كلية جدة العالمية الأهلية

JEDDAH INTERNATIONAL COLLEGE

Dept. of Computer Science
and Information Technology

IT Program Handbook

(Version 1.1: 2024)

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Your Program Handbook

The IT Program at Jeddah International College (JIC) cultivates highly skilled, ethically grounded, and industry-ready professionals capable of navigating the complexities of modern information technology. Overseen by the Department of Computer Science and Information Technology (CS/IT), the program combines a rigorous academic foundation with hands-on experience, research opportunities, and community engagement to ensure graduates are well-equipped to contribute meaningfully to the field.

At the core of the program lies a mission to develop competitive professionals by integrating scientific foundations, technical expertise, ethical values, and professional standards within an inspiring educational environment. The program prepares students to design and manage secure, reliable IT infrastructure solutions, engage in scientific research, and contribute to meaningful community partnerships. This mission drives every aspect of the program, from curriculum development and instructional methodologies to assessment frameworks and continuous enhancement initiatives.

This handbook serves as a comprehensive guide for students, faculty, and stakeholders, outlining the program's academic structure, policies, learning strategies, and evaluation methodologies. It reflects the program's commitment to excellence, alignment with academic standards, and responsiveness to evolving demands of the IT industry, ensuring that students are prepared for dynamic careers in IT.

The IT Program is more than an academic pursuit; it is a transformative journey that empowers students to innovate, lead, and shape the future of information technology. Through this handbook, students will gain the guidance and insights needed to outshine in their studies, embrace challenges, seize opportunities, and make meaningful contributions to the ever-evolving digital landscape.

Welcome to a journey of ambition, achievement, and boundless potential.

1- Academic Terminology Framework

Establishing clear and precise academic terminology is fundamental to ensuring consistency, coherence, and alignment with national and international standards. A well-defined terminology framework enhances communication, affirms accountability, and supports continuous improvement. The following key academic terms serve to elevate institutional performance, ensure compliance with accreditation standards, and uphold academic integrity.

- *Credit Hour*: A unit of measure representing one hour of lecture instruction. It is used to determine the weight of each course and contributes to the calculation of the student's total course load.
- *Prerequisites*: Courses or conditions that a student must complete or meet before enrolling in a more advanced course. Prerequisites ensure that students have the necessary knowledge before progressing to higher-level coursework.
- *The Grade Point Average* (GPA): The GPA is a numerical representation of a student's academic performance, calculated on a scale of 0 to 5.
- *Study Plan*: It is a set of compulsory and elective courses, whether in the field of specialization or general; it constitutes the necessary requirements for graduation, which the student must successfully pass to obtain the degree.
- *Withdrawal*: The process of officially leaving a course or program after the add/drop period.
- *Elective Course*: A course that a student can choose to take as part of their program requirements. Electives provide students with the flexibility to explore topics of interest outside their core curriculum. There are two types of electives: College general Electives, and Program major Electives. The first refer to those courses offered by the college that are outside the department course list. They provide students with the opportunity to explore subjects beyond their primary area of study, promoting interdisciplinary learning and a broader academic experience. On the other hand, the Program major Electives refer to courses offered within the department as part of the program curriculum. Students can choose from a set of specialized topics to tailor their academic experience according to their interests and career goals while still meeting the program's requirements.
- *Senior Project*: A culminating academic experience where students apply what they have learned in their coursework to a practical project. The Capstone Project is completed in a series of two courses, typically occurring in the final year of the program. It is designed to showcase the student's abilities, problem-solving skills, and readiness for professional practice.

- *Summer Workplace Training*: A short-term work experience that provides students with exposure to the professional environment and the opportunity to apply their academic knowledge in practical settings.
- *Academic Probation*: It is a status assigned to a student whose Grade Point Average (GPA) falls below the minimum required threshold of 2.0. It serves as a formal warning, indicating that the student must improve their academic performance within a specified period to avoid further penalties.

2- Jeddah International College: An Overview

Jeddah International College (JIC) is founded on the principle that academic distinction is achieved through a comprehensive educational framework and distinguished curricula that emphasize expertise, creativity, and forward-thinking. Established in 2015 and accredited by the Ministry of Education, JIC continues to expand its academic offerings to align with national priorities and global advancements. The college delivers exceptional programs in information technology, computer science, engineering, design, and business administration, securing its status as a recognized institution in higher education.

JIC's commitment to academic excellence is reflected in its distinguished faculty, selected from prestigious institutions around the world, ensuring that students receive high quality education, along with expert guidance and mentorship. With a strong emphasis on rigorous academia, practical application, and industry relevance, the College prepares graduates to navigate complex challenges and make meaningful contributions to their professions and communities.

At the institutional level, JIC operates under Jeddah International College Company, a closed Saudi joint stock company established in September 2009. The company is dedicated to developing and managing higher education institutions, investing in emerging disciplines, and advancing educational technologies. Fully attuned to industry demands, JIC designs its programs to bridge skill gaps and equip students with the expertise needed in the evolving job market. Through continuous development and an unwavering commitment to academic excellence, JIC continues to play a pivotal role in shaping the next generation of leaders, and professionals.

2.1: Vision, Mission and Values

JIC Vision:

- Nationally competitive academic institution providing accredited, distinguished, multidisciplinary programs.

JIC Mission:

- Developing an attractive educational environment that offers distinguished academic programs, promotes impactful scientific research, fosters effective community partnership, and evolves human competencies.

JIC Values:

- Affiliation - Transparency - Fairness - Excellence - Integrity.

2.2: JIC organization chart

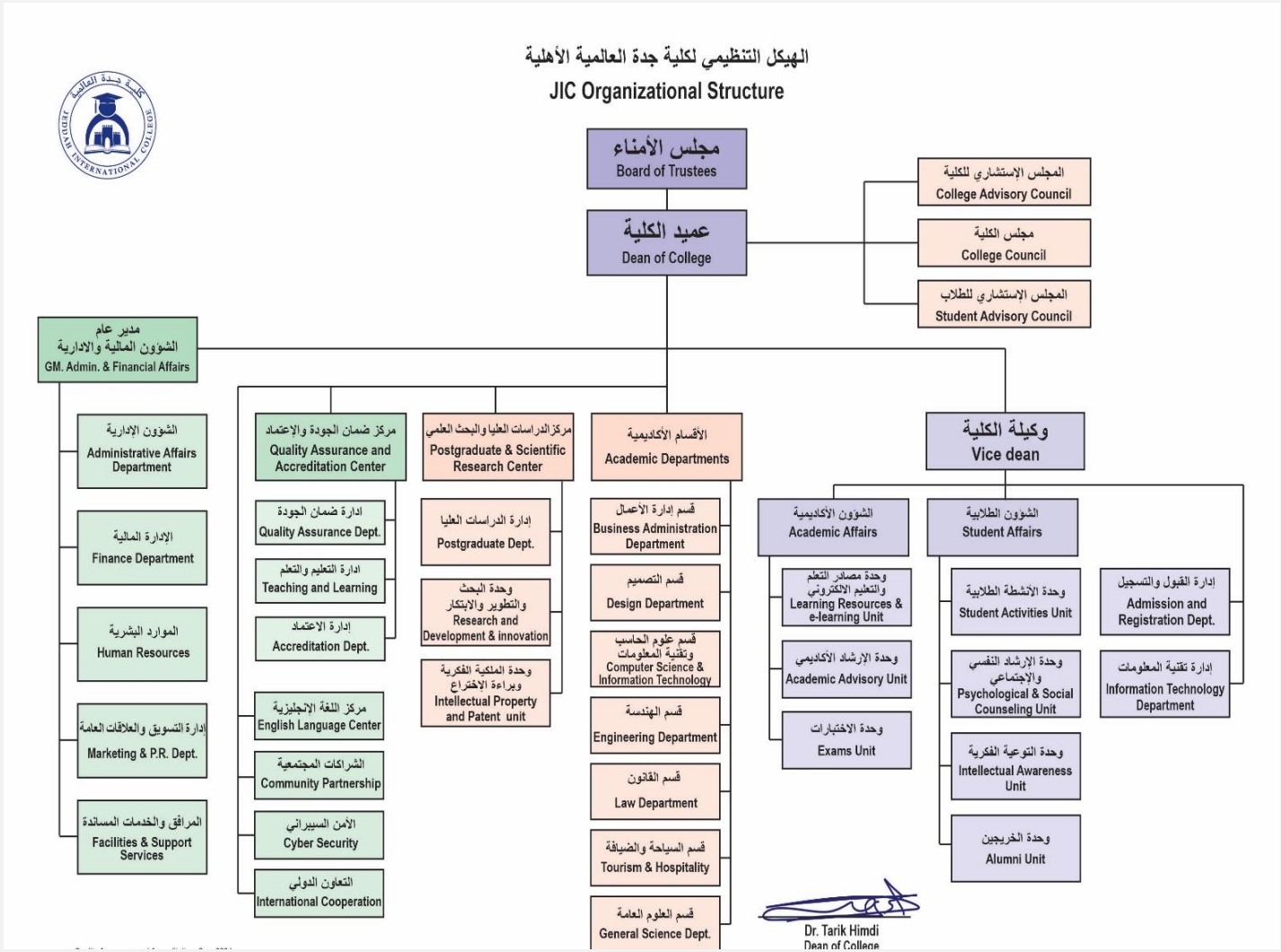

Fig. 1: *Organizational structure of Jeddah International College (JIC).*

2.3: JIC Institutional Graduate Attributes (IGAs)

1- Extensive knowledge in the field of Specialization.

2- Effective communication skills (verbal, written and technology).

3- Positivity and commitment to work ethics.

4- Digital, IT and language skills.

5- Teamwork, leadership and decision-making skills.

6- Social responsibility (Citizenship and community service).

7- Appropriate skills development in the specialization area.

3- Department of Computer Science and Information Technology

The Department of Computer Science and Information Technology (CS/IT) at Jeddah International College leads the IT Program with a commitment to excellence, striving to set a benchmark for private education in computing and information technology. Through a forward-thinking academic approach that aligns with the Ministry of Education's directives and supports Saudi Arabia's Vision 2030, The department aims to keep pace with scientific and technological progress while addressing the evolving requirements of the labour market.

Dedicated to developing highly competitive professionals, the Department provides a rigorous education that integrates strong theoretical foundations, advanced technical expertise, and ethical integrity. Graduates are equipped to analyze complex computing challenges, design intelligent and secure IT solutions, develop essential systems, and manage critical IT infrastructures.

To maintain these standards, the Department prioritizes faculty excellence, continuous program enhancement, and appropriate teaching and assessment strategies. It adopts a supportive research environment that drives high-impact scientific contributions, enriching knowledge, advancing technology, and improving quality of life. Additionally, the Department actively strengthens the College's social responsibility by establishing meaningful and sustainable community and industry partnerships. With a commitment to academic excellence, research impact, and societal contribution, the Department plays a pivotal role in shaping the future of IT education and empowering graduates to become leaders in the digital era.

The CS/IT Department offers two distinguished programs: *Information Technology* (IT) Program and *Computer Science* (CS) Program. The IT Program is further divided into two specialized tracks: *Cybersecurity* track, and *Networking* track, each designed to equip students with the expertise required to excel in these rapidly evolving fields. Similarly, the Computer Science Program offers two focused tracks: *Artificial Intelligence* track, and *Software Engineering* track, providing students with in-depth knowledge and practical skills tailored to these cutting-edge domains.

4- Profile of Information Technology (IT) Program

The IT Program at JIC is designed to provide students with a rigorous and comprehensive education that integrates theoretical knowledge, practical expertise, and ethical values. Committed to maintaining high academic standards, the program aligns with JIC's institutional mission and specialized accreditation requirements, ensuring that graduates are equipped to meet the evolving demands of the IT industry. Through a carefully structured curriculum, clearly defined Program Learning Outcomes (PLOs), distinguished faculty, appropriate educational resources, and robust assessment methodologies, the program maintains academic quality and continuous development.

Balancing foundational theory with hands-on experience, the IT program prepares students to design, develop, and manage secure, scalable, and efficient IT solutions. Graduates emerge with strong technical proficiency, problem-solving capabilities, and professional insight, enabling them to navigate the rapidly evolving digital landscape. The program follows a structured, student-centered educational philosophy built on key principles, including technical expertise, critical thinking, ethical and professional responsibility, lifelong learning, and effective collaboration. These principles guide every aspect of the program, ensuring that students not only acquire deep technical knowledge but also develop the adaptability, leadership, and communication skills required for success in the dynamic IT sector.

4.1: Program's location

- Jeddah International College, Taibah District, P. O. Box. 55443, Jeddah – 21534,Saudi Arabia

4.2: IT Program mission

- Qualify competitive competencies with scientific foundations, technical skills, ethical values and professional standards via an inspiring educational environment for developing and administering secure and reliable IT infrastructure solutions, engaging in scientific research, and contributing to an effective community partnership.

4.3: IT Program goals

The goals of the IT Program encompass three essential domains: expectations in professional practice, societal responsibilities, and ongoing pursuit of professional development. The IT program aims to achieve the following goals:

PG-1: Graduate knowledgeable, skillful and productive competencies that will have a successful professional career in IT field.

PG-2: Qualify graduates to advance in social responsibility, ethical commitment and leadership.

PG-3: Enhance graduates' capabilities to engage in continuous professional development, postgraduate studies and scientific research to pursue evolving technological changes.

4.4: IT Program Graduate Attributes (PGAs)

1- Sound computing and IT knowledge.

2- Technical skills and solution developer.

3- Professional commitment and social responsibility.

4- Proper communication skills.

5- Cooperative team member/leader.

4.5: Professions/jobs

The program equips graduates for diverse roles within the Information Technology sector across both public and private industries. It qualifies them for officially recognized computing positions endorsed by the Ministry of Human Resources in the Kingdom of Saudi Arabia. Career opportunities include:

- Digital Forensic Investigators
- Information Security Specialist
- Computer Network administrator
- System and Network Security Specialist
- System Analyst
- Computer Programmer
- Web Developer and Security Specialist
- Data Modeler
- Data Management and Analytics

- System administrator
- Cloud Architect

4.6: Relevant occupational-professional sectors:

- *IT Sector*: IT Project Manager, IT technical officer, Programmer, Cybersecurity Specialist
- *Healthcare Sector*: Network administrator, Data security Specialist
- *Financial Sector*: Data Management and Analytics, Risk manager, DB administrator
- *Energy Sector*: Data scientists, IT consultant.
- *Education Sector*: IT teacher, Programmer, E-learning manager, Technical support specialist.

4.7: Total credit hours

- 132 hours

4.8: Major tracks

Table 1: *Major tracks of the IT Program.*

Major track	**Credit hours** (For each track)	**Professions/jobs** (For each track)
Cybersecurity	15	• Digital Forensic Investigators • Systems and Network Cybersecurity Specialist • System Analyst • Web Developer • Data Management and Analytics • Computer Programmer
Networking	15	• Cloud Architect • Computer Network administrator • Web Developer • Computer Programmer • System Analyst • Information Security Specialist

4.9: Program Learning Outcomes (PLOs)

Table 2: Program Learning Outcomes (PLOs) of the IT Program.

Program Learning Outcomes (IT)	
Knowledge and Understanding	
K1	Explain the foundational terminologies, theories, principles, mathematical concepts, processes, techniques, and architecture models within the diverse context of the information technology discipline.
K2	Recognize relevant advances within information technology discipline via research methods across a wide spectrum of current and emerging technologies.
Skills	
S1	Analyze computing-based problems within various contexts relevant to information technology discipline by applying critical thinking and decision-making skills for designing secure and reliable IT solutions.
S2	Implement secure information technology infrastructure and applications that satisfy the users' needs while considering relevant performance and risks.
S3	Demonstrate proper communication skills in conveying specialized knowledge, ideas and results to diverse audiences within various professional contexts.
Values, Autonomy, and Responsibility	
V1	Demonstrate commitment to responsibility, professional standardbreds, legal issues and ethical code of conduct.
V2	Work with autonomy and as a cooperative team member or leader to perform a wide range of tasks.

Table 3: Program Learning Outcomes (PLOs) of the IT Program (Cybersecurity track).

Program Learning Outcomes (Cybersecurity Track)	
Knowledge and Understanding	
K1	Explain the foundational terminologies, theories, principles, mathematical concepts, processes, techniques, and architecture models within the diverse context of the information technology discipline.
K2	Recognize relevant advances within information technology discipline via research methods across a wide spectrum of current and emerging technologies.
Skills	
S1	Analyze computing-based problems within various contexts relevant to information technology discipline by applying critical thinking and decision-making skills for designing secure and reliable IT solutions.
S2	Implement secure information technology infrastructure and applications that satisfy the users' needs while considering relevant performance and risks.
S3	Demonstrate proper communication skills in conveying specialized knowledge, ideas and results to diverse audiences within various professional contexts.
S4	Apply cybersecurity methods, techniques, and tools to undertake complex and diverse cybersecurity operations, and mitigate risks in the presence of cybersecurity threats.
Values, Autonomy, and Responsibility	
V1	Demonstrate commitment to self-development, responsibility, professional standards, legal issues and ethical code of conduct.
V2	Work with autonomy and as a cooperative team member or leader to perform a wide range of tasks.

Table 4: Program Learning Outcomes (PLOs) of the IT Program (Networking track).

Program Learning Outcomes (Networking Track)	
Knowledge and Understanding	
K1	Explain the foundational terminologies, theories, principles, mathematical concepts, processes, techniques, and architecture models within the diverse context of the information technology discipline.
K2	Recognize relevant advances within information technology discipline via research methods across a wide spectrum of current and emerging technologies.
Skills	
S1	Analyze computing-based problems within various contexts relevant to information technology discipline by applying critical thinking and decision-making skills for designing secure and reliable IT solutions.
S2	Implement secure information technology infrastructure and applications that satisfy the users' needs while considering relevant performance and risks.
S3	Demonstrate proper communication skills in conveying specialized knowledge, ideas and results to diverse audiences within various professional contexts.
S4	Select appropriate hardware, software, and security measures for developing and maintaining networks and emerging infrastructure solutions that meet the enterprise requirements and business constraints.
Values, Autonomy, and Responsibility	
V1	Demonstrate commitment to self-development, responsibility, professional standards, legal issues and ethical code of conduct.
V2	Work with autonomy and as a cooperative team member or leader to perform a wide range of tasks.

4.10 IT Program resources, facilities, and safety

The IT program at JIC is supported by well-equipped facilities, modern technology, and comprehensive safety and sustainability measures to ensure an optimal learning environment. These integrated resources provide a secure, advanced, and sustainable setting that promotes academic excellence and innovation.

1. *Classrooms and learning spaces*
   - Modern classrooms equipped with interactive boards and high-speed internet.
   - Dedicated study areas for both individual and collaborative learning.
   - Comfortable seating and optimized lighting to enhance focus and learning.
2. *Computer labs and IT resources*
   - Fully equipped computing labs featuring industry-standard software and hardware.
   - Specialized labs for programming, digital logic, cybersecurity, networking, and digital forensics.
   - Regular software updates and system maintenance to ensure uninterrupted access.
3. *Learning Management System (LMS) and digital resources*
   - A Moodle-based LMS providing access to course materials, assignments, and assessments.
   - An integrated system for student registration and academic tracking.
   - Access to the Saudi Digital Library (SDL) for e-books, research journals, and digital learning materials.
4. *IT infrastructure and cybersecurity*
   - A reliable network infrastructure with high-speed internet connectivity across the campus.
   - Secure firewalls, intrusion detection systems, and endpoint security to protect data integrity.
   - Regular cybersecurity awareness training for students, faculty, and staff.
   - A dedicated Cybersecurity Department, supervised by the Dean, monitoring threats and conducting risk assessments.
5. *Safety and risk management*
   - Regular safety inspections, risk assessments, and emergency preparedness drills.
   - A Risk Management Unit, under the Administrative Affairs Department, ensuring compliance with health and safety regulations.

- An on-campus First Aid Clinic staffed by qualified medical professionals for emergency medical support.
- Annual basic life support training workshops for faculty and staff to enhance emergency response capabilities.
- A comprehensive waste management policy aligned with environmental best practices.

6. *Campus infrastructure and emergency preparedness*
   - All buildings comply with safety standards, including proper ventilation, fire suppression systems, and clearly marked evacuation routes.
   - Regular inspections by the Civil Defense Authority to ensure safety compliance.
   - Strategically placed and regularly maintained fire extinguishers.
   - CCTV surveillance to monitor key areas and enhance security.
   - A well-defined emergency evacuation plan, with designated assembly points and regular drills.
7. *Equipment safety and maintenance*
   - IT and lab equipment undergo routine maintenance, calibration, and safety checks.
   - Users receive training on proper handling and operational safety.
   - The Lab Readiness Committee ensures all facilities meet safety and operational standards before each semester.
   - Regular inspections of electrical systems, panels, and circuits, with protective measures such as circuit breakers and surge protectors.
8. *Sustainability and environmental conservation*
   - Implementation of eco-friendly initiatives, including energy-efficient lighting and optimized air-conditioning systems.
   - Waste segregation bins distributed across campus, with strict protocols for hazardous waste disposal.
   - Comprehensive cleaning and sanitation measures to maintain hygiene across classrooms, laboratories, and common areas.

5- Admission and Registration

The IT Program follows a structured and transparent admission process, managed by the Admission and Registration Department, to attract students with strong academic potential and ensure a smooth transition into

college life. Each newly admitted student follows a clearly defined sequence, visually represented in Fig. 1, illustrating the steps from the admission announcement to final enrollment.

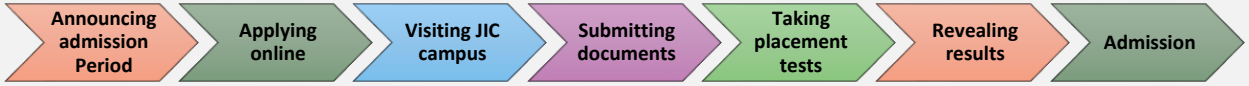

Fig. 1: Admission process of new students.

5.1: Admission requirements

Prospective students seeking admission to the IT Program at Jeddah International College must meet the following criteria:

- *Academic qualification*: Applicants must hold a high school certificate from within or outside the Kingdom of Saudi Arabia, with a minimum score of 80%. If the certificate is obtained from outside Saudi Arabia, an official Certificate Equivalency Letter from the Ministry of Education is required.
- *English proficiency:* Candidates must pass the English language placement test. Those who do not pass will be placed into one of the three levels of the English Language Center (ELC) program.
- *Mathematical Readiness*: Successful completion of the Mathematics placement test is required. Those who do not pass will be required to complete a Precalculus course as part of their study plan.
- *Medical fitness*: Applicants must be medically fit. A medical report from a recognized hospital may be requested.
- *Enrollment status*: Admission is open to full-time students only.
- *No concurrent enrollment*: Applicants must not be registered in another degree program at JIC or any other higher education institution.
- *Disciplinary record*: Candidates must not have been dismissed from any higher education institution for disciplinary reasons. The College reserves the right to cancel the application if a prior disciplinary dismissal is identified.
- *Passing personal interview*: Candidates must complete a personal interview to assess readiness, motivation, and suitability for the program

5.2: Admission considerations

To ensure a comprehensive and well-documented admission process, prospective students must fulfill several key requirements, including the submission of essential documents, adherence to academic criteria, and compliance with institutional guidelines, as outlined below.

- *Eligibility criteria for IGCSE applicants*: Prospective students who have completed Level 12 and taken Cambridge International General Certificate of Secondary Education (IGCSE) subjects are eligible to apply to JIC if they meet one of the following conditions:
  - Successfully completed eight Ordinary Level (O-Level) subjects with a minimum grade of "Good" (C) or higher.
  - Successfully completed five O-Level subjects with a minimum grade of "Good" (C) or higher, along with two Advanced Supplementary Level (AS-Level) subjects with a grade of "Pass" (D) or higher.
  - Successfully completed five O-Level subjects with a minimum grade of "Good" (C) or higher, along with one Advanced Level (A-Level) subject with a grade of "Pass" (D) or higher.
- *Exemption from English Placement Tests*: Applicants may be exempted from the English Placement Tests under the following conditions:
  - They have obtained their High School Certificate from an international school.
  - They submit a valid official document (issued within the last two years) demonstrating that they have achieved the required scores in an internationally recognized English proficiency test:
    - → TOEFL iBT: Minimum score of 14 in each skill and an overall score of 35 or higher.
    - → IELTS**:** Minimum score of 5.
- *Placement Test requirements for direct admission***:** Applicants qualify for direct admission to the IT program if they achieve:
  - A minimum score of 72 on the Oxford Test**.**
  - A minimum score of A2 in all skills of the Cambridge Linguaskill Test and an overall score of 140 (B1)**.**
- *English Language Center (ELC) Placement levels***:** Applicants who do not meet the direct admission criteria will be placed into one of the following ELC levels based on their English Placement Test scores:

Oxford Test Score	Writing Test Requirements	ELC Level
0.1 – 11	Not Applicable	Level 1
12 – 40	Task A	Level 2
41 – 71	Task B	Level 3

- *Applicants with disabilities*: Prospective students with disabilities, including physical impairments, speech and hearing difficulties, low vision, or learning disabilities, are eligible to apply. They must submit relevant supporting documents at the time of application. Admission decisions for such cases are made by the College Council on an individual basis.
- *Second Bachelor's degree applicants*: Individuals who have already earned a Bachelor's degree in another discipline may apply to pursue a Bachelor's degree in the IT Program.
- *Registration deadline*: Admitted students must complete their course registration within the period specified in the academic calendar. Failure to register within the designated timeframe will result in the cancellation of admission.
- *Admission application requirements*: Prospective students must submit the following documents to the Admission and Registration Department:
  - A completed electronic admission application form.
  - The original high school certificate or its equivalent.
  - A national identification card for Saudi applicants or a valid Iqama for non-Saudi applicants for verification.
  - A completed Medical Record Form.
  - Two recent passport-sized personal photos.
- *Additional requirements for transfer applicants*: Applicants who have previously studied at other higher education institutions and wish to transfer credits must also provide:
  - An official transcript from their previous institution.
  - A course specification or syllabus for the completed courses.
  - An attested certificate from the relevant authorities.

5.3: Registration process

For *newly admitted students*, after submitting the required documents and meeting the admission criteria, applicants can proceed with registration through the following process:

- *Placement tests and interviews*: Candidates undertake placement tests to assess program readiness. Interviews are conducted to evaluate suitability for program expectations.
- *Result notification*: Applicants receive official notification regarding placement test outcomes and admission decisions.
- *Formal admission and enrollment*: Successful candidates are officially admitted and enrolled in the program.
- *Orientation and integration*: Admitted students attend orientation sessions covering academic policies, course registration, campus facilities and resources, services, and students' rights and responsibilities.

For *enrolled students*, the registration process is structured to ensure efficiency, accessibility, and academic support through technology-driven solutions and faculty guidance as follows:

- *Registration notification*: The Admission and Registration Department sends official registration instructions to students via email.
- *Academic advising and course selection*: Students access the E-gate portal to consult academic advisors. Advisors assist in selecting courses based on academic progress and career goals.
- *Course enrollment and modification*: Students register for courses and, if necessary, adjust selections through the "Drop-Add Courses" process with advisor support.
- *Tuition payment and confirmation*: Multiple payment channels are available for transaction convenience. Payment confirmation finalizes the student's course enrollment.
- *Finalization and academic term commencement*: Students adhere to attendance policies, and officially begin their academic term.

On the other hand, the following key considerations must be taken into account during the registration process:

- A student may add or drop one or more courses within the first two weeks of the semester, provided that the academic load remains within the allowed limits, as per the academic regulations and calendar set by the

College Council. Course changes require approval from both the academic advisor and the head of the relevant department council.

- A student can only enroll in a course that has prerequisites after successfully completing the required prerequisite course(s).
- The academic advisor monitors the student's performance and will recommend academic probation if the student's cumulative GPA falls below 2.00. The student will receive an academic warning and be placed under observation for one semester.
- If the student fails to raise their cumulative GPA to at least 2.00 within two semesters, they will receive a third and final academic warning for one additional semester.
- If the student still fails to meet the minimum GPA requirement (2.00) after this final warning, they will be permanently dismissed from the College and will not be eligible to transfer to other departments.
- If a student on academic probation improves their GPA to at least 2.00, the probation status is lifted. However, if their GPA falls below 2.00 again in a subsequent semester, they will receive a first academic warning and must raise it within two semesters to avoid further academic penalties.

5.4: Graduation requirements

The IT Program follows a structured graduation policy to ensure students achieve academic excellence and develop the competencies needed for their professional careers. To graduate from the IT Program at JIC, students must meet the following requirements:

- *Completion of credit hours*: Successfully complete 132 credit hours, including core courses, major and general electives, track concentration courses, and summer workplace training.
- *Summer workplace training*: Fulfill the mandatory summer workplace training (1 credit hour, equivalent to 200 contact hours) in the field to gain practical industry experience.
- *Minimum academic performance*: Maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 out of 5. Students with a CGPA below this threshold must retake courses to improve their standing.

- *Graduation timeline*: Complete all program requirements within 8 to 12 semesters. Exceeding this limit results in academic dismissal. In their final semester, they may enroll in up to 24 credit hours during Fall or Spring semesters, and up to 12 credit hours during Summer.
- *Graduation Clearance Form*: Graduation certificates are issued by the Dean's Office within 10-12 business weeks once the College Council approves graduation, including the completion of the Graduation Clearance Form to the Admission and Registration Department within the specified deadline

6- Guidance and Orientation

The IT Program, overseen by the CS/IT Department, provides a structured academic advising system to ensure its students receive the necessary guidance and support throughout their academic journey. The program offers the following services:

1- *Comprehensive orientation for new students*: New students participate in a college-wide orientation program organized by the Student Affairs Department in collaboration with academic departments. This program introduces them to academic regulations, electronic systems, campus facilities, student services, and their rights and responsibilities. Additionally, the IT Program conducts a dedicated orientation, providing students with detailed insights into the program structure, academic policies, grade distribution, teaching facilities, office hours, IT labs, libraries, digital platforms, and available support services.

2- *Academic support and information accessibility*: The program distributes Program and student handbooks outlining academic guidelines, program requirements, and institutional procedures. It also maintains an up-to-date IT Program webpage on the website, providing essential information on academic programs, events, and activities.

3- *Personalized advising and mentorship*: The program assigns academic advisors to support students in course selection, academic progress tracking, and career planning. Additionally, it offers a mentorship program that pairs new students with senior students or faculty members for academic and social guidance.

4- *Skill development and continuous support*: The program organizes workshops and seminars throughout the year on time management, study techniques, resume writing, interview preparation, and professional networking.

Faculty members conduct regular advising sessions to provide guidance on academic pathways, course selection, and graduation requirements. Student progress is closely monitored through the E-gate portal, which offers real-time

tracking of attendance, academic performance, and enrollment status. Advisors maintain continuous communication through structured follow-ups, ensuring that students stay proactive in managing their academic progress. This approach allows advisors to identify at-risk students early and implement proactive support measures. Intervention strategies include personalized academic action plans, additional tutoring sessions, and referrals to specialized support services when necessary. For students facing academic difficulties, the program offers targeted remedial sessions and one-on-one tutoring to address specific needs.

7- Counseling Services

The Counseling Services at Jeddah International College provide psychological and social support to all students, including those enrolled in the IT Program. These services adhere to the highest standards of confidentiality, professionalism, and ethical responsibility, ensuring students receive comprehensive guidance throughout their academic journey.

Students facing personal or emotional challenges are referred to the Psychological and Social Counseling Unit, which offers specialized mental health support. This unit, distinct from the Academic Advising Unit, addresses non-academic challenges through evidence-based counseling practices. Additionally, a female psychiatrist specialist provides dedicated support for female students, ensuring culturally sensitive and accessible mental health services. The Psychological and Social Counseling Unit provides structured counseling sessions tailored to individual student needs, mental health awareness initiatives to promote well-being on campus, and referral pathways to ensure timely intervention for students experiencing psychological or social difficulties.

To ensure students receive timely, professional, and effective support that enhances their overall well-being and academic success, faculty members and academic advisors play a crucial role in identifying students facing psychological or behavioural challenges. If initial support proves insufficient, students may be referred to the Psychological and Social Counseling Unit. Referrals are made by encouraging students to visit the Counseling Services Office or submitting a Referral Form via email for psychological or behavioural concerns.

Students are informed of referral procedures and must acknowledge their participation. All psychological services are strictly confidential, and ethical standards are consistently preserved. Student records are securely maintained, with soft copies stored in a password-protected system accessible only to counselors and hard copies kept

in a locked cabinet within the counselor's office. Records are retained until the student graduates, ensuring confidentiality throughout the process.

8- Special Support

The IT program has structured mechanisms to identify and support students at all levels of achievement, ensuring an inclusive and academically stimulating environment. Academic advisors play a crucial role in this process, evaluating student performance through test results, academic records, and ongoing assessments.

1- *Support for struggling students*: Struggling students receive continuous guidance, academic support, and targeted interventions to help them overcome learning challenges. To maintain a positive and motivating environment, struggling students never be reprimanded publicly, as this may diminish their confidence and engagement. Instead, the program implements structured support initiatives, including:

- Awareness workshops and lectures: Sessions aimed at enhancing study skills, time management, and academic resilience.
- Peer support from outstanding students: A structured peer mentorship program, where high-achieving students assist their struggling peers through study groups, tutoring, and collaborative learning activities.
- Instructor-led Support: Faculty members provide individualized academic assistance, additional resources, and targeted feedback to help struggling students improve their understanding and performance.

2- *Monitoring and improvement plans*: At the end of each semester, academic advisors generate monitoring reports that track struggling students' progress. These reports include personalized improvement plans outlining:

- Remedial strategies to address academic weaknesses.
- Follow-up measures to assess ongoing progress.
- Academic interventions tailored to individual student needs.

3- *Engagement of outstanding students*: Outstanding students are formally recognized for their academic excellence and leadership qualities. They are listed on the Dean's List and honored with certificates of achievement, celebrating their dedication and exceptional performance. Beyond recognition, these students are encouraged to actively contribute to the academic community by taking on mentorship and leadership roles. Through peer tutoring, study

groups, and academic workshops, they help create a collaborative learning environment, maintaining a culture of excellence, intellectual engagement, and shared success.

4- *Recognizing gifted and talented students*: The program acknowledges that gifted and talented students have distinct educational needs and may require enriched learning opportunities to maximize their potential. Academic advisors ensure that these students receive specialized challenges, advanced coursework, and opportunities for research or innovation to nurture their talents and intellectual growth.

9- Student Rights and Duties

At Jeddah International College, students enrolled in the IT Program are entitled to a set of rights and duties that ensure an enriching and supportive academic experience while maintaining the integrity of the program and the college community. These rights and duties are crafted to provide students with the best possible educational opportunities, supporting a fair, respectful, and productive environment conducive to personal and academic growth. In turn, students are expected to adhere to academic integrity, engage in collaborative learning, and contribute positively to the college community, both inside and outside the classroom. By respecting their rights and fulfilling their duties, IT Program's students at JIC are empowered to succeed in their studies, build a strong professional foundation, and develop into responsible, innovative professionals within the field of IT

9.1: Academic rights

1- *Student guide access*: All students are entitled to receive a comprehensive guide that outlines the College's systems, facilities, and the regulations governing their rights and responsibilities. This guide is available via the College's website, the Student Affairs Department, or the Admission and Registration Department.

2- *Induction program*: An orientation program is organized at the beginning of the academic year to familiarize new students with the College's system, academic processes, and support services.

3- *Course information*: In the first lecture of each course, faculty members provide detailed explanations regarding the course description, learning outcomes, objectives, skills to be acquired, assessment methods, and evaluation procedures.

4- *Academic advising*: Every student is assigned an academic advisor who monitors his academic progress and offers guidance to enhance his academic performance.

5- *Study plan*: Each student is expected to follow an approved study plan, which includes the required number of credit hours, course levels, and graduation requirements. A copy of the study plan is provided to the student, either embedded in the program handbook, or in separate hard or electronic form, once accepted by the academic department.

6- *Course registration information*: Students have access to study schedules prior to the commencement of the academic semester, along with information regarding the course registration procedures and applicable registration rules.

7- *Course evaluation participation*: Students have the right to participate in the evaluation of the courses they take, including feedback on the course content, faculty performance, and the quality of services provided by the College. This feedback contributes to the improvement of educational quality.

8- *Study environment*: A conducive study environment is ensured, providing all necessary educational resources and maintaining an effective scientific climate for skill development and knowledge acquisition.

9- *Faculty interaction*: Students are encouraged to discuss academic and performance-related matters with faculty members during lectures or office hours without fear of penalty.

10- *Respect and fair treatment*: Faculty, staff, and administration are committed to respecting students and ensuring that they receive their full academic and moral rights.

11- *Examination conduct*: All *theoretical* and practical course exams will be conducted in accordance with the relevant regulations.

12- *Notification of exam deprivation*: *Students* who are denied eligibility to take exams will be informed at least two weeks prior to the exam date. They have the right to appeal within five working days from the notification.

13- *Lecture and exam schedule integrity*: *Faculty* members are expected to adhere to scheduled lecture and exam times, ensuring that all required hours are met. In the event of cancellations, alternative arrangements will be made in coordination with the students and the head of CS/IT Department.

14- *Course registration flexibility*: *Students* have the right to select courses during the semester according to their study plan, with assistance from their academic advisors.

15- *Access to rights and services*: *Students* are entitled to exercise their academic and administrative rights in accordance with the established rules and regulations.

16- *Fair examination practices*: Exam questions *must* align with the course's learning outcomes and content, with grades distributed in a balanced and logical manner to ensure a fair assessment of student abilities.

17- *Request for answer sheet review*: Students have the right to request a review of their exam answer sheets within two weeks of the announcement of final course results.

18- *Notification of results*: Students will be *informed* of their monthly, semester, and final exam results once they have been corrected and approved, with detailed feedback on their academic performance.

19- *Course modifications*: Students may add or drop courses or postpone a semester in accordance with the College's regulations and admission systems.

20- *Departmental transfer*: Students have the *right* to transfer between academic departments, subject to the College's transfer policies and regulations.

9.2: Non-academic rights

1- *Personal dignity and safety*: Students are entitled to security, dignity, and respect, ensuring their safety and protection from threats, insults, or discrimination.

2- *Access to college services*: Students have the right to obtain a College card and access the its services and facilities in accordance with the College's regulations.

3- *Participation in activities*: Students are allowed to participate in College events and activities, provided they adhere to the applicable rules and regulations governing such participation.

4- *Financial incentives and rewards*: Students are entitled to receive financial incentives and rewards in accordance with the law and College policies.

5- *Opportunities for enrichment*: Students have the right to apply for training courses, internal and external trips, cultural activities, community service initiatives, and volunteer opportunities.

6- *Grievance rights*: Students can submit grievances or complaints regarding any issue with faculty, department, or any other unit within the College, following the appropriate procedures. Students will be informed of the decision made regarding their grievance or complaint.

7- *Right to defend*: Students have the right to defend themselves before any College authority in cases of alleged violations outlined in the College's regulatory rules. If a student fails to attend a scheduled interview or investigation without an acceptable excuse, the disciplinary decision will be made in their absence.

8- *Appeal of disciplinary decisions*: Students have the right to appeal any disciplinary decision made against them, in accordance with the rules and provisions of the College's regulatory framework.

9- *Confidentiality of information*: Students' academic and confidential information, as well as the contents of their personal files, are protected. These documents will only be shared with the student, their guardian, or authorized government agencies. Information will not be disclosed or published unless related to a disciplinary action against the student.

10- *Support for students with special needs*: Students with special needs are entitled to receive appropriate support and accommodations that facilitate their navigation across College units and ensure access to services aligned with their needs, in accordance with College policies.

11- *Student affairs support*: The Student Affairs Department is responsible for ensuring that students' non-academic rights are respected and maintained, and that students receive the services and support they are entitled to.

9.3: Academic duties and responsibilities

- Students are expected to demonstrate respect toward faculty members, staff, and all college employees, including those in administration, units, and facilities.
- Students are responsible for maintaining regularity in their studies by attending lectures, adhering to rules and arrangements related to lecture conduct, and fulfilling all academic requirements.
- Students must comply with the rules and regulations related to exams and the examination system.
- Students are obligated to respect the privacy of others within the College.
- Students must maintain academic integrity when preparing research, projects, or other academic requirements, adhering to internationally recognized citation standards, avoiding plagiarism, and respecting the intellectual property rights of others.
- Students are required to follow the instructions and guidelines provided by officials in lecture halls, exams, laboratories, and all college facilities.

- Students must review all matters related to their academic decisions through the college's electronic portal, e-mail, or Moodle Learning Management System.
- Students should consult their academic advisor if they encounter any issues, as specified in the college's electronic portal system.
- Students are responsible for ensuring the accuracy of their data registered in the college's electronic system and updating it as necessary.

9.4: Non-academic duties and responsibilities

- Students must adhere to the College's regulations, bylaws, instructions, and decisions.
- Students are responsible for preserving and appropriately using the College's property, ensuring it is not damaged, tampered with, or disabled.
- Students must maintain public morals within the college campus.
- Students must refrain from smoking in college facilities, and adhere to designated smoking areas.
- Students are required to carry their College card while on the college campus.
- Students must comply with the College's regulations regarding appropriate dress as outlined in its bylaws.
- Students are obligated to cooperate with the Disciplinary Committee or other college committees and provide statements on any matters the committee deems necessary.
- Students must comply with any penalties imposed for violations of the College's regulations and bylaws, as outlined in the organizational rules.

9.5: Violations and misconduct

A violation refers to any verbal or physical action that infringes upon religious principles, state regulations, or College policies, necessitating referral to the disciplinary committee. This committee, established by the Dean of the College, investigates violations referred by the Dean, College departments, employees, the Admission and Registration Department, Student Affairs, College units, or other relevant committees. The Disciplinary Committee is tasked with assessing the violations and implementing appropriate disciplinary measures. The following are examples of violations:

1- *Offensive behavior*: Any act or statement that insults dignity, honor, or modesty.

2- *Breach of national or social principles*: Insulting national unity, promoting anti-national ideologies, or endorsing political or regional views contrary to the state system within the College.

3- *Non-compliance with appearance standards*: Appearance that violates Islamic values, Saudi customs, or College dress code policies.

4- *Unauthorized activities*: Distributing leaflets, organizing events, or collecting signatures or funds without the necessary approvals from College and relevant authorities.

5- *Reputation damage*: Any behavior that harms the reputation of the College.

6- Absenteeism and disruption: Exceeding permissible absences, disrupting lectures, or inciting others to do so.

7- *Disturbing lectures or educational activities*: Violating the order during lessons or disturbing faculty during their duties.

8- *Exam violations*: Late attendance, cheating, attempting or participating in cheating, creating disturbances, or unauthorized use of technology during exams.

9- *Impersonation during exams*: Substituting or allowing someone else to take an exam in place of the student.

10- *Academic dishonesty*: Plagiarism, fraud, or forgery in reports, projects, research, or other academic work.

11- *Security violations*: Disrupting security, creating chaos, or damaging property within College premises.

12- *Property misuse*: Damaging or improperly handling College facilities or equipment.

13- *Smoking violations*: Smoking in non-designated areas within the College.

14- Possession of Weapons: Carrying firearms, explosives, or any dangerous objects on College premises.

15- *Inappropriate media*: Possessing or distributing materials that contradict Islamic morals or violate state and College regulations.

16- *Forgery of documents*: Altering or submitting false documents, whether from the College or external sources.

17- *Assault or extortion*: Verbal or physical assault, or extortion, against any individual within the College.

18- *Reckless driving*: Unsafe driving or reckless behavior with vehicles on College grounds.

19- *Misuse of technology*: Using or distributing technology in a way that infringes upon the privacy or rights of others.

20- *Impersonation*: Pretending to represent the College without official authorization.

21- *Disrespect during interrogation*: Disrespecting the rules or ethical boundaries during a disciplinary process.

22- *Cyber attacks*: Hacking or violating the College's digital privacy.

23- *Drug use*: Using or distributing narcotics or psychotropic substances.

24- *Confidentiality breach*: Viewing, publishing, or sharing confidential College information without authorization.

25- *Criminal behavior*: Committing acts that affect personal honor or professional future, especially if convicted by Sharia Court.

26- *Unauthorized fundraising*: Collecting donations without prior approval.

9.6: Disciplinary penalties

The Disciplinary Committee holds the authority to impose appropriate penalties based on the nature and severity of violations, ensuring alignment with the College's policies and the broader public interest. Disciplinary actions must be issued within two months of the violation or its referral to maintain procedural efficiency. No penalty is enforced without first conducting an investigation and allowing the student to present their case. If the student fails to attend the scheduled hearing without a valid excuse—despite proper notification via university email or registered phone—the committee may proceed with a ruling in absentia. With the exception of final dismissal, disciplinary penalties do not result in the cancellation of enrollment, and the committee may determine that suspension periods do not count toward the student's academic timeline. All penalties are applied progressively, ensuring proportionality between the violation and the disciplinary action taken. In cases of final dismissal, the student is permanently barred from re-enrollment or examination at the College, and this decision will be communicated to relevant internal and external authorities within fifteen days. Additionally, penalties outlined in Items 3 to 14 will not be imposed for violations that occurred more than two years prior if no disciplinary action was initiated within that period. The penalties include:

1- *Verbal warning*: A formal warning recorded in the student's file.

2- *Written warning*: Issued electronically or in writing, accompanied by a written commitment from the student not to repeat the violation.

3- *Loss of Privileges*: Denial of certain benefits provided by the College.

4- *Confiscation of devices*: Any devices used in the violation may be seized and withheld by the College administration.

5- *Mandatory service or training*: Requiring the student to perform voluntary service or attend designated courses within one month.

6- *Exam restrictions*: Prohibition from taking an exam in one or more courses during a semester.

7- *Activity suspension*: Temporary suspension (not exceeding two semesters) from participating in student activities.

8- *Revocation of college rewards*: Suspension of financial or other rewards for a specified period.

9- *Academic suspension*: Temporary suspension from studies for up to two semesters.

10- *Financial penalties*: Compensation for damages caused by the student, including repair costs and any related obligations. The student's clearance from the College will be subject to settling these dues.

11- *Withholding graduation documents*: If forgery or fraud is detected in graduation procedures, the College may withhold the student's graduation documents.

12- *Graduation delay*: Postponement of the student's graduation by one semester.

13- *Cheating in exams*: If a student is caught cheating or attempting to cheat during an exam, they will fail the course. In case of a repeated offense, the student will fail all courses for the semester.

14- *Plagiarism and academic dishonesty*: If plagiarism, fraud, or forgery is detected in reports, projects (including senior projects), or other coursework, the student will fail the course. In the case of repeated offenses, the student will fail all courses for the semester.

15- *Final dismissal*: Permanent expulsion from the College. The decision may be communicated to other educational institutions, making the student ineligible to enroll in or take exams at any institution in Saudi Arabia.

16- *Multiple violations*: If a student commits multiple violations simultaneously or repeats an offense, the committee may impose multiple penalties, ensuring proportionality with the nature and severity of the violations.

10- Complaints and Grievances

Students enrolled in the IT Program at JIC are encouraged to raise concerns or grievances related to both academic and non-academic matters, ensuring a transparent and fair resolution process. The program and the College are committed to providing students with a clear and structured mechanism for addressing issues, ensuring their rights are protected, and maintaining an environment that supports their academic and personal growth. The Grievance

Committee, established by the Dean, plays a crucial role in addressing and rectifying undesirable behaviours or actions among students. The committee's scope encompasses issues such as absences, denial of entry to exams, incomplete coursework, or grievances regarding test scores, in line with the College's regulatory framework. Additionally, the committee is responsible for preparing the necessary forms to handle grievances and complaints effectively.

10.1: Grievance regulations

- *Confidentiality*: All grievance requests are treated with the utmost confidentiality to protect the privacy of all involved parties.
- *Grade reconsideration*: A student has the right to request a grade review by submitting a request to the Grievance Committee. The request is then reviewed according to the policies for decision, followed by final approval from the Dean.
- *Submission deadline*: Grievance requests must be submitted within fifteen days from the incident in question. The right to submit a grievance expires after this period.
- *Required documentation*: The grievance request must include a copy of the student's academic record for consideration.
- *Criteria for acceptance*: The grievance request will be considered if:
  - The student provides valid and reasoned justifications related to the course grades.
  - More than 51% of the students enrolled in the course submit a collective grievance, provided that proper grievance submission methods are followed.
- *Rejection of grievances*: The Grievance Committee has the right to reject a grievance if it is found to be invalid or if the student has repeatedly submitted baseless grievances. In such cases, the committee will provide a reasoned explanation for the rejection.
- *Notification of rejection*: If the grievance is rejected, the student will be notified of the decision within fifteen days.
- *Seriousness of grievances*: The committee will verify the seriousness and validity of the grievance in accordance with the study and examination regulations of the College.

- *Accepted grievances*: If the grievance is accepted, the Committee will ask the CS/IT Department and course instructor to reconsider the student's grades.
- *Instructor's response*: The course instructor is required to respond to the grievance request within five working days from the receipt of the request.
- *Departmental review*: If necessary, the CS/IT Department council may request that three faculty in the same field review the student's grades. This may occur if:
    - There is a dispute between the student and the instructor.
    - The instructor fails to respond within the required period.
    - The instructor refuses to reconsider the grades without providing a valid reason, or is unreachable.
- *Student's right to file a complaint*: Students have the right to file complaints regarding perceived unfair treatment or violations of their academic or non-academic rights.
- *Penalties for malicious complaints*: The Disciplinary Committee may impose penalties on students who submit malicious or unfounded complaints, as per the college's regulations.
- *Notification of outcome*: The student will be notified of the outcome of his grievance within a maximum of fifteen days from the Grievance Committee's decision.
- *Appeal process*: The student has the right to appeal the decision of the Grievance Committee to the Dean of the College.
- *Appeal submission deadline*: Grievance appeals against the committee's decision must be submitted within fifteen days from the notification of the decision. The right to appeal expires after this period.
- *Suspension of committee decision*: If a grievance is filed against a committee decision before the Dean, the decision of the committee will be suspended until the grievance is resolved.
- *Holiday periods*: Official holiday periods are excluded from the statutory timelines for grievance submissions.
- *Exclusion from committee*: The individual against whom the grievance is filed may not participate in any meetings or committees that decide on the grievance's acceptance or outcome.

10.2: Grievance procedures

1- A student may submit a grievance to the Grievance Committee, the designated authority for receiving grievance requests.

2- If the grievance concerns the Grievance Committee itself, the student must submit the grievance to the direct supervisor or head of that entity.

3- Upon submission, the grievance will be formally registered, and the student will be notified of its receipt, along with the submission date and the expected date for the outcome notification.

4- The head of the relevant authority (e.g., the College, specialized committees, or CS/IT Department head) will initiate the necessary legal procedures to forward the grievance to the appropriate body for review.

5- Specific forms must be used for grievance requests, especially for grade reviews or other formal complaints.

6- The student will be notified of the grievance outcome either in writing or electronically, via their registered college email or phone number.

11- Study Regulations and Tests

The learning outcomes of the IT Program define what a student should know, understand, and be able to do at the end of the program. These relate to the knowledge, skills, and values students should acquire by graduation. These outcomes guide students in developing technical expertise, critical thinking, and professional responsibility. The IT Program is a full-time, on-campus, daytime offering, requiring 132 credit hours with a minimum CGPA of 2.0 out of 5 for graduation. The curriculum is delivered through lectures, group work, discussions, tutorials, lab work, and hands-on experiences to ensure a well-rounded education. Teaching and learning strategies are structured to equip graduates with technical proficiency, problem-solving skills, and a strong ethical foundation, ensuring their readiness for dynamic IT careers. These strategies include:

- *Lectures* to deliver core theoretical knowledge.
- *Brainstorming and classroom discussions* to promote creativity and idea-sharing.
- *Research activities and independent study* to develop inquiry and self-learning skills.
- *Problem-solving and case studies* to enhance analytical and critical thinking.

- *Flipped classroom* to encourage active learning through pre-class study.
- *Lab work and IT solutions development* to apply technical concepts to real-world problems.
- *Group projects and peer evaluation* to strengthen teamwork, leadership, and collaborative skills.
- *Programming, and cybersecurity clubs* to provide extracurricular skill-building opportunities.
- *Professional development and IT exhibits* to expose students to industry trends and innovations.
- *Summer workplace training* to offer hands-on experience in professional IT environments.
- *Senior projects* to integrate and showcase acquired skills in comprehensive projects.
- *Community partnership and volunteer work* to enhance social responsibility and professional ethics.

11.1: Attendance and absence rules and regulations

- *Attendance commitment*: Students are required to adhere to all attendance regulations and attend lectures on time.
- *Late arrival policy*: If a student arrives less than 10 minutes late to two lectures, they will be considered absent for one lecture. If a student is more than 10 minutes late to any lecture, they will be marked absent for that session, regardless of their participation afterward.
- *Absence reporting*: Students must report any absence to the Grievance Committee and submit relevant supporting documentation.
- *Monitoring absence rate*: Students are responsible for tracking their absence rate through the electronic portal. The following absenteeism penalties apply:
  - *First warning*: Issued when a student's absence reaches 10% of the total credit hours.
  - *Second warning*: Issued when absence reaches 20% of the total credit hours.
  - *Deprivation*: If a student's absence exceeds 25% of the total credit hours in a course, he will receive a Deprivation (DN) grade for that course. If the student's absence rate exceeds 40%, no excuses will be considered and the student's grade will be DN.
- *Medical excuses*: The Grievance Committee will review all medical excuses submitted by students. To be valid, medical reports must meet the following criteria:
  - Only original medical reports will be accepted; copies will not be considered.

- Medical reports must be stamped by the hospital or submitted through the Sehaty app.
- The medical report must cover the specific period of absence and align with the dates the student was absent.
- Repetitive excuses from previous semesters will not be accepted.

- *Maternity leave*: A pregnant student who gives birth during the semester is granted an excused absence of two weeks from the date of birth. This absence will count toward the student's total absenteeism, and the student must submit a birth certificate upon return to the College.
- *Leave due to death of a relative*: A student may be granted an excused absence for up to 3 days in the event of the death of an **immediate relative**, such as a parent, sibling, grandparent, or spouse. The College may require proof of death upon the student's return.

11.2: Transfer and course equivalency regulations

The College Council establishes the conditions and procedures for student transfers from accredited institutions within or outside the Kingdom. The following regulations apply:

1- The student must transfer from a recognized university or institution accredited by the Ministry of Education, or the Technical and Vocational Training Corporation (TVTC). If transferring from outside the Kingdom, official transcripts must be authenticated by the cultural attaché, the Saudi Ministry of Foreign Affairs, and the Ministry of Education, before completing the transfer process.

2- The student must not have been expelled from their previous institution due to disciplinary, ethical, or academic violations. If such a case is discovered post-admission, the transfer approval will be immediately revoked.

3- Transfer is permitted only from a corresponding academic program that follow the credit-hour system, and students may transfer up to 50% of the total graduation credit hours.

4- The student must meet all admission requirements set by the College, and submit a transfer request to the Admission and Registration Department.

5- The Admission and Registration Department direct the request to CS/IT Department to evaluate and approve transferred courses. Transferred courses must cover at least 70% of the content of the equivalent course at JIC, and a minimum grade of C (70%) or equivalent is required for any course exemption. Two or more courses can be used to transfer credits to a JIC course if their total content matches the content of the JIC course by 70%.

6- At least 50% of the credit hours required for a bachelor's degree must be completed at the IT Program within JIC.

7- The credit hours of the course taken must be at least equal to the credit hours of the JIC course.

8- Transferred courses will appear in the student's academic record, but the transferred credit hours will not be included in the calculation of the Cumulative GPA (CGPA).

The College also allows students to transfer between majors within the institution, ensuring their academic pathways align with their evolving interests and career aspirations. This process follows structured regulations designed to maintain academic integrity and facilitate a smooth transition. Students may apply for a major change before the end of their second semester, provided they meet the following eligibility criteria:

1- Students must first consult their academic advisor. The Head of the CS/IT Department will then review the request, with final approval granted by the Dean to ensure compliance with departmental policies.

2- All completed courses remain on the student's academic record, and their grades contribute to both the Semester GPA and Cumulative GPA (CGPA).

3- Students may transfer between specialized tracks within the IT Program under the same conditions and approval process as inter-major transfers.

On the other hand, the College offers diploma holders the opportunity to pursue a bachelor's degree, providing a structured pathway for academic and professional advancement. Admission is governed by specific eligibility criteria to ensure a unified transition into the IT Program, while maintaining academic standards. Applicants must meet the following conditions to qualify for enrolment:

1- The applicant must hold a three-year diploma from an institution recognized by the Ministry of Education or TVTC.

2- Admission is only available for majors corresponding to the applicant's diploma specialization.

3- Diploma graduates who have passed *the Comprehensive Test* may apply for course equivalency based on the College's standard transfer policies. Those who have not passed can transfer only Arabic and Islamic studies.

4- The maximum number of transferable credit hours is as follows:

- Three-year diploma: Up to 50% of the total bachelor's degree credit hours.
- Two-year diploma: Up to 40% of the total bachelor's degree credit hours.
- One-year diploma: Up to 20% of the total bachelor's degree credit hours.

11.3: Student registration termination and dismissal

A student's registration is considered terminated, and he is dismissed in the following cases:

1- *Unauthorized absence*: The student is absent for 15 consecutive days without an excuse acceptable to the College Council.

2- *Extended absence*: The student discontinues studies for two consecutive semesters or three non-consecutive semesters, and the College Council rejects the excuse provided.

3- *Exceeding excused semesters limit*: The student surpasses the maximum number of excused semesters permitted by the regulations.

4- *Disciplinary violations*: A dismissal recommendation is issued due to violations of public morals, college regulations, or public laws, including cases where disciplinary actions are applied based on behavioral or ethical misconduct.

A regular student is subject to dismissal for academic reasons in the following cases:

1- *Failure to meet academic standards*: The student has exhausted the maximum failing attempts allowed under the regulations.

2- *Low Cumulative GPA*: The student receives three academic warnings due to a cumulative GPA below 2.00. The College Council may grant an exceptional semester if it deems the student capable of improving their academic standing.

3- *Exceeding maximum study duration*: The student does not complete graduation requirements within 1.5 times the standard program duration. The College Council may grant an exceptional extension, provided the total duration does not exceed twice the original program length. In certain cases, the College Council may grant a final exceptional opportunity of up to two additional semesters for a student affected by any of the above academic dismissal conditions.

4- *Cheating in exams*: A student found guilty of cheating, with a disciplinary recommendation for dismissal, may face temporary or permanent exclusion.

11.4: Assessment methods for IT Program

The IT program utilizes a combination of **direct** and **indirect** assessment methods to consistently evaluate the achievement of course learning outcomes (CLOs) and the IT program learning outcomes (PLOs). These assessments are conducted at regular intervals to ensure ongoing evaluation and improvement.

- *Direct assessment methods:* Direct assessments focus on evaluating student performance through specific academic activities. These methods include:
  - Final Exams
  - Midterm Tests
  - Quizzes
  - Homework
  - Laboratory Work
  - Assignments
  - Projects
  - Presentations
  - Senior (Capstone) Project
- *Indirect assessment methods:* Indirect assessments gather feedback from various sources to gauge the overall effectiveness of the program. These methods include:
  - CLOs Student Achievement Survey
  - PLOs Student Achievement Survey
  - Student Course Evaluation Survey (at the completion of each course)
  - Student Focus Group Surveys
  - Summer Workplace Training Survey
  - Alumni Survey
  - Employer Survey

Table 5 below outlines the most commonly used assessment tools, their frequency, and the expected level of attainment for each tool.

Table 5: Sample of direct and indirect assessment tools with their timeline.

Assessment tool	Due time
Direct assessment tools	
Final Exam	Week 16
Midterm Exam	Week 8-10
Quizzes	Week 6, 12
Homework/Assignments	According to course syllabus
Group/Individual Project (Rubric-Based)	Week 13-14
Lab Exam	Week 14,15
Senior Project (Rubric-Based)	Semester
Indirect assessment tools	
Student Course Evaluation Survey	Week 14,15
Student Focus Group Interview	Annual
Program Evaluation Survey	Week 14,15
CLOs Student Achievement Survey	Week 14,15
PLOs Student Achievement Survey	Week 10-12

1- *Quizzes*: Each course includes a minimum of two quizzes per semester. The quiz schedule is provided in the Course Syllabus, which is available on Moodle before the semester starts. Quizzes are conducted during lecture periods and last 15-30 minutes. Results are promptly announced to students. Students have the right to discuss any concerns regarding quizzes with the faculty, academic advisor, or HOD. Feedback on quiz performance is provided by the Academic Advisor.

2- *Assignments*: Assignments are distributed throughout the semester in various formats, such as written tasks, group projects, research article, or oral presentations. Emphasis is placed on avoiding plagiarism, ensuring the work is the student's own, and properly citing others' contributions. Faculty provide specific guidelines, and students are given a timeline for completion. Late assignments without a valid excuse will incur penalties as outlined in the assignment acknowledgment letter. Grading is objective, often with rubrics, and feedback is provided promptly.

3- *Final examinations*: Final examinations take place at the end of each course. These assessments evaluate the knowledge and skills students have gained throughout the course. Students will receive performance feedback from monthly and mid-semester assessments prior to the final exam. Detailed feedback on semester and practical grades will be provided to ensure students are aware of their progress before the final exam. The exam schedule is shared in advance. Students are expected to follow all regulations, including punctuality and adherence to the College's code of conduct. Any form of academic dishonesty will result in disciplinary action. In case of emergencies, students must notify the administration and provide valid documentation to request a makeup exam. Special instructions regarding the exam will be provided by the instructor before the examination period.

4- *Student surveys*: Student feedback is integral to enhancing the quality of education and the overall student experience. At the end of each course, students are encouraged to complete a survey, offering insights into the course content, teaching methods, and their overall experience. This feedback allows instructors and the program to evaluate the effectiveness of the course and identify areas for improvement. In addition to course-specific surveys, the college also conducts comprehensive surveys to gather feedback on broader aspects of the student experience, including facilities, resources, and student services. By participating in these surveys, students have the opportunity to voice their opinions, share their experiences, and provide valuable insights. This feedback loop enables continuous assessment of strengths and areas for improvement, ensuring that the curriculum, teaching strategies, and resources align with evolving student needs and expectations.

5- *Exam result re-check*: Students who believe there is an error in their exam grade may request a re-check through the formal appeal process to ensure transparency and fairness. The process is as follows:

- The student submits a written request and completes an appeal form within one week of receiving their grade, which is then forwarded to the CS/IT Department Head for review.
- The Department Head and course instructor review the request. If the instructor stands by the grade, the exam paper may be referred to an ad-hoc committee within the same field, formed by the Department Head, for reevaluation.
- The case is then reviewed by the relevant committee to ensure fairness.
- If a grade change is warranted, the revised grade is forwarded to the Dean's Office for approval and official recording.
- The updated grade, whether higher or lower, will be recorded as the final result.

11.5: Grade description system

The grading system at JIC evaluates student performance through letter grades, each corresponding to a specific range of percentages and a grade point value. Table 6 below outlines the grade assignments and their respective descriptions:

Table 6: grade assignments and their respective descriptions.

GPA	Grade		Percentage
5.0	+A	Exceptional	95-100
4.75	A	Excellent	90-94
4.5	B+	Superior	85-89
4.0	B	Very Good	80-84
3.5	C+	Above Average	75-79
3.0	C	Good	70-74
2.5	D+	High-Pass	65-69
2.0	D	Pass	60-64
1.0	F	Fail	0-59
1.0	DN	Denial	-
-	NP	No Grade-Pass	60 and higher
-	NF	No Grade-Fail	59 and lower
-	IP	In-Progress	-
-	IC	Incomplete	-
-	W	Withdrawal	-
-	TR	Transferred Credit	-

- *No Grade-Pass* (NP) / *No Grade-Fail* (NP): These grades are assigned in courses where assessment focuses on achievement and comprehension rather than credit hours (e.g., non-credit courses). NP grades are not included in the calculation of the cumulative GPA.

- *IC* (*Incomplete*): The IC grade is awarded when a student has not fully completed the course requirements. Courses with grades of IC, IP, or W are not counted as credit hours, and are excluded from the GPA calculation.
- *Grade of F or DN*: Students must repeat courses in which they receive a grade of F or DN, and earn the actual grade upon repetition.
- W (*Withdrawal*): This grade is given when a student withdraws from a course.
- *DN* (*Deprived*): The DN grade is assigned when a student is denied access to the final exam due to excessive absences or violations of regulations.

11.6: Graduation honors requirements

Students may be eligible for graduation honors based on their cumulative GPA and achievement of specific academic criteria. These requirements ensure that honors graduates maintain high academic standards and demonstrate sustained dedication throughout their academic journey. There are two categories of honors:

- *First Honors*: Awarded to students with a cumulative GPA of 4.75 to 5.00 at the time of graduation.
- *Second Honors*: Awarded to students with a cumulative GPA of 4.25 to less than 4.75 at the time of graduation.

To qualify for either First Honors or Second Honors, students must meet the following conditions:

- *No failing grades*: The student must not have received a grade of Failure (F) or Deprivation (DN) in any course at the College.
- *Timely graduation*: The student must complete all graduation requirements within the prescribed time frame, which should not exceed the average duration between the minimum and maximum period of study in their department.
- *Residency requirement*: At least 60% of the credit hours in the student's study plan must be completed at Jeddah International College.
- *Disciplinary Record Requirement*: The student must not have received any disciplinary decision during his studies at JIC.

12- Study Plan

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Y	Course Code	Course Title	Pre-requisites	Credit Hours	Course Code	Course Title	Pre-requisites	Credit Hours
FIRST YEAR	First Level				Second Level			
	CP 101	Introduction to Computing		3	ARAB 101	Arabic I		3
	CP 110	Programming I		3	CP 115	Programming II	CP 110	3
	ISLS 101	Islamic Studies I		3	CP 120	Digital Logic Design	CP 101	3
	MATH 101	Calculus I	MATH 001	4	MATH 102	Calculus II	MATH 101	4
	STAT 101	General Statistics		3	STAT 102	Probability Theory	STAT 101	3
	Total Credit Hours			*16*	*Total Credit Hours*			*16*
SECOND YEAR	Third Level				Fourth Level			
	CHEM 101	General Chemistry I		4	CP 225	Operating Systems	CP 220	3
	CP 210	Data Structures I	CP 115	3	CP 230	Systems Analysis and Design	CP 210	3
	CP 220	Computer Organization and Architecture	CP 120	3	CP 240	Databases	CP 210	3
	MATH 212	Discrete Math	MATH 101	3	ENG 201	Technical Writing		3
	STAT 250	Applied Probability and Random Processes	STAT 102	3	PHYS 101	General Physics		4
	Total Credit Hours			*16*	*Total Credit Hours*			*16*
THIRD YEAR	Fifth Level				Sixth Level			
	IT 310	Advanced Programing	CP 210	3	IT 335	Project Management	CP 230	3
	IT 325	System Administration	CP 225	3	IT 340	Database Administration	CP 240	3
	CS/IT 350	Computer Networks	CP 225	3	IT 355	Networks Administration	CS/IT 350	3
	IT 370	Introduction to Cybersecurity	CP 225	3	IT XXX	Concentration Course I		3
	CS/IT 380	Human-Computer Interaction	CP 230	3	IT XXX	Concentration Course II		3
	GEE XXX	General Education Elective		3	GEE XXX	General Education Elective		3
	Total Credit Hours			*18*	*Total Credit Hours*			*18*
	Summer							
	IT 390	Summer Training (200 Hours)	Department Approval	1				
FOURTH YEAR	Seventh Level				Eighth Level			
	CS/IT 401	Professional Computing Issues	IT 390	3	IT 491	Needs Assessment and Technology Evaluation	IT 390	3
	CS/IT 498	Senior Project I	IT 390	1	CS/IT 499	Senior Project II	CS/IT 498	3
	IT XXX	Concentration Course III		3	IT XXX	Concentration Course V		3
	IT XXX	Concentration Course IV		3	IT XXX	Major Elective		3
	IT XXX	Major Elective Course		3	IT XXX	Major Elective		3
	GEE XXX	General Education Elective		3				
	Total Credit Hours			*16*	*Total Credit Hours*			*15*

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Concentration Courses			
Course Code	Course Title	Pre-requisites	Credit Hours
IT 330	Software Engineering I	CP 230	3
IT 450	Mobile Applications	CS/IT 350	3
IT 455	Internet Applications	CS/IT 350	3
IT 459	Data Network Design and Evaluation	CS/IT 350	3
IT 478	Computer Forensics and Investigation	IT 370	3

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Cybersecurity

Concentration Courses			
Course Code	Course Title	Pre-requisites	Credit Hours
IT 375	Information Security Management	IT 370	3
IT 378	Fundamentals of Network Security	CS/IT 350	3
IT 471	Cybersecurity Risk Management	IT 370	3
IT 475	Applied Cryptography and Data Security	IT 370	3
IT 478	Computer Forensics and Investigation	IT 370	3

Bachelor of Science in Information Technology

Networking

Concentration Courses			
Course Code	Course Title	Pre-requisites	Credit Hours
IT 356	Advanced Computer Networks	CS/IT 350	3
IT 358	Wireless and Mobile Communication	CS/IT 350	3
IT 451	Cloud Computing	CS/IT 350	3
IT 456	Internet of Things	CS/IT 350	3
IT 458	Software Defined Networks	CS/IT 350	3

Major Electives		
Course Code	Course Title	Credit Hours
IT 457	Evolving IT Technologies	3
IT 460	Principles of Artificial Intelligence	3
IT 461	Fundamentals of Data Science	3
IT 462	Business Intelligence	3
IT 472	Penetration Testing and Ethical Hacking	3
IT 485	User-Centered System Design	3
IT 492	E-Business Technology	3
IT 493	Web Development and Security	3
IT 495	Special/Selected Topics	3

General Education Electives (Free Electives)		
Course Code	Course Title	Credit Hours
PSY 101	Introduction to Psychology	3
EI 101	Emotional Intelligence	3
ENG 204	Critical Thinking	3
ETH 101	Social Ethics	3
MKT 333	Public Relations	3
C-MKT 501	Mobile Marketing Technology	3
NPS 101	Negotiation and Problem Solving	3
SPD 101	Soft Skills and Personality Development	3
SCO 101	Introduction to Sociology	3
BUS 223	Research Methodology	3
BUS 425	Entrepreneurship	3
IE 201	Introduction to Engineering Design I	3
LAW -101	Principles of Law	3
TEM -121	Introduction to Tourism and Hospitality	3
ID 274	Design Theories	3
ID 275	Art and Architecture History I	3
GD 286	Photography I	3
GD 088	Islamic Art	3
GFID 106	Digital Communications	3
GED 100	Introduction of Design Software	3

Preparation Course		
Course Code	Course Title	Credit Hours
MATH 001	Precalculus	NP

13- IT Program Course Descriptions

Course name	Introduction to Computing			Course code	CP 101
Course level/Year	1 / 1			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☒ Track	☐ Program
Pre-requirements	None				
Course description	The course is designed to provide the students with the foundations and applications of computer science and information technology discipline to motivate the study of the field and to put into context the various subjects that a student encounter later in his study journey. Topics include the discipline of computing, computer systems, number systems, data representation, basic computer organization, operating system functionalities, basics of networking and the Internet, software engineering methodologies, and programming languages.				

Course name	Programming I			Course code	CP 110
Course level/Year	1 / 1			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☒ Track	☐ Program
Pre-requirements	None				
Course description	The course is designed to provide the students with the fundamental concepts of procedural programming. This course introduces the Java programming language and helps students develop basic problem-solving skills. Topics include: algorithms, flowchart, IDE, and JDK, numerical data, primitive data type, arithmetic operators, cast value of one type to another type. In addition, topics related to selection statements, switch statements, break and continue statements, will be presented. Furthermore, Java basics relational operators, logical operators, logical expressions, Boolean variable, and Boolean expressions will be covered. Finally, repetition statements, nested loops, methods, and arrays will be addressed.				

Course name	Programming II			Course code	CP 115
Course level/Year	2 / 1			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☒ Track	☐ Program
Pre-requirements	CP 110: Programming I				
Course description	This course aims to equip students with a solid understanding of the concepts of object-oriented programming. Starting with the foundations of OOP, it introduces classes, objects, and instances of a class. The course covers class definitions, exploring constructors, methods, the 'this' and 'new' keywords, and the details of method and constructor overloading. The importance of the Unified Modeling Language (UML) and class diagrams is emphasized, imparting essential design skills. The course then touches on access modifiers, highlighting the distinctions and applications of 'private', 'public', and 'protected' modifiers. Advanced OOP concepts such as inheritance, encapsulation, data abstraction, polymorphism, and abstract classes are thoroughly examined. Participants will also learn about error handling through exception handling and assertions, ensuring robust code development. The course discusses collections, with a focus on ArrayLists and other standard classes. Concluding the program, there's a segment dedicated to designing and implementing graphical user interfaces using Java Fx.				

Course name	Digital Logic Design			Course code	CP 120
Course level/Year	2 / 1			Credit hours	3
Course type	☒ Required	☐ Elective	☒ Department	☐ Track	☐ Program
Pre-requirements	CP 101: Introduction to Computing				
Course description	The course introduces the fundamental concepts of digital logic design. Topics include number systems, binary codes, Boolean algebra, canonical and fundamental forms of Boolean functions, functions applications to digital circuits design, minimization of Boolean functions by Boolean algebra and Karnaugh maps, two-level and multi-level digital circuits, decoders, encoders, multiplexers, demultiplexers, latches, flip-flops, registers, counters, analysis and synthesis of synchronous sequential circuits.				

Course name	Data Structure I			Course code	CP 210
Course level/Year	3 / 2			Credit hours	3
Course type	☒ Required	☐ Elective	☒ Department	☐ Track	☐ Program
Pre-requirements	CP 115: Programming II				
Course description	This course provides students with an understanding of abstract data structures, including, but not limited to, arrays, linked lists, queues, stacks, trees, and graphs. The course also aims to give a conceptual understanding of the trade-offs between various data structures, hence enabling students to choose an optimal data structure for a particular application. The students will also learn concepts of algorithmic design, recursion, and a variety of searching and sorting algorithms				

Course name	Computer Organization and Architecture			Course code	CP 220
Course level/Year	3 / 2			Credit hours	3
Course type	☒ Required	☐ Elective	☒ Department	☐ Track	☐ Program
Pre-requirements	CP 120: Digital Logic Design				
Course description	The course explains how computers are designed and how they work. Students are introduced to modern computer principles using a typical processor. They learn how efficient memory systems are designed to work closely with the processor, and how input/output (I/O) systems bring the processor and memory together with a wide range of devices. The course emphasizes system-level issues and understanding program performance. Topics include instructions sets, assembly language programming, internal data representation, computer arithmetic, processor data path and control, memory hierarchy, I/O devices and interconnects, and an introduction to parallel processing.				

Course name	Operating Systems			Course code	CP 225
Course level/Year	4 / 2			Credit hours	3
Course type	☒ Required	☐ Elective	☒ Department	☐ Track	☐ Program
Pre-requirements	CP 220: Computer Organization and Architecture				
Course description	The Operating Systems course provides an in-depth understanding of the fundamental concepts, principles, and mechanisms underlying modern operating systems. It explores the essential components and functionalities of operating systems and their role in managing computer resources and facilitating efficient execution of programs				

Course name	Systems Analysis and Design			Course code	CP 230
Course level/Year	4 / 2			Credit hours	3
Course type	☒ Required	☐ Elective	☒ Department	☐ Track	☐ Program
Pre-requirements	CP 210: Data Structures I				
Course description	This course aims to provide a methodical approach to developing computer systems, including systems planning, analysis, design, and implementation. The course approaches information systems development from a problem-solving perspective, emphasizing the strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems.				

Course name	Databases			Course code	CP 240
Course level/Year	4 / 2			Credit hours	3
Course type	☒ Required	☐ Elective	☒ Department	☐ Track	☐ Program
Pre-requirements	CP 210: Data structure				
Course description	This course offers students a comprehensive grasp of essential database concepts. It covers key areas including data, file systems, databases, and database users. Additionally, students will explore vital concepts such as data modeling using the Entity Relationship (ER) model, the relational data model, relational database constraints, functional dependencies, normalization for relational databases, the relational algebra, storage, database security, and SQL queries.				

Course name	System Administration			Course code	IT 325
Course level/Year	5 / 3			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CP 225: Operating Systems				
Course description	The course is designed to introduce the students to the Linux operating system. Topics included: system installation and configuration, basic system administration, system updates, user management, permissions, software troubleshooting, log files, backup methodologies, maintenance requirements and methods, security, printer configuration, system services, and scripting				

Course name	Advanced Programming			Course code	IT 310
Course level/Year	5 / 3			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CP 210: Data Structures I				
Course description	The course delivered as the last course programming in the IT program. It concentrates on using programming to solve problems through acquiring the basic techniques and tools required to deliver that solution and writing robust programs. Also, it provides students with topics for standalone or network applications. Topics include exception handling, Files and I/O streams, multithreading creation and synchronization, network programming using connection and connectionless protocols, connectivity with databases and finally graphical user interface (GUI).				

Course name	Computer Networks			Course code	CS\IT 350
Course level/Year	5 / 3			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CP 225: Operating Systems				
Course description	The course is designed to provide the students with a wide background of the fundamental concepts, building blocks, protocol layering, operation, performance and techniques of computer networks and the Internet. Topics include overview of computer networks and their basic building blocks, as well as the TCP/IP Internet protocol suite versus OSI reference model. The duties, services and main protocols of the application, transport, and network layers are extensively addressed. In addition, the techniques employed in the data-link layer and the physical layer are outlined.				

Course name	Introduction to Cybersecurity			Course code	IT 370
Course level/Year	5 /3			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CP 225: Operating Systems				
Course description	As a first level of the cybersecurity track, the course is designed to provide the students with the driving factors for the need of cybersecurity, its basic terms, fundamental concepts, vulnerabilities and threats, as well as the security mechanisms to countermeasure cyberattacks and maintain cybersecurity services. Topics include cyber vulnerabilities, types of threats and attacks, threat modeling, adversary modeling and security analysis, cybercrimes and cybercriminals, difficulties in defending against attacks, as well as governance and cyber risk management. In addition, the fundamental cybersecurity design principles are studied as well as the appropriate mechanisms to maintain cybersecurity services, which include authentication, symmetric and asymmetric-key cryptography, hash function, entity authentication, access control, message integrity, and digital signature. Furthermore, the essential concepts of network and system security tools such as firewalls and intrusion detection systems, as well as software security, are appropriately addressed.				

Course name	Human-Computer Interaction			Course code	CS\IT 380
Course level/Year	5 / 3			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CP 230: System Analysis and Design				
Course description	The course introduces the student to the field of human computer interaction with emphasis on its impact on software design. It provides the theories and models of the way users think and work to guide the students to best design the interface to suite users' preferences. It provides an understanding of the underlying processes of human perception, information processing, and demonstrates their relevance to user interface design. Students will learn how to apply mechanisms such as feedback, user support, navigation aids and good screen design in constructing interface designs that match users' needs. Students will also learn techniques for evaluating user interface designs that are grounded in theory.				

Course name	Database Administration			Course code	IT 340
Course level/Year	6 / 3			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CP 240: Databases				
Course description	The course is designed to provide the students with a wide background of the fundamental concepts of database administration. Topics include introductory review of database administration and database environment creation. Data lifecycle management and metadata management, database connectivity, database security, database backup and recovery, disaster planning are addressed. In addition, performance management, system performance, data movement and distribution are outlined.				

Course name	Networks Administration			Course code	IT 355
Course level/Year	6 / 3			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CS/IT 350: Computer Networks				
Course description	The course is design to introduce the students to the principles and skills of network administration. Topics include network OSI layers and CISCO IOS configuring devices, IP addressing and subnetting, routing process, static routing, default routing, dynamic routing, RIP1 and RIP2, troubleshooting, routing table lookup process, OSPF, switching and switch configuration, switch security, VLANs, spanning tree protocol, VTP, inter VLAN routing, and network troubleshooting.				

Course name	Project Management			Course code	IT 335
Course level/Year	6 / 3			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CP 230: System Analysis and Design				
Course description	This course offers students a comprehensive understanding of the fundamental concepts, processes, methods, techniques, and tools used by organizations to effectively manage projects. Topics covered include an introduction to project management, the project management and information technology context, project scope management, project time management, project cost management, project quality management, project risk management, project human resource management, project communications management, project stakeholder management, project procurement management, and project integration management. By the end of the course, students will possess the knowledge and skills necessary to successfully manage projects in various organizational contexts.				

Course name	Information Security Management			Course code	IT 375
Course level/Year	6 / 4			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☒ Track	☐ Program
Pre-requirements	IT 370: Introduction to Cyber Security				
Course description	The course is designed to develop the students' ability to understand and analyze several issues related to Information Security Management. Topics include: Overview on Information Systems Security Principles and Models, Information Security Management, Security Frameworks, Security Standards and Code of Practice, Procedural security controls on people and systems, Strategies and policies, Privacy Laws and regulations.				

Course name	Fundamentals of Network Security			Course code	IT 378
Course level/Year	6 / 4			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☒ Track	☐ Program
Pre-requirements	CS/IT 350: Computer Networks				
Course description	The course is designed to enrich students' understanding of the concept of network security theoretically and practically. Topics include: review of components used in an enterprise security infrastructure involving routers, firewalls, security auditing and assessment tools, Virtual Private Networks (VPN), email security, cloud security, wireless security, and Intrusion Detection/Prevention Systems. The integration of various components will be studied including Network Address Translation (NAT), design of firewall rule sets and performance considerations.				

Course name	Summer (Workplace) Training			Course code	CS/IT 390
Course level/Year	6 / 3			Credit hours	1
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	Department approval after completion of level 5/6 in the study plan				
Course description	The Summer Workplace Training is a vital experiential component of the IT Program, designed to provide students with direct exposure to real-world industry settings and enhance their practical skills. Conducted after completing Level 5 or 6 of the study plan, this mandatory training spans 200 hours during the summer semester. It enables students to apply their academic knowledge to actual workplace and technical environments, gaining hands-on experience in areas such as programming, networking, cybersecurity, computer systems, and IT project coordination. The program supports the development of technical and analytical abilities while also reinforcing essential professional competencies, including communication, teamwork, time management, and adaptability. Through interaction with industry professionals and real-world assignments, students build valuable networks and gain a clearer understanding of workplace expectations, enhancing their readiness for a smooth transition into the IT workforce.				

Course name	Senior Project I			Course code	CS/IT 498
Course level/Year	7 / 4			Credit hours	1
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CS/IT 390: Summer (Workplace) Training				
Course description	The Senior Project I introduces students to the first phase of a two-part capstone project, where students apply the knowledge and skills acquired throughout their academic journey to a real-world problem or a new idea. Students work individually as well as in teams to conduct research, define project objectives, and develop a comprehensive project plan. By embracing critical thinking, students begin work on the Senior Project I by reviewing the literature, analyzing requirements, and arriving at an appropriate design for their proposal. The Senior Project I course serves as the foundation for the final implementation of the capstone project.				

Course name	Professional Computing Issues			Course code	CS/IT 401
Course level/Year	7 / 4			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	CS/IT 390: Summer (Workplace) Training				
Course description	The course provides students with the ethical and social issues arising from the rapidly evolving information society at both local and global levels. Topics include an overview of ethics, ethics for IT workers and users, computer and internet crime, privacy, freedom of expression, intellectual property, social networking, impact of information technology on productivity and quality of life, and the ethics of IT organizations. Additionally, the course explores the societal implications of information technology in various domains such as business and medicine.				

Course name	Cybersecurity Risk Management			Course code	IT 471
Course level/Year	7 / 4			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☒ Track	☐ Program
Pre-requirements	IT 370: Introduction to Cybersecurity				
Course description	The Cybersecurity Risk Management course is designed to provide students with a comprehensive understanding of the principles, frameworks, and practices involved in managing cybersecurity risks within organizations. The course explores the ever-evolving landscape of cybersecurity threats and equips students with the necessary knowledge and skills to identify, assess, mitigate, and manage such risks effectively. Throughout the course, students will delve into various aspects of cybersecurity risk management, including risk assessment methodologies, the development of risk treatment strategies, and emerging trends and future challenges in the field. Emphasis will be placed on understanding the interconnectedness of technology, people, and processes in the context of risk management.				

Course name	Applied Cryptography and Data Security			Course code	IT 475
Course level/Year	7 / 4			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☒ Track	☐ Program
Pre-requirements	IT 370: Introduction to Cybersecurity				
Course description	This course is designed to equip students with the scientific foundations and mathematical skills for applying cryptographic algorithms to maintain data security. Topics include the dimensions of the cybersecurity problem, the history of cryptography and data encryption, standard cryptographic algorithms, ways of managing encryption keys, and implementing cybersecurity mechanisms for digital signature, entity and message authentication, message integrity, key management, and certification authority.				

Course name	User-Centered System Design			Course code	IT 485
Course level/Year	7 / 4			Credit hours	3
Course type	☐ Required	☒ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	Department approval				
Course description	The course focuses on the principles and practices of designing interactive systems, prioritizing user experiences and needs. Students will explore various methodologies as interviews, surveys, and usability testing, to gain a comprehensive understanding of user behavior and preferences. By applying user-centered design (UCD) principles throughout the development process, participants will learn to create personas, and user empathy maps that inform their designs. The course emphasizes the iterative nature of design, equipping students with the skills to develop effective, user-friendly systems that significantly enhance user satisfaction and engagement in real-world applications.				

Course name	Needs Assessment and Technology Evaluation				Course code	IT 491
Course level/Year	8 / 4				Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program	
Pre-requirements	CS/IT 390: Senior Project I					
Course description	This course provides students with the methodologies and tools required to conduct thorough needs assessments and evaluate various technologies for organizational purposes. Students will learn how to systematically identify and analyze business or operational needs, explore available technology solutions, and assess their suitability based on cost, functionality, scalability, and alignment with organizational goals. The course emphasizes decision-making processes, criteria for technology adoption, and the practical application of evaluation frameworks, ensuring students are capable of making informed recommendations for technology implementation in diverse settings.					

Course name	Senior Project II				Course code	CS/IT 499
Course level/Year	8 / 4				Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☐ Track	☒ Program	
Pre-requirements	CS/IT 498: Senior Project I					
Course description	The Senior Project II is a continuation and culmination of Senior Project I. Building on the foundation laid in Senior Project I, this course focuses on implementing, testing, and improving the solution proposed in the first phase to produce a fully functional system or solution. Students are expected to manage the final stages of their project, including coding, system integration, testing, documentation, and evaluation, while adhering to industry standards, professional ethics, and legal requirements. In addition, students present and defend their completed projects and submit a final report, demonstrating their ability to independently implement complex computing solutions					

Course name	Computer Forensics and Investigation			Course code	IT 478
Course level/Year	8 / 4			Credit hours	3
Course type	☒ Required	☐ Elective	☐ Department	☒ Track	☐ Program
Pre-requirements	IT 370: Introduction to Cybersecurity				
Course description	The course is designed to provide students with a comprehensive knowledge and skills of digital forensic principles. Topics include the collection, preservation, legal considerations, and analysis of digital evidence. It incorporates laboratory demonstrations using forensics tools to reinforce practical applications of digital forensic theory				

Course name	E-Business Technology			Course code	IT 492
Course level/Year	8 / 4			Credit hours	3
Course type	☐ Required	☒ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	Department approval				
Course description	This course offers a comprehensive exploration of e-business in the digital age, blending technical web development skills with strategic business concepts. Students will learn web technologies (HTML, CSS, JavaScript, PHP, SQL) and web security, while also mastering market analysis, supply and value chain management, and online payment and procurement systems. The course emphasizes practical applications in various sectors, analyzing opportunities, challenges, and risk management in the dynamic e-business landscape. It is tailored for students aiming to excel in both the technical and strategic areas of modern digital business.				

Course name	Special/Selected Topics			Course code	IT 495
Course level/Year	8 / 4			Credit hours	3
Course type	☐ Required	☒ Elective	☐ Department	☐ Track	☒ Program
Pre-requirements	Department approval				
Course description	This course provides an exploration of advanced and emerging topics in the field of information technology. Content varies based on current trends, faculty expertise, and industry requirements, allowing students to study cutting-edge areas not covered by the standard curriculum. The course encourages critical thinking, independent research, and problem solving, providing students with the opportunity to engage with specialized topics, new technologies, and contemporary challenges relevant to their professional growth. By the end of the course, students will have acquired advanced knowledge and skills applicable to real-world applications.				