جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية علوم الحاسب وتقنية المعلومـات
College of Computer Science and Information Technology

Student Handbook

Comprehensive Guidebook for Students

College of computer science and information technology (CCSIT)

2023

Foreword

This is the student handbook for the College of Computer Science and Information Technology (CCSIT) at Imam Abdulrahman Bin Faisal University. It presents the structure and outline for the bachelor's in science programs in Computer Science, Computer Information Systems, Artificial Intelligence and Cyber Security and Digital Forensics, including policies and procedures, objectives and program standards. This handbook contains comprehensive guidelines on college rules and regulations that apply to students during their period of study at the college, and serves as an instructional manual, especially for new enrolled students. Every student enrolled in the CCSIT program should receive a copy of this handbook.

The authors have done their best to ensure this document is up to date. However, in case any new changes are needed, please let us know and we will include them in future versions.

Contents

List of Abbreviations

CIS	Computer Information Systems
CS	Computer Science
CYS	Cyber Security and Digital Forensics
AI	Artificial Intelligence
CCSIT	College of Computer Science and Information Technology

Chapter 1 Introduction

1.1 Overview

The College of Computer Science and Information Technology (CCSIT) at Imam Abdulrahman bin Faisal University is one of the largest colleges. Upon inception in 2010, CCSIT committed itself to providing students with cutting edge computing and information technology curricula through its departments. CCSIT graduates around 300 students annually. Recently, it has been facing alumni and communal requests to further diversify its degree programs. CCSIT understands the importance of staying current in its fields to meet the demand for highly educated professionals who will empower the socio-economic uplifting of the region.

CCSIT is committed to providing its students with an innovative and state-of-the-art computer science curriculum lined up with ACM & IEEE. CCSIT offers the following four undergraduate programs and two postgraduate programs.

1. Bachelor of Science in Computer Science (CS)
2. Bachelor of Science in Computer Information Systems (CIS)
3. Bachelor of Science in Cyber Security and Digital Forensics (CYS)
4. Bachelor of Science in Artifactual Intelligence (AI)
5. Master of Science in Computer Science (MSCS)
6. Master of Science in Information Systems and Data Analytics (MISDA)

Different sets of elective courses are available in all the programs which allow students to choose from a set of advanced topics which include: Data Mining and Warehousing, Modeling and Simulation, Expert Systems, Advanced Programming Languages, Advanced Software Engineering, Knowledge Management and Information Retrieval, Multi-Agents, Computer Vision and Computer Graphics, Advanced Operating Systems, Mobile Application Programming, Distributed Systems, Computer Networks, Multimedia Security, Ethical Hacking and Digital Forensics, Cyber Warfare and several other courses that focus on the latest trends in the field.

1.2 College Mission, Vision, Values and Goals

CCSIT vision, mission, values and goals articulates the college desired future state, the purpose of its existence, the believes that drive its priorities and what it considers to be the fundamental purpose of education. The vision, mission, values and goals of the college are:

Vision

To be a leading computing college at national, regional, and global levels.

Mission

Provide quality computing education, discovery, and professional services with community engagements.

Values

- ❖ Quality Education
- ❖ Technology & System thinking
- ❖ Research and Creative Work
- ❖ Community Partnership
- ❖ Commitment

Goals

1. Offer quality education in the computing domain.
2. Stimulate creative intra and inter college collaborative research.
3. Facilitate the culture of community services and advocate social integration.
4. Recruit and retain high caliber faculty and talented staff.
5. Improve college infrastructure for sustainable environments.
6. Develop and implement a robust management system.
7. Strengthen financial self-sustenance and entrepreneurship culture at the college.
8. Upgrade infrastructure and computing laboratories.

1.3 Computer Science Program

The program of Computer Science (CS) has been providing its students with the latest computer science curriculum since its establishment in 2010. The program qualifies its students for a Bachelor of Science degree in Computer Science, to meet the demand in the job market for accomplished computer science professionals. The CS program mission, educational objectives and student outcomes are:

Mission

To offer quality education in the various domains of computer science and prepare students for both their professional careers and lifelong learning, by enhancing their problem-solving skills and instilling in them a sense of responsibility towards serving their community, society and the nation in a professional manner.

Program Educational Objectives

The graduates of Computer Science program will:

1. Apply computing knowledge and skills to design, and implement solutions in computer science domain.
2. Contribute effectively as an individual, team member and leader.
3. Demonstrate ethical and social values in their professional practices.
4. Engage in lifelong learning, higher education, career growth, and community service.

Student Outcomes

Graduates of the program will have an ability to:

1. Explain the fundamental concepts and theories of Computer science and related fields.
2. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
3. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the Program's discipline.
4. Communicate effectively in a variety of professional contexts.
5. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
6. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
7. Apply computer science theory and software development fundamentals to produce computing-based solutions.

1.4 Computer Information Systems Program

The program of Computer Information Systems (CIS) is committed to providing its majors with a solid foundation in research and analyses; an expertise in designing systems, as well as creating and protecting databases and networks. The Bachelor of Science in Computer Information Systems is a rigorous program that prepares its graduates for not only a professional career in the business world, but its graduates are also well equipped to tackle the academic challenges of graduate study.

The Computer Information Systems program mission, educational objectives and student outcomes are:

Mission

Provide quality education in Computer Information Systems that prepares students for the technical and management challenges of professional life to better serve local as well as national communities.

Program Educational Objectives

Graduates of the Bachelor of Science in Computer Information Systems will demonstrate the following four career and professional accomplishments:

1. Strong practitioners of computer information systems knowledge in diverse user environments.
2. Valued contributors, applying the highest standards of professional and ethical conduct while working individually or within a team.
3. Ambitious lifelong learners motivated to engage in professional growth and higher-level studies.
4. Entrepreneurs and enthusiastic leaders of technology-based businesses.

Student Outcomes

Graduates of the program will have an ability to:

1. Define fundamental concepts and theories from information systems and related fields.
2. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
3. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the Program's discipline.
4. Support the delivery, use, and management of information systems within an information systems environment.

5. Communicate effectively in a variety of professional contexts.

6. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.

7. Function effectively as a member or leader of a team engaged in activities appropriate to the Program's discipline.

1.5 Cyber Security and Digital Forensics Program

The program of Cyber Security and Digital Forensics (CYS) is committed to providing its majors with a solid foundation in reliable and secure exchange of digital information, which is vital to most human activity, from banking, medicine, infrastructure management to strategic assets. As the use of information and communication technology expands, so does the likelihood of cyber threats. The Bachelor of Science in Cyber Security and Digital Forensics program is aimed at preparing its graduates to tackle real threats that have the potential of derailing our daily life and compromising national and global security. The program is also aimed at providing more job opportunities to the graduates, and to be leaders in the emerging discipline of cyber security & digital forensics. The Cyber Security and Digital Forensics program mission, educational objectives and student outcomes are:

Mission

Providing students with quality cybersecurity and digital forensics education to inspire discovery, lifelong learning and professional services with community engagements.

Program Educational Objectives

Graduates of the program will:

1. Have a successful career in practicing the knowledge and skills of cybersecurity and digital forensics for solving problems and designing appropriate solutions following the best practices.

2. Contribute effectively in the profession of cybersecurity and digital forensics as an individual, team member and leader.

3. Engage actively in lifelong learning, career growth, and community services.

4. Demonstrate ethical and social values in their professional practices.

Student Outcomes

For the CYS degree programs, the student outcomes are the following learned capabilities:

1. Describe the fundamental concepts of computing, computer information systems, cybersecurity, and related fields.

2. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.

3. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

4. Communicate effectively in a variety of professional contexts.

5. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.

6. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.

7. Apply security principles and practices to maintain operations in the presence of risks and threats.

1.6 Artificial Intelligence Program

The Program of BSAI is focused on artificial intelligence education, research, and professional services which is aligned with mission of the college. The program enables students for professional careers to address the needs of the industry, academies, research and contribute to the community. The mission of BSAI program is also aligned with IAU mission and objectives as BSAI aims to be a leading program in the region. IAU in its mission emphasizes the need to flourish creative knowledge, research, and professional services. It also aims to excel in theoretical and applied research with a focus on contributing back to the society or community. BSAI program also inspire discovery, lifelong learning and professional services with community engagements for the socio-economic uplift of the community.

BSAI program prospers social and ethical values of our students so that they learn to serve local community and professional societies and contribute to the discipline in general. The College aims to teach quality education to the students by focusing on creativity, research, and community partnership. These are also the hallmarks of BSAI, as the program focuses on enabling students to contribute to the society by practicing profession skills for the benefit of the community as an individual, team member and leader.

Mission

Providing quality artificial intelligence education, research, and professional services for the socio-economic uplift of the community by preparing students for professional careers and lifelong learning.

Program Educational Objectives

Graduates of the Bachelor of Science program in Artificial Intelligence (BS-AI) will:

1. Demonstrate expertise in Artificial Intelligence tools and techniques to meet the industry needs pertaining to devising cutting-edge solutions.
2. Cultivate the culture of innovation and research in Artificial Intelligence, data science, and related disciplines.
3. Contribute to humanity using Artificial Intelligence knowledge while working individually or within a team.
4. Demonstrate ethical conduct and ability for lifelong learning.

Student Outcomes

For the Artificial Intelligence degree programs, the student outcomes are the following learned capabilities:

1. Understand and explain the fundamental concepts and theories of computer science and related fields.
2. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
3. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the Program's discipline.
4. Communicate effectively in a variety of professional contexts.
5. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
6. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
7. Apply computer science theory and software development fundamentals to produce computing-based solutions.
8. Apply Artificial Intelligence principles and techniques for problem solving and decision making.

Chapter 2 Undergraduate Programs & Policies

2.1 Programs Overview

Students are exposed gradually to different sets of courses. Typically, by the time of graduation, they should have completed the Foundation year (Science Track or CCSIT track) under the supervision of the Deanship of Preparatory Year and Supporting Studies and then four years at CCSIT College. Programs offered and all governing polices will be mentioned in later sections of this handbook.

2.1.1 The Foundation Year

Students must successfully complete 33 credits hours in science track or complete 36 credits hours in CCSIT track and obtain 3.0 GPA before placement to the college.

2.1.2 Common Years

The term "Common years" refers to the first two years where students are required to take the same courses (for a total of 63 credit hours) during these two years.

2.1.3 Specialization Years

The specialization years encompass the last two years at college. By this time, the student will have entered one of four programs: AI, CYS, CS and CIS.

It will be conditional to:

- Pass at least 57 credit hours out of 63 credit hours in the first two years (common years) at the CCSIT.
- The availability of seats within each department where the highest CGPA will be chosen until all available seats are filled.

2.2 Grading and Cumulative Rates

The grading scale used in CCSIT 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	Failed	F	1.00

2.3 Graduation

A Student graduates after successfully completing the graduation requirements according to the degree plan.

2.4 Code of Academic Conduct

This code of academic conduct exists to support high standards of behaviour and to ensure fair evaluation of student learning. These standards are discussed in the following sections.

2.4.1 Course Attendance Policy

This section lists down the Attendance Policy according to the University regulations:

- ❖ Regular students must attend at least 85% of all lectures, labs, and tutorials.
- ❖ Any student who fails to attend **85% (without excuses) or 75% (with excuses)** of the total lectures and labs cannot be admitted to the final exam of a given course and considered to have failed that course and is given the grade DN in the course.
- ❖ Any student barred from entering a final exam for failure to meet the attendance policy will automatically fail the course. Class work grades will be recorded, and the student will receive an overall grade of barred (DN).

- ❖ Attendance will be taken for all regular weeks as shown in the University academic calendar.

- ❖ A student absents from a lecture, lab, or a tutorial due to medical excuse or any other emergencies must submit an official excused document to the office of Vice Dean for Academic Affairs within one week of the absent day.

- ❖ This applies to any midterm exam, or a final exam that the student missed during the absent date.

- ❖ Once the Office of Vice Dean for Academic Affairs receives the excused document, it will evaluate it and notify the instructor of the decision whether it is accepted or not.

- ❖ The submitted document must be an official stamped medical record from governmental or respectful hospitals.

- ❖ Students must be prompt attending the class per the time specified in the class schedule.

- ❖ Student attendance is counted per the minute the student enters the class.

- ❖ Being late 50 minutes from the start of the class is considered as one hour absence.

- ❖ It is the student's responsibility to keep track of his/her attendance and count his/her percentage of being absent.

- ❖ The lists of barred students will be announced after the last official day of regular lectures.

- ❖ To calculate the Absence percentage using the following formula:

$$\text{Absence Rate} = \frac{\text{Total minutes of absence or delay (Lecture + Lab)}}{\text{Total scheduled minutes for the class (Lecture + Lab) in all semester}} \times 100$$

Note: When a student submits any excuses for absence in any course, the accepted excuse of absence is counted as 'an absence with excuse' and is deducted from the total attendance for any given student. In the case of student receiving barred status, the total amount of absence excuses is considered.

Absence Excuses Procedure

1. A student cannot miss a class to participate in any event/activities inside/outside CCSIT without the prior approval of VDAA.

2. Accepted excuses:

   - Sick leaves from governmental hospitals, health centers or clinics, or private hospitals only.

   - Wedding; in this case the student has 1 week an approved leave. Students should not

schedule their weddings during midterm or final exams.

- X-ray appointment whether government or private hospital
- Hospital Escort for the student's children or parents.
- Sick leave from Dental or ophthalmology clinic accepted in case of surgery.
- Given Birth: 2 weeks from the date of birth.
- Pilgrimage with proof: ticket or permit.
- Deaths of a relative:
  - First degree family member: 5 days.
  - Second and third degree family member: 3 days.
- Medical excuses cases require an accurate/detailed report about the cause of absence and sick leave.
- Excuses such as travel, medical appointment or any other appointment will not be considered.

3. Attendance is recorded from the first official day of the semester per the calendar announced by Deanship of Admission and Registration.

4. If a student missed a midterm or a final exam, the faculty member cannot give the student a makeup exam without receiving an official notification from VDAA or AAU. The notification will only be granted if the student submitted an excuse for his/her absence and it was evaluated and approved.

5. If a student missed quiz or a deadline for submitting an assignment or a project, it will be up to the instructor to give makeup quiz or extend deadline for assignments regardless if the student submitted an excuse or not.

6. Deadline for submitting the excuse for your absence is one week from your absence day.

7. Having an absence with or without an excuse is still calculated part of the absence rate and it will be registered in the system as absence with excuse. The regulation stated that the student must attend 85% of the classes (meetings) scheduled per course.

2.4.2 Documentation and Academic Honesty

This section lists down the code of conduct expected by students when dealing documentations.

- ❖ Submit your homework covered with a sheet containing your name, number, course title and code, and type and number of the homework (e.g. tutorial, assignment, and project) or as directed by the course instructor.
- ❖ Any completed homework must be handed on the due date in hardcopy or softcopy or both as directed by the course instructor.

❖ Submission after the deadline may lead to a decrease in the score of the homework for each delayed day in addition to decrease in score of professional behaviour.

❖ You must keep a duplicate copy of your work because it may be needed while the original is being marked "Protection by Copyright".

❖ Coursework, laboratory exercises, reports, and essays submitted for assessment must be your own work, unless in the case of group projects where a joint effort is expected and is indicated as such.

❖ The use of quotations or data from the other peoples' work is acceptable, and is often very valuable, provided the source of the information 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.

2.4.3   Plagiarism policy

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

❖ Use of another's exact words without use of quotation marks and acknowledgement of that use in a footnote or endnote.

❖ Use of another's organizational scheme without acknowledgement of that use in a footnote or endnote.

❖ 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.

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 of 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, suggests 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.

2.4.4 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:

❖ 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.

❖ Disruptive Classroom Conduct: Disruptive classroom conduct includes engaging in behaviour 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.

❖ 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.

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

❖ 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.

❖ 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 behaviour.

❖ 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.

❖ 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.

❖ 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.

❖ 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.

❖ 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.

❖ Disruptive Behaviour: Disruptive behaviour includes wilfully 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.

❖ Rioting: Rioting includes engaging in, or inciting others to engage in, harmful or destructive behaviour 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 about, 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.

❖ 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.

❖ 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.

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

2.4.5 Students' Rights and Responsibilities

This section sets out the rights of students and followed by their responsibilities. Students rights include:

❖ To have student handbook, containing information about the university, its regulations, and its facilities.

❖ To have an orientation program addressed to newcomers.

❖ To be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion or sex.

❖ To take their feedback into account after education assessment to improve the quality of education at the university. Students will evaluate the material they have studied and the faculty members who taught them. Students should treat this issue with high credibility free from any personal, partisan, or tribal prejudices.

❖ 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.

❖ To get the learning material and have access to any-related knowledge in accordance with the university provisions and regulations that organize the academic work.

❖ To obtain study plans from the assigned academic advisor or the Students Academic Monitoring and Advising Unit 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.

❖ To withdraw from or add any course, apply for prerequisite override or to drop the entire semester, according to what the system of registration at the university permits during

the period specified for that purpose with the recommendation of academic advisor.

❖ The full commitment of the faculty members 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 alternative lectures are needed, they 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 during the specified office hours. Exam questions 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 among topics.

❖ To prepare and conduct all scheduled exams in the syllabus.

❖ To revise his\her answer sheet of examinations except the final exams where the students must submit an appeal.

❖ To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.

❖ Commitment of the faculty members and the staff workers to show respect to students and entail them their academic and human rights.

❖ Using the electronic system to monitor grades and documenting absence, provided it should not be delayed more than a week.

❖ Notify the student of his\her total scores of their course work assessments before entering the final exam.

❖ 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.

❖ To enjoy adequate health care treatments at the health care centers and the hospitals of the university.

❖ To use the services and facilities of the university (electronic and branch libraries the gym – cafeteria ... etc.) and in accordance with the rules and regulations in place at the university.

❖ To get incentives and rewards and other regular financial aids especially for distinguished students.

❖ To be aware of training courses and internal and external programs and tours, and to increase their participation in the cultural activities and the activities of community service and voluntary works.

❖ 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. The complaint or grievance process should 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\her complaints by the party responsible for them.

❖ To enable the student to defend himself\herself before any university entity in any disciplinary case raised against them. Also, any decision cannot be taken until he\she attend the session and gives his\her 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.

❖ The student has the right to appeal against the disciplinary decision issued against him to the President of the University or Chairman of the Standing Committee for Student Behavior Control within (fifteen) days from the date of notification of the decision. The appeal shall be forwarded to the Standing Committee for Student Behavior Control to review the decision based on the new facts submitted by the students, and if the committee maintains its previous decision, the matter shall be raised to The University Council for the final decision.

❖ 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\herself or their guardians or their authorized representative by investigators or the judiciary or other governmental entity.

❖ The university shall not disclose the contents of a student's file unless the publication comes because of the decision of disciplinary punishment against the student.

❖ The right of the students with special needs to receive an appropriate service, which meets his/her needs according to the regulations and rules considered.

On the other hand, responsibilities of all students include:

❖ Attending classes and doing the required tasks.

❖ Respecting faculty members, staff workers, and other people on campus.

❖ Respecting the rules and arrangements relating to the operation of the lectures.

❖ 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.

❖ Obeying the rules and arrangements for the exams and the system.

❖ Following the directions and instructions given by the official in the class/lab room.

❖ Obeying university systems, regulations, instructions and decisions issued.

- ❖ Carrying the ID card while at the university.
- ❖ Not to cause any damage to the facilities of the university.
- ❖ Obeying instructions of arranging, organizing and using university facilities and equipment.
- ❖ Respecting the dress code and behaviour suitable for undergraduate and Islamic norms.
- ❖ To maintain silence and behave with tranquility in the university premises and to refrain from smoking on campus.
- ❖ To not initiate and hold an event/activity outside campus by the name of the University without having approval from the College.

2.4.6 General Guidelines

The following practices by university officials will help ensure compliance with the various laws and regulations:

- ❖ University officials respond to legitimate requests within a timely manner.
- ❖ Requests for information regarding educational records must be referred to the Office of the Vice Dean for Academic Affairs.
- ❖ Information will only be shared within the University and only with those who have a "legitimate educational interest" like university employees who need to know in order to carry out their defined job functions.
- ❖ Grades or graded materials will not be posted or distributed in such a way that one student can see or identify the grade of another.
- ❖ Written permission must be obtained from the student before any non-public information can be released.

2.4.7 Policy on Confidentiality of Student Grades

Under University regulations, examination scores, course grades, and similar indicators of student academic progress are not considered "public information". Accordingly, such information cannot be released or made public without written student permission, except for normal educational and administrative uses within the University. Posting lists of examination scores or course grades, or returning test materials to students in ways which make it possible for students to obtain information about other students' scores or grades is inappropriate and will not be permitted. It is not permissible to leave graded examination materials with students' names on them in halls or other public places, or in mail folders (unless sealed in an envelope) for retrieval.

2.5   Examination Policy

The section contains examination related rules and regulations. The policy will provide guidance and ready reference to all concerned. Contents of the Examinations Policy are subject to change from time to time, as and when deemed appropriate by the university.

2.5.1   Rules of Students Examinations

Rules governing students' examinations are listed below:

- ❖ Students are prohibited from attending the exams if their attendance throughout the semester in any course (theoretical or practical) is less than 75%.
- ❖ Students who are prohibited from attending the exam because of their absenteeism are considered failed in that course.
- ❖ Prohibition may be overlooked if the student forwards an excuse that is accepted by the College council.
- ❖ Student who is absent in the final exams earns zero mark. Her evaluation in this course is counted according to her marks obtained during the semester.
- ❖ Students who are unable to attend the final exam for compelling excuse will have the chance to be re-examined in a period not exceeding the end of her next semester.
- ❖ Students are not allowed to attend more than two exams per day.
- ❖ Students are not allowed to attend the exam if they are late for more than 30 minutes from the beginning of the exam. They are also not allowed to leave exam hall before the first half an hour of the exam or as specified in the exam policies.
- ❖ Cheating and/ or breaking the rules and regulations of the exams will expose students to punishment according to the students' disciplinary by-law issued by the University council.
- ❖ Marks of the courses per semester are calculated by different assessment methods set in the course syllabus.
- ❖ During in-class quizzes and exams, the Testing Policy will be followed. Students should familiarize themselves with the following expectations PRIOR to testing:
  - o Arrive on time to avoid distracting other students.
  - o Store all belongings as directed.
  - o Sit every other seat as much as possible. Instructors reserve the right to use assigned seating.
  - o No food or drink.
  - o No papers or books of any kind.
  - o No additional electronic devices of any sort may be USED, LEFT ON, OR EVEN VISIBLE. Cell phones etc. should be OFF & stored with belongings. Exception: If

calculators are required for testing, the instructor will notify students in advance.

- o No looking at other students' responses, i.e. papers, or computer stations.
- o No talking to other students.
- o No leaving the room during the test.
- o Any violation of these rules will be viewed as an act of academic dishonesty.
- o Observing the time limit for the assessment.
- o Pencils down at scheduled end time. It is the student's responsibility to manage time wisely & finish the exam. Failure to stop when directed is an attempt by a student to gain an unfair advantage (more time than other students), which is academic dishonesty.

2.6   Grade Appeal

A grade appeal is a request to change a course grade based on arithmetic or clerical error, arbitrariness, discrimination, harassment, or personal malice. Generally, students who wish to appeal a course grade should first attempt to resolve the issue with their instructor. The student may also consult the chair of the academic department. Failing a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined in the sections below.

2.6.1 Grade Reporting

Failing a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined in the sections below.

- ❖ Grade reports for each course are submitted to the head of departments for the approval. Once the grade report is approved, the instructor posts the grades in the system to be approved by the head of the department, then VDAA.
- ❖ Student evaluations, assignments and final course grades are the responsibility of the faculty. The faculty member is accountable for any grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades.

2.6.2 Grading and Testing Disputes

The section explains the steps taken by students in case of a dispute.

- ❖ 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.

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

❖ Vice Dean for Academic Affairs

❖ two other members from the college

The committee will investigate the incident. Then, the committee will schedule a meeting not later than one week from the date of the incident.

A report with committee recommendations will be submitted to the Dean, who will forward it to the Standing Committee for Student Behavior Control at the University to determine the appropriate action.

2.6.4 Policy for Review of Exam Sheet (Appeals)

Students who have reasons which can be substantiated to request grade changes for the final/midterm exam grade may submit an appeal to the VDAA concerned, within 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 the reason for the change, and he\she pledges that the information he\she provided are all correct. The student fill Appeal 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 final exam; the semester; the student's GPA; number of academic warnings, if any; name of the instructor; date of having the exam.

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 by the VDAA, 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 file is saved after being signed by the head of the department.

In case the student is not convinced of the result of the review, the head of the department forms a committee including three faculty members from the department and the teacher of the course concerned is not one of them. Each member in the committee will grade the exam paper then the average of the grades will be counted. If there is a difference in the grades the new grade will be posted then the student will be immediately informed.

2.6.5 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 submit the execuse via peoplesoft within one week of his / her absence. After the approval of the excuse, the student may make-up the examination at an alternative pre-arranged time only when the unavoidable circumstances have been substantiated by the vice dean of Academic Affairs. The following provides guidelines should such circumstances arise.

- ❖ 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.
- ❖ The student must submit the excuse via peoplesoft and within one week of the missed exam, to request an opportunity to complete a makeup exam.
- ❖ The student submit to the VDAA via peoplesoft the required originally signed documentation, regarding the reason he/she is not able to complete the test on the originally scheduled exam date. Without this documentation, the student will not be granted permission to complete a makeup exam and will be assigned a zero grade for the exam. No incomplete (IC) grade can be assigned in this situation.

2.6.6 Using Mobile Phones

Using mobile phones is not allowed inside lecture rooms. Students found violating these rules will be:

- ❖ Given a warning first time.
- ❖ The second time, the mobile (without the SIM card) will be confiscated and handed to the guardian and he will be informed about the regulations.
- ❖ The third time, the mobile (without the SIM card) will be confiscated and handed to the guardian at the end of the semester.

Using mobile phones for taking photos on campus is not allowed at all and if it happens, it will be met with the utmost punitive measures and the student will be investigated and expelled even when using it for the first time. When the Dean receives a complaint about the abuse of mobile devices, he/she has the right to refer the student to the designated committee in the college.

2.6.7 Policy on Academic Privacy

At CCSIT, student information including personal data, grading, counselling records, etc. is treated as confidential unless the student agrees to release parts of this data

2.6.8 Policy on Access to Student Records

Students records such as Name, Address, Phone number, University assigned email address, Dates of enrolment, Degree, Adviser(s), Class, College, Academic awards and Honors is considered public information and maybe shared without prior consent.

On the other hand, official transcripts will be released only with signed authorization of the individual student. This includes grades, academic schedule, courses completed, and educational services received.

2.6.9 Students Email Usage Policy

Users of University email services have the responsibility to:

- ❖ Comply with the University policy and procedures and government laws. No announcement or lecture invitation should be sent through email without approval from the Student Affairs Deanship.
- ❖ When using email for appeals or complaints, the proper escalating procedures as explained on University complaints and appeals policy should be followed. Sending complaint emails to unrelated individuals or persons outside the campus is not permitted.
- ❖ Emails should not be used to:
  - o Promote commercial or private business.
  - o Organize political activity or political solicitation.
  - o Harass or threaten others or threaten to cause physical harm or damage to property.

2.6.10 Communication

The following sections describe the appropriate students-to-faculty channels of communications.

Email

Be sure to read the official email daily. Students are responsible for all information sent via the official email.

Blackboard

Be sure to read the blackboard announcement daily. Students are responsible for all information sent via blackboard.

Office Hours

Faculty members set office hours each week to meet with students as outlined in the course syllabus. Students are encouraged to make appointments whenever possible so that adequate time will be available. Drop in visits during office hours will be handled on a first-come, first served basis.

Dean/Student Meetings

Occasionally, student meetings will be scheduled by the dean to share important information and to gain student input on critical issues. When these meetings are scheduled, it is expected for all students to be present.

Phone Calls

Students should refrain from phoning instructors at home unless the instructor has given permission. Student messages may be sent to the faculty via his e-mail. Student emails to faculty will be answered within the timely manner. To ensure timely communication, students are expected to use the official email addresses. Faculty may not respond on weekends or vacations.

Chapter 3 Advising & Counselling Policy

Academic advising and counselling service is an assistant educational system, whereby faculty members introduce the students to the university and college systems and inform them of their roles, responsibilities and rights. Academic advising and counselling 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 developing the student capacities and potentials, including those which enhance their academic performance.

Academic advising and counselling 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.

Roles and responsibilities of Academic advisors are:

❖ Acquaint students with rules and regulations of the CCSIT and Imam Abdulrahman Bin Faisal University, especially to new students and provide outreach programs about advising and counselling.

❖ 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 counselling office to discuss and review their academic and non-academic problems.

❖ Identify and select meritorious and ideal students, continuously encouraging them and honouring them at the University level to maintain excellence.

❖ Maintain confidentiality of students' information and academic records.

❖ 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 of different students and responding to the different student needs.

❖ Follow-up and monitoring student 'academic progress and provide guidance about courses, requirements, tests, registration, course changes, and so on.

❖ Provide encouragement and assistance to students with academic difficulties. Assist them in managing their time, developing more effective study skills, and sending

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 gain better understanding, skills, self-development and enhance their self-confidence by identifying their strengths and weaknesses.

❖ Keep resource materials such as the student handbook, Rules and Regulations for Courses and Examinations at University Level, academic calendar, class schedules and other useful resources at hand to answer any questions.

When should you contact the academic advisor:

- At the beginning of semester for study plan.
- Before requesting a course registration override.
- Before requesting withdrawing from a course.
- Before withdrawing from a semester.
- For any guidance or advice

When should the academic advisor contact you:

- If you have poor attendance.
- If you have obtained less than 60% in Midterm results.
- If the instructor noticed any performance or behavior changes on you.

Who should you contact if you have any issues affecting your academic performance:

a. **Psychological/social/family conditions:**

Contact the University Counseling if the issue is psychological/social/family through the following link.

https://www.iau.edu.sa/ar/administration/centers/university-counseling-center/make-an-appointment

b. **Financial condition:**

Contact the Deanship of Student Affairs.

c. **Health condition:**

Contact the University's Family and Community Medicine Center to obtain the reports and send to the academic monitoring and Advising Unit email.

d. Academic status:

    i.   Take advantage of office hours for courses.

    ii.   Register for additional lessons.

    iii.   Benefit from self-learning resources.

    iv.   With the help of academic advisor, prepare the study plan and determine the courses that contribute to raising the cumulative GPA to overcome failure.

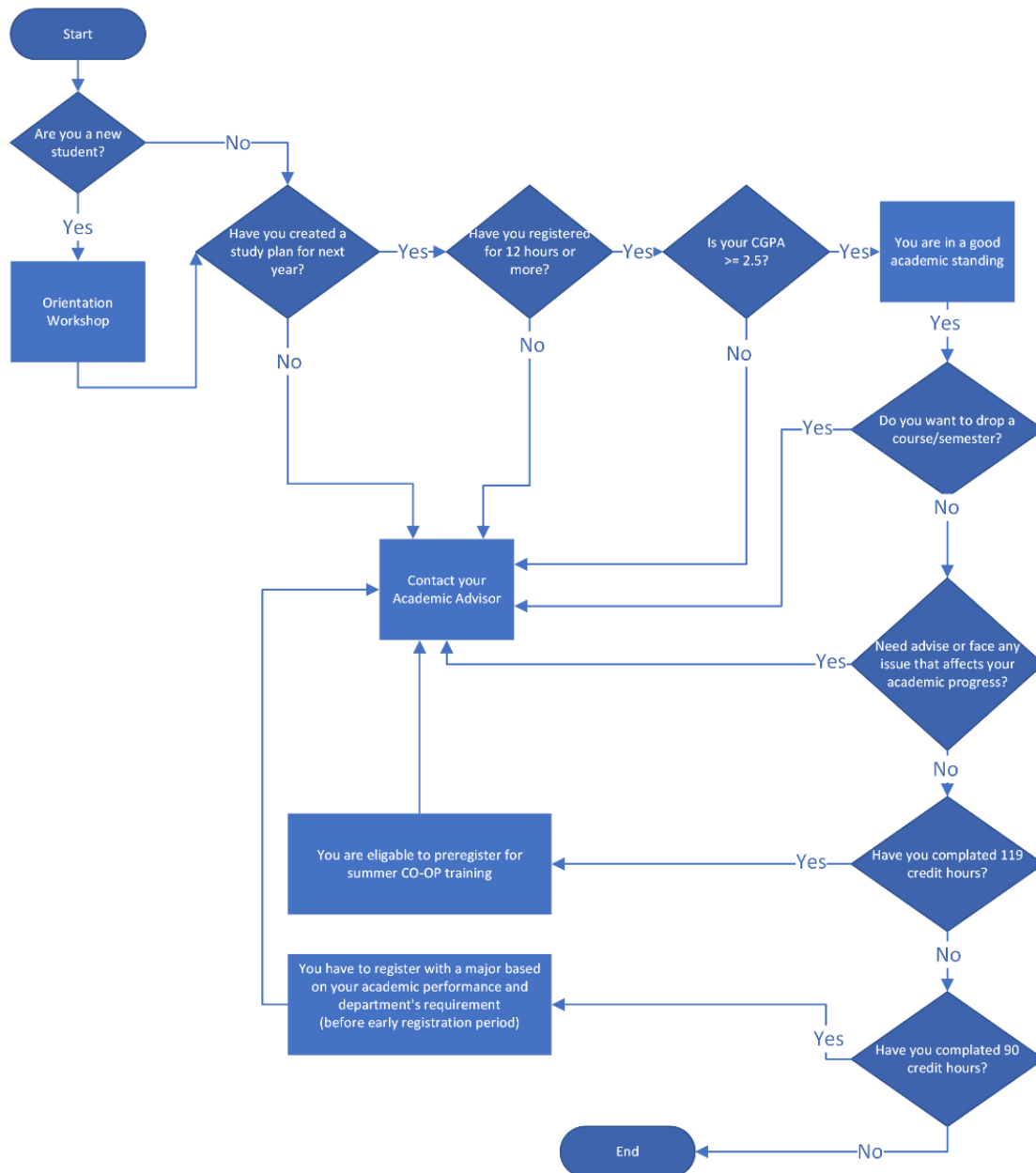   v.   Contact the academic advisor to assist you in course registration process.
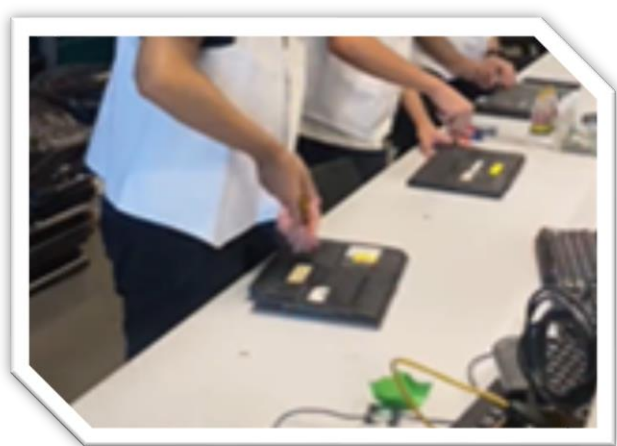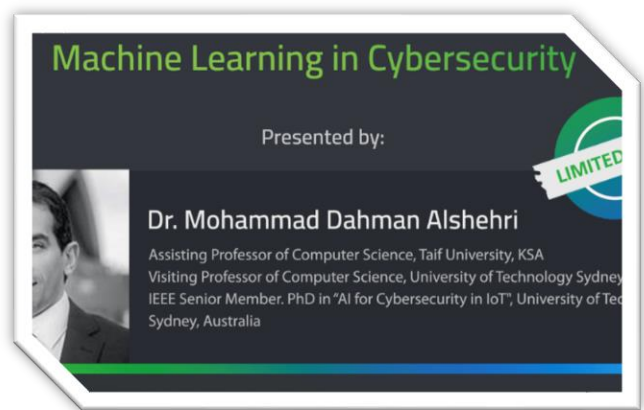

Figure ٠: Student Advising Process

Also, students should contact the Academic Monitoring and Advising Unit of the College through ccsit.sa@iau.edu.sa

Chapter 4 Student Activities & Services

4.1 Overview

Student activities aim at providing a solid ground for students to promote their developing needs on both the cultural and social levels. Students who are interested in joining the activities will be able to communicate online with students, deanships and different colleges to receive suggestions that will in turn, remove any obstacles for them, which is our ultimate objective. Different student 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.

Machine Learning in Cybersecurity

Presented by:

Dr. Mohammad Dahman Alshehri

Assisting Professor of Computer Science, Taif University, KSA
Visiting Professor of Computer Science, University of Technology Sydney
IEEE Senior Member. PhD in "AI for Cybersecurity in IoT", University of Tec
Sydney, Australia

Student activities include, but are not limited to:

- ❖ Social and cultural activity
- ❖ Sport activity
- ❖ Specialized workshops
- ❖ Student clubs: CCSIT Club, Programming Club, Cyber Security Club, Artificial Intelligence Club.
- ❖ Student competitions and hackathons
- ❖ Open day activity.
- ❖ Leisure trips such as spring camping and university beach tour.

4.2 Service Contacts

For further enquiries on Students Activities, please contact Student's Activities and Competitions Unit at: ccsit.au@iau.edu.sa or CCSIT Club at : ccsit.club@iau.edu.sa

Appendix

جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

وزارة التعليم
Ministry of Education
043

المملكة العربية السعودية
Kingdom of Saudi Arabia

College of Computer Science and Information Technology | كلية علوم الحاسب وتقنية المعلومات

Study Plan

Student Name	
Student ID	
Email	
Cell Phone	
Current level	
Major	
Current GPA	
Completed Credits	
Current Term	
Current Academic Year	
Today's Date	

وزارة التعليم
Ministry of Education
043

جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

College of Computer Science and Information Technology | كلية علوم الحاسب وتقنية المعلومات

Term and Year	Course Catalog Code	Course Title	Credits	Did you pass the prerequisite? If no, when will you take it? (Term and Year)
Acad year 202…-202… Term ……				
		Total		
Acad year 202…-202… Term ……				
		Total		

وزارة التعليم
Ministry of Education
043

جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

College of Computer Science and Information Technology | كلية علوم الحاسب وتقنية المعلومات

To Be Filled By Advisor Only:

Comments and Recommendations	
Date	
Name	
Signature	

Study Plan (Appendix #1)

وزارة التعليم
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جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

College of Computer Science and Information Technology | كلية علوم الحاسب وتقنية المعلومات

Course Drop Exception Form

To Be Filled by Student Only:

Current Academic Year and Term	
Student ID	
Student Name	
Current level	
Major	☐General ☐CS ☐CIS ☐CYS ☐AI
Current GPA	
Completed Credits	
Course Code and Title	
Course Instructor Name	
Have you failed the course before or received DN before?	
Have you dropped the course before	
Have you received DN before? If yes, how many DN in your transcript.	
Reasons for dropping the course. Attach your transcript and any supporting document including absent rate and obtained marks (screenshots)	

- I hereby confirm that I am fully aware of the university rules and regulations about dropping a course and I understand that my request will not be granted unless I show an extraordinary condition that prevents me from completing this course.
- I take full responsibility for the effects on my study plan and graduation date and will NOT request any further special consideration including but not limited to (offering unscheduled courses, expanding sections, prerequisite or conflict override).
- I am aware that this request (if granted) can be filed only **once** in my whole academic study.

Student Name	
Signature	
Date	

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Ministry of Education
043

جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

College of Computer Science and Information Technology | كلية علوم الحاسب وتقنية المعلومات

To Be Filled by Students Advisor Only:

Recommendations	
Advisor Name	
Signature	
Date	

To Be Filled by VDAA Only:

Decision	
VDAA Name	
Signature	
Date	

Course Drop Exception Form (Appendix #2)

وزارة التعليم
Ministry of Education
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المملكة العربية السعودية
Kingdom of Saudi Arabia

College of Computer Science and Information Technology | كلية علوم الحاسب وتقنية المعلومات

Course Drop Form

To Be Filled by Student Only:

Current Academic Year and Term	
Student ID	
Student Name	
Current level	
Major	☐General ☐CS ☐CIS ☐CYS ☐AI
Current GPA	
Completed Credits	
Course Code and Title	
Course Instructor Name	
Have you failed the course before or received DN before?	
Have you dropped the course before	
Have you received DN before? If yes, how many DN in your transcript.	
Reasons for dropping the course. Attach your transcript and any supporting document including absent rate and obtained marks (screenshots)	

- I hereby confirm that I am fully aware of the university rules and regulations about dropping a course and I understand that my request will not be granted unless I show conditions that prevents me from completing this course.
- I take full responsibility for the effects on my study plan and graduation date and will NOT request any further special consideration including but not limited to (offering unscheduled courses, expanding sections, prerequisite or conflict override).

Student Name	
Signature	
Date	

جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

College of Computer Science and Information Technology | كلية علوم الحاسب وتقنية المعلومات

To Be Filled by Students Advisor Only:

Recommendations	
Advisor Name	
Signature	
Date	

To Be Filled by VDAA Only:

Recommendations	
VDAA Name	
Signature	
Date	

Course Drop Form (Appendix #3)

Vision

To be a leading computing college at national, regional, and global levels

Mission

Provide quality computing education, discovery, and professional services with community engagements

Values

Quality Education Technology and System thinking Research and Creative Work Community Partnership Commitment