

Student Excuses Guidelines



بيت الحكيم

Introduction

The University of Hafr Al-Batin strives to foster a culture of collaboration and communication among its students as well as to fortify the bonds between them and the university's staff, which includes faculty members and other staff members. The university recognized the significance of creating a declared bylaw in which the student understands the rules and directions for accepting student excuses, therefore it published this bylaw to safeguard this collaboration within the established frameworks. This manual also serves as assistance from the university's vice presidency for academic affairs in its efforts to achieve justice for all students by standardizing the processes for handling valid justifications from both male and female students across all schools and colleges.

Procedures for Accounting for Student Absences

- 1) The Student Excuses Committee/Preparatory Year meets once a week to discuss the applications submitted.
- 2) After carefully considering the requests and comparing them to the instructions in this handbook, the committee renders a decision on them, either approving or rejecting them.
- 3) For accreditation or direction, the committee refers the applications to the college's dean or year of preparation.
- 4) The Siwar Committee posts notices on the college bulletin board/preparatory year about all candidates who have been accepted or rejected.
- 5) The committee addresses the faculty members to take the required measures in line with what is followed in the case that the excuse is accepted.
- 6) Both male and female students whose justifications have been rejected have the opportunity to contest the committee's decision within a week of the day the advertising was published, providing they produce documentation to support their claim.
- 7) Following documentation and electronic approval, the committee archives the applications; a copy is preserved in the student's file.
- 8) At the conclusion of each semester, the committee submits a report to the dean of the college or preparatory year, and its effectiveness is periodically evaluated.

Second: General Instructions

1. The excuse must be delivered to the coordinator of the student excuses committee in the preparatory year to which the student belongs within a time frame not to exceed (10) working days from the date of the first day of absence, along with the delivery of all reports and approved excuses, and must be stamped with the seal of the authority issuing it. original.
2. Official supporting papers must be attached, and they must be authentic, comprehensive, and include seals and clear information.
3. If a student is unable to provide the reason themselves, they must designate a representative to do so on their behalf because excuses will no longer be accepted after the allotted time has passed.
4. If the approved excuse provided is accepted, the student's record will reflect a "excused absence" for the duration of the absence mentioned in the application.
5. Excused absences are included in a student's overall absence percentage. A student in the preparatory year is not permitted to participate in lectures, practical lessons, or the final test if his absence rate—with or without approved excuse—is 25% or higher. The undergraduate student is not permitted to participate in lectures or practical training. And if the proportion of absences, excused or not, is 33.33% or higher, from taking the course's final exam.
6. To verify the veracity of the report, the university's responsible authority will speak with the organization that provided it.
7. If the student's explanation is found to be untrue, the matter will be referred to the Student Behavior Control Committee, where the appropriate sanction—which may include final dismissal—will be applied. However, the university reserves the right to file a

criminal complaint and have the matter handled by the appropriate law enforcement agencies.

8. The Student Excuses Committee studies student absences in the college or preparation year, makes decisions about them, expresses opinions, and presents suggestions for approval to the dean of the college or preparatory year.
9. The applicant must check the college/preparatory year bulletin board to see the outcome of their application.
10. The committee addresses the faculty members to take the required measures in line with what is followed in the event that the excuse is accepted.
11. The student must maintain a copy of the approved excuse, and he or she is in charge of checking the course materials to make sure the approved excuse is made known to him and activated.

Third: Instructions for Medical Excuses

- 1) The student must produce the original medical report, which must be stamped with the seal of the organization producing the report and confirmed by the attending physician, the director of the entity, or his agent.
- 2) Students with serious and infectious illnesses, injuries sustained in accidents, and illnesses that necessitate hospitalization or prohibit them from attending class may utilize medical excuses.
- 3) The report must include the medical condition that falls under the categories listed in the preceding sentence, as well as the dates of arrival and departure from the medical facility.
- 4) Sick leave requests are not granted unless a thorough medical report showing that the student is hospitalized or otherwise unable to attend the institution is provided.
- 5) Visits to clinics, health facilities, and hospitals are not recognized as valid medical excuses.
- 6) Under the condition that the maximum excuse time is one day, medical reports from primary healthcare facilities linked with the Ministry of Health must be verified by health affairs in the area.
- 7) If the maximum excuse time is one day, medical reports from private centers and clinics must be verified by the region's health affairs.
- 8) Health affairs in the region shall certify medical reports from private hospitals and clinics, provided that the maximum time for an excuse is just three (3) days.
- 9) If a student visits one of their first-degree relatives (parents, grandparents, brothers, children, spouses, or great-grandparents) while they are hospitalized, they must bring documentation proving their presence and detailing the start and end of the visit

Fourth: Instructions for death-related excuses

- 1) First-degree (father, mother, grandfather, grandmother, brothers, children, and husband and wife) and second-degree (parents, grandparents, brothers, and grandchildren of the husband and wife) relatives are allowed for death-related excuses. Uncle or aunt, uncle or aunt, simply the third.
- 2) For a period of three days in first-degree relative death cases and one day in second- and third-degree relative death cases, an excuse for absence is acceptable. If not, an absence is assumed to be unjustified.
- (3) A copy of the death accident registration listing the accident date is required to be brought by the student.
- 4) The student must present documentation proving his relationship to the dead.
- 5) Guidelines for traffic, criminal, and security seizure accidents

A report approved by the appropriate authorities detailing the date and time of the accident must be submitted by the student in the event that they are engaged in a criminal or traffic accident or are placed in security custody.

- b) It must be demonstrated that the accident genuinely prevented the student from attending classes or taking tests in order for the excuse to be accepted.

Fifth: Instructions for students' activities-related excuses

- 1) The student must request permission from the Dean of Student Affairs and the Dean of the college to which he or she is associated in writing before attending the event (seminar, sporting event, cultural activity, etc.).
- 2) The student must provide the College Deanship with proof of his presence at the event and a synopsis of his involvement in the event in order to complete the processes for accepting an excused absence.

Sixth: Excuses that are not covered by this guideline

If the committee gets an explanation that isn't addressed in this guidance, it has the right to raise the suggestion it thinks is appropriate.

Excuse Form

Full Name:							Students Information
ID Number:		University ID:		Mobile:			
College:		Department:		Major:			
The Excuse Purpose ☐ Absence with excuse ☐ Redo a short or midterm exam ☐ Redo a Final Exam		Name of the excuse grantor		Reason for Absence ☐ Death Case ☐ Medical Excuse ☐ Traffic Accident ☐ Event Attendance ☐ detainee ☐ Others			Excuse Information
Brief description of the absence's reason:							
The end of the absence / /144		The beginning of the absence / /144		Absence days No. () days			
Is there an exam ☐ Yes ☐ No	Lecturer	Course Name	Course Code	Lecture time	Day	Absence Date	Missed Lectures Information
☐ Yes ☐ No							
☐ Yes ☐ No							
☐ Yes ☐ No							
☐ Yes ☐ No							
Before completing this form, the student must examine the guidelines and standards for providing reasons in the Student Excuses Guidelines.							General Instr
☐ Original / copy of the report stamped with the authority's seal ☐ Copy of University ID ☐ a printed out copy of the student's academic schedule from the Student Records System ☐ a copy of any supplementary documents related to the topic of the application							Attachments

I, the student whose information is presented above, certify that the information is accurate and that I am aware of the rules and regulations regarding the submission of student excuses. If it turns out that I was erroneous, I fully accept responsibility. Signature----- Date of application: / / 14 AH	إقرار								
In the meeting of the Student Excuses Committee No. () on / / 14 AH, the decision was made after consideration of the request filed by the student and verification of the attached documents: ☐ Disapproval of the student's excuse ☐ Approval of student's excuse Notes: <table border="0"> <tr> <td>Students' Excuses Committee Chairman</td> <td>Dean's approval</td> </tr> <tr> <td>Name: Dr.</td> <td>Name: Dr.</td> </tr> <tr> <td>Signature:</td> <td>signature:</td> </tr> <tr> <td>Date:</td> <td>Date:</td> </tr> </table>	Students' Excuses Committee Chairman	Dean's approval	Name: Dr.	Name: Dr.	Signature:	signature:	Date:	Date:	For official use
Students' Excuses Committee Chairman	Dean's approval								
Name: Dr.	Name: Dr.								
Signature:	signature:								
Date:	Date:								

The fields on this form must be fully filled out.

The original excuse form has to be preserved in the Excuses Committee files at the college the student attends.

In the event that the excuse is approved after official action has been taken on it, the student and faculty members whose names are listed on the application must utilize a sealed copy of the form.