

Regulations Governing the Acceptance of Student Excuses at Najran University

General Provisions

Article 1

For the purposes of these regulations, the following terms shall have the meanings assigned to them:

- Medical Reports: An official document issued by a medical authority providing treatment, including a medical description and diagnosis of the patient's condition and any required sick leave or related instructions.
- Sick Leave Certificate: A statement indicating the duration of actual leave, issued by the competent authority.
- First Degree Relatives: Father, mother, son, daughter.
- Second Degree Relatives: Brother, sister, grandfather, grandmother, grandchildren.
- Third Degree Relatives: Uncle, aunt, maternal uncle, maternal aunt, nephews and nieces.
- Fourth Degree Relatives: Cousins.

Scope of Application

Article 2

These regulations govern student excuses that justify excused absences or necessitate retaking an examination. Such excuses are limited to:

- Medical excuses.
- Accompanying a dependent patient.
- Student detention or custody by competent authorities.
- Traffic accidents and natural disasters.
- Other compelling excuses of a similar nature.
- Any additional excuses approved by the College Council, upon justified recommendation by the concerned academic department, and only in cases of absolute necessity.

Article 3

These regulations apply to cases of absence from all academic and training activities, including lectures, mandatory cooperative training, internship programs for health colleges, and midterm and final examinations. They apply equally to male and female students at all levels of study.

Article 4

When applying these regulations, due consideration shall be given to ensure that they do not conflict with other related laws and regulations in force.

Submission of Excuses

Article 5

The student must submit supporting documents proving their excuse through official channels within no more than three (3) working days from the end of the excuse period or the issuance of a sick leave certificate; otherwise, the excuse shall be invalid.

Article 6

The following excuses shall be recognized as compelling and prevent the student from attending midterm or final examinations:

- Medical leave involving hospitalization for emergency cases, provided that an official medical report from the treating authority is attached.
- Proof of accompanying a hospitalized patient up to the second degree of kinship, with supporting documentation.
- Maternity leave following childbirth: up to 14 days for natural delivery and 21 days for cesarean delivery, provided the student wishes to continue studies. The student may also apply for deferral or withdrawal from study.
- Detention, traffic accidents, or natural disasters, supported by official documentation from the competent authority.
- Death of a relative up to the fourth degree, as specified in Article 11 of these regulations.
- Death of a spouse, provided the educational activity or examination occurs within ten days following the date of death, and the student wishes to continue studies (with the option of deferral or withdrawal).
- Participation in university-approved events and activities, provided that:
 - * Approval from the Deanship of Student Affairs is obtained for university-related activities.
 - * Prior approval is granted by the concerned department and college before participation.
 - * Proof of attendance and participation in the approved activity is submitted within the specified timeframe.

Article 7

In addition to the excuses outlined in Article 6, medical leave certificates and appointment slips issued through the 'Sehhaty' platform shall be considered valid for absences from lectures, laboratories, cooperative training, and internship programs. However, they shall not be accepted for alternative midterm or final examinations unless accompanied by a medical report signed by a specialist and certified by the competent authority.

Article 8

Medical leave certificates issued by medical institutions outside Najran shall not be accepted during regular study periods or final examination weeks, except in emergency cases that require treatment outside the region. Such cases must be documented with official medical reports and submitted within three (3) days from the date of the excuse.

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Article 9

For medical leave certificates issued outside the Kingdom, the student must attach a medical report signed by a specialist and certified by the competent authority in that country, as well as authenticated by the Saudi diplomatic mission. The college must be notified within no more than five (5) working days from the date of authentication.

Special Provisions

Article 10

A permanent medical committee shall be formed to review and evaluate medical reports in accordance with applicable laws and regulations, in order to ensure fairness, governance of procedures, and transparency in handling such reports.

Article 11

Excuses based on death shall be accepted only if the deceased is a relative up to the fourth degree. The permitted absence period shall be calculated from the date of death as follows:

- Five (5) days for first-degree relatives.
- Three (3) days for second- and third-degree relatives.
- One (1) day for fourth-degree relatives.

Article 12

In the case of a traffic accident or fire, an official report from the competent governmental authority must be submitted to prove that the incident occurred at a time preventing the student from attending the educational activity or examination.

Article 13

If the student is detained by any security authority, an official report from the competent governmental body must be submitted to confirm the detention.

Article 14

If forgery or manipulation of documents submitted to the academic department or college is proven, the student shall be referred to the University Disciplinary Committee along with all relevant documents for appropriate action, while notifying the competent authorities to take necessary measures.

Article 15

The College Council, or its delegate, shall have the authority to consider excuses and may permit lifting the denial of course entry or allow the student to take an alternative exam in case of absence from midterm or final examinations due to a valid excuse under these regulations.

Article 16

All alternative midterm examinations shall be conducted during the twelfth (12th) week of the semester, ensuring that such exams comprehensively cover all course topics.

Final Provisions

Article 17

Any matters not explicitly addressed in these regulations shall be subject to the applicable laws, regulations, and instructions in force at the University.

Article 18

These regulations shall be approved by the University Council and shall come into effect from the date of their approval.