



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Campus Life Department

POLICIES AND PROCEDURES

MANUAL 2013


TABLE OF CONTENTS

Item	Page Number
Campus Life Policies.....	6
New Student Orientation Policy.....	7
1. Student Packages.....	8
2. Departmental Participation in the Orientation Agenda	9
Code of Student Conduct	10
1. Acquaintance with Policies, Rules, and Regulations	10
2. Student Misconduct.....	10
3. Academic Misconduct.....	11
3.1 Statement of principle.....	11
3.2 Definition and Actions of Academic Misconduct.....	11
3.3 Procedures for Academic Misconduct.....	14
4. Behavioral Misconduct.....	18
4.1 Hazard Endangering Individual or Groups.....	18
4.2 Harassment Cause by Physical Abuse, Verbal or Mental Abuse.....	19
4.3 Dishonesty.....	19
4.4 Vandalism, Theft, and Asset Misuse.....	20
4.5 Disruptive Behaviors.....	21
4.6 General Policy Violations/General Rules/Dress Code/Smoke-Free Campus.....	22
4.7 Failure to Respond to University Officials.....	23
4.8 Violations of Privacy Rights.....	24
4.9 Violations of Laws of the Kingdom of Saudi Arabia.....	25
5. Procedures for the Administration of Discipline.....	25
5.1 Judicial Authority.....	25
5.2 Types of Violation Cases.....	26
5.3 Procedure of Charges and Disciplinary Actions.....	26
5.4 Grounds for Appeal.....	28
5.5 Disciplinary Sanctions.....	29
5.6 Interim Disciplinary Action.....	32
6. Student Life Record.....	32
6.1 Conduct Record.....	32
6.2 Activities Record.....	33
PMU Student Organizations and Activities.....	34

1. Student Organizations Values.....	34
2. Purposes.....	35
3. Initiating a PMU Student Organization.....	35
4. Criteria for Approval of Student Organization.....	36
5. Criteria for Declining Student Organization.....	37
6. Organization Review, Recertification, and Dismissal.....	38
6.1 Review Dismissal.....	38
6.2 Maintaining Certification.....	39
7. Reactivation of Organizations.....	40
8. Changing the Name of an Organization.....	40
9. Student Organizations' Advisor.....	40
9.1 Responsibilities of the Advisor.....	40
9.2 The Organizations Respond to the Advisor.....	41
9.3 Changing Advisors.....	42
10. Writing a Constitution.....	42
10.1 Mandatory Sections.....	42
10.2 Sample Constitutions.....	44
11. Conduct of Student Organizations.....	48
12. Campus Policies for Campus Organizations.....	49
12.1 Events and Activities	49
12.2 Sponsorships of Events.....	49
12.3 The use of Campus Facilities.....	50
12.4 Fundraising Guidelines Procedures of Student Organizations.....	50
12.5 Advising on Campus.....	52
12.6 Guest Speakers Invitations through Student Organizations.....	55
12.7 Organizations Finances.....	56
12.8 Organization Technology.....	57
Recreational Sports.....	59
1. Students Participation.....	59
1.1 Policies needed to Participate.....	59
2. Gym and Sports Court Use.....	60
2.1 General Rules	60
2.2 Behavior and Attire.....	61
2.3 Health / Safety Rules.....	61
2.4 Sports Equipment Rules.....	62

2.5 Lockers and Changing Rooms.....	63
2.6 Fitness Test and Fitness Lesson.....	63
3. Swimming Pool Use.....	64
3.1 General Rules	64
3.2 Behavior and Attire.....	65
3.3 Health / Safety Rules.....	66
3.4 Equipment and Diving Board Rules.....	67
3.5 Lockers and Changing Rooms.....	68
3.6 Swimming Safety.....	69
PMU Student Council.....	70
1. The General Cabinet.....	70
1.1 The Executive Board	71
2. The College Representatives Board	75
3. Qualification.....	76
3.1 Qualifications of Cabinet Members.....	76
3.2 Qualifications of the College Representatives.....	79
4. Meetings.....	80
5. Vacancies.....	80
6. Campaigns.....	81
7. Elections.....	82
8. Impeachment.....	83
9. Dissolution.....	84
10. General Rules and Bylaws.....	84
11. Amendments of Constitution and Bylaws.....	85
Student Trips and Travel.....	86
1. Local Field Trips.....	86
1.1 Request.....	86
1.2 Approval.....	87
1.3 Logistics.....	87
1.4 Reports.....	88
2. Local Travel.....	88
2.1 Request.....	88
2.2 Approval.....	88
2.3 Logistics.....	89
2.4 Reports.....	90

3. International Travel.....	90
3.1 Request.....	90
3.2 Approval.....	91
3.3 Logistics.....	91
3.4 Reports.....	92
Student Support Services.....	93
1. Student Residence Hall.....	93
1.1 Benefits of Campus Residence.....	93
1.2 General Housing Policy and Procedures.....	94
1.3 Operations of Residence Hall.....	95
1.4 The Role of Residence Halls in Student Development.....	96
1.5 Business Operation of Residence Halls.....	97
1.6 Transportation.....	97
1.7 Lockers.....	99
1.8 PMU Student Identification Card E Purse.....	101
Policy Acknowledgment and Disclaimer.....	102

STUDENT AFFAIRS POLICIES					
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Name of College/Dept./Unit</th> <th style="width: 50%;">Name of Dean/Director/Chair</th> </tr> <tr> <td style="text-align: center;">Campus Life Department</td> <td style="text-align: center;">Mr. Omar El Moussa</td> </tr> </table>	Name of College/Dept./Unit	Name of Dean/Director/Chair	Campus Life Department	Mr. Omar El Moussa
Name of College/Dept./Unit	Name of Dean/Director/Chair				
Campus Life Department	Mr. Omar El Moussa				
Person(s) Who Wrote the policy Campus Life Staff	Policy Version Code 2.0				
Date of Submission for Approval:					

CAMPUS LIFE POLICIES

A. Purpose of the Policy

PMU recognizes the importance of students' activities (co-curricular and extra-curricular) as an important part to enrich students' educational experience.

B. Policy Statement

Campus Life Policies exist as a framework for students to develop their talents, interests and core competencies namely their leadership, teamwork, communication, critical thinking, problem solving, technological and professional skills:

1. The following policies manage:


- 1.1 The relationship between the university and the students in a consistent way in line with the objectives and mission of PMU (orientation, rights and responsibilities, code of conduct, judicial affairs)

- 1.2** The relationship between the university and student organizations and activities in a consistent way in line the objectives and mission of PMU.

- 1.3** The housing and other supporting services such as transportation, lockers, identification card issuance.

Dean of Students' Approval

Rector's Approval

	STUDENT AFFAIRS POLICIES	
	Name of College/Dept./Unit	Name of Dean/Director/Chair
	Campus Life	Mr. Omar El-Moussa
Person(s) Who Wrote the policy	Policy Version Code	
Campus Life Staff	v2.0	
Date of Submission for Approval:		

NEW STUDENT ORIENTATION

C. Purpose of the Policy

This policy defines the components and standards of student's orientation at PMU. This includes new students, graduates and undergraduates, as well as targeted orientation programs tailored throughout the semesters to regulate topics of particular interest related to campus opportunities, code of conduct and others.

D. Policy Statement

Prior to the start of classes, an academic orientation is scheduled for all new students to acquaint them with the general academic university regulations, policies and services. Each college in the university also conducts an orientation to acquaint students with its specific regulations and the registration process at PMU. During orientation, the Department of Campus Life arranges an agenda in coordination with the various academic and support departments to provide an introduction to student's rights and responsibilities, as well as university life through campus tours and visits, meetings, lectures, demonstrations and other activities.

Attendance at these programs is mandatory for all new students. Student attendance and participation is noted in their files. All students are requested to sign the student handbook manual as a binding contract between PMU and the students, and the signature page is kept in the individual files in the Department of Campus Life. In case of

absence, additional sessions will have to be scheduled ensuring that each and every new student has signed the terms sheet of the contract with PMU.

1. Students receive a package that includes:


- 1.2** The Student Handbook (the compulsory signature page is completed and retrieved to be kept in the student file).
- 1.3** The Student ID Card, with terms and conditions.
- 1.4** The Academic Calendar.
- 1.5** The Student Schedule (students are oriented to reading their schedule (days, times, instructors), locating the classrooms prior to the beginning of classes; this can be demonstrated during the tours.
- 1.6** Guidelines and important tips document that clarifies math placement, add and drop, refunds, deadlines and requirements for services such as transportation, lockers, daycare, etc).
- 1.7** Book Coupons with clarification on terms and conditions.
- 1.8** IT guide including email account, Banner and blackboard account as well as other programs such as DynEd and Internet configuration (all clarified in the IT department section of the orientation). IT service form generated by the Registrar and attached to the student schedule.
- 1.9** Security Office documents (such as application to receive security sticker for personal vehicles).
- 1.10** PMU Bus Schedule, deadline, terms and conditions.
- 1.11** Welcome gifts and giveaways, pens and pads in a PMU orientation bag.

2. Departmental Participation in the Orientation Agenda:

- 2.1** Academic Departments: Prep and Core (Expectations, curriculum, syllabi, attendance, advisor, academic support, contact info)
- 2.2** Registrar (Guides, calendar, tips, important registration information, reading your schedule, changing your section, attendance policy)
- 2.3** Campus Life (Rights and Responsibilities, Code of Conduct, Campus opportunities and campus tour).
- 2.4** Healthcare and Counseling (Wellness, services, academic and personal support, programs, excuse letter terms and conditions, first semester survival tips).
- 2.5** LRC (Library and services).
- 2.6** IT (services and important applications).
- 2.7** Security (ID and security car sticker check)
- 2.8** Student Council (student voice, student to student tips, support, Q&A, tour)

Dean of Students' Approval

Rector's Approval

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	Campus Life	Mr. Omar El-Moussa
Person(s) Who Wrote the policy	Policy Version Code	
Campus Life Staff	2.0	
Date of Submission for Approval:		

CODE OF STUDENT CONDUCT

A. Purpose of the Policy

These policies are intended to define certain standards for expected behavior and conduct on campus. The policies ensure fairness, reinforce students rights and responsibilities and govern student to student, student to faculty and student to staff relations. University officials and the Student Council shall enforce the implementation of those policies in protection of the rights and wellness of every member of the PMU community.

B. Policy Statement

1. Acquaintance with Policies, Rules, and Regulations.

Each student at PMU is expected to be fully acquainted with and comply with all published policies, rules, and regulations of the university. Copies of these various policies and regulations are available on the PMU Web site and at various offices on campus. No student shall claim innocence on the grounds of ignorance.

2. Student Misconduct.

Each student is expected to act in a manner consistent with the university's function as an educational institution. This includes any off campus conduct which is likely to have an adverse affect on the university or on the educational process. No student or group of students acting in concert may willfully violate the following rules. All disciplinary reports and records for students will be

maintained by the Department of Campus Life while the student is enrolled in the university.

Student misconduct falls into various categories and has various levels of severity that will be determined by the hearing process and investigating officer.

The categories of misconduct for which one student or a group of students may be subject to disciplinary action include, but are not limited to:

3. Academic Misconduct

3.1 Statement of Principle

3.1.1 PMU is committed to a policy of honesty in all areas of academic affairs and expects students to pursue their academic endeavors with the values of honesty, integrity, and ethical responsibility.

3.1.2 Conduct that comprises a breach of this policy is termed academic misconduct and may result in academic action and/or disciplinary action. Academic action affects student assignments, examinations, or grades. Disciplinary action affects student enrollment status.

3.1.3 Academic misconduct includes, but is not limited to cheating, plagiarism, assisting another in cheating or plagiarism, and unauthorized collaboration. The violations of student academic behavior standards on the undergraduate and graduate level will be governed by the sanctions listed in Section III of this policy, implemented by the academic department, and executed by the Division of Student Affairs.

3.2 Definitions and Actions of Academic Misconduct

3.2.1 Actions of academic misconduct include but are not limited to:

3.2.1.1 Cheating: Using/copying/falsifying any material that is not your own deliberately and in a manner that is not authorized by the instructor of the course. This form of

academic misconduct includes but is not limited to:

- 3.2.1.1.1** Copying /Using or attempting to copy from/use another's paper, examination, report, file, or any other unauthorized material during an academic exercise without the expressed permission of the course instructor.
- 3.2.1.1.2** Allowing another to copy/use material from you in an authorized manner during an examination or any other academic exercise.
- 3.2.1.1.3** Possessing and/or accessing unauthorized materials before and/or during an examination or other academic exercise including but not limited to textbooks, computers, cell phones, calculators, etc.
- 3.2.1.1.4** Selling notes, handouts, or any other university materials without authorization or using them for any commercial purpose without the express written permission of the University.
- 3.2.1.1.5** Purchasing assignments, examinations, handouts, or any other university material.
- 3.2.1.1.6** Changing a grade or answer on an assignment or examination that has already been graded and resubmit for a new grade or changing a grade to another on any academic document or form; falsifying an academic document
- 3.2.1.1.7** Fabrication or falsifying a report/document. Creating or knowingly adding incorrect data or citation to an academic document.

3.2.1.2 Plagiarism: Another's work is deliberately used or appropriated without proper indication of the source,

thereby attempting to convey the impression that such work is the student's own. This form of academic misconduct includes but is not limited to:

3.2.1.2.1 Combining text or visuals from various sources into one document without proper citation of the sources and submitting as original work; 'cutting' and 'pasting' or piece plagiarism

3.2.1.2.2 Taking the work or concept of another author/creator without citing the original source.

3.2.1.2.3 Changing a few words in a sentence from a source without changing the structure and not citing the source.

3.2.1.2.4 Using pictures, statistics, charts, graphs, or other visuals from the Internet, book, journal, or other reference materials without citing the source.

3.2.1.2.5 Using direct quotations without citing the source.

3.2.1.3 **Unauthorized collaboration:** working with others in a way that is not allowed or authorized by the instructor or university. This form of academic misconduct includes but is not limited to:

3.2.1.3.1 Communicating to or with another through written, visual, electronic or oral means in an academic exercise not authorized by the instructor.

3.2.1.3.2 Working collaboratively either with a fellow student or with a person/group outside of PMU on an academic project, examination, or assignment that has not been authorized by the instructor.

Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

Safe assign

As of Fall 2011, PMU has integrated a program via Blackboard called Safe assign. Safe assign checks documents in many locations including the PMU institutional database, Blackboard Global Reference database from around the world, Proquest ABI/Inform database and many others. The program generates a report and highlights the students' work that matches any allegedly copied material from the database. It is strongly recommended to use this program (for .doc/.docx, .txt, .rtf, .pdf, and .html documents) along with other traditional means to promote proper academic conduct. **All reports of plagiarism involving documents must be accompanied by the Safe assign report whether or not the report shows plagiarism.**

3.3 Procedures for Academic Misconduct

If academic misconduct is suspected and proven, the first determination will be the seriousness of the action: minor or major. For each the procedures will be as follows:

3.3.1 Minor--Offenses that are minor in nature or that of a first-time offense. Offenses of this type include but are not limited to:

3.3.1.1 Plagiarism (*part or whole*)—1st time offense

3.3.1.2 Copying work from another student or source (electronic or other)—1st time offense

3.3.1.3 Aiding another student to copy, cheat or plagiarize—1st time offense.

3.3.1.4 Any other action deemed 'minor' by the course instructor and department.

3.3.2 Procedures:

3.3.2.1 The faculty member will discuss the suspected action with the student within 5 working days of the alleged offense. The instructor shall give the student the opportunity to respond.

3.3.2.2 If the faculty member is satisfied with the student's defense, then no further investigation is warranted. The case ends at this point.

3.3.2.3 If the faculty member continues to believe a violation of academic behavior has occurred, s/he will contact the Division of Student Affairs to check if there is a prior academic misconduct report. If no, the faculty member will proceed with the incident as a minor offense and move on to step 4. If yes, the faculty member will proceed with the report and procedures for major offenses. The faculty member will notify the Chair or Associate Chair within 3 working days of meeting the student in writing via the 'academic misconduct report.' All documents/evidence of proof will be submitted at this time.

3.3.2.4 Once notified, the student will be asked to meet with the faculty member and Chair or Associate Chair if necessary for further explanation or can submit a written report of the incident within 3 working days.

3.3.2.5 If determined there was an action of academic misconduct, the instructor and Chair or Associate Chair can decide upon the proper penalty depending upon the offense in collaboration. The 'academic misconduct report' (see attachment) will be sent to the Office of Student Affairs to be put in the student's file as a record of first offense.

3.3.3 **Recommended penalties for first time or minor offense:***(faculty member can exercise discretion on the below recommendations):*

- 3.3.3.1 Plagiarism—no resubmission as per determined by the faculty or resubmission for a reduced grade.
- 3.3.3.2 Copying work from another student—no resubmission as per determined by the faculty member or resubmission for a reduce grade.
- 3.3.3.3 Aiding another student to copy, cheat, or plagiarize—no or resubmission of that or another equivalent work for a reduced grade.

All reports of minor offenses will be kept in the student’s file until the final semester. Reports will be removed from the graduate’s file.

3.3.4 Major-offenses that is major in nature including 2nd time offenses of academic misconduct and offenses of a serious nature. Offenses of this type include but are not limited to:

- 3.3.4.1 Plagiarism (*part or whole*)—2nd offense and further
- 3.3.4.2 Copying work from another student or source (*electronic or other*)—2nd offense and further
- 3.3.4.3 Aiding another student to copy, cheat, or plagiarize—2nd offense and further
- 3.3.4.4 Buying or selling unauthorized academic materials from a third party
- 3.3.4.5 Cheating during an exam
- 3.3.4.6 Two or more incidences of minor offenses.
- 3.3.4.7 Any other offense deemed ‘major’ by the course instructor and department.

3.3.5 Procedures:

- 3.3.5.1** The faculty member will discuss the suspected action with the student within 5 working days of the alleged offense. The instructor shall give the student the opportunity to respond.
- 3.3.5.2** If the faculty member is satisfied with the student's defense, then no further investigation is warranted. The case ends at this point.
- 3.3.5.3** The faculty member will contact the Division of Student Affairs to check the file of the student to see if a prior report has been filed. Two minor offenses immediately falls in the 'major offense' category.
- 3.3.5.4** If the faculty member continues to believe a violation of academic behavior has occurred, s/he will notify the Chair or Associate Chair within 3 working days of meeting the student in writing via the 'academic misconduct report.' All documents/evidence of proof will be submitted at this time.
- 3.3.5.5** The Dean of the College/program in which the action occurred will be notified by the Chair or Associate Chair within 3 working days of receiving the report and will receive a copy of the report and all supporting documents. The student's major Dean (if different than the course Dean) will also be sent a copy of the report and all supporting documents from the department in which the action occurred.
- 3.3.5.6** The course instructor, the Chair or Associate Chair, and the Dean will meet within 5 working days of notification of all

parties with the student present for her/his explanation.

3.3.5.7 If found that a routine major offense occurred, the Dean of the course in which the offense occurred in collaboration with the Chair or Associate Chair will recommend a penalty.

3.3.5.8 In serious cases deemed necessary by the Dean of the course involved or subsequent offenses which would include strong penalties such as recommendation of expulsion or academic probation, there will be committee formed to recommend a penalty. This committee will be composed of the Dean in the college in which the offense occurred, the student's major Dean (if different) and the Dean/Director of the Division of Student Affairs.

3.3.5.9 In the serious cases as described above, the Vice Rector for Academic Affairs or Associate Vice Rector-Female Campus will confirm the penalty.

3.3.5.10 The 'academic misconduct report' will be filed in the Office of Student Affairs in the student's file along with all supporting documents.

3.3.6 Recommended penalties for major offenses:

3.3.6.1 Plagiarism (*part or whole*)—2nd time offense—a 0 assigned with no possibility for resubmission. Subsequent offenses will receive a stricter penalty.

3.3.6.2 Cheating during an exam—first time offense—a 0 assigned for the exam. Subsequent offenses could receive a failing grade for the course or expulsion from the university.

3.3.6.3 If determined serious enough, academic probation, several-day expulsion or permanent expulsion from the university may occur.

3.3.6.4 All reports of major offenses will remain in the student's file until graduation.

4. Behavioral Misconduct

4.1 Hazard Endangering Individuals or Groups

4.1.1 Engaging in conduct that significantly endangers the health or safety of other persons, including members of the university community or visitors on campus.

4.1.2 The use of materials, products, devices and/or engaging in practices that threaten the health, safety and/or lives of individuals or groups.

4.1.3 Sanctions Inflicted (*one or a combination of the following*):

4.1.3.1 First Offense :

4.1.3.1.1 Minor Hazards: Letter of Reprimand, Warning Letter, Commitment Letter, Formal Apology Letter.

4.1.3.1.2 Major Hazards: Warning Letter, Commitment Letter, Formal Apology Letter, Community Service, Compulsory Counseling Program, Grade Reduction, Publicized Sanction.

4.1.3.2 Second Offense:

- 4.1.3.2.1** Minor Hazards: Compulsory Counseling Program, Community Service
- 4.1.3.2.2** Major Hazards: Disciplinary Probation, Record Hold, Loss of Privileges, Failing a Course, Grade Reduction, Disciplinary Suspension, Disciplinary Dismissal, Expulsion, Permanent Record, Publicized Sanction.
- 4.1.3.2.3** Aggravating Factors: Combination with other infractions, careless attitude, disrespect to disciplinary system and investigations. All aggravating factors increase the level of sanctions inflicted and may require combination of sanctions.

4.2 Harassment Caused by Physical, Verbal or Mental Abuse

4.2.1 Harassment by which the individual intentionally threatens, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against a faculty member, staff member, a currently enrolled student, or prospective students and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient, or threaten him/her, her family members or any other member of the PMU community.

4.2.2 Sanctions Inflicted(*one or a combination of the following*):

4.2.2.1 First Offense: Apology Letter, Commitment Letter, Loss of Privileges, Course Withdrawal, Course Failure, Record Hold, Community Service, Grade Reduction, Counseling Program, Disciplinary Probation,

4.2.1.2 **Second Offense:** Disciplinary Suspension, Disciplinary Dismissal, Expulsion, Publicized Sanction, Permanent Record.

4.2.1.3 **Aggravating Factors:** Combination with other infractions, careless attitude, disrespect to disciplinary system and investigations. All aggravating factors increase the level of sanctions inflicted and may require combination of sanctions.

4.3 Dishonesty

4.3.1 Forging, altering, or misusing university documents, forms, or records in order to obtain an otherwise unearned benefit.

4.3.2 Forging, altering, or misusing documents, forms or records issued from official institutions such as schools, universities, hospitals or associations in order to obtain an otherwise unearned benefit.

4.3.3 Sanctions inflicted(*one or a combination of the following*):

4.3.3.1 **First Offense:** Denial of the unearned benefit, Apology Letter, Commitment Letter, Disciplinary Probation, Loss of Privileges

4.3.3.2 **Second Offense:** Denial of the unearned benefit, Disciplinary Suspension, Disciplinary Dismissal, Grade Reduction, Course Failure, Publicized Sanction.

4.3.3.3 **Aggravating Factors:** Combination with other infractions, careless attitude, disrespect to disciplinary system and investigations. All aggravating factors increase the level of sanctions inflicted and may require combination of sanctions.

4.4 Vandalism, Theft and Assets Misuse

4.4.1 Stealing, destroying, defacing, damaging, or misusing university property.

4.4.2 Stealing, destroying, defacing, damaging, or misusing property belonging to another member of the university community.

4.4.3 Sanctions Inflicted(*one or a combination of the following*):

4.4.3.1 **First Offense:** Apology Letter, Commitment Letter, Loss of Privileges, Restitution , Community Service

4.4.3.2 **Second Offense:** Disciplinary Probation, Course Withdrawal, Course Failure, Restitution and Monetary Fine, Disciplinary Dismissal, Expulsion, Permanent Record.

4.4.4 Unauthorized entry into a university building or facility, or the unauthorized possession of university building access control devices.

4.4.5 Sanctions Inflicted(*one or a combination of the following*):

4.4.5.1 **First Offense:** Warning Letter, Apology Letter, Commitment Letter, Loss of Privileges, Disciplinary Probation, Community Service

4.4.5.2 **Second Offense:** Disciplinary Probation, Disciplinary Suspension, Monetary Fine, Disciplinary Dismissal.

4.4.6 Use of university buildings, facilities, equipment, or resources for unauthorized purposes.

4.4.7 Sanctions Inflicted(*one or a combination of the following*):

4.4.7.1 **First Offense:** Warning Letter, Apology Letter, Commitment Letter, Loss of

Privileges, Disciplinary Probation, Community Service

4.4.7.2 Second Offense: Disciplinary Probation, Course Withdrawal, Course Failure, Restitution and Monetary Fine, Disciplinary Suspension, Expulsion, Publicized Sanction, Permanent Record.

4.4.7.3 Aggravating Factors: Combination with other infractions, careless attitude, disrespect to disciplinary system and investigations. All aggravating factors increase the level of sanctions inflicted and may require combination of sanctions.

4.5 Disruptive Behaviors

4.5.1 Disorderly conduct on university-Intentionally engaging in a disruptive activity or disrupting a lawful assembly on the university campus.

4.5.2 Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of a present, past, or future emergency that is known to be false or baseless and that would: (1) ordinarily cause action by an official or unit organized to respond to such emergencies, (2) place a person in fear of imminent serious bodily injury, or (3) prevent or interrupt the occupation of a building, room, or other facility.

4.5.3 Owned or university-controlled property or at a university-sponsored or supervised function that inhibits or interferes with the educational responsibility of the university.

4.5.4 Sanctions Inflicted(*one or a combination of the following*):

4.5.4.1 First Offense: Warning Letter, Apology Letter, Publicized Sanction, Loss of Privileges, Monetary Fine, Course Withdrawal, Course Failure, Record Hold, Counseling Program, Community Service.

4.5.4.2 **Second Offense:** Disciplinary Suspension, Disciplinary Dismissal, Expulsion, Publicized Sanction, Permanent Record.

4.5.4.3 **Aggravating Factors:** Combination with other infractions, careless attitude, disrespect to disciplinary system and investigations. All aggravating factors increase the level of sanctions inflicted and may require combination of sanctions.

4.6 **General Policy Violations/General Rules/Dress Code/Smoke-free Campus**

4.6.1 Violation of any university rule, policy, order, or regulation.

4.6.2 Violation of cultural and educational values including dress code and smoke free campus policy.

4.6.3 The female Dress Code implemented at PMU is in line with the Saudi cultural values and states the following:

Inside the Women’s Campus:

4.6.3.1 ALL female community members are expected to observe the cultural norms of the society.

4.6.3.2 Clothing should be modest and should not draw attention to aspects of the body.

4.6.3.3 Clothing can include slacks, pant suits and skirts, which are conservative in design.

4.6.3.4 Tops should not allow cleavage or upper arms to be seen.

4.6.3.5 Extreme dying of hair is to be avoided.

4.6.3.6 Extreme visible body piercing is not allowed.

4.6.3.7 Wearing exaggerated jewelry is discouraged

4.6.3.8 Foot ware can be both comfortable and fashionable but in keeping with a university professional environment.

4.6.3.9 Abayas may be worn inside the Women’s Campus.

4.6.3.10 The cultural and religious traditions of each faculty member will always be respected.

Outside the Women’s Campus Buildings/inside the university

When present in outdoor areas, green zones, library and other similar with possible external exposure to male faculty, workers, drivers, etc... Females are expected to wear *abayas and headscarves in line with the cultural and religious values of KSA.*

4.6.4 The male Dress Code implemented at PMU is in line with the Saudi cultural values and states the following:

4.6.4.1 ALL male community members are expected to observe the cultural norms of the society.

4.6.4.2 Clothing should be modest and conservative in design

4.6.4.3 Extreme dying of hair is to be avoided.

4.6.4.4 Body piercing is not allowed.

4.6.4.5 Wearing exaggerated accessories is discouraged

4.6.4.6 Foot ware can be both comfortable and fashionable but in keeping with a university professional environment.

4.6.4.7 The cultural and religious traditions of each faculty member will always be respected

4.6.5 Failure to meet financial obligations to the university.

4.6.6 Violation of any campus residential living facility.

4.6.7 Any attempt to commit any of the prohibited acts.

4.6.8 Violation of any university policy relating to electronic network facilities such as campus computer networks and the Internet.

4.6.9 Sanctions Inflicted(*one or a combination of the following*):

4.6.9.1 First Offense: Warning Letter, Apology Letter, Commitment Letter, Loss of Privileges, Community Service, Record Hold, Counseling Program.

4.6.9.2 Second Offense: Disciplinary Probation, Course Withdrawal, Course Failure, Monetary Fine, Counseling Program, Community Service, Disciplinary Suspension, Disciplinary Dismissal, Expulsion, Publicized Sanction, Permanent Record.

4.6.9.3 Aggravating Factors: Combination with other infractions, careless attitude, disrespect to disciplinary system and investigations. All aggravating factors increase the level of sanctions inflicted and may require combination of sanctions.

4.7 Failure to Respond to University Officials

4.7.1 Failure to comply with the direction of a university official acting in the performance of his or her duties.

4.7.1.1 Failure to respond to an official summons, or to appear at the office of a university official within the designated time.

4.7.2 Giving a false or fictitious address to a university official.

4.7.3 Providing intentionally misleading information to university officials.

4.7.4 Sanctions Inflicted(*one or a combination of the following*):

4.7.4.1 First Offense: Letter of Reprimand, Letter of Commitment, Apology Letter, Loss of Privileges, Disciplinary Probation.

4.7.4.2 **Second Offense:** Disciplinary Probation, Course Withdrawal, Counseling Program, Community Service, Grade Reduction, Publicized Sanction.

4.7.4.3 **Aggravating Factors:** Combination with other infractions, careless attitude, disrespect to disciplinary system and investigations. All aggravating factors increase the level of sanctions inflicted and may require combination of sanctions.

4.8 **Violations of Privacy Rights**

4.8.1 Use of cameras of any type to take photo or video shoot of individuals or groups without their knowledge or consent.

4.8.2 Use of any type of cameras to take photo or video shoot of individuals or groups on the female campus facility and vicinity.

4.8.3 Use of any type of recording devices to record voice or discourse of groups or individuals without their knowledge and consent.

4.8.4 Unauthorized access to individuals or group records, or attempts to illegally obtain confidential information about individuals or groups.

4.8.5 Sanctions Inflicted (one or a combination of the following):

4.8.5.1 **First Offense:** Warning Letter, Public Apology Letter, Commitment Letter, Confiscated Device, Community Service,

Disciplinary Probation, Counseling Program, Publicized Sanction.

4.8.5.2 **Second Offense:** Counseling Program, Disciplinary Dismissal, Publicized Sanction, Compensation and Monetary Fine, Expulsion, Permanent Record.

4.8.5.3 **Aggravating Factors:** Combination with other infractions, careless attitude, disrespect to disciplinary system and investigations. All aggravating factors increase the level of sanctions inflicted and may require combination of sanctions.

4.9 **Violations of Laws of the Kingdom of Saudi Arabia**

4.9.1 Commission of an act which would violate the laws of the Kingdom of Saudi Arabia.

4.9.2 Commission of an act which would violate the laws of the Ministry of Higher Education such as smoke free campus policy, privacy policy, electronic abuse, harassment threat or any such electronic harm on telephone, computer or social networks.

4.9.3 Engagement in any form of unlawful activities that directly or indirectly harm the university reputation.

4.9.4 Sanctions Inflicted(*one or a combination of the following*):

4.9.4.1 **First Offense:** Disciplinary Suspension, Counseling Program, Community Service, Loss of Privileges.

4.9.4.2 **Second Offense:** Disciplinary Dismissal, Degree Deferral, Record Hold, Denial or Non-Recognition of Degree, Permanent Record, Expulsion.

4.9.4.3 **Aggravating Factors:** Combination with other infractions, careless attitude, disrespect to disciplinary system and

investigations, police record, incarceration. All aggravating factors increase the level of sanctions inflicted and may require combination of sanctions.

5. Procedure for the Administration of Discipline

5.1 Judicial Authority

The Director of Campus Life shall have the primary authority and responsibility for the administration of student discipline at PMU and for investigating allegations that a student has violated university rules, regulations, or specific orders issued by an administrative official of the university.

5.2 Types of Violation Cases

5.2.1 Flagrant Misconduct: this type of misconduct is identified in cases where students are caught in the act of violation in a public setting and/or the presence of a university official. This type requires no investigation prior to issuing a “Statement of Charges”, and the accusation is non revocable, but the sanctions inflicted remain appealable.

Cases Requiring Investigation: this type of misconduct is identified in cases where individual/group responsibility is undetermined, and requires investigation into establishing evidence. This type of cases is appealable at both the levels of “Statement of Charges”, and the sanctions inflicted.

5.3 Procedure for Charges and Disciplinary Actions

5.3.1 The Director of Campus Life, hereinafter referred to as the “investigating officer,” will:

- 5.3.1.1** Investigate reports of alleged violations of university regulations normally received in an "Incident Report Form".
- 5.3.1.2** If the investigating officer determines that there is no sufficient evidence to believe that a violation of university regulations has occurred and that a known student or groups of students have been involved in the violation, the investigating officer will close the case and the complaint will not be pursued.
- 5.3.1.3** If the investigating officer determines that there is sufficient credible evidence to believe that a violation of university regulations has occurred and that a known student or group of students may have been involved in the violation, the investigating officer will prepare a formal "Statement of Charges" listing the specific alleged violations against each student involved. This statement will be sent to the student by email, mail, or through a request for pick-up by phone or SMS. PMU considers the student notified and informed through any of the above means.
- 5.3.1.4** During the subsequent investigation, if the student is available, the investigating officer will give the student the opportunity to explain the incident and to challenge any of the evidence presented in a formal hearing process where other individuals may be called to form a committee if need be. If the investigating officer/committee concludes that the student has, by a preponderance of the credible evidence, violated a university regulation, the investigating officer will inform the student of the decision and the sanction imposed through a formal "Notification of Misconduct Action" that will be sent to the student by email, mail, or through a request for pick-up by phone or SMS. PMU considers the student notified and informed through any of the above means.

5.3.1.5 If the student accepts the investigating officer's/committee's decision, the student will sign a statement accepting the decision and the designated sanction becomes effective.

5.3.1.6 If the student does not accept the investigating officers/committee's decision on either the determination that the student committed the violation or on the disciplinary sanction to be imposed, the student may request an appeal wherein the case will be reviewed by the Dean of Students. The student must clearly indicate whether he or she is appealing the determination of guilt or the proposed sanction, clearly stating the grounds for the appeal. If the student appeals the determination of guilt and the Dean upholds the finding of guilt, then the Dean of Students will assess the disciplinary sanction.

Written notice of the appeal must be received by the Dean of Students within five class days after the decision by the investigating officer.

5.3.1.7 If the student accepts the Dean of Students' decision, the student will sign a statement accepting the decision and the designated sanction becomes effective.

5.3.1.8 If the student does not accept the Dean of Students' decision on either the determination that the student committed the violation or on the disciplinary sanction to be imposed, the student may request an appeal wherein the case will be reviewed by the University Rector. The student must clearly indicate whether he or she is appealing the determination of guilt or the proposed sanction, clearly stating the grounds for the appeal. If the student appeals the determination of guilt and the Rector upholds the finding of guilt, then the Rector will assess the disciplinary sanction.

Written notice of the appeal must be received by the Dean of Students within five class days after the decision by the investigating officer.

The Rector's decision is final and binding to all.

5.4 **Grounds For Appeal**

5.4.1 An appeal is not simply a rehearing of the original case. It must be based on one of the following criteria:

5.4.1.1 Whether or not the student was afforded a fair hearing. A fair hearing includes notice of the alleged misconduct and an opportunity to present evidence and to challenge evidence presented by the university.

5.4.1.2 Whether or not new evidence is to be introduced that was not available at the time of the original investigation.

5.4.1.3 Whether or not the finding of guilt was supported by the evidence.

5.4.1.4 Whether or not the sanction assessed was appropriate to the offense.

Both parties, at the discretion of the Dean of Students, may submit oral or written statements to support their positions. The Dean of Students may uphold, reject, or modify the original decision, or order that the matter be returned to the investigating officer for reconsideration. The Dean of Students shall respond to the appeal within ten business days after all documentation was received and all testimony heard, or he may postpone a decision for good cause.

The investigating officer has the responsibility of presenting the case on behalf of the university by going forward with the evidence and the responsibility of proving the charges by the greater weight of the

credible evidence. The appeal shall be conducted in accordance with procedures adopted by the university that assures that both parties (the university and the accused student) the following minimal rights:

- i. Both parties will exchange lists of witnesses, expected witness testimony, and copies of any documents to be introduced at least five class days prior to the appeal.
- ii. Each party shall have the right to appear and present evidence in person and to be advised during the appeal by a designated representative or counsel of choice.
- iii. The appeal may proceed notwithstanding the accused student's failure to appear.
- iv. Both parties shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. All questions shall be limited to relevant evidence.
- v. The hearing will be recorded (either audiotape or videotape).

5.5 Disciplinary Sanctions

PMU considers sanctions to any type of misconduct as a valuable learning opportunity for the student. Sanctions therefore should be accompanied with a rationale that encourages self discipline in the future and if necessary, with the involvement of counseling support for the benefit of the student.

The investigating officer, or the Dean of Student Affairs in appeal cases, shall render a decision as soon as practicable as to the guilt or innocence of the accused student and shall, if necessary, assess a sanction or sanctions including, but not limited to:

5.5.1 Formal Letters

5.5.1.1 Including Written Reprimand, Warning Letter, Formal Apology Letter, and Commitment Letter.

5.5.2 Loss of Privileges

- 5.5.2.1 Cancellation of a campus housing contract.
- 5.5.2.2 Prohibition from representing the university in any special or honorary role.
- 5.5.2.3 Removal from a student organization office or ineligibility to hold office for a specified period of time.
- 5.5.2.4 Suspension of designated campus rights and privileges for a specified period of time, including access to campus electronic network facilities and participation in extracurricular or student activities.

5.5.3 Counseling Programs

- 5.5.3.1 Collective Programs or compulsory schedule of counseling sessions at the end of which the counselor assessment of the student behavior is essential towards restoring the good conduct standing and removal of sanctions.

5.5.4 Academic Sanctions

- 5.5.4.1 A requirement that the student complete a special project that may include such tasks as writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite period of time.
- 5.5.4.2 Withdrawing from a course with a grade of W, F, or WF.
- 5.5.4.3 Failing or reduction of a grade on a test or in a course, and/or retaking of the test or course
- 5.5.4.4 Denial or non-recognition of a degree.

5.5.5 Restitution and Monetary Fines

5.5.5.1 Restitution for damage or misappropriation of university, student, or employee property.

5.5.5.2 Monetary fines as determined by the Department of Campus Life in reference to the severity of the offense.

5.5.6 Community Service

A number of hours worked during an academic year, or part of an academic year intended to allow student reflection on the misconduct and encouraging the culture of voluntarism and service.

5.5.7 Record Hold

5.5.7.1 Withholding of a transcript or a degree.

5.5.7.2 Withholding registration

5.5.7.3 Withholding grades for a specific semester.

5.5.8 Probation, Suspension, Dismissal, Expulsion

5.5.8.1 Disciplinary probation imposed for a definite period of time. Disciplinary probation carries with it the stipulation that additional violations of university regulations during the probationary period may result in more stringent sanctions.

5.5.8.2 Suspension from the University for a Specified Period of time. During suspension, the student shall not attend classes or participate in any university campus activities.

- 5.5.8.3 Dismissal from the university. A dismissed student is not allowed to re-enroll in the university for an indefinite period of time, but may be considered for readmission at some future date.
- 5.5.8.4 Expulsion from the university. An expelled student is not eligible for readmission to the university at any time.
- 5.5.8.5 Bar against readmission.
- 5.5.8.6 No student who has been suspended, dismissed, or expelled for disciplinary reasons shall be permitted on the campus of the university during the period of such suspension, dismissal, or expulsion without the prior written approval of the Dean of Students.

5.6 Interim Disciplinary Action

The Dean of Students or the Rector of the university may take immediate interim disciplinary action, including suspension from the university, pending a hearing against a student for violation of a rule or regulation of the university when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. The Director of Campus Life must hold the initial investigation meeting within ten class days following the imposition of the interim disciplinary action.

6 Student Life Record

The Student Life record consists of two parts, both of which are maintained by the Dean of Students.

6.1 Conduct Record

6.1.1 This record is created only in the event that a student is reported to have committed a violation of College rules. It includes:

6.1.1.1 The information related to the violation including who made the charge

6.1.1.2 Written evidence and testimony

6.1.1.3 Disposition of the case and sanctions which were applied

Campus officials may access this record only on a “need to know” basis and will keep this information confidential. The Dean of Students will be responsible for determining who on the campus will have access to the student conduct record. No information from this record may be released outside the university without the written consent of the student or his or her parent or guardian. Upon written request by a government official, the Rector may release a conduct record and provide a copy of the release to the student. A copy of the conduct record may be provided to a student or his or her parent or guardian at their request.

6.2 Activities Record

A student may elect to establish an optional co-curricular activities record with the Dean of Students. This record would document his/her involvement in:

6.2.1 University organizations and activities

6.2.2 Leadership positions


6.2.3 Volunteer service to groups and/or the university

6.2.4 Other out-of-class activities

The student may submit any or all activities and can determine the contents of the record. The Dean of Students will determine who on the campus will have access to this record, and officials will keep this information confidential. The record may not be released without the permission of the student or the student's family.

Dean of Students' Approval

Rector's Approval

STUDENT AFFAIRS POLICIES		
	Name of College/Dept./Unit Campus Life	Name of Dean/Director/Chair Mr. Omar El-Moussa
Person(s) Who Wrote the policy Campus Life Staff		Policy Version Code 2.0
Date of Submission for Approval:		

PMU STUDENT ORGANIZATIONS AND ACTIVITIES

A. Purpose of the Policy

The following policies manage the relationship between PMU and the student organizations on and off campus, student activities and student events. They also define guidelines of those organizations' rights and responsibilities, roles and expected conduct to represent the student body. The policies also ensure the students right to manage those organizations and their obligation to do so in ways that meet the standards and expectations of PMU as an institution.

B. Policy Statement

1. Student Organizations Values

Student Organizations at PMU serve the mission of the University by providing valuable learning opportunities to students and contributing to student personal growth and development. Student organizations shall set educational directions and encourage and promote values such as friendships, scholarship, respect, cultural awareness, financial responsibility, commitment, social development and community service- eliminating practices that suggest physical harmfulness, humiliation, intimidation and physical or mental harassment.

Any act which is in violation of the University's Student Code of Conduct leads to disciplinary action as stipulated in the Student Handbook.

2. Purpose

2.1 Participating in student organizations is an opportunity for every student to gain:

2.1.1 new experiences, new friends and new opportunities;

2.1.2 a strong sense of pride, accomplishment and self-esteem;

2.1.3 enhanced teamwork skills but increased independence;

2.1.4 a strong sense of commitment and responsibility;

2.1.5 managerial skills and decision-making abilities;

2.1.6 visibility in the community;

2.1.7 personal and professional growth;

2.1.8 unique opportunities to build relations and share experiences with experienced faculty and staff;

2.1.9 skills to deal with challenges, obstacles and life situations;

2.1.10 a strong sense of loyalty and belonging from participating in community service.

3. Initiating a PMU Student Organization

To initiate a Student Organization, students should consult “The Student Organization Start-up Kit” materials from the Department of Campus Life, at the Division of Students Affairs offices. Applicants must fill up the application and submit the required completed materials to the Department of Campus Life during a fall or spring semester.

This process will not be considered during the summer semester. For each semester the deadline can be verified with the Department of Campus Life. This will be a strict date beyond which no application will be considered.

3.1. Initiation Process

- 3.1.1.** Secure the “Advisor Form” from a faculty or staff member agreeing to serve as advisor to the group. Advisors are PMU faculty or staff members with relevant experience and background. The advisor or co-advisor, if he/she should become unable to continue, commits to notify the Division of Student Affairs.
- 3.1.2.** Secure the Student Organization Application filled by a minimum of 7 full-time students who have a minimum GPA of 2.0. Names must be typed with student signatures and PMU ID number.
- 3.1.3.** Non-Saudi Students participating in Sports Organizations must submit a proof of insurance.
- 3.1.4.** Provide an electronic copy of the organization constitution and bylaws.

The Department of Campus Life staff review the application and the constitution, and communicate the decision to the students after consultation with the Dean of Students upon his review of the certified/recertified clubs for each semester. This process is allocated five (5) working days.

4. Criteria for Approval of Student Organization

Criteria for approval of a student organization include but are not limited to the following:

- 4.1** A duly filled application describing the organization;

- 4.2 A constitution and bylaws indicating the purposes and goals of the organization with a cover letter signed by the students and the faculty/staff advisor;
- 4.3 Newly proposed organization does not duplicate existing organizations;
- 4.4 Newly proposed organization has explicit goals and purposes that are in line with the philosophy of the University and reflect the high standards expected of them.

5. Criteria for Declining a Student Organization

Criteria for declining a student organization include but are not limited to the following:

- 5.1 Duplication of function of an existing organization
- 5.2 Lack of definite long term purpose, and objectives
- 5.3 Lack of clear conformity to the standards of the University.
- 5.4 An organization whose activities result in mental stress, techniques that will influence or destroy members' critical thinking abilities or encouraging extremism in any form.
- 5.6 Incomplete proposals will not be considered.
- 5.7 The Department of Campus Life shall either recommend granting approval or denying approval, based on the criteria listed above:
 - 5.7.1 Upon receiving the Student Organization Proposal, the Department of Campus Life staff send the recommendation to the Director of Campus Life who will compile a list of proposed clubs to the Dean of Students;
 - 5.7.2 If approved by the Director of Campus Life in consultation with the Dean of Students, the Director sends the decision to the Department of Campus Life;

- 5.7.3** The Department of Campus Life sends copies of approval letter and constitution to the organization and the advisor;
- 5.7.4** The approved organization may then schedule activities according to guidelines described in PMU policies.
- 5.7.5** Upon certification, the student organization is required to make a budget plan accommodating events, activities and publications within the budget allocation communicated to them by the Department of Campus Life.

6. Organization Review, Recertification and Dismissal

All student organizations are subject to financial audit at the end of each semester, and to a certification review at the beginning of each semester. Audits and financial responsibility falls under the treasurer of the respective student organization.

6.1 Review and Dismissal

Upon review, the following would constitute grounds for dismissal of the organization:

- 6.1.1** Violation of the code of conduct and/or Campus Regulations;
- 6.1.2** Failure to meet goals, responsibilities and/or financial obligations;
- 6.1.3** Failure to abide by the constitution and bylaws;
- 6.1.4** Falling below the required minimum membership as outlined in the Student Organizations Handbook ;
- 6.1.5** Failure to be active and to participate in supporting the Campus Life mission at PMU;

- 6.1.6** Cause physical or emotional harm to the organization members or to other university constituents;
- 6.1.7** Misrepresentation of the University, or harming the reputation of the PMU student body.

If the organization is dismissed, all personal assets are distributed among its members, or contributed to another organization or to charity, upon consensus of the majority of the members, and with the supervision of the Department of Campus Life. If the assets were acquired by the University, they are considered PMU property and will therefore revert to the University.

The group may appeal to the Director of Campus Life any dismissal decision providing full documentation about membership, constitution, meetings and financial audit.

6.2 Maintaining Certification

To maintain annual certification, organizations are encouraged to observe the following:

- 6.2.1** Participation in local, regional or national related conferences;
- 6.2.2** A timely recertification process;
- 6.2.3** A strict compliance to PMU policies;
- 6.2.4** Effective periodical meetings;
- 6.2.5** Sound record keeping practices;
- 6.2.6** Financially sound status;
- 6.2.7** Active members with a spirit of support to campus life at PMU;

6.2.8 Organizing or sponsoring at least one event, or regular activity per semester;

6.2.9 Participation in achieving the broad philosophy of Campus Life at PMU.

7. Reactivation of Organizations

Reactivation is needed when an organization fails to recertify in the Fall Semester and does not renew certification for a period of the two subsequent semesters.

Procedures for reactivating shall be the same procedures for initiating a new organization.

8. Changing the Name of an Organization

To change the name of a student organization, the president shall submit the minutes of the meeting in which the decision was ratified by the members, and a letter requesting the change and a new constitution to the Department of Campus Life.

9. Student Organizations' Advisors

9.1 Responsibilities of the Advisor

The following are functions for faculty/staff advisors of student organizations:

9.1.1 To ensure that the organization is following its constitution including but not limited to: membership criteria, officer elections and financial responsibilities;

- 9.1.2** To promote appropriate and responsible behavior and ethical and inclusive decision making by all members of the organization;
- 9.1.3** To ensure that the organization is handled in a sound business manner;
- 9.1.4** (At the end of each spring semester, the organization shall provide the Campus Life Department with a financial statement. The University reserves the right to audit business and financial records of campus organizations).
- 9.1.5** To attend meetings of the organization on a regular basis to sustain direct contact with the organization officers;
- 9.1.6** To ensure that detailed minutes of all meetings are maintained;
- 9.1.7** To be actively involved in guiding and advising the organization;
- 9.1.8** To communicate with PMU officials as needed to discuss threats and opportunities for the organization;
- 9.1.9** To meet regularly with the organization's officers to ensure that any questions or problems can be handled;
- 9.1.10** To report every semester briefly about the organization's plans and achievements;
- 9.1.11** To follow the University policies and ensure that all members have received and understand those policies;
- 9.1.12** To ensure that the organization is aware of and follows the related University regulations.

9.2 The Organization's Responsibilities to the Advisor

The advisor is voluntarily associated with the organization and it is the organization's ethical responsibility to express appreciation of the advisor's valuable time and efforts.

An organization should:

- 9.2.1** notify the advisor of all meetings and events;
- 9.2.2** consult the advisor in the planning of all activities;
- 9.2.3** consult her or him before any changes in the structure or policies of the organization and before major projects are undertaken, the advisor has no vote during meetings;
- 9.2.4** communicate with the advisor about any problems or concerns;
- 9.2.5** Understand that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor.

9.3 Changing Advisors

- 9.3.1** An advisor who chooses to step down from her/his role must write a letter to the Department of Campus Life or email to state he/she will no longer be advisor clarifying the cause for stepping down from this role.
- 9.3.2** The new advisor must also write a letter to the Department of Campus Life or email state he/she will be the new advisor and provide the department with her/his contact details.

10. Writing a Constitution

A constitution is the basic framework of the organization. It shall state the purpose, the number of officers, the method of their selection the requirements for membership and other general operating procedures. Detailed methods of doing business and specific rules are described in the organization's Bylaws (if necessary). A sample constitution and explanation of each section of a constitution has been developed to help you start the process.

For further assistance in the preparation of the constitution, the organization founding members may contact the advisor, or the Department of Campus Life.

10.1 Mandatory Sections

The following is an integral part of the constitution and should be included without any modification in student organization's proposed constitution:

- 10.1.1** "The organization shall adhere to all policies and regulations of PMU."
- 10.1.2** "The Organization fund raising activities shall be carried out in accordance with the rules and policies of the Division of Student Affairs."
- 10.1.3** "At the end of each spring semester, the organization shall provide the Campus Life Department with a financial statement. This shall include monies received and paid."
- 10.1.4** "The University reserves the right to audit business and financial records of campus organizations."
- 10.1.5** "The Student Organization will not tolerate any activities that cause mental or physical stress to its members, the student body or any PMU constituents. It will not use any technique to hinder or destroy individual's critical thinking capabilities."

- 10.1.6** “The Organization shall not deny membership on the basis of race, color, religion, national origin, age, gender, identity or disability.”
- 10.1.7** “The release of indemnity statement: All and every member of the student organization hereby discharges PMU, its employees and representatives from all claims, demands, costs, in respect to any damage to persons or property connected to their participation in the events organized or conducted by the Club/Society and sponsored by PMU, whether at its facilities or not.”
- 10.1.8** All and every member of the student organization also agrees to hold harmless the student organization (club or society) and PMU, its employees and representatives, from all claims connected with their participation in the activities of the student organization.”
- 10.1.9** “Any amendments to this constitution shall be submitted to the PMU Campus Life Department for final approval.”

10.2 Sample Constitution

Article I. Name of Organization

The name should reflect the nature of the organization. Make sure to include any acronyms that may be used to refer to the group on and off campus.

Article II. Mission

Article III. Purpose

Section 1 This section states the purpose, aims and functions of the organization. It also includes the standard statement below:

“The Student Organization will not tolerate any activities that cause mental or physical

stress to its members, the student body or any PMU constituents. It will not use any technique to hinder or destroy individual's critical thinking capabilities."

Section 2 This section states that the organization commits to abide by all policies and procedures established by the University:

"The organization shall adhere to all policies and regulations of PMU."

"The Organization fund raising activities shall be carried out in accordance with the rules and policies of the Division of Student Affairs."

Article IV. Membership and Dues

Section 1 This section states the membership criteria, the requirements and size limitations of the membership.

- *The active (voting) members, officers, and recognized representatives of the organizations must be students who are enrolled at Prince Mohammad Bin Fahd University.*
- *Students who are on academic probation or disciplinary probation may not serve as active members of any student organization at PMU.*
- *The number of student members shall always exceed the number of non-student members at meetings and*

programs do not open to the general public unless with prior approval from the Dean of Students.

Section 2 This section determines the existence of dues, if any.

Section 3 This section states that the organization does not discriminate on the basis of race, color, religion, gender, national origin, age, and physical or mental disability:

“The Organization shall not deny membership on the basis of race, color, religion, national origin, age, gender, identity or disability.”

Section 4 This section describes the rights of the members.

Section 5 This section describes the duties and responsibilities of the members.

Section 6 This section describes the member’s resignation and expulsion procedures.

Section 7 This section clarifies that members take full responsibility of their membership and participation in activities and events:

“The release of indemnity statement

All and every member of the student organization hereby discharges PMU, its employees and representatives from all claims, demands, costs, in respect to any damage to persons or property connected to their participation in the events organized or conducted by the Club/Society and sponsored by PMU, whether at its facilities or not.”

All and every member of the student organization also agrees to hold harmless the student organization (club or society) and PMU, its employees and representatives, from all claims connected with their participation in the activities of the student organization.”

Article V. Officers

Section 1 This section describes the officers’ positions (not names of individuals) and the duration of their terms. Mandatory officers’ posts are: the President, the Vice-President and the Treasurer.

Section 2 This section describes the duties of each officer.

Section 3 This section describes the resignation or impeachment procedures.

Article VI. Function and Operation

Section 1 This section states how officers are elected and if nominations shall be held. It also includes criteria of nominations (i.e. GPA requirement) and determines the members eligible to make nominations.

Section 2 This section determines candidates’ nominations process (secret ballot, nominations committee).

Section 3 This section illustrates the voting process (i.e. ballot, vote, show of hands). Also, determine what constitutes a majority vote.

Section 4 This section specifies when elections are held.

	Section 5	This section determines the impeachment process of officers.
Article VII.	Advisor	
	Section 1	This section states the role of the advisor.
Article VIII.	Finances	
	Section 1	This section states the organization’s plans to finance its activities. <i>“The Organization fund raising activities shall be carried out in accordance with the rules and policies of the Division of Student Affairs.”</i>
	Section 2	This section describes the financial commitment of the organization <i>“At the end of each spring semester, the organization shall provide the Campus Life Department with a financial statement. This shall include monies received and paid. The University reserves the right to audit business and financial records of campus organizations”.</i>
Article IX.	Meetings	
	Section 1	This section states the provisions for setting up a regular meeting time, as well as any provisions to be made for calling for special meetings.
Article X.	Quorum	
	Section 1	This section states the rules pertaining to the number of members, or the percentage of membership, required to be present at a meeting to transact business.

- *In order to conduct the business of the organization a quorum of more than 50% of the active student membership should be present at the meeting.*

Article XI. Committees

Section 1 This section lists committees within the student organization: standing and Ad-hoc committees

Section 2 This section states the purpose and structure of each committee

Article XII. Amendments

Section 1 Amending the constitution may destabilize the student organization; therefore it should be subject to strict conditions and final approval by the Department of Campus Life. Any major amendments that may affect the mission or main purpose of the organization may be submitted for review by the Student Affairs Committee.

“Any amendments to this constitution shall be submitted to the PMU Campus Life Department for final approval.”

This section states the process to propose & submit amendments and the voting process to adopt them.

11. Conduct of Student Organizations

A student organization is defined as group of PMU students officially approved and recognized by the university.

All student organizations must abide by the policies and procedures as outlined by the University policies. Student organizations found in violation of the code of students conduct are subject to sanctions. Student organizations and their members are responsible for getting familiarized with all university regulations as included in the Student Handbook, and Student Organizations Handbook.

The fact that a student organization is held responsible for actions and activities does not waive the individual student's accountability and the fact that individual students are held accountable for actions taken while representing the organization does not eliminate the accountability of the organization for its actions.

Violation of any stated university policy may result in disciplinary action against the organization or individual members as stipulated in the University Policies and Procedures, and may result in action taken by the University Student Affairs Committee.

12. Campus Policies for Student Organizations

12.1 Events and Activities

12.1.1 Student organizations that have been officially certified by the University are allowed to organize events and conduct activities on or off campus. The organization should submit a completed Event Application Form and return it to the Division of Students Affairs- Department of Campus Life preferably two weeks prior to the event suggested date. No event will be approved within a period of 5 class days or less.

12.1.2 Events and activities cannot be conducted during midterm and finals weeks.

12.1.3 Events activities should by no means constitute grounds to cancel classes. They will be conducted in areas determined by the Department of Campus Life so that they do not cause class disturbance with noise. Group exceptions may be given in coordination with academic departments and the Vice Rector of Academic Affairs. Individual exceptions may be granted by the Department of Campus Life.

12.2 Sponsorship of Events

Certified Student Organization and their respective campus events may be sponsored by an external party. All sponsorships go through an approval process to ensure their mission, the nature of business, standards and services are in line with the educational nature of PMU, and its prestigious image as a higher education institution. All approvals will be obtained by the Dean of Students.

12.3 The Use of Campus Facilities

The University allows recognized student organizations to use its facilities. Bookings and reservation are at the basis of first in first served. However, the University might have in exceptional cases to cater for unscheduled guest or official visits, and in similar cases, it reserves the right to announce the unavailability of some campus areas and provides alternative solutions and arrangements.

12.4 Fundraising Guidelines and Procedures for Student Organizations:

12.4.1 Applications for fundraising must be submitted and approved by the Dean of Students or his designee. All requests must be submitted at least one week in advance.

12.4.2 An explicit statement as to the purpose(s) of the fundraiser must be open and visible to the contributor at the time of solicitation or concession.

12.4.3 Non-registered groups, including charitable organizations, will not be permitted to sell or solicit on campus unless such organization offers a program/benefit, which is deemed appropriate by the Dean of Student Affairs or his designee. Nevertheless, non-registered groups should obtain sponsorship of a registered organization. In the case of a fundraising activity, the sponsoring campus group must receive at least 15% of the gross sales.

12.4.4 Registered organizations with a continuing program of fundraisers will be limited to two (2) days per semester for such activities.

12.4.5 Permission will not be granted to sell merchandise in University facilities, which is offered for sale in the University Book Store or Cafeteria (with the exception of bake sale). Non-registered organizations, including charitable organizations, offering a specific program under the auspices of a recognized campus group, must obtain facility utilization approval independent of requesting permission for solicitation or a concession.

Raffles or games, in which prizes are awarded based solely on chance, is strictly prohibited on PMU campus. If there is a proposed event that is questionable, the Dean of Students will determine if the requested activity is a game of chance and will outline the conditions under which the activity must be conducted.

12.4.6 All funds must be collected and accounted for by the registered organization and a summary statement with complete financial information is to be submitted to the Dean of Student through Campus Life Staff. Organizations will be held responsible for allocating funds as stated in their request to solicit.

12.4.7 Athletic events, theater and movie series and any other concessions or events sponsored directly by PMU and its

departments or divisions constitute University sponsored events and are subject to fiscal and auditing controls.

12.4.8 Students are not permitted to use the housing facility for fundraising unless explicit approval is obtained from the Dean of Students or his designee.

12.4.9 Concessions and solicitations are limited to the following campus locations and cannot be conducted elsewhere except as expressly approved by the Dean of Students:

- The main campus Atriums and lounge areas, but never in classrooms or hallways
- Student Housing
- PMU Sports Complex
- PMU Parking Areas
- Common areas within the PMU English Language Institute

12.4.10 Revocation of concession or solicitation privileges may occur for any organization whose representatives do not follow established policies and procedures.

12.5 Advertising on Campus

12.5.1 Use of PMU Name, Logos and Identity Elements

12.5.1.1 All use of the PMU name, logo or any other official identity element on any advertising (including but not limited to T-shirts, banners, roll-ups, etc.), needs prior approval through the Division of Student Affairs. All designs are to be approved and signed by the Dean of Students or his designee.

12.5.1.2 The organization is therefore required to submit two (2) copies of the promotional material design to the office of Campus Life for approval. The request will be attached to the Event Application

Form or to a clear description of the purpose and occasion to use such official materials.

12.5.1.3 The Department of Campus Life will keep a copy, however it will be the responsibility of the concerned organization to keep the approved copy on record.

12.5.1.4 Student organizations (organization and individuals) that violate this policy will be penalized and/or suspended.

12.5.2 Campus Postings

12.5.2.1 Advertisements and notices may only be placed on bulletin boards by an official student organization. However, they should all bear an approval stamp from the Department of Campus Life. The organization is therefore required to submit two (2) copies of the advertisement/notice to the office of Campus Life for approval. The Department of Campus Life will keep a copy, however it will be the responsibility of the concerned organization to keep the approved copy on record.

12.5.2.2 No announcement may be put on walls, doors, windows, walkways, pillars, light posts, elevators or car windows.

12.5.2.3 Marking or damaging surfaces and buildings spoils the aesthetic nature of the campus and is strictly prohibited.

12.5.2.4 Banners pertaining to campus wide activities must be approved by the Division of Students Affairs.

12.5.2.5 All postings may be approved for up to ten (10) days and must be removed after the event is over by the respective student organization.

12.5.2.6 Student organizations (organization and individuals) that violate this policy will be penalized and/or prohibited from campus advertising.

12.5.3 Flyers and Handouts

12.5.3.1 All flyers or handouts must be approved by the Department of Campus Life. The organization is therefore required to submit two (2) copies of the flyers/handouts to the office of Campus Life for approval. The Department of Campus Life will keep a copy, however it will be the responsibility of the concerned organization to keep the approved copy on record.

12.5.3.2 Placing flyers on car windows is prohibited.

12.5.3.3 Student organizations (organization and individuals) that violate this policy will be penalized and/or prohibited from campus advertising

12.5.4 On Campus Campaign

12.5.4.1 When needed, student organizations may set up tables in designated campus areas to distribute information. This is determined by the Department of Campus Life on a first come, first served basis.

12.5.4.2 The advertising organization shall be responsible for any and all assets entrusted for the campaign (Table, chairs, tripods, stands, etc...). Any damage to those assets will be incurred by the organization (organization and individual members).

12.5.4.3 Student organizations (organization and individuals) that violate this policy will be penalized and/or prohibited from campus advertising.

12.5.5 Off Campus Campaigns and Activities

12.5.5.1 No advertising off campus may be made for any organization or any event held on campus without the written approval of the Dean of Students.

12.5.5.2 Please refer to the Use of PMU Name, Logo and Identity Element policy above.

12.5.5.3 Student organizations (organization and individuals) that violate this policy will be penalized and/or suspended.

12.5.5.4 A student organization established on campus is considered property of the student body at PMU and cannot be owned or claimed by an external party unless with a formal explicit approval is obtained from PMU.

12.5.6 Violations and Sanctions

A grievance Committee will be established to assist the University in enforcing the Campus Advertising Policy. The Grievance Committee will:

12.5.6.1 On the first offense on campus, give a verbal warning and written notice.

12.5.6.2 On the second offense on campus, give a written reprimand.

- 12.5.6.3** On the third offense on campus, refer to Director of Campus Life for University sanctions, which may include penalty and/or suspension.
- 12.5.6.4** Any offense off campus will be considered on an individual basis and sanctions applied at the discretion of the Dean of Students may include suspension or dismissal from the University.
- 12.5.6.5** Enforcement of Policies & Regulations. It is the duty of all student organization members to report immediately, in writing, any violation of PMU policy to the Department of Campus Life. Infractions of these regulations result in disciplinary procedures as prescribed in the University's Student Code of Conduct and Appeals Procedures. Organization presidents and advisors must sign that they have received and understood the University campus policies (manuals and handbook) before they are recertified each year.

12.6 Guest speakers Invitations through Student Organizations

- 12.6.1** All organizations are required to submit a written request to host a guest speaker at PMU to the Campus Life Department at least ten (10) days prior to the suggested date of the proposed lecture.
- 12.6.2** All requests for inviting a guest speaker should be accompanied by the speaker's biography, lecture/speech topic and copy of handouts, manuals or presentations that will be used by the guest.
- 12.6.3** Organizations are required to provide all digital media that is intended to be utilized during the event. This serves both for the required approvals and for the request of assistance from the IT Department-at least seventy-two (72) hour in advance.

- 12.6.4** The hosting department/organization should notify the Security Office to allow access of the guest to the PMU premises.
- 12.6.5** The Department of Campus Life will announce a lecture during the same week and after the request has met all requirements. The Department shall also send a reminder on the same day through email to the student body.
- 12.6.6** Approval of requests for guest speakers will depend on many factors including but not limited to:
 - 12.6.6.1** Possible interest and benefit to the PMU community
 - 12.6.6.2** The topic and the speaker meet the requirements of the cultural set up at PMU and do not conflict with PMU mission, values or image.

12.7 Organization Finances

12.7.1 Financial Plan and Budget

- 12.7.1.1** Student organizations should prepare financial plans and budgets every semester.
- 12.7.1.2** Preparing financial plans and budget helps the members gain efficient management skills in order to evaluate the organization's plans, allocate resources efficiently, and monitor the actual revenues and expenditures.
- 12.7.1.3** Any funds allocated must be kept in a club/society books. Since clubs officers regularly handle cash from events and memberships fees, and take funds from PMU, a record must be kept of all financial transactions. An electronic spreadsheet must keep track of all monies incoming and spent, as well as the dates on which the transactions occurred, its source, and

the particulars of the transaction, (such as the reason for the payment).

12.7.1.4 Keeping all receipts is necessary in order to claim any PMU funding, as well as to document the organization expenses for various purposes.

12.7.1.5 PMU student organizations are not-for-profit organizations, therefore all financial transactions must be transparent, and the organization's officers must be accountable for them. This means that money must be spent ethically, in ways which directly support the mission of the organization. The Department of Campus Life may audit organizations at any time, and the treasurer must therefore keep track of all transactions, ensure they are all dated and make it available for audit within 5 days from the day of the request.

12.7.2 Organizations Fund Request

12.7.2.1 To be eligible for PMU funding, a student organization must provide services, activities and events that are educational and offer recreational opportunities appropriate to the PMU community. The organization's president and treasurer shall fill in a Request for Funding Form, co-sign it and submit it to the Department of Campus Life within the deadlines announced. Eligibility for funding necessitates a sound financial history.

12.7.2.2 The organization shall keep all original receipts for the amounts spent during any approved event/activity. All receipts must be submitted to the Department of Campus Life Office, no later

than two weeks after the event/activity. If receipts are not turned in, the organization may be placed on probation.

12.8 Organization Technology

12.8.1 Information page

Each student organization is requested to have an information page that will be linked from the list of student organizations on the PMU web site. This page will be created by the student organization but is overseen by the Department of Campus Life. Information for this page will be gathered during the recertification of student organizations.

12.8.2 Organization email address


The organization president should create a PMU email address for the organization upon initiating the organization. When a new president is elected or appointed the email address is handed over to her/him.

12.8.3 Creating an organization web page

Organizations may create their own web page. Design and content must be approved by the Department of Campus Life. A web liaison must then be nominated within the organization to communicate with the Department of Campus Life. The role of the web liaison is to present the needs of the organization, seek technical advice as needed, and maintain the web pages and official record.

Dean of Students' Approval

Rector's Approval

STUDENT AFFAIRS POLICIES					
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Person(s) Who Wrote the policy Campus Life Staff	Policy Version Code 2.0				
Date of Submission for Approval:					

RECREATIONAL SPORTS

A. Purpose of the Policy

Ensure that the variety of recreational activities and events meet the standards at PMU and are operated in an orderly manner that is safe and beneficial to all.

B. Policy Statement

1. Students will also discover that participation in recreational programs is a wonderful way to reduce stress in their lives. PMU students will learn through the wellness initiatives how their physical well-being relates to their total well-being and ability to function effectively as a student. However, wellness programs and activities should always meet minimum standards and requirements to be allowed on campus. Those are defined in the policies and procedures listed below.

1.1 In order to participate in sports activities, student should strictly adhere to related policies including but not limited to:

1.1.1 Duly filling related health forms. These will be reviewed by the sports trainer and referred to the clinic in cases of health concerns.

1.1.2 Students with health problems are responsible of informing the sports attendance/trainer of their health conditions.

- 1.1.3** Students with infectious disease are responsible of informing the sports attendant/trainer of their health conditions, and may be denied access to part of the Sports Center.
- 1.1.4** Students using the sports facility shall strictly abiding by the facility use policies.
- 1.1.5** Students participating in sports sessions, activities and championships bear full responsibility for participation, and do not hold PMU responsible for possible related consequences.
- 1.1.6** Students using the sports facility shall strictly adhere to the schedules announced by PMU management.

2. Gym and Sports Court Use

2.1 General Rules

- 2.1.1** All users must register in before and out after a gym session, in the Sports Center Registry. Submission of the ID may be necessary to control any case of evacuation when needed.
- 2.1.2** All students must strictly abide by rules and regulations set by the Sports Center Attendant/security staff.
- 2.1.3** Sports Center staff have the right to prohibit students from using the facilities if found breaching the related rules and regulations.
- 2.1.4** The Sports Center reserves the right to amend the rules and regulations and to change the schedule of facility, without prior notice.
- 2.1.5** The Sports Center will not be liable for any accidents or injury and for any loss of belongings within the facility.
- 2.1.6** All users must follow the Gym use policies.

2.1.7 The Sports Center Attendant reserves the right to administer a fitness test to any student, any time she/he judges necessary.

2.2 Behavior and Attire

Respectable behavior is expected from all students at all times to ensure the safety and comfort of all Gym users.

2.2.1 Behaviors that represent risk to safety and health of the Gym users and others will not be tolerated. Any user putting health and safety of others at risk, may be denied access to the gym and courts areas. This is inclusive of physical and verbal misbehavior.

2.2.2 Running, rough play, pushing, wrestling, yelling is considered improper conduct causing risk in the gym area and will be prohibited.

2.2.3 All female users must wear training jumpers, no shorts uncovering knee level are allowed. All sports clothing will respect the general dress code of PMU.

2.2.4 Attire shall be suitable to sports and any clothing and footwear not suitable for the purpose of the physical activity may cause the user to be prevented from the sports facility.

2.3 Health/Safety Rules

2.3.1 Use of Gym allowed as per schedule announced by PMU management, ONLY in the presence of a University employed trainer, attendant or security guard.

2.3.2 All users must follow the gym use policies.

2.3.3 Attendant shall strictly enforce all gym and other sports facility rules. Repeated violation of the rules may result in the expulsion from the Sports Center, and may involve further disciplinary actions through the Department of Campus Life.

- 2.3.4** All persons entering the Sports Center must REGISTER at the center's entrance, in the Sports Center Registry.
- 2.3.5** The Sports Center may be closed for safety check, maintenance, or absence of certain safety standards.
- 2.3.6** Lifeguard may prohibit any activity they judge hazardous in the Gym.
- 2.3.7** Students should not give fitness lessons or advice to others and should always refer question to a University employed trainer.
- 2.3.8** Food and drinks are not permitted except in designated areas.
- 2.3.9** The trainer reserves the right to administer a fitness test to any student, any time she/he judges necessary.
- 2.3.10** Any injury occurring in the gym must be reported to the attendant immediately.

2.4 Sports Equipment Rules

- 2.4.1** Equipment should be returned to the proper place after use.
- 2.4.2** Student with health or other physical challenges may be asked to stay in certain areas of the gym/sports courts and to use limited equipment only for safety reasons.
- 2.4.3** Students may need training to the use of equipment. Students should always ask for help to use new equipment, and should strictly abide by the trainer/ attendant instructions.
- 2.4.4** Students may not use damaged equipment, and should report any damage to the attendant.
- 2.4.5** Equipment may be checked before and after use and misuse or vandalism will be sanctioned in accordance to the PMU code of

conduct by the respective authority in the Department of Campus Life.

2.5 Lockers And Changing Rooms

2.5.1 The University will not be responsible for personal property or valuables at any time. Lost & Found will be disposed of bi-weekly in accordance with university policies.

2.5.2 Food is not permitted in the locker.

2.5.3 The use of cameras, video cameras or any device containing camera equipment of any kind is strictly prohibited at all times.

2.5.4 Any student breaching this policy will be denied access to the Sport Center and will be reported to the Department of Campus Life for further action.

2.5.5 Changing uniform must be done in the changing rooms.

2.5.6 Bags, footwear, shoes and other belongings should be left in the locker/changing room. No personal belonging will be allowed in the pool area.

2.5.7 The university will not be held liable for any damaged or lost personal belongings inside the Sports facility.

2.6 Fitness Test & Fitness Lessons

2.6.1 The fitness test may be administered to assess the student overall physical condition as well as specific sports skills. The purpose of any fitness test is to assess endurance of the users for health and safety reasons.

2.6.2 Fitness classes are scheduled for registered students, who have subscribed through the Sports Lesson Form. Walk-ins will not be allowed unless the capacity of the class allows.

- 2.6.3** Users should not exercise beyond their capacity, and should never be over confident about their sports skills, especially in exercise that may cause injury.
- 2.6.4** ONLY specialized trained staff is authorized to teach fitness lessons. Users should follow the instructions of the trainer on duty at all times for their safety.
- 2.6.5** Users must arrive to class on time and be prepared and dressed in sports jumpers.
- 2.6.6** Students registered are expected to complete fitness lessons; absence for three consecutive classes will lead to the cancellation of the student's subscription, to allow others to join.
- 2.6.7** All students are expected to respect the sports classes activities and schedule. Disruptive behavior will lead to expulsion from the classes, and may also result in referral to the Department of Campus Life for further measures.

3. Swimming Pool Use

3.1 General Rules

- 3.1.1** All swimmers must register in before and out after swimming, in the Sports Center Registry. Submission of the ID may be necessary to control any case of evacuation when needed.
- 3.1.2** All students must strictly abide by rules and regulations set by the Sports Center Lifeguard/security staff.
- 3.1.3** Sports Center staff have the right to prohibit students from using the facilities if found breaching the related rules and regulations.

- 3.1.4 The Sports Center reserves the right to amend the rules and regulations and to change the schedule of facility, without prior notice.
- 3.1.5 The Sports Center will not be liable for any accidents or injury and for any loss of belongings within the facility.
- 3.1.6 All users must follow the pool use policies.
- 3.1.7 The Lifeguard reserves the right to administer a swim test to any student, any time she/he judges necessary.

3.2 Behavior and Attire

Respectable behavior is expected from all students at all times to ensure the safety and comfort of all swimming pool users.

- 3.2.1 Behaviors that represent risk to safety and health of the swimmers and others will not be tolerated. Any user putting health and safety of pool users at risk may be denied access to the pool area. This is inclusive of physical and verbal misbehavior.
- 3.2.2 Running, rough play, pushing, wrestling, splashing, yelling, diving or jumping is considered improper conduct causing risk in the pool area and will be prohibited.
- 3.2.3 All female swimmers must wear one piece swimsuit and shorts, no mini short allowed.
- 3.2.4 All clothing must be made of lightweight material suitable for swimwear such as nylon.
- 3.2.5 Swimwear should not have been worn for exercising prior to pool use as soiled clothing can create an unhealthy swimming environment.

- 3.2.6 T-shirts are not permitted in the pool. Only swimwear designated for in-water use will be permitted.
- 3.2.7 Underwear is strictly prohibited during swimming.
- 3.2.8 Wearing of swimming cap is compulsory.
- 3.2.9 Any student violating this policy will be denied access to the pool area and repeated infractions will be reported to the Department of Campus Life for further action.

3.3 Health/Safety Rules

- 3.3.1 Swimming allowed as per schedule announced by PMU management, ONLY in the presence of a University employed lifeguard.
- 3.3.2 All users must follow the pool use policies.
- 3.3.3 Lifeguards shall strictly enforce all pool rules. Repeated violation of the rules may result in the expulsion from the pool area, and may involve further disciplinary actions through the Department of Campus Life.
- 3.3.4 All persons entering the pool area must REGISTER at the center's entrance, in the Sports Center Registry.
- 3.3.5 The pool may be closed for safety check, or to apply proper sanitation chemicals to swimming pool water.
- 3.3.6 Lifeguard may prohibit any activity they deem hazardous in or around the pool area.
- 3.3.7 Students should not imitate drowning, they should not attempt rescuing a drowning person.

- 3.3.8 Food and drinks are not permitted except in designated areas.
- 3.3.9 Chewing gum is not permitted anywhere in the pool area for health and safety reasons.
- 3.3.10 The Lifeguard reserves the right to administer a swim test to any student, any time she/he judges necessary.
- 3.3.11 Any injury occurring in the pool must be reported to the lifeguard immediately.
- 3.3.12 All swimmers are required to shower before entering the water and to maintain personal hygiene.
- 3.3.13 Any person with a skin disease, sore or inflamed eyes, cold, nasal or ear discharge, communicable disease or wearing any kind of bandage to cover an unhealed wound will not be allowed in the pool. Such conditions should be immediately reported to the Sport Center staff.
- 3.3.14 All hairclips pins, jewelry and other accessories must be removed before entering the pool.
- 3.3.15 Any student violating this policy will be denied access to the pool area and repeated infractions will be reported to the Department of Campus Life for further action.

3.4 Equipment/ Diving Board Rules

- 3.4.1 Balls, inflatable boats, rafts and similar equipment, may be used only at the discretion of the lifeguard on duty.
- 3.4.2 Equipment should be returned to the proper place after use.

- 3.4.3 Face masks and snorkels are not permitted. Goggles are permitted.
- 3.4.4 The use of starting blocks may be approved only under the supervision of a trainer.
- 3.4.5 Only one person at a time is allowed on the diving board (including the ladder).
- 3.4.6 Anyone using a diving board must wait until the preceding diver has surfaced.
- 3.4.7 Running on the diving boards is not allowed. Injuries may result.
- 3.4.8 Swimmers may only jump or dive straight from the front end of the board facing front.
- 3.4.9 No diving in the shallow area of the pool.
- 3.4.10 No reverse jumps or dives or other such dives are allowed.
- 3.4.11 Swimming under the boards at any time is not allowed.
- 3.4.12 Student who does not pass the swim skill test will be asked to stay in the shallow area of the pool.
- 3.4.13 Lanes will be reserved for those wishing to swim lengths undisturbed. Persons not wanting to swim lengths should stay in other pool areas.
- 3.4.14 Any student violating this policy will be denied access to the pool area and repeated infractions will be reported to the Department of Campus Life for further action.

3.5 Lockers And Changing Rooms

- 3.5.1 The University will not be responsible for personal property or valuables at any time. Lost & found will be disposed of bi- weekly in accordance with university policies.
- 3.5.2 Food is not permitted in the locker.
- 3.5.3 The use of cameras, video cameras or any device containing camera equipment of any kind is prohibited at all times.
- 3.5.4 Any student breaching this policy will be denied access to the Sport Center and will be reported to the Department of Campus Life for further action.
- 3.5.5 Changing uniform must be done in the changing rooms.
- 3.5.6 Bags, footwear, shoes and other belongings should be left in the locker/changing room. No personal belonging will be allowed in the pool area.
- 3.5.7 Any student violating this policy will be denied use of lockers and changing rooms and repeated infractions will be reported to the Department of Campus Life for further action.


3.6 Swimming Safety Test & Swimming Lessons

- 3.6.1 The swimming test is administered to assess the student overall comfort level in water as well as the swimming proficiency. The purpose of this test is to assess endurance and safety of swimmers in the water. Students must be comfortable in deep water to attempt this test.

- 3.6.2 Swimming lessons are scheduled for registered students only, who have subscribed through the Sports Lesson Form. Walk ins will not be allowed into a swimming lesson.
- 3.6.3 Swimmers should not swim beyond their capacity, and should never be over confident about their swimming skills.
- 3.6.4 ONLY specialized trained staff is authorized to teach swimming lessons. Swimmers should follow the instructions of the trainer on duty at all times for their safety.
- 3.6.5 Swimmer must arrive to class on time and be prepared and dressed in swim suits.
- 3.6.6 Swimmers are expected to complete swimming lessons plans; absence for three consecutive classes will lead to the cancellation of the swimmer's subscription.
- 3.6.7 All swimmers are expected to respect the swimming classes activities and schedule. Disruptive behavior will lead to expulsion from the swimming classes, and may also result in referral to the Department of Campus Life for further measures.

Dean of Students' Approval

Rector's Approval

STUDENT AFFAIRS POLICIES					
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Person(s) Who Wrote the policy Campus Life Staff	Policy Version Code 2.0				
Date of Submission for Approval:					

PMU STUDENT COUNCIL

A. Purpose and Powers

The PMU Student Council duties and responsibilities are:

1. To enhance the experience of the PMU student body;
2. To serve as the official representative of PMU student body in front of the University's administration and faculty;
3. To promote the student awareness of issues and university policies related;
4. To aid student organizations, clubs and societies in applying for recognition and funding according to the university policies and procedures;
5. To form groups, committees or task force to fulfill any goal that is deemed necessary for the welfare of the student body;
6. To represent PMU student body in the community;
7. To work on forging relations with other student organizations locally and internationally.

B. Membership

The Student Council consists of the General Cabinet and the Colleges Representatives.

1. The General Cabinet

The General Cabinet consists of the President, the Vice-President, the Secretary, the Treasurer, the Public Relations Officer, the Information Technology Specialist and the Special Officer, who is usually nominated based on the Cabinet's program and campaign.

The Cabinet works actively on implementing the program it was entrusted with and elected for. It will strive to facilitate and improve communication channels with the PMU student body at large. It will assist in disseminating information on campus, orient students, new and returning, on existing and new university policies. It will seek efficient ways to increase student involvement in campus events and activities and will play a central role in representing the PMU student population internally and in the community.

1.1 The Executive Board:

The Executive Board consists of the President, Vice President and the Secretary.

1.1.1 The President:

The President duties are:

- 1.1.1.1** To ensure and oversee the implementation of the program she/he was elected for;
- 1.1.1.2** To call for regular and special meetings and general assembly's;
- 1.1.1.2** To report the repeated or consecutive absences of members from meetings as well as the disruptive attitudes, behaviors and actions in meetings, event and activities on and off campus to the Department of Campus Life;
- 1.1.1.3** To report factors impacting the student experience at PMU, and work diligently on proposals to improve those factors and coordinate through the various departments at PMU through the Department of Campus Life/PMU Management;
- 1.1.1.4** To report factors affecting the active involvement of the Council in the student life at PMU, and to work

diligently with Campus Life on increasing the level of student involvement;

- 1.1.1.5** To actively participate in the planning and implementation of the Annual Student Satisfaction Survey;
- 1.1.1.6** To contribute **with other members** to the planning of campus activities and events;
- 1.1.1.7** To ensure rules of order when members are engaged in debates;
- 1.1.1.8** To inform the Vice President in advance of her/his absence from a meeting;
- 1.1.1.9** To prepare in coordination with the secretary, the agenda of the following meeting;
- 1.1.1.10** To sign jointly with the Treasurer requests to withdraw money from the Council's account and provide reports to justify expenditures;
- 1.1.1.11** To take responsibility for all actions or activities of the Student Council that violate the university rules and regulations;
- 1.1.1.12** To report officially at the end of each semester, the achievements of the Council to the Department of Campus Life;
- 1.1.1.13** To officially present a plan of action at the beginning of each semester.

1.1.2 Vice President

The Vice President duties are:

- 1.1.2.1** To assume the duties of the president in her/his absence or incapacity as Acting President until the President is able to resume his/her position. Otherwise, the vice president shall remain as acting president until the time of the following annual elections;

- 1.1.2.2** To hold joint responsibility with the President with regards to the efficiency of the Council in implementing its program and meeting the students expectations;
- 1.1.2.3** To assist in reporting on a monthly basis describing the Council's performance;
- 1.1.2.4** To assume responsibility for the inventory report once per semester and report to both the Student Council and the Department Campus Life;
- 1.1.2.5** To take the minutes of meetings in the absence of the Secretary
- 1.1.2.6** To serve on committees as appointed by the President.

1.1.3 Secretary

The Secretary duties are:

- 1.1.3.1** To keep minutes of all meetings of the Council in a timely manner;
- 1.1.3.2** To send copies of all minutes to the Campus Life Department and make them available to all clubs/society members, and the student body at large;
- 1.1.3.3** To record the attendance of all members and send copies to the Campus Life Department;
- 1.1.3.4** To send notices of meetings to all members, and prepare meeting agendas;
- 1.1.3.5** To maintain records and archives including but not limited to all proposals, reports, official letters, photos, memorabilia and e-mail printouts;
- 1.1.3.6** To advise on the legality of the Council's decisions and alignment to the university policies and procedures;

- 1.1.3.7** To ensure that the Council is in line with the Student Code of Conduct;
- 1.1.3.8** To serve as a repository of updated versions of the constitution and bylaws;
- 1.1.3.9** To serve on committees as appointed by the President.

1.1.4 The Treasurer

The Treasurer duties are:

- 1.1.4.1** To co-sign with the President all financial reports, budgets, transactions and funding requests;
- 1.1.4.2** To hold joint responsibility with the President, with regards to the Council's budget, assets and expenditures;
- 1.1.4.3** To make sure that all expenditures are in accordance with the approved budget
- 1.1.4.4** To submit to the Campus Life Department regular budget reports, and avail such reports and information at any point of the semester or upon request;
- 1.1.4.5** To provide the Campus Life Department with upcoming spending plans at the beginning of each semester;
- 1.1.4.6** To ensure the Council is financially sound and ready for an audit at any point in the semester;
- 1.1.4.7** To face personal responsibility for unaccounted expenditure by the Council;
- 1.1.4.8** To serve on committees as appointed by the President.

1.1.5 The Information Technology Specialist:

The Information Technology Specialist duties are:

- 1.1.5.1** To be responsible for maintaining the Council's webpage;
- 1.1.5.2** To act as a source of assistance as deemed necessary for the proper function of the Council;
- 1.1.5.3** To advise the Cabinet on issues of technological importance;
- 1.1.5.4** To ensure the Council's webpage is updated with all official documents, minutes of meetings and recent news;
- 1.1.5.5** To serve on committees as appointed by the President.

1.1.6 The Public Relations Officer:

The PR Officer duties are:

- 1.1.6.1** To facilitate communication between the Council, the Student body and liaise with the community in coordination with the President;
- 1.1.6.2** To forge new communication channels with the student body and the community;
- 1.1.6.3** To regularly write Council's news and avail them for web posting;
- 1.1.6.4** To be in charge of the Council's column in the Student Newsletter;
- 1.1.6.5** To serve on committees as appointed by the President.

1.1.7 The Special Officer:

The Special member is usually nominated based on the Cabinet program and campaign. She/he will also be known as the program supporter.

The Special Officer duties are:

1.1.7.1 To support the Cabinet's program;

1.1.7.2 To serve on committees as appointed by the President.

2. The College Representatives Board:

The College Representative Board consists of five (5) representatives: The College of Business Representative, the College of Computer Engineering and Sciences Representative, the College of Engineering Representative, the College of Art and Sciences Representative and the Prep Representative.

The duties of the College Representative are as follows:

2.1 To act as a liaison between his/her respective college and the General Cabinet and officially express the concerns and represent ideas of the students of her/his college;

2.2 To hold a student college assembly per month and report outcomes to the General Cabinet;

2.3 To forge relationship with the college officials including dean, chair, associate chair and faculty members and mediate student ideas and concerns to those officials;

2.4 To inform the Vice President of the dates of her/his college meeting;

2.5 To advise the General Cabinet on issues related to her/his college;

2.6 To inform the students of her/his college of any Council developments;

2.7 To plan and communicate events/activities for the respective college;

- 2.8 To sit on college committees as designated by the respective college;
- 2.9 To carry out specific projects that are beneficial to their respective college within PMU;
- 2.10 To serve on committees as appointed by the President.

3. Qualifications

3.1 Qualification of Cabinet Members:

3.1.1 General Guidelines

Each member of the Council must:

- 3.1.1.1 Be a senior, junior, sophomore or Freshman student at PMU during her/his term of office;
- 3.1.1.2 Possess a cumulative GPA not less than 2.7- in some cases, strong recommendation letters from faculty members and department chair may support the candidate at the discretion of the Dean of Students;
- 3.1.1.3 Remain in good standing with the Council;
- 3.1.1.4 Remain in good standing with the attendance and penalty policies;
- 3.1.1.5 Remain in good academic standing during his/her term of office;
- 3.1.1.6 Keep a clean disciplinary record throughout his/her term of office;
- 3.1.1.7 Her/his major must be related to the role he/she is representing;
- 3.1.1.8 Be enrolled and registered as a full time student at PMU with a minimum academic

load of 12 credit hours and a maximum of 18 credit hours per semester.

3.1.2 Specific Guidelines

3.1.2.1 The President must:

2.2.1.2.1. Possess strong leadership, communication and critical thinking skills and a good record of teamwork as proven in the recommendation letters from faculty members as well as in her/his CV and portfolio, public speeches and debates;

3.1.2.1.2 Possess a strong program with clear objectives- as assessed by the electoral committee;

3.1.2.1.3 Have a cumulative GPA of 2.7 and above;

3.1.2.1.4 Be registered at PMU as a full time sophomore, junior or senior student with a minimum academic load of 12 credit hours and a maximum of 18 credit hours.

3.1.2.2 The Vice President must:

3.1.2.2.1 Possess strong leadership, communication and critical thinking skills and a good record of teamwork as proven in the recommendation letters from faculty members as well as in her/his CV and portfolio;

3.1.2.2.2 Strongly support the President's program and objectives;

3.1.2.2.3 Have a cumulative GPA of 2.7 and above;

3.1.2.2.4 Be registered at PMU as a full time freshman, sophomore, junior or senior student with a minimum load of 12 credit hours and a maximum of 18 credit hours.

3.1.2.3 The Secretary must:

3.1.2.3.1 Possess strong written communication skills and a good record of teamwork as proven in her/his transcript, CV and portfolio;

3.1.2.3.2 Have a cumulative GPA of 2.7 and above;

3.1.2.3.3 Be registered a PMU as a full time sophomore, junior or senior student with a minimum academic load of 12 credit hours and a maximum of 18 credit hours.

3.1.2.4 The Treasurer must:

3.1.2.4.1 Be a student of the College of Business majoring in Accounting or Finance;

3.1.2.4.2 Have a cumulative GPA of 2.7 and above;

3.1.2.4.3 Be registered at PMU as a full time freshman, sophomore, junior or senior student with a minimum academic load of 12 credit hours and a maximum of 18 credit hours.

3.1.2.5 The IT Specialist must:

- 3.1.2.5.1** Be a student of the College of IT and have passed courses such as Web Page (Server Management), Web Page (Web Programming and/or Network Management);
- 3.1.2.5.2** Possess a good record of teamwork as proven in her/his transcript, CV and portfolio;
- 3.1.2.5.3** Have a cumulative GPA of 2.7 and above;
- 3.1.2.5.4** Be registered a PMU as a full time freshman, sophomore, junior or senior student with a minimum academic load of 12 credit hours and a maximum of 18 credit hours.

3.1.2.6 The PR Officer must:

- 3.1.2.6.1** Possess strong written and oral communication skills and a good record of teamwork as proven in her/his transcript, CV and portfolio;
- 3.1.2.6.2** Have a cumulative GPA of 2.7 and above;
- 3.1.2.6.3** Be registered a PMU as a full time freshman, sophomore, junior or senior student with a minimum academic load of 12 credit hours and a maximum of 18 credit hours.

3.2 Qualifications of the College Representatives

3.2.1 General Guidelines

3.2.1.1 Each College Representative must:

- 3.2.1.1.1** Be currently enrolled as a student at PMU in the college she/he represents;
- 3.2.1.1.2** Remain in good standing with the Council;
- 3.2.1.1.3** Remain in good standing with the attendance and general policies;
- 3.2.1.1.4** Remain in good academic standing throughout his/her term of office;
- 3.2.1.1.5** Maintain a clear disciplinary record throughout his/her term of office;
- 3.2.1.1.6** Posses a cumulative GPA not less than 2.7;
- 3.2.1.1.7** Be sophomore, junior or senior student during her/his term of office;
- 3.2.1.1.8** Possess strong leadership, communication skills and a good record of teamwork as proven in the recommendation letters from the college (Dean/Chair/Associate Chair), as well as in her/his CV.

4. Meetings

4.1 The Student Council shall meet at announced regular scheduled intervals to discuss plans, as well as, to review progress of programs under way.

4.1.1 Meeting quorum is set at two third (2/3) of the members with the necessity of the presence of at least two of the three members of the Executive Board as well as one college representative;

- 4.1.2** General meetings/Assemblies should be scheduled, announced and open to the student population;
- 4.1.3** At least one general meeting/Assembly should be held during each academic semester;
- 4.1.4** Minutes of all meetings must be submitted to the Campus Life Department within three days from the last meeting;
- 4.1.5** If a member is unable to attend a scheduled meeting, she/he must notify the Secretary in writing 24 hours in advance in order to be excused;
- 4.1.6** Orders of the President are voted for with the majority of 2/3 of the members of the Council (President not included).

5. Vacancies

- 5.1** Should the position of the President become open, the order of succession shall follow the order of seniority: President, Vice President, Secretary, Treasurer, IT Specialist, PR Officer, Special Member and College Representative.
- 5.2** Should any post in Cabinet become vacant, the vacancy will be announced to the student body and only members of the Council will be eligible to vote for the candidates running for that specific position;
- 5.3** Should a college representative post become vacant at anytime in the school year, the candidate with the second highest votes will be appointed. Otherwise new college elections will be announced, or the concerned college will appoint a temporary replacement. This will be jointly decided by the College and the Division of Student Affairs;
- 5.4** In the event of a vacancy, it is mandatory for any member who currently holds a student council position and is elected to another, to forfeit his or her original position.

6. Campaigns

- 6.1** Candidates running for elected posts shall have the right to organize their electoral campaign. The candidates shall have the freedom to decide on the campaign message and elements, however, team consultation and team effort will be assessed by the Electoral Committee (representing the Division of Student Affairs and the academic departments).
- 6.2** The program, the preliminary plan of action and the campaign elements shall be reviewed by the electoral committee. In a second stage, each candidate shall deliver a speech in English to publicly convey her/his message to the student body- a step that will also be assessed by the electoral committee. At last, the candidates shall debate on a topic selected from a pre-determined list of topics chosen by the electoral committee. This step is the last to be assessed by the electoral committee, who will communicate the candidates' scores to the Department of Campus Life. The scores will be made public but will not affect the elections results in any way; they are only meant to give another perspective to the electors outside the friendship and social connections circle.
- 6.3** During their campaigns, the candidates will strictly observe the university policy for posting of promotional materials. All campaign materials shall be approved by the Division of Student Affairs before they are made public. Within one (1) week from the end of the elections period, it shall be the responsibility of the respective candidate/cabinet any and all posted material related to their campaigns.
- 6.4** Postings should not under any circumstance damage any surface of the campus facility including painted walls, aluminum claddings and elevators, wooden cladding, windows and doors. Postings even on approved surfaces should remain esthetically displayed and should adhere to PMU posting standards.
- 6.5** Any candidate or cabinet in violation of this policy may be suspended from the elections by the Dean of Students and or his designee.

7. Elections

- 7.1** The call for elections shall be announced in writing to all PMU qualified candidates wishing to run at least ten days prior to the date of elections, and shall indicate place, date and time.

- 7.2** Elections shall be held by secret ballot within a "common area" on the PMU campus.
- 7.3** Any member may run and be re-elected either to the same office or to any other office, for a maximum of one year in total. However it can be extended to one extra semester if the need is justified. A written petition to the Dean of Students is then requested.
- 7.4** Election of the candidates (President and College Representative only) shall take place during the fourth quarter of the academic year. Elected posts shall be: the presidency and the college representation; there will be no election for the candidates of the cabinet; they shall be automatically appointed by the running President during the application phase.
- 7.5** Students eligible for voting are active (not dismissed) registered college students: freshmen, sophomore, junior or senior. Prep Advanced level may participate in the voting at the discretion of the Dean of Students, who will announce the decision prior to the voting date (s).
- 7.6** Candidates running for elected posts shall have a campaign representative (chosen from their selected cabinet members) attending the ballot on site as a supervisory presence. The campaign representative will not have the right to communicate with the students on the elections site and will not perform any act to affect or influence the electors in any way. Any representative caught trying to do so will be suspended from the elections and from the post she/he is running for, and the incident will be recorded in her/his student conduct file.
- 7.7** Voters have the right to secret ballot, however in case of manual voting, Student Affairs officers will ensure the accuracy of the voting process on site as follows:
- Ensure that that the voters show valid PMU IDs for voting;
 - Ensure that students are eligible to vote;
 - Ensure that each student takes one voting card only;
 - Ensure that each student votes once;
 - Ensure that the student signs after voting;
 - Ensure order on site and students not complying with the policies may be denied the right to vote.

7.8 Before the results are announced by the Department of Campus Life, a grievance period is granted to the student body to report disputes and concerns regarding the voting process. At the end of that period, the candidates receiving the highest number of votes will be installed into the office he/she is running for.

8. Impeachment

8.1. Any officer may be removed from office under the following conditions:

8.1.1 If she/he has not fulfilled her/his duties or has damaged the reputation of Student Council;

8.1.2 If she/he has accumulated three strikes due to unexcused absences to regular and/or general meetings, or both.

1 absence = 1 strike

8.2 The procedures for impeachment or removal from office are as follows:

8.2.1 The decision shall be made by a two third majority of the Council, with the majority defined as two third of the members;

8.2.2 A written statement of charges with the signature of the majority is required in the Council's record and the Department of Campus Life;

8.2.3 The decision will be kept in the student conduct file.

9. Dissolution

9.1 In case of actions and activities that are deemed as "acts of contempt" against the philosophy, policies and/or mission of PMU by the Campus Life administration; the Dean of Students reserves the right to suspend and/or terminate individuals and/or the Student Council in its entirety under orders from the Rector of the University without prior notice nor regard of those found in contempt.

9.2 In case of dissolution of the Student Council, the balance of funds, the office's keys, Student Council documents, minutes of meetings shall be addressed and resolved at the discretion of the Campus Life Administration.

10. General Rules and Bylaws


- 10.1** The Student Council shall stand for the spirit of the University's mission, rules and regulations.
- 10.2** Where argument arises, the issue at hand shall be referred to the Campus Life Supervisor who shall make the first decision; all final decisions shall be made by the Dean of Students or his designee, and may be appealed to the Appeals Committee.
- 10.3** The duration of regular membership shall be for two consecutive semesters, unless an exception is made by the Dean of Students.
- 10.4** Members of the PMU Student Council who have received an academic warning during his/her term of service will be dismissed from the Student Council.
- 10.5** Any member of the PMU community acting on the behalf of the PMU Student Council shall retain and protect the privacy of any information concerning the University and are forbidden to neither disclose not declare any private information unless it has been formally confirmed and approved for release by the Dean of Students with no exceptions.
- 10.6** It is forbidden to settle any issue concerning students without referring to the Campus Life Supervisor first, and all final decisions are reserved to the Dean of Students or his designee.
- 10.7** In case of two absences (strikes) by the member, he/she will get a warning letter. Upon accumulating three absences (strikes), the member will be dismissed.
- 10.8** If any member is dismissed or have quit their duties, an alternate will be appointed by the Student Council immediately, under guidance of the Department of Campus Life.
- 10.9** Members who violate these bylaws or any of the University's regulations will be dismissed and the Dean of Students reserves the right to prohibit the concerned member(s) from future PMU Student Council elections and appointments.

11. Amendment of Constitution and Bylaws

Amending the constitution and the bylaws may cause destabilization of the Student Council; therefore, it is subject to strict conditions and to final approval by the Dean of Students.

Dean of Students' Approval

Rector's Approval

STUDENT AFFAIRS POLICIES					
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Name of College/Dept./Unit</th> <th style="width: 50%;">Name of Dean/Director/Chair</th> </tr> <tr> <td style="text-align: center;">Campus Life</td> <td style="text-align: center;">Mr. Omar El-Moussa</td> </tr> </table>	Name of College/Dept./Unit	Name of Dean/Director/Chair	Campus Life	Mr. Omar El-Moussa
Name of College/Dept./Unit	Name of Dean/Director/Chair				
Campus Life	Mr. Omar El-Moussa				
Person(s) Who Wrote the policy Campus Life Staff	Policy Version Code 2.0				
Date of Submission for Approval:					

STUDENT TRIPS AND TRAVEL

A. Purpose of the Policy

This policy ensures student field trips are organized in ways that meet PMU standards, reflect the image of the institution in the community, as well as to protect the students and the university from potential risks of such trips, in accordance with the cultural values of the Kingdom of Saudi Arabia.

B. Policy Statement

1. Local Field Trips

Local Field trip are planned to enrich student learning in curricular, co-curricular and extra-curricular experiences. They should be officially requested by a college or faculty members, by the Department of Campus Life, by student organizations or individual students.

1.1 Requests

Requests of local field trips should be made allowing five (7) working days- three (3) working days for approvals, and four (4) working days for logistics. Requests will be made as follows:

- 1.1.1 Colleges to Vice Rector for Academic Affairs.
- 1.1.2 Faculty members to academic departments and colleges
- 1.1.3 Student Affairs to PMU management

1.1.4 Student Organizations to the Division of Student Affairs

1.1.5 Individual Students to the Division of Student Affairs

1.2 Approvals

Approval of such requests depends on the purpose, the budget allocated and the return on benefit to the students and the university. Upon approval, implementation shall be coordinated with the Division of Student Affairs in terms of logistics and parental approvals.

1.2.1 Parental/Guardian Permission Forms will be distributed to the participating students three (3) working days prior to the date of the trip. Students are allowed two (2) working days for parent/guardian signature. The Department of Campus Life shall verify the approvals and signatures before the trip. Under any circumstances, no student will be allowed on the trip without parental/guardian permission. By signing this form the parent/guardian gives his/her consent and does not hold PMU or any staff or faculty member liable for any risk involved in that specific trip. Any student violating this policy will be denied approval to trip. Forgery of signatures will be considered as serious infractions and will be reported to the Department of Campus Life for disciplinary action.

1.3 Logistics

Logistics for PMU sponsored student trips are covered by the university and coordinated by the Division of Student Affairs with the Departments of Auxiliary Services/Public Relations as needed.

1.3.1 Only PMU buses will transport student groups to the site.

1.3.2 Only PMU staff or faculty members will chaperon PMU students with minimum quota of 1 to 10.

1.3.3 Chaperons and students should be wearing their PMU ID at all times during the trip, preferably with PMU pins.

1.3.4 All trips during shall start from the campus and return to the campus. No personal transportation from the site will be allowed.

1.4 Reports

All trips are required to be filed and archived with the following:

1.4.1 Photos when appropriate

1.4.2 Detailed report by the requesting department/individual

1.4.3 Budget summary

2. Local Travel

Local travel is defined as trips within the Kingdom of Saudi Arabia requiring air tickets and lodging in hotels. Such trips are also planned to enrich student learning in curricular, co-curricular and extra-curricular experiences, and include participation in conferences, exhibitions and symposia. They should be officially requested by a college or faculty members, by the Division of Student Affairs, by student organizations or individual students.

2.1 Requests

Requests for student national travel should be made allowing fifteen (14) working days- seven (7) working days for approvals, and seven (7) working days for logistics. Requests will be made as follows:

2.1.1 Colleges to PMU management.

2.1.2 Faculty members to academic departments and colleges

2.1.3 Student Affairs to PMU management

2.1.4 Student Organizations to the Division of student Affairs

2.1.5 Individual Students to the Division of Student Affairs

2.2 Approvals

Approval of such requests depends on the purpose, the budget allocated and the return on benefit to the students and the university. Upon approval, implementation shall be coordinated with the Division of Student Affairs in terms of logistics and parental approvals.

2.2.1 Parental/Guardian Permission for Travel Forms will be distributed to the participating students seven (7) working days prior to the date of the trip. Students are allowed two (2) working days for parent/guardian signature. The Department of Campus Life shall verify the approvals and signatures before any arrangements are made. Under no circumstances, student will be allowed to travel without parental/guardian permission. By signing this form the parent/guardian gives his/her consent and does not hold PMU or any staff or faculty member liable for any risk involved in that specific trip. Any student violating this policy will be denied approval to trip. Forgery of signatures will be considered as serious infractions and will be reported to the Department of Campus Life for disciplinary action.

2.3 Logistics

Logistics for PMU sponsored student travel are covered by the university and coordinated by the Division of Student Affairs with the Departments of Budgeting and Accounting/Public Relations/Auxiliary Services as needed. PMU buses will transport student to the airport.

2.3.1 Budgeting and Accounting will process tickets, hotel accommodation (Bed and Breakfast) and airport pick-up immediately upon approval.

2.3.2 Budgeting and Accounting will process per diems as per PMU policy immediately upon approval, and cash or transfer shall be provided prior to the date of the travel

2.3.3 Budgeting and Accounting will process petty cash to the chaperons immediately upon approval, and cash or transfer shall be provided prior to the date of the travel. If transportation is provided in the city/location of the trip, the petty cash will be calculated as 100 SAR/day/student. If transportation is not arranged, petty cash will be calculated as 200 SAR/day/student.

2.3.4 For groups exceeding 4 members (students and staff or faculty), transportation should be arranged by PMU through Auxiliary Services seven (7) days in advance.

- 2.3.5 Only PMU staff or faculty members will chaperon PMU students with minimum quota of 1 to 5.
- 2.3.6 Chaperons and students should be wearing their PMU ID at all times during the trip, preferably with PMU pins.

2.4 Reports

All trips are required to be filed and archived with the following:

- 2.4.1 Photos when appropriate
- 2.4.2 Detailed report by the requesting department/individual
- 2.4.3 Budget summary
- 2.4.4 Press Release in both Arabic and English

3. International Travel

International travel is defined as trips outside the Kingdom of Saudi Arabia. Such trips are also planned to enrich student learning in curricular, co-curricular and extra-curricular experiences, and include participation in conferences, exhibitions and symposia. They should be officially requested by a college or faculty members, by the Division of Student Affairs, by student organizations or individual students.

3.1. Requests

Requests for student international travel should be made allowing twenty (20) working days- ten (10) working days for approvals, and ten (10) working days for logistics. Requests will be made as follows:

- 3.1.1 Colleges to PMU management.
- 3.1.2 Faculty members to academic departments and colleges
- 3.1.3 Student Affairs to PMU management
- 3.1.4 Student Organizations to the Division of student Affairs
- 3.1.5 Individual Students to the Division of Student Affairs

3.2. Approvals

Approval of such requests depends on the purpose, the budget allocated and the return on benefit to the students and the university. Upon approval,

implementation shall be coordinated with the Division of Student Affairs in terms of logistics and parental approvals.

3.2.1 Parental/Guardian Permission for Travel Forms will be distributed to the participating students ten (10) working days prior to the date of the trip. Students are allowed three (3) working days for parent/guardian signature. The Department of Campus Life shall verify the approvals and signatures before any arrangements are made. Under no circumstances, student will be allowed to travel without parental/guardian permission. By signing this form the parent/guardian gives his/her consent and does not hold PMU or any staff or faculty member liable for any risk involved in that specific trip. Any student violating this policy will be denied approval to trip. Forgery of signatures will be considered as serious infractions and will be reported to the Department of Campus Life for disciplinary action.

3.3. Logistics

Logistics for PMU sponsored student travel are covered by the university and coordinated by the Division of Student Affairs with the Departments of Budgeting and Accounting/Public Relations/Auxiliary Services as needed.

3.3.1 PMU buses will transport students to the airport.

3.3.2 Budgeting and Accounting will process tickets, hotel accommodation (Bed and Breakfast) and airport pick-up immediately upon approval.

3.3.3 Budgeting and Accounting will process per diems as per PMU policy immediately upon approval, and cash or transfer shall be provided prior to the date of the travel.

3.3.4 Budgeting and Accounting will process petty cash to the chaperons immediately upon approval, and cash or transfer shall be provided prior to the date of the travel. If transportation is provided in the city/location of the trip, the petty cash will be calculated as 250 SAR/day/student. If transportation is not arranged, petty cash will be calculated as 375 SAR/day/student.

3.3.5 For groups exceeding 4 members (students and staff or faculty), transportation should be arranged by PMU through the travel agent.

3.3.6 Only PMU staff or faculty members will chaperon PMU students with minimum quota of 1 to 5.

3.3.7 Chaperons and students should be wearing their PMU ID at all times during the trip, preferably with PMU pins.

3.4. Reports

All trips are required to be filed and archived with the following:

3.4.1 Photos when appropriate


3.4.2 Detailed report by the requesting department/individual

3.4.3 Budget summary

3.4.4 Press Release in both Arabic and English

Dean of Students' Approval

Rector's Approval

	STUDENT AFFAIRS POLICIES	
	Name of College/Dept./Unit	Name of Dean/Director/Chair
	Campus Life	Mr. Omar El-Moussa
Person(s) Who Wrote the policy	Policy Version Code	
Campus Life Staff	2.0	
Date of Submission for Approval:		

STUDENT SUPPORT SERVICES

A. Purpose of the Policy

Student support services are intended to complement the student academic overall experience at PMU. They support PMU learning philosophy and provide students with physical and mental support to allow them to direct their efforts and attention to greater achievements.

B. Policy Statement

1. Student Residence Halls

1.1. Benefits of Campus Residence

PMU provides university-owned residential facilities as an affordable living option for a certain number of its students. In doing so, PMU recognizes that such facilities have three important and interrelated components:

1.1.1 An educational component, which allows the residents live and learn together and to freely interact with other students of the university.

1.1.2 A service component, which affords the residents the opportunity to live in an affordably-priced and well-equipped and maintained facilities if they choose to do so.

- 1.1.3** A business component, which recognizes that the facilities must be operated according to sound business practices in order to recover the costs of operation and to plan for long-range improvements and expansion.

Each of these components is an important element in establishing and maintaining an effective residential program. Consideration of each component is integral in creating the policies and procedures that will apply to this program.

1.2. General Housing Policy and Procedures

It is the policy of PMU to provide the opportunity for a percentage of its single, undergraduate students enrolled in the university and taking twelve or more semester credit hours to live in university-owned housing.

1.2.1 Application and Deposits

Students wishing to live in a residence hall make application to do so and submit a deposit in an amount determined by the university. The deposit serves as a guarantee of the student's intent to live on campus. After the beginning of the semester, the deposit is held by the university to apply toward the cost of any damages or excessive cleaning charges incurred by the student. The deposit is refundable when the student leaves the university or no longer resides in university housing.

1.2.2 Issuance of the Housing Contract

After receiving the application for on-campus housing and after verifying that the student had been admitted to the university, Supervisor (for male students) or Associate Supervisor (for female students) of Residence Life will issue a housing contract on a first-come first-served basis. This contract specifies the terms of the contract period, the specific services to be provided by the university as part of the contract, the financial obligations of the student to the university with regard to the housing assignment, any items specifically excluded from the contract, and other special provisions of the contract, including but not limited to cancellation dates or penalties for late payments. The student will sign the

contract and return it to PMU. At this point, the contract is binding on both the student and the university.

1.3 Operation of Residence Halls

1.3.1 The University's Responsibility

PMU will provide competent professional and paraprofessional (student) staff to oversee the operations of the residence halls. The staff, working in close cooperation with the Office of the Physical Plant, will monitor the daily operations of the residential facilities areas including but not limited to:

- 1.3.1.1** Safety and security of buildings and residents.
- 1.3.1.2** Basic operation of the buildings.
- 1.3.1.3** Condition of furniture and other items provided in student rooms.
- 1.3.1.4** Custodial services.
- 1.3.1.5** Maintenance needs.
- 1.3.1.6** Normal repair and upkeep.
- 1.3.1.7** Adherence to the rules which apply to the residents of the facilities.

It is important that the university residence halls provide a clean, safe, well-maintained, and orderly environment in order to facilitate student learning. The Supervisor and Associate Supervisor of Residence Life will develop operational procedures for identifying, through the residence hall staff, items in need of attention, reporting those items for repair in a timely manner, and tracking to ensure that the repairs were completed satisfactorily.

1.3.2 Controls on Activities and Furnishings

Due to the inherent hazards of group living, certain restrictions may be placed on the kinds of items residents may bring to their residence hall room. Such exclusions could include candles, cooking devices, space heaters, high wattage lamps, pets, etc.

1.3.3 Student Responsibility

The condition of each room will be documented when each resident moves into the room and at the time the resident moves

out. The resident will be responsible for the condition of the room and appropriate charges for cleaning and repair will be assessed as needed.

Long-range planning for future needs will also be an important aspect of facility operation. The Supervisor and Associate Supervisor of Residence Life will implement plans for the periodic repair and replacement of residence hall furniture and equipment, long-term residence hall maintenance projects. This may require accumulating financial resources over a period of years in order to pay for these various projects.

1.4 The Role of Residence Halls in Student Development

The Supervisor and Associate Supervisor of Residence Life will develop procedures and programs which will allow residents to more fully develop as students at PMU. Each residence hall will feature lounge areas where students can gather and interact, designated “quiet hours” to help promote an atmosphere conducive to intensive study, wireless computer access in each room, and recreational facilities near the buildings.

In addition, special programming opportunities may be utilized which will bring faculty members and other speakers to the residence halls. The residence hall staff also may sponsor programs which will provide opportunities for student residents to participate in on-campus and off-campus programs and events that will help to expand their college experiences. Finally, opportunities will be encouraged for students to assume roles of leadership within the residence hall community.

For the benefit of all residents, each resident will be expected to conform to the behavioral expectations established for students living in the residence halls. Disciplinary action may be taken against students who violate those expectations.

NOTE: Once the university leadership has begun work, and once the university has selected a company for any outsourced management and operation of student housing, further policies and regulations will be developed regarding housing.

1.5 Business Operations of Residence Halls

It is important that the residence hall program operate in a manner of sound business practices. The Supervisor and Associate Supervisor of Residence Life will ensure that the program adopts procedures which are consistent with the accounting policies and procedures adopted by the PMU for other financial programs. Students will be expected to pay for their room according to a schedule established by the university, whether the entire semester charge is to be paid at the beginning of the semester or whether the university will allow for monthly or other periodic payments. Monetary penalties may be assessed for late payments.

1.6 Transportation Services

PMU provides transportation services to female students in particular in the spirit of facilitating the academic success in a convenient environment. These services are provided by the Division of Student Affairs in conjunction with the Auxiliary Services Department. It is a payable service for which students subscribe in the beginning of each semester. By registering for the services, the student agrees to the following policies:

- 1.6.1** The transportation fee is determined per semester. The amount is announced every beginning of semester prior to the beginning of classes. It is a non-refundable fee unless the service is canceled by PMU. No partial services are available unless under special circumstances as approved by the Division of Student Affairs. Therefore the entirety of the amount is due as soon as the student starts using the service.
- 1.6.2** PMU policy does not allow any student to be alone in the bus; therefore, the trips could be combined without previous notice.
- 1.6.3** Upon subscription for the service, each student is issued a bus pass without which access to the bus is strictly denied. The university is not responsible for any lost, stolen or damaged bus passes. An amount of 50 SR is charged for replacement.
- 1.6.4** The cardholder is the only person entitled to use the bus services.
- 1.6.5** Buses are not allowed to change route, relocate destination or change the announced schedule under any circumstance. Any

extreme condition affecting the bus route, destination or schedule, that falls beyond the control of the university will be announced to the students as soon as possible.

- 1.6.6** Bus seating is offered on the basis of first in first served. Seats may not be reserved for any reason unless under special circumstances with permission from Student Affairs. In coaster model buses, the middle seats are considered usable. The seats located immediately next to the driver are not usable by students at any time of the trip.
- 1.6.7** Student must abide by the university transportation rules and regulations. Any misconduct will be reported to Division of student affairs for further actions.
- 1.6.8** Any request or concern should be addressed to the female coordinator, and any complaint may be filed in the Division of Student Affairs. No female student is allowed to communicate directly with the male transportation supervisor.
- 1.6.9** PMU buses are considered part of the facility and the code of conduct applicable on campus remains applicable in the bus throughout the use of the university transportation services. The same code of sanctions applies as well.
- 1.6.10** PMU is not responsible for any loss personal items within the bus.
- 1.6.11** The bus is a vehicle used by a group of individuals expected to all show respect to the rights of others. Therefore, the noise level is expected to be minimized at all times. Verbal or physical abuse of all kinds is strictly prohibited, and it remains the responsibility of all users to keep the bus tidy at all times, therefore, food and drinks are not allowed on the bus.
- 1.6.12** Any student violating this policy will be denied the use of the buses. Breaking any element of PMU code of conduct on the bus will be reported to the Department of Campus Life for disciplinary action.

1.7 Lockers

1.7.1 Entitlement

1.7.1.1 Students entitled for lockers on campus are registered active students. Each student is allowed one locker only. In case the student receives more than one locker for any reason, including system error, the Office of Student Support Services shall cancel the membership for one or both lockers.

1.7.2 Responsibility

1.7.2.1 The usage of locker is personal. PMU is not responsible for any kind of loss, damage or inconvenience resulting from shared lockers.

1.7.2.2 PMU will not open any locker for any student except the locker owner. Opening a locker by PMU staff will only take place for emergencies and requires:

1.7.2.2.1 The locker user to show PMU ID, or to show ID upon opening of the locker if the ID happens to be inside the locker at the time of the request.

1.7.2.2.2 The locker user to prove urgency of the request and to fill a written request.

1.7.2.2.3 The locker user to state the contents of the locker before the locker is opened.

1.7.2.2.4 PMU staff opening the locker to be more than one, preferably in the presence of a security officer, and to note the incident and findings on the student request.

1.7.3 Fees

1.7.3.2 For first time users, the fees due are 250 SR as follows::

1.7.3.2.1 150 SAR per semester.

1.7.3.2.2 100 SAR Insurance (Refunded upon return of locker if locker not damaged).

1.7.3.3 Subsequent semesters, the locker fee of 150 SAR per semester will be automatically charged to the student account as long as it is not officially handed over through the handover form.

1.7.4 Key Replacement

1.7.4.2 Key replacement is provided through a written request, and is processed within a week from the date the request was made.

1.7.4.3 An amount of 50 SAR is charged for key replacement.

1.8 PMU Student Identification Card: E-Purse

Students will be issued a university Identification Card which should be carried at all times while on campus. This ID card, the E-Purse, is necessary for all financial transactions, entrance into secure student-only areas, and for borrowing books from the university library. Other university offices may also require the ID for use of materials and facilities.

The student ID- E-purse, will be required for transactions at the food outlets, stationary and bookstore, copy centers. It is also required for access to all PMU facilities, activities and events and for admittance to tests and final exams.

1.8.2 ID Replacement


The E-purse might be replaced to change a photo or the spelling of the student name at no charge when the error is not the student responsibility or for technical reasons. Charges apply (SAR 150) for every time a change is requested by the student for loss, change of name or picture.

1.8.3 E-Purse Loss

The E-purse is the responsibility of the student and should be kept in a secure place. The University is not responsible for any financial losses caused by theft or loss of an e-purse. In case of loss of the e-purse, the student is advised to report the loss or theft immediately to the Accounting Office in order to disable the card immediately, and shall request a replacement immediately.

Dean of Students' Approval

Rector's Approval

	STUDENT AFFAIRS POLICIES	
	Name of College/Dept./Unit Campus Life	Name of Dean/Director/Chair Mr. Omar El-Moussa
Person(s) Who Wrote the policy Campus Life Staff	Policy Version Code 2.0	
Date of Submission for Approval:		

POLICY ACKNOWLEDGMENT AND DISCLAIMER

All Policies are subject to updates and review in compliance to the Saudi Law and requirements of the Ministry of Higher Education. Upon Signing the Acknowledgement agreement, every student agrees to comply with every policy generated and updated by PMU for compliance purpose. All policies will be made available on PMU website and updated through mass emails, campaigns, or any communication means to the student body. No student shall claim innocence on the base of ignorance.

Dean of Students' Approval

Rector's Approval
