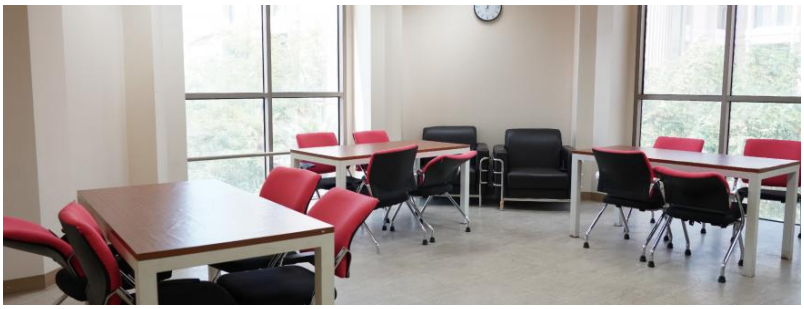
1.7 Student Facilities

STUDENT FACILITIES

STUDENT HOUSING

The students joining from other provinces and cities are offered a high-quality student housing in-campus. It has a central mosque, cafeterias, grocery stores, and a gas station that is in development. It includes:

1. The Student Housing Administration provides professional supervisors for 24 hours
2. Study rooms inside the housing building
3. A library for reading and studying
4. transportation from housing to colleges and back to housing
5. A specialized maintenance unit
6. Activity rooms
7. Gyms
8. Break rooms
9. Mosque



10. Restaurants, cafeteria, and a **24/7 supermarket**
11. Rooms with accessibility for handicapped

GYM

As part of the **Sports Arena**, the gym is a very advanced facility that offers treadmills, weights, and other workout equipment. It also features a large swimming pool that is always open to students and teachers.

NUTRITION DEPARTMENT

It is the function of the departments of the Deanship of Student Affairs and supervising the food services that are provided on university events and student activities. The administration is keen to ensure that the health care is at a healthy and nutritional level of high quality. The department provides the following services:

1. **Restaurants**: (Male Restaurant - Female Restaurant) Three meals are served daily (breakfast - lunch - dinner) in the university restaurants on weekdays.
2. **"Cafeterias":** follow up the work of "cafeterias" in all university faculties and departments.
3. **Food services for student activities**: The Nutrition Department participates in providing food service to support the success of student activities.

ATMS

There are several ATM machines around the campus, and a Local Bank full branch near the housing.

2. Administration

The objectives of the Department of Administration at IAU are as follows.

- Committed to the ideals and ethics inherent to Islam
- Employ effective communication
- Create a working environment where team spirit is encouraged
- Promote equality and excellence
- Encourage the practice of continuous learning
- Preserve the confidentiality of official transactions
- Introduce accountability into the workplace
- Promote fairness and impartiality

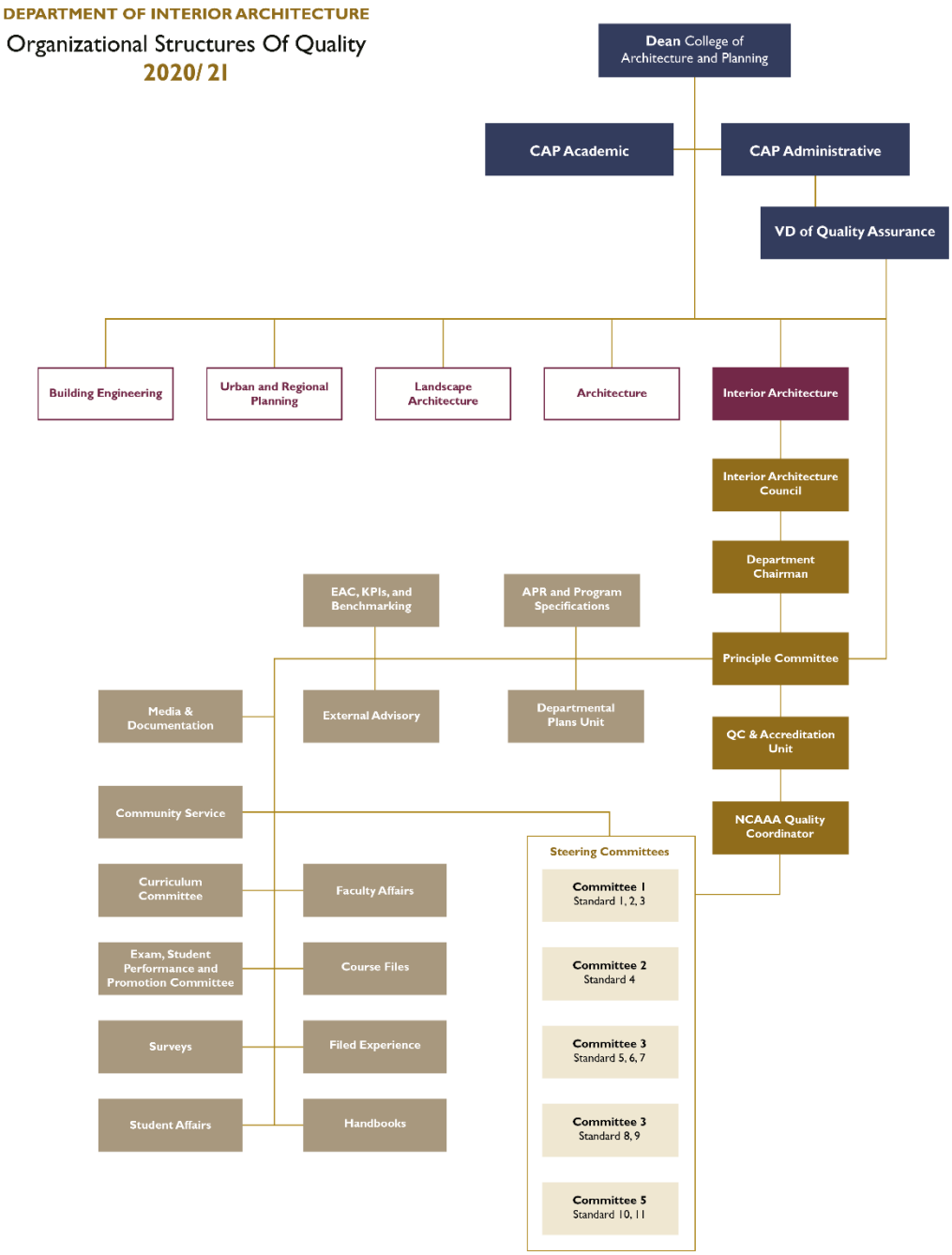
The Department of Interior Architecture is one of the five departments of The College of Architecture & Planning.

At IAU, each college is headed by The Dean of the College, and each department is headed by the Chairman of the Department. The organizational structure of the Department of Interior Architecture is shown in Section 2.2 in the form of a chart.

2.1 Key Contacts

Dean of Faculty:	Dr. Tareq Alrawaf
Vice Dean of Academic Affairs:	Dr. Ali Omar M. Al Sulbi
Vice Dean of Training & Community Services:	Dr. Abdulaziz Almuhassin
Vice Dean of Graduate Studies & Scientific Research:	Dr. Khalid Al Sheibani
Vice Dean of Quality & Academic Accreditations:	Dr. Nawaf Alshubibi
Chairman of Interior Architecture Dept:	Dr. Adel Bouregh

2.2 Organization Chart



2.3 Faculty Profiles

List of all faculty of the department is given below mentioning their core areas and contact details.

Sr. No.	Name	Academic Rank	Core Area	Specialization	E-Mail
1	Adel Saleh Bouregh	Asst. Prof.	Architecture	Architectural design	asbouregh@iau.edu.sa
2	Jamal Abdelgheny	Assoc. Prof.	Interior Architecture	Islamic Architecture	gabdelghany@iau.edu.sa
3	Emad Abdulrahman Hammad	Assoc. Prof.	Interior Architecture	Interior Architecture	ehammad@iau.edu.sa
4	Abdulrahman Alshunifi	Lecturer	Interior Architecture	Modern Heritage	ansheneifi@iau.edu.sa
5	Naji Akbar	Lecturer	Architecture	Sustainable Built-Environment	nakbar@iau.edu.sa
6	Ahmad Alkhodiri	Lecturer	Interior Architecture	Technology in Architecture	asalkhoudiri@iau.edu.sa
7	Bashar Alfalah	Lecturer	Architecture	Construction Management	bmalfalah@iau.edu.sa
8	Trad Alshatri	TA	Architecture	Architecture	tnalshateri@iau.edu.sa
10	Abdullah Almuberik	TA	Interior Architecture	Interior Architecture	aalmubireek@iau.edu.sa
11	Ahmad Alabdullatif	TA	Interior Architecture	Digital Design	aabdullatif@iau.edu.sa
12	Abdulaziz Alzuriq	TA	Architecture	Architecture	aaalzuriq@iau.edu.sa
13	Yazeed Alshiddi	TA	Architecture	Architecture	yaalshiddi@iau.edu.sa
14	Ahmad Albalawi	TA	Architecture	Architecture	amalbalawi@iau.edu.sa

3. Academics

3.1 Bachelor of Interior Architecture

3.1.1 Overview

The program is established to provide quality leadership in the field of interior architecture so that its graduates could actively participate in the sustainable practice of maintaining, reusing, and upgrading the existing buildings. By doing this, the Interior Architecture graduates take part in the economic, social, and cultural development of Saudi Arabia within the global context.

3.2.2 Curriculum

CURRICULUM

The following table outlines the general program structure, defines the program courses, contact hours, course weightage and sequential arrangement. The first years is shared with the University preparatory year for engineering track. The second year is shared with all five bachelor programs of the College of Architecture and Planning.

	1st Sem.	2nd Sem.	
First Year	14	18	cr. hrs.
Second Year	**17**	**17**	**cr. hrs.**
Third Year	18	18	cr. hrs.
Fourth Year	**18**	**18**	**cr. hrs.**
Fifth Year	17	15	cr. hrs.
	Total:	**170**	**cr. hrs.**

First Year-Semester-I							
SL No	**Course Title**	**Code**	**Prerequisite**	**Credit Hours**	**Contact Hours**		
					Lecture	**Practical**	**Total**
1	General English Language (1)	ENGL-101	Admission	5	20	0	20
2	Mathematics (1)	MATH-111	Admission	3	3	0	3

3	Basic Design Studio (1)	ARCH-121	Admission	3	0	4	4
4	Learning & Searching Skills	LRSK- 141	Admission	2	2	0	2
5	Health & Physical Education	PHEDU-162	Admission	1	0	2	2
First Year-Semester II							
1	General English Language (2)	ENGL-101	Admission	2	8	0	8
2	English for Academic Purposes	ENGL-102	Admission	3	12	0	12
3	Mathematics (2)	MATH-112	MATH-111	3	3	0	3
4	Basic Design Studio (2)	ARCH -122	ARCH-121	3	0	4	4
5	Physics	PHYS -132	Admission	3	3	0	3
6	Computer Skills	COMP-131	Admission	2	0	4	4
7	Communication Skills	LRSK-142	Admission	2	2	0	2
Total credit hours				**32**			

Second Year-Semester I							
#	**Course Title**	**Code**	**Prerequisite**	**Credit Hours**	**Contact Hours**		
					Lecture	**Practical**	**Total**
1	Design Studio (3) (Architecture & Interior)	ARCH -201	Prep. Year	4	0	8	8
2	Concepts of Structure	ARCH -211	Prep. Year	3	3	0	3
3	Surveying	ARCH -221	Prep. Year	2	1	2	3
4	Environmental Design (1)	ARCH -231	Prep. Year	2	2	0	2

5	CAD Applications	ARCH -241	Prep. Year	2	0	4	4
6	Design Methods	ARCH -251	Prep. Year	2	2	0	2
7	Introduction to Islamic Culture	ISLM- 261	Prep. Year	2	2	0	2
Second Year-Semester II							
1	Design Studio (4) (Urban and Landscape Design)	ARCH -202	ARCH -201	4	0	8	8
2	Construction Systems & Materials	ARCH -212	ARCH -211	3	2	2	4
3	Environmental Control System (Thermal)	ARCH -222	Prep. Year	2	1	2	3
4	Environmental design (2)	ARCH -232	ARCH -231	2	2	0	2
5	Advanced CAD & GIS Applications	ARCH -242	ARCH -241	2	0	4	4
6	Site Planning	ARCH -252	-	2	2	0	2
7	Creed and Ethics	ISLM -262	-	2	2	0	2
Total credit hours				**34**			
Third Year-Semester I							
SL No	**Course Title**	**Code**	**Prerequisite**	**Credit Hours**	**Contact Hours**		
					Lecture	**Practical**	**Total**

1	Design Studio – 5 ***(Documentation and Minor Amendments)**	INAR-301	ARCH-202	5	0	10	10
2	History & Theory-1	INAR-311	ARCH-202	3	3	0	3
3	Building Systems- 1 (Plumbing & Air-Conditioning)	INAR-321	ARCH-222	3	3	0	3
4	Interior Finishes	INAR-331	ARCH-212	3	3	0	3
5	Computer Application in Interior Architecture-***Point Cloud**	INAR-341	ARCH-241	2	0	4	4
6	***Building Amendments**	INAR-351	ARCH-202	2	0	4	4
Third Year-Semester II							
1	Design Studio - 6 ***(Documentation and Major Amendments)**	INAR-302	INAR-301	5	0	10	10
2	History & Theory- 2	INAR-312	INAR-311	3	3	0	3
3	Building Systems- 2 (Lighting & Acoustic)	INAR-322	ARCH-222	3	3	0	3
4	***Design Detailing**	INAR-332	INAR-351	3	3	0	3
5	***Construction on Site**	INAR-342	ARCH-351	2	1	2	3
6	***Behavioral Factors in Interior Architecture**	INAR-352	INAR-301	2	2	0	2
Total credit hours				**36**			

Fourth Year-Semester 1							
SL No	**Course Title**	**Code**	**Prerequisite**	**Credit Hours**	**Contact Hours**		
					Lecture	**Practical**	**Total**
1	Design Studio –7 ***(Adaptive Reuse)**	INAR-401	INAR-302	6	0	12	12
2	History &Theory- 3	INAR-411	INAR-311	3	3	0	3
3	Furniture Design & Style	INAR-421	INAR-311	3	3	0	3
4	Freehand Illustration	INAR-431	INAR-302	3	3	0	3
5	Elective (1)			3	3	0	3
Fourth Year-Semester II							
1	Design Studio - 8 **(Sustainability Interventions)**	INAR-402	INAR-401	6	0	12	12
2	Production Drawings and Documents	INAR-412	INAR-331	3	3	0	3
4	***Sustainability**	**INAR-422**	**INAR-401**	**3**	**1**	**2**	**3**
5	***Building Maintenance and Retrofitting**	**INAR-432**	**INAR-351**	**3**	**2**	**0**	**2**
6	Elective (2)			3	3	0	3
7	**Practical Training**	**INAR-444**	**INAR-402**	**0**	**0**	**4**	**4**
Total credit hours				**36**			

Fifth Year-Semester I							
SL No	**Course Title**	**Code**	**Prerequisite**	**Credit Hours**	**Contact Hours**		
					Lecture	**Practical**	**Total**
1	Design Studio - 9 (Professional)	INAR-501	INAR-402	6	0	12	12
2	Project Management	INAR-511	INAR-412	3	3	0	3
3	Research & Programming	INAR-521	INAR-402	3	3	0	3
4	Elective (3)			3	3	0	3
5	Economic System in Islam	ISLM-251	Prep. Year	2	2	0	2
Fifth Year-Semester II							
1	Design Studio -10 (Research Based Graduation Project)	INAR-502	INAR-501 INAR-521	7	0	14	14
2	Professional Practice	INAR-512	INAR-511	3	3	0	3
3	Elective (4)			3	3	0	3
4	Political and Social System in Islam	ISLM-252	Prep. Year	2	2	0	2
Total credit hours				**32**			
TOTAL CREDIT HOURS FOR 5 YEARS				**170**			

Elective Courses

Course #	Course Title	Cr Hrs	Pre-requisite
INAR-550	Hand Crafts	3	INAR-302
INAR-551	Architectural Photography	3	INAR-302
INAR-552	Art Appreciation	3	INAR-302
INAR-553	Painting	3	INAR-302
INAR-554	Islamic Geometrical Pattern and Motifs	3	INAR-302
INAR-555	Accessories Elements in Interiors	3	INAR-302
INAR-556	Independent Studies in Interior	3	INAR-302
INAR-557	Special Topics in Interior Design	3	INAR-302
INAR-560	Contemporary Furniture	3	INAR-302
INAR-561	Graphics in Interior Design	3	INAR-302
INAR-562	Textile Design, and Upholstery	3	INAR-302
INAR-564	Exhibition Design	3	INAR-302
INAR-565	Interior Landscape	3	INAR-302
INAR-572	Interior Technology	3	INAR-302
INAR-573	Advance Computer Application in Interior	3	INAR-302

COURSE DESCRIPTIONS

This section provides an overview of the contents and focus of courses in the existing curriculum.

Mandatory Courses

Preparatory year courses

ENGL-101: English Language (1)

The Intensive English Program course at IAU is a pre-sessional course. That is, it is taken before the students' main academic courses start. The intensive English language program for the preparatory year students at IAU is a language skills program during which new students will be taught English and trained on how to use English utilizing the "communicative approach" for two semesters. Students will study 20 hours a week with a total of 300 hours for the First semesters. The program will actively seek to deliver and build solid foundation of English language proficiencies for students on the one hand and improve students' communicative competency in their fields of study on the other hand. The Intensive English program at UD focuses on delivering "General English" during the first semester in which students will learn authentic English to enable them to communicate effectively in various social contexts and situations for various purposes.

MATH-111: Mathematics (1)

The Math-1 course reinforces basic math skills and their relevance to everyday applications. These skills encompass the ability to solve mathematical problems, analyze and interpret data. The purpose of this course is to develop the comprehension of the course material in English, improve their computational skill, demonstrate writing ability of solutions with logical steps and prepare students for pre-calculus. An emphasis will be given to the understanding of the statement of problem and the mathematical terminology. The course primarily aims at the development of critical thinking among the students through the mathematical concept studied at the high school. The topics include Fundamentals of Algebra, Equation and Inequalities, Polynomial and Rational Function, Complex Numbers and Vectors, Functions and Graphs, Exponential and Logarithmic Functions.

LRSK- 141: Learning & Research Skills

The course of learning and research skills aims at helping the students acknowledge the concepts, the theories and the application skills through the study of learning skills and using effective teaching methods which rely on the students' activity and motive to learn through practice and self-study. The students acquire the skills doing group work and interaction. This course encourages the students to use different learning resources, good reading skills and using libraries to get the information they need. It trains the students to follow scientific research steps to prepare a research project and prepare the students learn dealing with lectures and being ready for them. The course also directs the student to use studying skills and thinking skills successfully.

PHEDU-162: Health and Physical Education

Interested in providing the student the general principles and techniques developed for the measurement and evaluation of physical effort for various sports games (collective - individual) and deepen student understanding of the various dimensions of the

curriculum of physical education and acquire the ability to develop in the light of developments and changes in physical education. The decision consists of two parts: First. "Physical Education: the development of physical and mental abilities of students by exercise and see the effects of different exercises on the internal organs of the body and build muscle by exercise and various sports activities (collective - individual) and swimming. Second, "health education (theory): to give the information to improve health and health behavior according to the contents and the various university activities and healthy nutrition and taking into account the mental health and how to deal with accidents, injuries and first aid.

ARCH-121: Basic Design Studio (1)

The course is the first studio in a sequence of design courses for all departments, also an introductory studio course to develop Engineering colleges and skills for visual representation of student's ideas. It is an introduction to the basic equipment, materials, drawing, graphic communication and rendering techniques. Development of the general architectural communication skills (for all Depts.) while familiarizing with basic general architectural conventions. The course contents and their disposition will arrange on a week by week basis and issued on the scale leading from simpler to complex exercises. At the advent of each project, lecture session will explain the objectives of the project in groups or one group; anticipated results, their quality; and the methodology to achieve the same. So, it will be mandatory for the students to follow closely the instructions issued by your instructors and follow the time or work schedule.

LRSK 142: Communication Skills

The course of communication skills aims at helping the students acknowledge the modern concepts in the area of communication and the basic skills in self-communication and with others using effective teaching methods which rely on the students' activity and their will to learn practice and self-study. Also learn the skills using group work and interactive methods. the course helps the students develop their skills in verbal communication through learning the basics of speaking and its foundations. Also, through acquiring the good listening skills needed for effective conversation. The students are also exposed to the non-verbal methods of communication. The students also learn to improve their communication skills with others through (dialogue, convention, argument, negotiation, personal interview, diction and expositions and resume writing).

COMP-131: Computer Skills

This course aims to provide the students with advanced skills to operate and make use of a personal computer in different environments such as in an academy, or at home. The course introduces the students to the main concepts and terminologies of information technology and equips them with the knowledge to administer one of widely-used operating systems. Furthermore, the course provides the students with the practical skills to utilize an office productivity package for different purposes such as Word-processing, Data Sheets, and Presentations. The delivery of the course contents will be based on a hands-on approach. Upon completion of this section, the student will be able to pass ICDL Start After finishing the first part, the student will have to take an additional program depending on his major at college. This additional program will Include a special program concerned with applied programs for drawing and photo, helps the student with different applications to be connected to other programs that need some technical support in making illustrations and drawings. There could be another program concerned with applied statistics. This can provide the student with the basic concept of statistics with its different aspects and it helps the student with

organizing data and representing it in tables and graphs a comprehensive understanding of the subject and a more participatory approach in the learning process.

PHYS -132: Physics

The course aims to enable the student to describe physical phenomena in terms of models, laws and principles. It helps them recognize the operation of scientific principles in established practical applications to apply acquired knowledge, experience and skills to new situations in a novel manner. The purpose of this course is not to give students the rigorous preparation necessary for physics majors, but to turn them on to a more perceptive view of physical reality by introducing them to the central ideas and principles. The course primarily aims at the development of critical thinking among the students through the physical concept studied at the high school. The topics include Basic Ideas, Looking At Forces, Turning Effect of Forces , Describing Motion, Newton's laws and Momentum, Work, Energy and Power , Circular Motion, Gravitational Forces and Fields, Wave Motion ,Reflection and Refraction, Interference and Diffraction, Current and Charge, Electric Circuits, Magnetic Fields and thermodynamics.

ARCH -122: Basic Design Studio (2)

The course introduces the student to basic architectural drawing skills and techniques. Fundamentals of architectural drawing; conventions of graphic representation, drawing as an important means to architecture, orthographic projection, architectural composition through abstract shapes and forms by using models, study of architectural space, plan, section, elevation, perspective, other graphic means. Student should acquire an ability to communicate simple forms graphically by transforming visual information into a two-dimensional image with shade and shadow. The course examines the language of architectural form and deals with the techniques of analyzing and representing it by different means of rendering. The course is based on studio exercises and includes lectures. By the end of the semester student should submit two projects, the first is an abstract composition project using basic shapes, while the second is an architectural application on a simple two-story villa which will be submitted in two techniques, the manual approach and Photoshop presentation approach.

MATH-112: Mathematics (2)

The Math-2 course reinforces basic math skills which are used widely in calculus. These skills encompass the ability to solve mathematical problems, analyze and interpret data. The purpose of this course is to develop the comprehension of the course material in English, improve their skill and demonstrate writing ability of solutions with logical steps and prepare students for calculus. An emphasis will be given to the understanding of the statement of problem and the mathematical terminology. The course primarily aims at the development of critical thinking among the students through the mathematical concept studied at the high school. The topics include Trigonometric Functions, Topics in Analytic Geometry, System of Equations, Matrices, Introduction to Differentiation and Integration and their applications.

ENGL-102: English for Academic Specific Purposes

The program of English 102 this preparatory scheduled at the IAU and offers models, methods and content and the nature of language specialist to help establish the connection-oriented field of specialization and specialization gradually with potential and put them in a position to proceed with confidence toward their university Are allocated 150 hours of English academic and specialized (150 in the second quarter) is used different strategies in the teaching of this decision, where teachers use the direct method of lectures and group activities, workshops and field activities in addition to the extra-curricular activities. The focus during the teaching process mainly on the interactive method.

Second year courses

ARCH -201: Design Studio (3): Arch. and Interior Design

This course introduces the students to the architectural and interior design processes. Topics covered include: a description of each phase in the process, activities, objectives and a problem-solving exercises in design that will utilize graphic thinking. Emphasis will be placed on the understanding of the socio-cultural, environmental and climatic issues. Additionally, basic technical aspects of spatial composition and development, building function, construction materials and systems will be explored. Physical aspects such as: interior space delineation, rendering techniques, color schemes, furnishings, materials and lighting will be studied comprehensively.

A simple but complete project will be required that will utilize all of the design principles that have been taught. This project will also include issues related to the aesthetic components of design as well as design concepts, relationships, symbolism, style and their effect on the users. The physical components of design and design procedures will comprise the preliminary phases of the course where different theories will be implemented. During this phase students will define a project, develop and evaluate alternatives and select and communicate solutions.

ARCH -211: Concept of Structures

The Concept of Structure course covers the fundamentals of structure, which are essential concepts for all students of architecture. The following subjects will be covered: an introduction to structural phenomenal loads, forces, reaction, structural elements, types of supports, stability and analysis and determinacy, normal force, shear force, identifying the bending moment for different structural members, analysis of simple frames and trusses, properties of plan sections as well as normal stress distributions.

ARCH -221: Surveying

Introduction to a variety of surveying techniques will be the focus of this Surveying course. These techniques will include: linear measurements, angular measurements using a theodolite and total station, traverses, leveling, contouring as well as computation of areas and volumes and the actual surveying of building sites. Building laying off, the coordinate system and mapping leveling will also be discussed. During the applied section of the course, students will work in the field learning the practical aspects and familiarizing themselves with the techniques and equipment used.

ARCH -231: Environmental Design (1)

Introduction to the art and science of Architecture, Interior design, and Building technology as the environmental design professions, and the process of environmental design goal formulation.

ARCH -241: CAD Applications

This course will introduce the students to the fundamentals of Computer Aided Design Drafting. Students will learn how to use simple drafting commands and standard drafting methods to produce technical and standard 2D drawings. The course exposes

students to a number of drafting techniques, while allowing them to also develop their own techniques. Students will learn how to manipulate and alter 2D drawings, how to work in two spaces specifically: model and paper spaces, how to integrate 2D drawings with other project information and databases and how to link project information and make it easy to read and interpret. In addition, the basics of mass modeling will be taught. The student will become familiar with using networked workstations and be able to produce various types of output files. The students will also learn how to print out a hard copy of a digital drawing using plotters and printers and to transfer a hard copy drawing or an image into a digital one using scanners, digital cameras and digitizers.

ARCH -251: Design Methods

The Design Methods class will examine the definition of design, the principle of design and the elements of design within the framework of the design process. How physical and social aspects of design are analyzed, synthesized and proposed in a space will make up the fundamentals of this course. Different theories, concepts and criteria will be studied in accordance with design principles in order for the students to fully understand the similarities and differences in design projects.

The main objective of this class is to enable students to think and create an optimum and rational design along with an awareness of various design aspects. This class will help the designer to follow certain norms that are important for the architecture and interior design professions, such as: concepts of color, human factors and spatial composition, design in relation to technology, economy, social and cultural factors, safety, security, comfort, religious as well as all other related issues in our built environment. How designers approach the development of a model for problem-solving and how they recognize the different stages or phases in the design process will be covered along with how to analyze, compare and criticize a built environment. Contemporary issues related to design and a clear understanding of the transition between traditional and modern architecture are important issues, which will be examined using a local context.

ISLM-271: Islamic Creed and Ethics

Consolidating the correct Islamic faith and connect the Muslim generations with the basic principles of Islam and illustrate the method of our good ancestors and explaining the position of ethics in Islam and its connection with faith and worship.

ARCH -202: Design Studio (4): Urban and Landscape Design

The design studio course builds on the outcome of previous design studios. The course focuses on important issues of landscape and urban design, which are related to the site; such as: views, topography, circulation (pedestrian and vehicular), and orientation, hierarchy of spaces (private, semi-private, semi-public and public), as well as hard and soft landscape elements. Emphasis will be placed on scale projects, stressing design principles and composition (form-function relationships) including: landscape design; site planning and urban planning processes, standards and design criteria. It will include simple design problem-solving issues and will also enhance the student's graphics and presentation skills.

ARCH -212: Construction Systems & Materials

Principles and fundamentals of building construction and materials, including construction techniques and basic concepts of structural systems and foundations according to building loads and soil characteristics.

ARCH -222: Environmental Control System (Thermal)

The course aims to enable students to understand the direct relationship between the climate (macro and micro) and human comfort. A brief introduction to climatology and weather deviations. Explaining the techniques and tools of analyzing and controlling the macro and micro climatic factors affecting the building.

ARCH -231: Environmental Design (2)

Introduction to the art and science of Urban Planning and Landscape Architecture as environmental design professions, with focus on the process of plan making, from goal formulation to master-planning.

ARCH -242: Advanced CAD & GIS Applications

Introduction to the fundamentals of 3D modeling and GIS concepts and techniques, including conversion of 2D to 3D, mash & mesh models, and compilation between these models.

ARCH -252: Site Planning

This course serves as an introduction to the theories and methods of spatial arrangement and management of the external physical environment. Topics will include site selection, the creation of meaningful spaces and site planning in order to achieve the ideal relationship between the building and the site. Various techniques used for site analysis with regards to the form, shape and size of the development will be demonstrated. Several environmental considerations will be examined, including: the natural site (geological, formations, topography of the ground, water, vegetation, wildlife), aesthetic, and legal aspects associated with highly sensitive environmental sites. Protection of the natural habitat as well as the harmonization between the new development with its surroundings, the grounds and the site will be examined as well as the justifications for why one site is preferable to another. Different constraints, special characteristics and features of a site will be examined along with whether a site is in an urban or rural area and the historical, ecological and environmental constraints, which would affect the design. Special attention will be paid to the choice of species, plants, soil, orientation and drainage. The mechanics of how to set up an efficient development program that will fulfill the user's requirements and activities, (which can differ regarding the kind of users involved), as well as strengthen the relationship between form and design. Students will undertake a field study, which will help them to fully understand various issues related to site planning that have been taught in this course.

ISLM -272: Introduction to Islamic Culture

Introduction to concepts of Social Policy in Islam: belief and the importance of its study, its advantages and its sources, the reality of belief, the notification of ethics, and the study of models of Islamic morals.

Third year courses

Courses with '*' are either undergoing content revision or are new proposed courses

**INAR 301-Design Studio -5 (Documentation & Minor Amendments)* *Credit Hours: 5*

Prerequisites: ARCH-202

Offered in: Level 5-3rd Year

This course introduces students to various research methods, techniques, and media related to the concept development for interior spaces. Documentation is the starting point coupled with information about minor architectural, structural and HVAC amendments. Course content provides the opportunity for the understanding of sociocultural, economic, anthropometric, functional, climatic, and psychological factors that influence the basic aesthetic and technical aspects of interior spatial composition and environment.

This studio is one part of the design course series taught in the Interior Architecture Department in which students apply their skills, knowledge, and understanding of the design process to small-scale residential projects. These are given based on an actual site with the possibility to interact with real clients. Emphasis is placed on the development of interior design concepts, elements and principles, basic programming, rendering techniques and conceptual modelling in three-dimensional space.

INAR 311- History & Theory I *Credit Hours: 3*

Prerequisites: ARCH-202

Offered in: Level 5 / 3rd Year

This course is an analysis of function, design methods, resultant geometry, materials, furniture, accessories, and other aesthetic elements of architectural and interior spaces as witnessed in history. The time frame for this study starts from pre-historic to classical Greek, the Middle Ages and the Gothic eras. The course is designed to introduce the concepts and terminology relating to the social, economic, political, cultural, and historical factors. Emphasis is also given to how these factors have affected the history of architecture and urbanism of civilizations that existed during the time frame that is selected for this course.

INAR 321- Building Systems -1 (Plumbing & Air Conditioning) *Credit Hours: 3*

Prerequisites: ARCH-222

Offered in: Level 5 - 3rd Year

This course describes the basic principles of plumbing and HVAC (heating, ventilation and air-conditioning). Students learn these essential principles with reference to the practical requirements of interior architecture. In this respect, design of water supply, waste management, drainage and sanitation systems are the main focus. The course also discusses the assessment of performance of building environmental systems including heating, cooling and ventilation keeping in view the indoor air quality and thermal comfort.

INAR 331-Interior Finishes *Credit Hours: 3*

Prerequisites: ARCH-212

Offered in: Level 5 / 3rd Year

This course is an introduction and overview of the characteristics of and selection principles for building finishing materials, especially interior finishes. Students will study the methods of selecting appropriate material palettes to meet specific needs and criteria for interior spaces. They will explore different furnishing materials and their usage, specifications, performances

and installation. Emphasis is placed on understanding the psychological effects of these finishing materials in interior design in relation to comfort, durability, safety and security.

**INAR 341- Computer Application in Interior Architecture-Point Cloud* *Credit Hours: 2*

Prerequisites: ARCH-241

Offered in: Level 5 / 3rd Year

This course introduces students to various methods and techniques in developing three-dimensional views for interior spaces. Students will learn advanced skills by using computer modelling programs designated for interior designers. They will learn how to create 3D models and drawings using specific commands and integrate 3D drawings with other entities/objects in their projects. Students will also explore Point Cloud application for the documentation of existing building and how can its interface be used with BIM for the creation of design that has minimum conflicts with the existing building.

**INAR 351-Building Amendments* *Credit Hours: 3*

Prerequisites: INAR-212

Offered in: Level 5/ 3rd Year

Building Amendments aims to familiarize the students with the possible options of altering the existing buildings. These amendments can be major or minor and may need architectural, structural, mechanical and electrical re-layouting. The students will study when and how to adopt a certain amendment for a given building. This decision is taken by considering cost and construction feasibility. The course will help the students in making realistic and economical design proposals for plans, sections and elevations of an existing building.

**INAR 302-Design Studio- 6 (Documentation & Major Amendments)* *Credit Hours: 5*

Prerequisites: INAR-301

Offered in: Level 6 / 3rd Year

Building on concepts studied in the previous design studios, students will continue to work and apply their knowledge and skills in the production of commercial (retail) interior architectural projects. Advanced documentation of an existing site is the starting point for the design assignment followed by exploration of major architectural, structural and HVAC amendments. Moreover, the idea that construction constraints can actually become qualitative design determinants is explored. The studio exercises require case study research, sensitivity to interior design, structural solutions and construction details. The commercial spaces selected for design intervention could be car showrooms, electronic equipment retail, recreational areas, cafés, and restaurants. Effective communication and interaction with the client is another key focus for an in-depth appreciation of his concerns and business needs. Students produce their projects and presentations using designated computer applications.

INAR 312-History & Theory II *Credit Hours: 3*

Prerequisites: INAR-311

Offered in: Level 6 / 3rd Year

This course is the continuation of *History & Theory I*. It explores the historical styles of art, architecture and interiors in the western world from the 15th to 20th century including Renaissance, Baroque, 18th century Rococo, Neoclassicism and Romanticism, 19th century revival movements, Beaux-Arts, Art Nouveau, Chicago School and Functionalism. The course ends with a survey of the Modern and Post-Modernism movements of the 20th century. Emphasis is given to the terminology of building construction methods, building types, structures, furniture styles, and materials.

INAR 322-Building Systems-II (Lighting & Acoustics) *Credit Hours: 3*

Prerequisites: ARCH-222

Offered in: Level 6 / 3rd Year

This course is an introduction and overview of the basic elements of lighting and acoustics, and their application in interior spaces. Students will learn the technical and aesthetic principles of lighting design for commercial and residential spaces. The course deals with basic properties of artificial lighting, lighting systems, fixtures, electrical systems, connections, distribution, and safety standards. The course content provides an opportunity for understanding the importance of daylight including and its benefits, solar radiation, visual and colour perception, and thermal and visual comfort. The course also covers the fundamental principles of acoustics, human perception with regards to acoustics, reaction to sound, and noise metrics. Moreover, wave acoustics and its treatment in interior architecture are also studied in this course.

INAR 332-Design Details *Credit Hours: 3*

Prerequisites: INAR-331

Offered in: Level 6 / 3rd Year

Construction Details course concentrates on the development of a technical knowledge, sensibility, and intuition for the continuous process by which interior architectural spaces are realised in a built-form. The interdependence between building aesthetics, efficient construction and cost effectiveness is investigated. The course approach involves project work, field trips (visiting different projects that are under construction), market knowledge and case studies. The importance of proper detailing as a primary design element, design development, technical drawings, and specification is highlighted. Skills, such as freehand drawing as an analytical tool within the design process, are also developed.

**INAR 342-Construction on Site* *Credit Hours: 3*

Prerequisites: INAR-351

Offered in: Level 6 / 3rd Year

Interior Architecture is a construction intensive discipline. Unlike new construction, consultants working in Interior Architecture have to be well connected to the site of construction on daily basis. Due to the significance of construction, this course educates the students on the real-life challenges of all kinds of amendments taking place within an existing building. Students will visit selected construction sites to experience construction first hand. This course will reinforce some of the content taught in Building Maintenance and Retrofitting, Building Amendments, and Studio for Adaptive Reuse.

INAR 352-Behavioril Factors in Interior Architecture *Credit Hours: 2*

Prerequisites: INAR-301

Offered in: Level 6 / 3rd Year

Course content within the Behaviour Factors in Interior Design is based on the social sciences, particularly psychology. This course will address the complex relationships between people and the spaces they inhabit, the underlying premise being that these social and behavioural factors affect the built environment, and vice-versa. The course stresses upon social and psychological needs, and significance of human responses, perception and aesthetics within an interior environment. Universal design solutions, when combined with an understanding of human behaviour, and cultural and social differences, can become an essential input for design. Issues concerning the interior elements such as colour, scale, image and styles that affect human behaviour in interior spaces will be examined. Students will study how and why behaviour pattern are reflected in a plan for any space like a home or a public area.

Fourth year courses

**INAR 401-Design Studio -7 (Adaptive Reuse)* *Credit Hours: 6*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course helps students develop an understanding of the theoretical concepts of reuse and adaptability with regards to existing buildings and interior spaces. The students are introduced to the rules and regulations of safeguarding old buildings. In this studio, the concepts of change and growth are examined through the morphological evolution of interior spaces. Key design experiences and methods of understanding transformation processes and changing functions of buildings will be taught through field trips, visual presentations and project work. Questions of economic and demographic patterns of use and their impact on reuse and adaptability will be addressed in the students' projects. Design of interior elements will be studied with regard to identity, scale, continuity, sustainability as well as technical and theoretical knowledge.

INAR 411-History & Theory III *Credit Hours: 3*

Prerequisites: INAR-311

Offered in: Level 7 / 4th Year

This course examines the evolution of Islamic Architecture from the Omayyad caliphate to the 21st century. Emphasis is placed on building types and styles having various spatial layouts, structural systems adapted by Muslims, and Islamic patterns and motifs. Focusing on forms of mosques and other buildings in the Muslim world, students will study the lifestyle and cultural context that defined the Islamic interior architectural elements such as courtyards, domes, minarets, mihrab, iwans, sahn, haram, muqarnas, fountains, gardens, arabesque, and calligraphy. Of due importance is the exploration of all the above-mentioned elements with respect to usage, size, proportion and scale.

INAR 421-Furniture Design and Style *Credit Hours: 3*

Prerequisites: INAR-311

Offered in: Level 7 / 4th Year

Furniture Design and Style is an overview of the historical styles of furniture and their development from the Ancient Egypt to the 21st century. Students are introduced to various local manufacturers, materials, finishes, functions and styles with methods for understanding appropriate construction techniques, ergonomics, and specifications as they apply to furniture design. The major emphasis is placed on factors such as function, comfort, safety and durability while designing custom-made furniture. Students will learn how to identify and recognise iconic furniture styles and their places of origin. Cost estimation and budgeting is another area covered in the course.

INAR 431- Freehand Illustration *Credit Hours: 2*

Prerequisites: ARCH-202

Offered in: Level 7 / 4th Year

This course introduces students to various methods, skills and mediums related to freehand drawing and composition. Emphasis is given on proportion, scale, texture, rendering, and understanding and analysis of an environment with all its constituent objects. Another objective of this course is to teach students to quickly produce accurate and readable drawings and sketches. Course content provides the opportunity for the development of aesthetic and analytical skills, perception of 3-dimensional spaces and an exploration of design ideas that allows for critical evaluation and discussion.

**INAR 402-Design Studio -8 (Sustainability Interventions)* *Credit Hours: 6*

Prerequisites: INAR-401

Offered in: Level 8 / 4th Year

This is an advanced design studio where students will apply their knowledge and skills acquired from previous studios and other courses to exercises that correspond to higher level of thinking. Emphasis is placed on the student's ability to critically explore specific interior architecture problems keeping in view the needs of institutional complexes, planning and relevant criteria. Students will learn the basic elements of sustainable design and social and environmental issues to create innovative and functional indoor spaces. Students will investigate programming techniques through the analysis of the demands and aspirations of clients and end users. The role of spatial, functional, and technological factors is studied in relation to the idea of reuse and adaptability in sustainable interior architectural spaces. The use of renewable energy and recycled materials will also be explored focusing on the patterns of use and its impacts on reuse and adaptability as relates to economy and demographics of a certain region.

INAR 412-Production Drawings and Documents *Credit Hours: 3*

Prerequisites: INAR-311

Offered in: Level 8 / 4th Year

This course introduces the students to the importance, function, process, and organizational methods of making and ordering production drawings and other documents as related to the execution of interior architecture projects. Students will learn how to prepare working drawings for all stages of interior construction starting from as-built drawings to the final stages of surface finishing. Students' ability to determine and mention material specifications through known drawing standards is a special focus. The course content provides the opportunity for the understanding of the process of initiating a project, site documentation, design layouts, HVAC plans, construction phases, building specifications, and finishing details concerning interior architectural projects.

**INAR 422-Sustainability* *Credit Hours: 2*

Prerequisites: INAR-401

Offered in: Level 8 / 4th Year

This course introduces students to sustainability. The main discussions that take place in the course can be summarized as what is environmental, social and economic sustainability, why do we need it, and what actions are needed if we want sustainability in all aspects of our daily life. The bulk of the course focuses generally on sustainability, but it also relates sustainability to the various constituents of the built-environment like landscape, urban planning, architecture, and interior architecture.

**INAR 432-Building Maintenance and Retrofitting* *Credit Hours: 3*

Prerequisites: INAR-351

Offered in: Level 8 / 4th Year

Post-occupancy design interventions is the key focus of this course. It discusses various problems that arise in building overtime through its life. Proposed design and construction methods are then explored that range from simple surface treatment to removing old mechanical units and installing new and efficient ones. The course equips the students with how to maintain the existing building so that its life cycle is increased and that the built environment becomes more sustainable.

INAR 444-Practical Training *Credit Hours: 0*

Prerequisites: INAR-402, upon finish 90 CR

Offered in: Level 8 / 4th Year, during summer vacations and after finishing 90 credit-hours at the Department of Interior Architecture.

This is a mandatory industry internship, directly related to an identified area of study. After completing sixteen-week internship (90 credit hours), students will start exploration of the real life design and business practices through practical training in an accredited consultant firm. Students will have an opportunity to apply and develop industry related skills reflecting on their future career and preparing for it in advance. Topics include architectural design, design presentations, preparation of construction documents, interaction with the client and the various construction vendors, site supervision and contract administration. This internship program and placement must be approved by the Internship Committee prior to starting the sixteen-week training. This training provide an excellent opportunity for students to refine their skills and knowledge about interior architecture, its practices, methods and professionalism. The progress of training will be monitored and supervised by the Internship Committee. This incorporates an evaluation of the training's programme report upon completion of the training programme.

Fifth year courses

INAR 501-Design Studio -9 (Theme: Professional Design) *Credit Hours: 6*

Prerequisites: INAR-402

Offered in: Level 9 / 5th Year

This is an advanced and comprehensive studio course based on the cumulative knowledge and skills developed in previous courses and design studios. It serves as an introductory training for the upcoming graduation project in level 10. This studio is focused on the design of large-scale administrative and commercial facilities requiring extensive research, creative problem solving, analysis, and effective communication. Students will be expected to identify relevant case studies, critically analyse the gathered information and the stipulated program. This will lead to developing a design rationale for appropriating various spaces, furniture, accessories and equipments.

INAR 511-Project Management *Credit Hours: 3*

Prerequisites: INAR-412

Offered in: Level 9 / 5th Year

This course examines the management principles and theory to address the basic nature of managing interior architecture projects. The course content provides the opportunity to develop awareness about management to ensure on time and on budget project delivery. Students gain knowledge and experience in identifying techniques of quantities, material specifications, cost estimates and time lines preparation required for interior design projects. Issues such as project delivery systems, quality control and assurance, project funding and cash flow are also addressed keeping in view initiating, planning, executing, and operating/maintaining the design and construction of projects.

INAR 521-Research and Programming *Credit Hours: 3*

Prerequisites: INAR-402

Offered in: Level 9 / 5th Year

This course forms an integral part of the final capstone project done in the fifth year. Students are required to undertake research, documentation, information analysis, precedent study, and finally develop ideas and concepts related to interior architecture. Students will choose a research area and present the justification and scope of the project that comes out of this research. Students are responsible for the development of their research under the direction of a faculty advisor who has expertise matches with the research chosen by the student.

ISLM 251-The Economic System in Islam *Credit Hours: 2*

Prerequisites: Preparatory Year

Offered in: Level 9 / 5th Year

This course is designed to emphasise the interrelated dynamics of Islamic jurisprudence and economic system. The course will cover the basic theories of economy, related laws, and globalisation, and compare it with Islamic economic system. Issues such as the public and private property, economic freedom, distribution of wealth, consumption and spending, economic policies, business contracts, financial markets, banking and economic development will be compared to Islamic economic system through selecting and undertaking appropriate and relevant case studies. The goal of this course is to give students a sufficient understanding of the nature, emergence, development, features and principles of the Islamic economic system. In addition, students will memorise the 28th part of the Holy Quran.

INAR 502-Interior Architecture Design -10 (Graduation Project) *Credit Hours: 7*

Prerequisites: INAR-501, INAR521

Level 10 / 5th Year

The final phase of Bachelor Interior Architecture culminates in a comprehensive design project which represents the breadth and depth of students' work. They continue the design research phase of an approved project that was initiated in Research and Programming (INAR-521) course in the previous semester. Students complete the design under the guidance of a studio professor. This course focuses on the completion of a comprehensive research project, for which initial interior proposal, selected solutions and finalized design strategies based on the client needs and user requirements are developed for the physical realisation of the project. The project demonstrates integrated approach towards interior design preparation while meeting industry standards (accepted technical and professional level), functional space planning and design, code of practice requirements, and material and technical specifications for civil, HVAC, plumbing and electrical components of the project. A committee of specialised professors and external experts will judge the design project.

INAR 512-Professional Practice *Credit Hours: 3*

Prerequisites: INAR-511

Offered in: Level 10 / 5th Year

This course is an overview of the standard business principles, procedures, ethics and responsibilities commonly associated with the professional practice of interior design. Students will study various steps of establishing a design practice, ethical practices, professional development, legal liabilities, contracts and their administration, and issues related to licensing and certification. The management of a typical interior design practice will be studied, including bidding procedures for project acquisition, writing proposals, cost analysis and control, time liabilities, construction schedules and documents, specifications and project administration. The course approach will involve field trips where students survey interior Architecture offices and meet those operating at managerial level.

ISLM 252-The Social and Political System in Islam *Credit Hours: 2*

Prerequisites: Preparatory Year

Offered in: Final Year

This course is an exploration of the social system proposed by Islam. Students will explore the social concepts of an individual self, family, its members' and their rights, marital relations, women's rights, social system, polygamy, inheritance, veil, divorce, and social cohesion. This course also discusses the foundation and evolution process of the Islamic political system, wherein students will explore its features and authority. Emphasis is placed on the Islamic principles of justice, equality, consultation and human rights. The implementation of Islam in the Kingdom of Saudi Arabia, the basic system for the rule, consultation, justice and education will be studied in-depth. In addition, students will memorize the 27th part of the Holy Quran.

Elective courses

INAR 550-Hand Crafts *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course introduces the various types and techniques related to handicraft. Students will learn the materials, means and applications of art and design to be able to create a more accurate perception and representation of an idea and an artefact. Emphasis is placed on the analysis of production, reproduction and marketing of traditional handicrafts. Students will also explore the concepts and importance of recycling in art and using recycled materials as media for innovative projects. The course will involve project work, workshops and classroom studies.

INAR 551-Architectural Photography *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course focuses on students' ability to express their point of view creatively through photography. Students learn to 'see' photographically by exploring the basic operation of an SLR/DSLR camera, composition, camera controls, techniques, and aesthetics of photography with special attention to angles, exposure, lighting, colour and basic image enhancement. Focusing on the rules of photography and application to architectural and interior composition such as time composition, rule of third and shadows, students will learn the different types of formats for photography, lenses, camera bodies, accessories appropriate for a certain subject.

INAR 552- Art Appreciation *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course introduces the students to the basic concepts of visual arts and famous painters. The first half of the course deals with the nature and evaluation of art, the processes, subjects and materials of art. The course provides in-depth studies for the formal elements of design at a wide variety of both two and three-dimensional art. The course develops a student's appreciation for the visual art around the world in its cultural setting from the prehistoric to contemporary times. Emphasis will be placed on Arab art.

INAR 527-Painting *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course is designed to give students an elementary understanding of the concepts, themes, techniques and materials used in the creation of paintings. Students are encouraged to explore the historical perspective of painting and will be exposing themselves to the traditional and modern developments in this art form. Visual aspects such as canvas composition, division of space, rhythm, texture, tonal gradation, harmony, expressive value of line, and contrast of colour are important areas that are covered in the course. The student will achieve this by making paintings using various media such as acrylic, ink, water colour, and oil paints.

INAR 554-Islamic Geometrical Pattern and Motifs *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course is an introduction to geometric design in Islamic Art and the principles of Islamic patterns and motifs. Course content provides for the understanding of the role of sacred geometry and its origins, different systems of proportion, and integration of pattern within architectural forms. The course will explore different Muslim countries where Islamic motifs, pattern and geometry are prominently featured in interior and exterior spaces. Students will examine the principles, forms and historical contexts of freehand biomorphic design (also known as Arabesque) and learn how to integrate these designs into geometric patterns. Students will also explore the language of symmetry in Islamic art, which is central to Islamic artistic expression.

INAR 555-Accessories Elements in Interior *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course is an exploration of accessories of different types used in interior spaces. The course deals with the principles of accessory design in interior environments catering to the user requirements and occupational performance within the private and public spaces. Students will be introduced to methods of enhancing accessories and the related elements used in interior design. There is an emphasis on the evaluation, organisation and arrangement of accessory elements, sizing and aesthetic values. Students will be asked to develop uniformity in accessories for a given space, so that a coherent spatial experience and ambiance is achieved that shapes the final visual impression.

INAR 556-Independent Studies in Interior Art & Design *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course encourages students to broaden their perspective of interior art and design by selecting a topic of their own choice. Emphasis is placed on students' ability to work independently and research areas that are more in line with his temperament, on-going assignments, and future plans. Students will have the freedom to choose topics within the context of interior art and architecture selecting projects that are within and outside Saudi Arabia. Course content may include individual discussions with the specified teacher, research methods, field trips, and essay writing. A major stress in this course will be the students' ability to write scientific papers and present them in local or international seminars and conferences.

INAR 557-Special Topics in Interior Design *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course introduces current trends, debates and developments in the fundamental principles of contemporary interior architecture and design composition, with particular focus on global modern interior architecture and its effect on a given locality. The course also discusses the influence and impact of the electronic media on the transformation of modern interior spaces and the implications for future development. Study of Saudi Arabian context is a special emphasis while exploring interior architectural theory and technology.

INAR 560-Contemporary Furniture *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course focuses on the knowledge, identification and classification of materials and their characteristics for the production of contemporary furniture. Course includes critical evaluation of furniture and their styles through the different

ages. There is an emphasis on the study of furniture designers, styles, materials, ornaments, and techniques as well as the exploration of the basic function and design of contemporary furniture. Students will follow the development of conceptual designs in relation to human factors such as anthropometry and ergonomics. The course includes historic research, the analysis and specification of materials and necessary processes from concept to fabrication, cost estimation, and product launch.

INAR 561-Graphics in Interior Design *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course is an in-depth approach to the five main branches of design where graphics feature predominantly. These are signage design, graphic design, industrial design, and graphics in visual and fine arts. Signage design is a special focus where students demonstrate an understanding of its elements in commercial, industrial and residential buildings, thus being able to design signs for way finding and circulation for functional and other contemporary uses of graphic design such as digital and online marketing.

INAR 562-Textile Design and Upholstery *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course examines the textile classifications, structures and processes of weaving fibre and achieving a desired textile finish, and then selection these textiles for given interior purposes. Emphasis is placed on the different techniques of printing from collage, linoleum, stencilling, woodcut, silkscreen and monotype. Students gain knowledge and experience in selecting necessary tools for each technique to produce artistic objects for specific uses in interiors. Students will use computer applications to design upholstery suitable for those uses.

INAR 564-Exhibition Design *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course focuses on the different types of exhibition designs from retail to commercial as a collaborative process. Students will integrate different disciplines through the process of developing an exhibition, from conception to the physical layout. The course includes exploring a wide range of technologies and techniques with emphasis on audio-visual engineering, digital media, lighting and interior design.

INAR-531 Interior Landscape *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course is about landscape design for indoor environments. The course introduces ecology and plant knowledge for the landscape in interiors. Course content covers landscapes principles and themes, indoor plants, and other landscape features used in interior spaces. The ideas of form, size, colour, texture, other plants attributes and design solutions are some of the key focus areas. Students will examine landscape construction in interior spaces, sustainability concepts in landscaping, and landscape management and maintenance.

INAR 573-Advance Computer Application in Interior Design *Credit Hours: 3*

Prerequisites: INAR-302

Offered in: Level 7 / 4th Year

This course introduces computer graphics and computer usage related to the design profession. Emphasis is placed on plotting, drafting and modelling 2-D and 3-D drawings using computer software. Students will explore the principles of interactive software for computer rendering. Through computer aided design projects, students will become familiar with the applications of computer graphics and computer aided designs. Course content provides the opportunity to export digital AutoCAD drawings to industry-standard software packages such as CAS and 3D Studio Max, and produce various outputs in 2-D and 3-D

3.1.4 Program Learning Outcomes

Upon successful completion of the Bachelor of Interior Architecture program, the students will be able to:

1. KNOWLEDGE

1.1 Describe architectural and structural amendments related to the architectural and interior design of existing buildings
1.2 Select appropriate building materials, interior finishes, and construction systems for a given project.
1.3 Recognize the need of sustainability through adaptive reuse.

2. SKILLS

2.1 Analyse in detail an existing building and its context.

2.2 Examine interior architectural issues and spaces through the lens of technical, social, and psychological aspects.

2.3 Form design concepts that can creatively address any interior architectural requirement.

2.4 Create qualitative design and working drawings that highlight spatial characteristics and material components of a proposed interior architectural project.

2.5 Make free hand sketches and building models that qualitatively inform the design process

2.6 Adopt effective communication, computer software, and IT resources for carrying out research, making design proposals, official correspondences, and presenting work to an audience.

3. COMPETENCIES

3.1 Exhibit respect, leadership, responsibility, accountability, and professional work ethics.

3.1.5 Bachelor Program Admission Criteria

Admission requirements are consistently and fairly applied for all students. The newly admitted students should successfully complete the PY program before being admitted to the second year. After the successful completion of the second year, the students complete the remaining three years solely under the Interior Architecture Department. Students need to register for admission to the third year, through the online Student Information System (PeopleSoft), and the registration should be renewed at the beginning of each subsequent semesters. All these procedures are clearly explained to the students well in advance, by the appointed staff (who is familiar with the program and course requirements) of the academic office of the College of Architecture and Planning. The entire admission process of the University is controlled by the Deanship of Admissions and Registration through a centralized electronic system namely 'Student Information System' (SIS), which is part of the comprehensive software package known as 'PeopleSoft Campus Solution'. Since the admission procedures are integrated to SIS, they are maintained consistently and are applied fairly to all aspirants with no room for manual manipulations.

The department of Interior Architecture states following conditions for granting the admission to students in its Bachelor Program.

- The student should have successfully completed 1st and 2nd year of his study with a minimum Cumulative GPA of **2.9** on the scale of 5.
- Maximum number of students which can secure admission in the program is **20** for each academic year.
- Minimum grade achieved in Design Studio III & IV = C

4. Student Affairs

4.1 Student Services and Activities

The Deanship of Student affairs in collaboration with the student affairs unit in the college are concerned with the services of students by taking care of their mental, psychological and cultural aspects. Their programs aim at strengthening the bonds and boost the relationship between the student and their college and university and deepening the spirit of loyalty to the country, and strives hard to fill their leisure times with the matters enhancing their cultural, psychological and mental abilities as well as provision of all means of comfort through different student services aims at creating a motivated educational environment.

4.1.1 Goals

- Enhances righteous Muslim morality and genuine national spirit among university / college student and qualify the student to be a good example for his country and nation.
- Contributes to build a balanced and integrated student character.
- Strengthens the bonds of love between the student the teacher during an undergraduate and post graduate stage.
- Enhances the spirit of belonging to the university during an undergraduate and postgraduate stage.
- Invest the leisure times for the benefit and interest of the student.
- Encourages the students to participate in volunteer activities and community service and sacrifices for the sake of the nation.
- Expand student's skills, develops their knowledge and connect them with modern means of learning.
- Creating a motivated learning environment meeting all service needs of the student.

4.1.2 The Vice-Deanship of Student Affairs

The vice-deanship offers non-academic services which in turn make the learning and education processes more enjoyable. Some of these services are as follows.

4.1.2.1 Issuing Student IDs

A student affair is responsible for Issuing students IDs after they are officially accepted and after finishing all registration procedure from the website http://www.iau.edu.sa. The student must bring a recent photo for his ID card which must be worn at all times on campus and during exams. Losing the ID card will result in paying 50 Riyals fine deposited into the Students Fund. The student must deposit the money himself into the account number provided. The deposit slip must be handed over to the employee in charge of ID. Students are not allowed to pay in cash.

4.1.2.2 Housing

Student affairs are responsible for student housing according to the university housing policy and regulations.

Responsibilities of Housing Department

- Supervises housing accommodation units
- Following up the service problems
- Create the best means of comfort for students
- Following up the janitorial works inside the student housing accommodation with the concerned department.

4.1.2.3 Students Fund

This treasurer is responsible for providing loans to students who are not financially stable by giving those loans starting from the second year. These loans are offered in the form of Jarir Bookstore installment plans or renting lockers for an annual fee of 100 Riyals. The student must deposit the money himself into the account number provided. The deposit slip must be handed over to the employee in charge. Students are not allowed to hand in cash to the employee.

4.1.2.4 Catering Service

The Catering Department supervises the university main restaurant and other cafeterias inside the university campus. The department is also responsible for completion of contracting formalities with the catering contractors who will provide food services to the students in the university campuses after meeting the prescribed health conditions.

The catering department comprises qualified food management and health cadres who follow up and supervise the provision of food services inside the university.

Department Duties

- Supervises the procedures for start of catering contracts.
- Supervises the preparation, cooking and serving of food meals.
- Supervises and follows up the health aspects of foods services.
- Ensure that all served food is safe and clean.
- Supervises selling of food coupons for the student according to the prescribed financial policies.
- Participates in preparation of foods and meals for parties and courses organized by the deanship of student affairs and other university department.

4.1.2.5 Scholarships

The scholarship and international students department at the University of Dammam was established to supervise the scholarships and provide necessary welfare for foreign students. The council of ministers issued its decision No. 94 dated 29/03/1431 H organizing the regulations of non-Saudi students admitted in the higher education institutions in Saudi Arabia. The decision was circulated among all Saudi universities regarding the welfare of scholarships students in the Kingdom of Saudi Arabia.

Benefits for Scholarship Students

- Health care for the student and family dependents if they are recruited to live with him in Saudi Arabia similar to the health care provided to the Saudi citizens.
- Provided with a two- month bursary upon arrival in Saudi Arabia.
- Provided with a three-month bursary upon graduation for shipment of his books.
- The benefits availed by his Saudi students colleagues in the university

- Provided with a low-rate food meals. The council of the university will determine the amount per meal to be paid by the scholarship student.

4.1.3 The Vice-Deanship of Students Activities

The vice-deanship consists of the following departments:

- Social and educational activities.
- Athletic activities.
- Student clubs.

These activities aim at providing a solid ground for students to promote their developing needs whether on the cultural level or on the social one. Students who are interested in joining the activities can be paid per hour. They will be able to communicate online with students, Deanships and different colleges to receive suggestions that will, in turn, remove any obstacle on the students' pathway which is our ultimate objective. Different students' activities are designed to meet the needs and interests of students. They help students utilize their leisure time in useful activities. Students are permitted to join these activities under the guidance of the faculty staff.

These activities include, but not limited to:

- Social and cultural activities
- Sports activities
- Student clubs: reading forum club, student relations club, roamers club, participants club, educational club, scientific research club, excellence club, drama club, scientific club, media club and photography club
- Student competitions such as College Star Award and University Star Award
- Open day activities
- Leisure trips such as spring camping and university beach tours etc.

4.2 Students Rights

Students have the right to:

1. To have student handbook, which contains information about the university, its regulations, and its facilities.
2. To have an orientation program addressed to newcomers.

3. Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion or sex.
4. To take their feedback into account after education assessment in order to improve the quality of education at the university. Students will evaluate the material they have studied and the faculty members who taught them.
5. Students treat this issue with high credibility-free from any personal, partisan, or tribal prejudices.
6. To create and establish the appropriate academic environment for students to accomplish high-standard understanding and study more easily by making all educational sources accessible to serve this goal.
7. To get the learning material and have an access to any-related knowledge in accordance with the university provisions and regulations that organize the academic work.
8. To obtain study plans from the faculty or the department and the available academic programs, as well as to concede the schedule before commencing studies; to register for the courses offered to them by the registration system, and making sure that fair guidelines are followed during registration period; to take registration priorities into account when achieving the wishes of all students becomes impossible.
9. To withdraw from or add any course, or to drop the entire semester, according to what the system of registration at the university permits during the period specified for that purpose.
10. The full schedule of the faculty members with respect to the date and time of lectures, and commitment to teach the theoretical and practical material effectively, and never cancel a lecture or changing its date unless there is a necessity. If that announcing alternative lectures, lectures should be given in coordination with the students and the department concerned. Asking questions and discussing the material with the professors without restraints whether that was during the lecture or commitment during the specified office hours.
11. Exam question should be taken for the material which was taught, or the topics which were discussed or highlighted during class, and grades should be fairly distributed between topics
12. To prepare and conduct all scheduled exams in the syllabus. Student should be informed of the dismissal from the course before the final exam.

13. To be provided with model answers for the examinations questions of each semester and the distribution of points according to which the evaluation of the students' performance stands.
14. To revise his answer sheet of examinations in accordance with the provisions and regulations issued by the university concerning these matters.
15. To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.
16. To know the results obtained in all the monthly, quarterly, and final exams performed after they have been corrected and approved
17. Commitment of the faculty members and the staff workers to show respect to students and entail them their academic and human rights.
18. Using the electronic system to monitor grades and documenting absence provided that that it should not be delayed more than a week.
19. Notify the student of his total scores of their practical and quarterly works.
20. To enjoy subsidized care and social services provided by the university, and to participate in the activities undertaken in accordance with the university regulations and instructions concerning these matters.
21. To enjoy adequate health care treatments at the health care centers and the hospitals of the university.
22. To use the services and facilities of the university (the book, electronic and branch libraries, the gym, the cafeteria etc.) and in accordance with the rules and regulations in place at the university.
23. To get incentives and rewards and other regular financial aids especially for distinguished students.
24. To be nominated to training courses and internal and external programs and tours, and to increase their participation in the cultural activities and the activities of community services and voluntary works
25. The right of complaint or grievance of anything reflected upon him in his relationship with faculty, department or college or any unit of the university.
26. The complaint or grievance process has to be followed in accordance with the rules of the organization for the Protecting Students Rights Unit, and enable the student to know the result of his complaints by the party responsible for them.

27. To enable the student to defend himself before any university entity in any disciplinary case raised against them. Also, any decision cannot be72 taken until he\she attend the session and gives his account of the story. If the student did not attend with no acceptable excuse, a default judgment will be issued an hour after the student being summoned for the second time.
28. To appeal the disciplinary decision issued against the student accordance with the rules laid down in this regard under the provisions of disciplining students.
29. Maintain the contents of the student's personal file within the university and the integrity of dealing with it. These files are not to be handed to anybody except the student himself or their guardians or there authorized representative by investigators or the judiciary or other governmental entity.
30. The University shall not disclose the contents of a student's file unless the publication comes as a result of the decision of disciplinary punishment against the student.
31. The right of the students with special needs to receive an appropriate service, which meets his needs according to the regulations and rules, considered.

4.3 Student Responsibilities

Following are some of the responsibilities to be adhered by the students.

1. The students should fulfill responsibilities to respect faculty members, staff workers, and other people on campus.
2. The students should fulfill responsibilities to respect the rules and arrangements relating to the operation of the lectures.
3. The students should fulfill responsibilities in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
4. The students should fulfill responsibilities to the directions and instructions given by the official in the testing room.
5. The students should fulfill responsibilities to university systems, regulations, instructions and decisions issued.

6. The students should fulfill responsibilities to carry the ID card while at the university.
7. The students should fulfill responsibilities not to cause any damage in the facilities of the university.
8. The students should fulfill responsibilities to the instructions of arranging, organizing and use of university facilities and equipment.
9. The students should fulfill responsibilities of the student to the dress code and behavior suitable for Islamic norms.
10. The students should fulfill responsibilities to keep quiet and behave tranquilly in the university facilities and to refrain from smoking on campus.

A student or group of students cannot initiate and hold an event/activity outside campus by the name of Dammam University without having written approval from authorities.

4.4 Academic Policies for Students

4.4.1 Attendance

Regular students must attend punctually at least 75% of lectures and of labs in each course. Any student failing to complete this percentage will be denied to sit for the exam and will be marked (DN).

4.4.2 Dropping a Semester

A student is allowed to submit an electronic written excuse for not attending a semester, and is not to be marked (Fail) in the courses. Deadlines for submitting this form must be checked on the university website www.iau.edu.sa

4.4.3 Postponement of Studies

A student is allowed to postpone studies when the University Council approves his application. A student cannot postpone 2 consecutive semesters or 3 non-consecutive ones; otherwise he will be expelled from the university. Only on exceptional cases, a student can be granted an exception for further postponement. The postponement is not counted in the graduation requirements. Deadlines for submitting this form must be checked on the university website www.iau.edu.sa

4.4.4 Dropout

If a student drops out a semester without submitting a postponement application, he will be expelled from the university. However, this does not apply to study abroad or exchange students

4.4.5 Transfer

A student is allowed to transfer to another college as long as he completes 24 credit hours in his current college and as long as he meets the requirements of the desired college. Deadlines for submitting this form must be checked on the university website www.iau.edu.sa

4.4.6 Rewards

Each student is rewarded a monthly stipend to be deposited into his account.

- The amount due for each student is 1100 Saudi Riyals. Ten Riyals will be deducted monthly for the Student Fund.
- Students must open a bank account to get his monthly stipend transferred.
- All students must fill in the application in the Admission and Registration section of the university website.

4.4.7 Grading and Cumulative Grades

The grading scale used in the college is as follows

Percentage	Evaluation	Grade	Weight (GPA)
95-100	Excellent+	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	Very Good+	B+	4.50
80 to less than 85	Very Good	B	4.00
75 to less than 80	Good+	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	Pass+	D+	2.50
60 to less than 65	Pass	D	2.00
Less than 60	Fail	F	

4.4.8 Pre-Requisites/Co-Requisites

The student is expected to know and follow the academic rules and regulations. It is entirely his responsibility to make sure that both pre-requisite and co-requisite requirements have been met for the courses added during the Early Registration period. He should refer to the Undergraduate Bulletin or consult his Advisor for these requirements.

4.4.9 Withdrawal

A Student may be allowed to withdraw from the College for a semester and not be considered as having failed if the Student furnishes an acceptable excuse to the authorized body as determined by the College Council, at least five (5) weeks before the commencement of the final examinations. If absolutely necessary, the College Council may extend this period. A grade of "W" will be recorded for the Student in that semester, and the semester will be included in the period within which the Student is required to complete graduation requirements.

4.4.10 Suspension & Interruption of Enrollment

• A Student may submit an application for suspension of enrollment, for reasons acceptable to the appropriate authority designated by the College Council, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive

semesters, during the Student's entire course of study at the College. Otherwise, the Student's enrollment status will be canceled. However, the College Council may, at its discretion, make exceptions to this rule. The period of suspension will not be included in the period within which the Student is required to complete graduation requirements.

• If a regular Student interrupts studies for one semester without submitting an application for suspension of enrollment, the Student's enrollment status at the College will be canceled. The College Council however, may at its discretion, cancel a Student's enrollment status if the Student discontinues studies for a period of less than one semester. The enrollment status of a Student studying by affiliation will be canceled if the Student makes himself absent from the final examination of all the courses in the semester without submitting a valid excuse.

• A Student is not considered to have interrupted studies during the terms spent as a visiting student in other universities.

4.4.11 Re-Enrollment

Student, whose enrolment status has been canceled, may apply for re-enrollment with the same College ID number and academic record the Student had before his suspension, if provided:

• The Student applies for re-enrollment within four regular semesters from the date of cancellation of his enrol1ment status.

• The Student obtains the approval of the College Council and related bodies for reenrollment.

• That four or more semesters have lapsed since cancellation of the Student’s enrollment, in which the Student can apply to the College for admission as a new Student without considering the Student’s old academic record, if the Student fulfills all the admission requirements for new Students. However, the College Council may make exception to this rule, in accordance with the regulations established by the Council.

• The Student has not been re-enrolled previously. The however exempt the Student from this restriction, if needed.

• The Student was not on academic probation prior to the cancellation of his enrollment.

• A Student who has been dismissed from the College for academic or disciplinary reasons - or from other universities for disciplinary reasons - will not be re-enrolled at the College. If it becomes known later that a Student has been dismissed for such reasons, enrollment will automatically be considered null and void as of the reenrollment date.

4.4.12 Dismissal

The Dismissal from the University will occur in the following circumstances:

• A Student will be dismissed if the Student obtains a maximum of three consecutive academic probations as the result of his cumulative GPA being less than 2.00 out of 5.00 or 1.00 out of 4.00. The College Council may allow the student a fourth opportunity if the Student is able to improve his cumulative by taking additional courses.

• A Student will be dismissed if the Student fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for the Student's graduation in the original program period. The College Council, however, may exempt the Student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.

• In exceptional cases, the University Council may allow the student to complete the graduation requirements within an additional period of a maximum duration equal to two semesters at most.

4.4.13 Probation

Students are expected to maintain satisfactory academic progress toward graduation. Any student not making satisfactory academic progress may be placed on academic probation upon recommendation of the ACC. The ACC seeks to uphold the essence and the spirit of the College's rules and regulations, and is therefore empowered to make exceptions in cases where regulations may be working to a student's educational disadvantage.

1. A minimum cumulative GPA of 2.75 which must be maintained throughout the program to be considered for graduation from the program.

2. If a GPA below 2.75 minimum is achieved, or if the student earns an "F" grade in a course, the student is placed on probation with specific requirements that must be fulfilled. The student remains on probation until the course with the "F" grade is successfully remediated.

3. A student will be placed on probation if either the semester GPA or the cumulative GPA falls below 2.75. A student will remain on probation until both the semester and the cumulative GPA are 2.75 or above. A student will remain on probation if the semester GPA falls below 2.75, regardless of whether the cumulative GPA is above 2.75. A student may be suspended

or dismissed, as determined by the ACC if, while on probation, (1) the cumulative GPA falls below 2.75; (2)the student receives a failing grade; or (3) the semester GPA falls below 2.75 for two consecutive semesters.

4. A student on probation must successfully complete all requirements for academic performance developed by the ACC. If the student meets the requirements for academic performance and the semester and cumulative GPA are at least 2.75, the student may be removed from probation. If the requirements are met but the cumulative GPA is still less than 2.75, the student will remain on probation. If goals are not met, the student may be suspended or dismissed as determined by the ACC.

5. A student on probation for any reason, or who has a GPA less than 3.0 may not serve in a leadership position (i.e. class officer).

4.4.14 Probationary Procedures

1. It is the student's responsibility to be aware of his academic status, including the status of probation. The ACC Chair will contact the student regarding the probationary status and requirements for the student to be removed from probation.

2. A student will normally have one probationary semester to raise his term or cumulative grade point averages to 2.0 or above, or to remediate a failed course.

3. If the student's semester or cumulative GPAs are between 2.0-2.74 at the end of the probationary semester, or if a course is not remediated by the end of the next term, the ACC will decide whether to place the student on probation for a second semester or to dismiss the student from the program.

4.4.15 Graduation

A Student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative is not less than "pass". Following the recommendation of a department council, the College Council may determine certain additional courses the student should take to improve the Student's cumulative GPA if the Student has passed the required courses, but with a low GPA.

4.5 Code of Academic Conduct

4.5.1 Documentation and Academic Honesty

- Submit your homework covered with a sheet containing your name, number, course title and number, and type and number of the homework (e.g. tutorial, assignment, and project).
- Any completed homework must be handed on the due date.
- Submission after the deadline will lead to one grade decrease in the score of the homework for each delayed day in addition to decrease in score of professional behavior.
- You must keep a duplicate copy of your work because it may be needed while the original is being marked.
- Coursework, laboratory exercises, reports, and essays submitted for assessment must be your own work, unless in the case of group projects a joint effort is expected and is indicated as such.
- Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given.
- Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly your own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.
- Sources of quotations used should be listed in full in a bibliography at the end of your piece of work.

4.5.2 Avoiding Plagiarism

- Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles.
- Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. A close paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable for you to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the

original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.

- Direct quotations from an earlier piece of your own work, if not attributed, suggest that your work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.

4.5.3 Plagiarism Policy

Plagiarism is the submission of another's work as one's own. It includes:

1. Use of another's exact words without use of quotation marks and acknowledgement of that use in a footnote or endnote.
2. Use of another's organizational scheme without acknowledgement of that use in a footnote or endnote.
3. Either close paraphrasing of the work of another without attribution or submission of a work which is largely a paraphrasing of another's work without attribution.

Procedures

Upon discovering what is believed to be plagiarism on written work submitted by a student in a course, a faculty member may:

1. Assign a grade to the written work based on the faculty member's determination of plagiarism. This determination and the explanation thereof shall be expressed in writing and transmitted to the student with a copy to the Chairman of the department and Vice dean for academic affair;
2. Refer the matter to the Disciplinary Committee or an Ad hoc committee formed by the dean with defined responsibilities. The committee will deal the situation according to the given mandate. A student found guilty of plagiarism by the committee may appeal to the Dean for review of the penalty assessed.

4.5.4 Sanctions for Student Plagiarism

In the academic world, plagiarism by students is usually considered a very serious offense that can result in punishments such as a failing grade on the particular assignment, the entire course, or even being expelled from the institution. Generally, the punishment increases as a person enters higher institutions of learning. For cases of repeated plagiarism, or for cases in

which a student commits severe plagiarism (e.g., submitting a copied piece of writing as original work), suspension or expulsion is likely.

1. Upon receiving notification from a faculty member of his determination of plagiarism, and determining that plagiarism has been committed, the Dean, shall appoint a committee of five faculty members to conduct a hearing to determine whether plagiarism has been committed by the student.

2. At the hearing, the faculty member will introduce evidence relevant to the question of whether plagiarism has been committed. The student is entitled to be represented by counsel of his choice, to introduce relevant evidence and to confront and cross-examine any witnesses against him.

3. To support a finding of plagiarism at least four members of the committee must identify plagiarism beyond a reasonable doubt. A finding of plagiarism by the committee in accord with the procedures established by this policy shall be final and binding on the dean and the student.

4. The committee shall file with the dean a written report on its proceedings and its findings. If plagiarism has been found by the committee, the report shall include a recommended sanction. The presumptive sanction shall be a one semester suspension, but the committee may recommend a different sanction, either more or less severe. Such sanctions include, but are not limited to, expulsion, suspension for a longer period, probation or remedial activity.

5. The final determination of the appropriate sanction for plagiarism shall be made by the dean. It may be more or less severe than any sanction recommended by the committee. This determination shall be expressed in writing and provided to the student within 14 days of the filing of the committee's report with the dean. The committee members and the complaining professor shall receive copies of the dean's determination of sanction. The dean's determination of sanction may be appealed to the provost of the University.

6. In response to appropriate inquiries, the College shall make available to appropriate bar officials the written committee report and the dean's final determination of sanction.

4.5.5 Disciplinary Offenses

Any student or student organization found to have committed or to have attempted to commit the following actions is subject to appropriate disciplinary action under this policy:

1. Scholastic Dishonesty: Scholastic dishonesty includes plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on any academic activity; accepting, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain grades, honors, awards, or professional endorsement in a dishonest manner; altering, forging, or misusing a College academic record; or fabricating or falsifying data, research procedures, or data analysis.

2. Disruptive Classroom Conduct: Disruptive classroom conduct includes engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or a student's ability to learn. A "classroom" is intended to include any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements, or related activities.

3. Falsification: Falsification means willfully providing University/College offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University / College records or documents, or conspiring with or inducing others to forge or alter University/College records or documents without proper authorization; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a disaster or other emergency to a University/College official or an emergency service agency.

4. Refusal to Identify and Comply: Refusal to identify and comply includes the willful refusal to properly identifying oneself or willfully failing to comply with a proper order or summons when requested by an authorized University official.

5. Attempts to Injure or Defraud: Attempts to injure or defraud includes accepting, creating, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University/ College when done with intent to injure, threaten, defraud, or misinform.

6. Threatening, Harassing, or Assaultive Conduct: Threatening, harassing, or assaultive conduct includes engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

7. Disorderly Conduct: Disorderly conduct includes engaging in conduct that incites or threatens to incite an assault or breach of the peace; obstructing or disrupting teaching,

research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University/College activities.

8. Illegal or Unauthorized Possession or Use of Drugs or Alcohol: Illegal or unauthorized possession or use of drugs or alcohol includes possessing or using drugs or alcohol illegally or, where applicable, without proper University/College authorization.

9. Unauthorized Use of College Facilities and Services: Unauthorized use of College facilities and services includes the wrongful use of College properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment, or interfering with the performance of those specifically charged to carry out emergency services.

10. Theft, Property Damage, and Vandalism: This includes theft or misuse of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

11. Unauthorized Access: It includes accessing without authorization College property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys and /or access codes.

12. Disruptive Behavior: Disruptive behavior includes willfully disrupting University/College events; participating in a campus demonstration that disrupts the normal operations of the University/College and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University/College; engaging in intentional obstruction that interferes with freedom of movement on campus, either pedestrian or vehicular; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University/ College activities or functions.

13. Rioting: Rioting includes engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas approximating the campus, or in any location when the riot occurs in connection with, or in response to, a University/ College sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

14. Violation of University/College Rules: It includes engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

15. Violation of Laws: It includes engaging in conduct that violates a law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, and/or arson.

16. Persistent Violations: Persistent violations include engaging in repeated conduct or actions that are in violation of this Code.

4.5.6 Sanctions for Academic Dishonesty and Cheating During Examinations

According to University Guidelines, the following sanctions may be imposed upon student (s) found to have violated the Code:

1. If a student commits actions disturbing or disrupting the examination process, the Dean may delegate the decision of whether or not student continues the examination to senior faculty who are supervising (proctoring) the examination.
2. The proctor has the authority to order the student out of the examination room.
3. The Dean may report the incident to the University's Vice Rector for Academic Affairs, in order to discuss the incident in the Rectifying/Disciplinary Committee at the University.
4. The Rectifying/Disciplinary Committee will determine the appropriate sanction.
5. The University Rectifying Committee will decide whether the student's examination in one or more courses will be cancelled or voided.
6. The student's grade results will not be released until the Rectifying/Disciplinary Committee's decision is finalized.

4.5.7 Violations Other Than Examination Misconduct

The following sanctions may be imposed upon student(s) or student organizations found to be in violation of the Code:

1. Alert Note: The issuance of an oral or written notice of misconduct.
2. Warning: A written document that is to be maintained in the student's file.
3. Injunction of University's privileges for students
4. Cancelation /Voiding of one or more course examinations.
5. Prohibited participation in one or more final examination(s)

6. Probation: Probation confers special status with conditions imposed for a defined period of time, and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

7. Required Compliance: Required compliance necessitates the mandatory completion of University requirements, work assignments, community service, or other discretionary assignments.

8. Confiscation: Confiscation means confiscation of goods used or possessed in violation of University regulations, or confiscation of falsified identification or identification wrongly used.

9. Restitution: Restitution means making compensation for any loss, injury, or damage.

10. Restriction of Privileges: Restriction of privileges includes the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

11. Suspension: Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University.

12. Expulsion: Expulsion means the permanent separation of the student from the University.

13. Withholding of Degree: With holding of a degree means not releasing a degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

For further details of misconduct and sanctions authorization, please refer to University Guidelines.

4.6 Student Grade Reporting and Appeals

Grade reports for each course are submitted to the University Registrar at the close of each semester by a date and time determined by the University Registrar. Once a grade has been posted it becomes part of the student's permanent record and can be changed only by the faculty member and with the approval of the college council.

Students who want grade information before the end of the semester and prior to official posting of grades must ask their Faculty.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades. Students who have reasons which can be substantiated to request grade changes must:

- Write a formal letter to the Instructor (or to the Vice Dean of academic requesting a re-evaluation of their performance in the course.
- Provide the following information in the letter: name and student ID, course number, title, and section; semester and year taken; name of the Instructor and a clear statement of the grade change request and reasons which justify the request.

I. Incomplete Grades

Course work is considered "incomplete" when a student fails to submit all required assignments when they are due, or is absent from the final examination. An 'IC' grade may be assigned instead of a failing grade only when:

1. The student has demonstrated satisfactory progress and attendance in the course;

2.The student is unable to complete all course work due to unusual circumstances that are beyond personal control (e.g. illness or family emergency)

3.The student must submit reasons supporting a grade of "IC" to the Course coordinator prior to the time that the final grades are due. The Course coordinator will make a determination based on these reasons. If the Course coordinator determines that the student should receive a grade of "IC", the student must complete the coursework by the end of the subsequent semester or the 'IC' grade will be changed to an 'F' grade until remediated.

II. Failing Grades

Rectifying Failing Grades: The Course Director will provide input before the Committee on Student's Circumstances to determine actions for remediation (whether the F can be remediated and/or what activities or assignments will be required to remediate)

All Failure and Incompletes grades must be rectified by the end of the subsequent semester.

4.6.1 Grading and Testing Disputes

Complaints regarding grades and testing must first be discussed with the Course coordinator. If the dispute is not resolved; the student must then discuss the matter with the department chair. If the matter remains unresolved at that level; the Vice Dean for Academic Affairs should be notified in writing. It will be shared with the appropriate committee, and a meeting will be established for further discussion. The student will have the opportunity to discuss the complaint directly with the committee. The committee will then make a recommendation to the Vice Dean for Academic Affairs, who will make a final decision on the disposition of the

complaint. Disputes, requests and complaints MUST be submitted and resolved according to announced deadline each semester.

Faculty members, upon receiving of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization Form, with appropriate documentation and submit it to the Vice Dean and to the Dean for authorization.

The grade change is forwarded to the Office of the Registrar. A faculty member may not change an F grade to a W grade in those cases in which the student did not follow the proper procedures for withdrawing from the course.

The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

- Present the appeal to the faculty member's College Dean who refer the appeal to a committee for hearing and decision.
- Based on committee decision, college dean authorize a grade change, and must notify the involved individual of his action, i.e., the College Dean must notify the student and the faculty member of his decision.

4.6.2 Policy for a Review of Exam Sheet

The student submits a review of course grade appeal to the dean of the faculty concerned during two weeks from the date when the students' GPA's have been submitted according to university academic calendar or the announcement of the results. In the Appeal, the student states reasons for the change, and he pledges that the information he provided are all correct. The college concerned prepares a form including the following data: student name; university ID number; number, code, and title of the course; number of the student's section; the grade of the quarterly works; the semester; the student's GPA; number of academic warnings, if any; name of the instructor; date of having the exam.

The college council, where the course is taught, may take a decision concerning the appeal submitted by the student. Reviewing the test answer sheet must be done in time not exceeding two weeks from the beginning of the following semester. If the appeal has been accepted, the council of the concerned collage forms a committee to revise the test sheets. Then the committee submits the acceptance report to the faculty council to take its decision which is the final decision.

Procedures

In general, through this operational foundation, the colleges may follow the following procedure for reviewing a grade.

1. The student, who has questioned his grade, submits exam review request form no longer than two weeks from the announcement of the grade concerned. The form is submitted to the concerned department. By that, his request enters the academic system and he\she is given a notice (using the review form attached).
2. The head of the department shows the student his answers in comparison to the modal answer sheet. If the student is convinced of the correctness of the review, he\she signs a waiver, and the then file is saved after shall be signed by the head of the department.
3. In the case that the student is not convinced of the result of the review, the head of the department forms a committee includes two faculty members from the department- the teacher of the course concerned is not one of them. Then the committee submits a report to the head of the department to take his decision of either changing the grade or not. Then the student will immediately be informed.
4. In the case that the student is still not convinced, he\she may reappeal to the collage council within two weeks from the date he\she is informed. The appeal is submitted officially to the dean of the collage explaining reasons and justifications of this appeal, supporting his case with tangible and convincing set of evidence. The appeal should also include a statement from the deanship of admission and registration showing the previous requests of review submitted by the student if any, along with the decisions taken concerning them.
5. If the collage council rejects the case once more and does not agree on the grade change, it takes the decision to close the case.
6. If the collage council agreed on the grade change, it forms a committee of at least three faculty members, one of them is to be from outside the department, and the teacher of the course should not be one of them.
7. The committee gathers to re-correct the student's answer sheet. And then it submits its report to the collage council within fifteen days from the day of its establishment. Then the appeal is discussed by the council to take the final decision in its next session.

4.6.3 Make-Up Exams

A student who is unable to take an examination due to unavoidable circumstances (e.g., hospitalization, car accident, major illness) is expected to:

Contact the Office of Academic Affairs prior to the time of the examination (except during unexpected circumstances), to notify the College about his absence. At the discretion of the course director, the student may make-up the examination at an alternative pre-arranged time only when the unavoidable circumstances have been substantiated by the Office of Academic Affairs in concert with the Course Director. Make-up exams are to be completed within 2 College days of the student's return to the College. Make-up exams should cover the same content area of the missed examination, but should not be the same exam that was administered to other students.

Procedure

1. The student makes the request in writing and in a timely manner before the scheduled exam, to request an opportunity to complete a makeup exam
2. The student provides the Instructor with the required originally-signed documentation, regarding the reason he is not able to complete the test on the originally scheduled exam date. Without this documentation, the student will not be granted an accommodation to complete a makeup exam and will be assigned a zero grade for the exam. No incomplete (I) grade can be assigned in this situation.
3. All communications with the student must be via e-mail, with the University Registrar copied on each exchange.
4. Assign an incomplete (IC) grade to the student if unable to grade the final exam before the final grade deadline and submit a Grade Change.
5. Authorization Form to the Vice dean of academic affair and the College Dean for approval on line copy to the Office of the Registrar.

4.7 Hearing and Appeal of Student Disciplinary Decisions

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing.

1. In cases of academic or general misconduct, the Dean will form a committee comprised of the following members:

- Vice Dean for Academic Affairs

- Chair of department related to incident
- College faculty member

2. The committee will investigate the incident.
3. The committee will schedule a meeting not later than one week from the date of the incident.
4. A report with committee recommendations will be submitted to the Dean, who will forward it to the Permanent Disciplinary Committee at the University to determine the appropriate action.

Note: Please also refer to the "Policy and Guidelines for Student Code of Conduct" and annexure therein "University of Dammam Student Disciplinary Bylaws".

4.8 Student Advising & Counseling

Academic advising and counseling service is an assistant educational system, whereby faculty members introduce the students to the university and college systems and inform them by their roles, responsibilities and rights. Academic advising and counseling service provides guidance and support for students to overcome any academic problems or personal difficulties that may hamper student's academic progress, as well as develops the students' capacities and potentials, that enhances their academic performance.

Academic advising and counseling services are basic steps that guarantee collaborative relationship between faculty members and students. The intent of this collaboration is to facilitate learning by providing opportunities for students to achieve their goals and uphold the academic standards of the college.

<u>Roles and Responsibilities of the Academic Advisors</u>

- Acquaint students with rules and regulations of IAU, especially the newcomer students and provide outreaching programs about advising and counseling.
- Assist students in their decision-making related to course selection and registration in collaboration with the Registrar's office.
- Provide accessible advising services to students by scheduling and maintaining regular office hours throughout the semester;

- Send invitations to students encouraging them to visit the counseling office to discuss and review their academic and nonacademic problems.
- Identify and Select meritorious and ideal students, continuously encouraging them and honored them at the University level to maintain excellence
- Maintain confidentiality of students' information and academic records unless student requesting approval in written.
- Assist in overcoming barriers that may prevent the students from completing their educational plan.
- Provide supportive academic advising by recognizing the personal, social or educational difficulties and responding to the different students ' needs.
- Follow-up and monitoring student 'academic progress and provide guidance program Provide information regarding courses, requirements, tests, registration, course changes, and so forth.
- Provide encouragement and assistance for student with academic difficulties. Assist them in managing their time, develop more effective study skills, and send recommendations to the responsible course coordinator.
- Provide a private space in which student feel free to discuss their thoughts, aspirations, concerns, and interests
- Become knowledgeable concerning university rules, policies, regulations and procedures that affect academic programs and activity.
- Help students have better understanding skills, self-development and enhance their self-confidence by identifying their strength and weakness.
- Keep resource materials as the Student Handbook, college rules and Regulation, academic calendar, class schedules and other useful resources on hand to answer questions about academic and non-academic concern.