



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

COLLEGE OF CLINICAL PHARMACY

Academic Advising Committee

Handbook Academic Advising

Assembled by

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Common terms in academic advisory

Academic Year: Two regular semesters and a summer semester, if any.
Academic Semester: A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.
Summer semester: A period not exceeding eight (8) weeks of instruction, excluding the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.
Academic Level: Indicates the level of study in accordance with approved study plans.
Study Plan: The total number of compulsory and optional courses. The total number of credit hours for these courses constitutes the graduation requirements, which the student must pass successfully to obtain a degree in a specialty.
Course: A subject of study within an approved academic plan in each specialty (program). Each course has a number, code, title, and detailed description for its particulars that distinguish it from other courses. Each department keeps a course portfolio for the purposes of follow-up, evaluation, and updates. Some courses may have prerequisites or co-requisites.
Credit Hour (academic unit): A weekly lecture or a clinical lesson, with a duration not less than fifty (50) minutes, or a laboratory session or field work of not less than 100 minutes' duration .
Academic Warning: A notification given to a student with a cumulative GPA below 2, which is the minimum limit prescribed in the university regulation.
Grade of Semester Work: The score granted for work that demonstrates the performance of a student during an academic semester, in terms of marks earned in examinations, research, and other activities related to a particular course.
Final Examination: A course examination given once at the end of the semester.
Final Examination Score: The score attained by a student in the final examination for each course.
Final Score: The total sum of the semester-work score plus the final examination score for each course out of a total grade of 100.
Grade: A description for the percentage obtained, or the alphabetical letter of the final score earned by the student in any course .
Incomplete Grade: A provisional grade assigned to each course in which a student fails to complete the requirements by the due date. In the academic record, the Incomplete Grade is given the code

(IC).

In-Progress Grade: A provisional grade assigned to each course which requires more than one semester to complete. It is referred to the In-Progress Grade, in the academic record, by the two letters (IP).

Semester GPA: The total of points a student has earned, divided by the total of credit hours prescribed for all courses studied in a semester. Total points are calculated by multiplying the prescribed credit hours by the grade weight obtained in each course studied by the student.

Cumulative GPA: The total of points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours prescribed for these courses .

General Grade (Graduation Ranking): The assessment of a student's academic achievement during his/her study at the university.

Study load: The minimum number of credit hours a student can register in a semester. The minimum and maximum study load is determined as per the implementation rules of the university.

Academic Record: Official document which shows the student's study status, including the name of the college in which the student studies as well as the student's specialization, the level, registered courses, semester/year GPA, the cumulative GPA and academic warnings (if any) .

The Academic Supervisor: The faculty or teaching staff member assigned to supervise, guide, and follow up with a student during his/her study at the university.

The Second Round Exam: An exam held for student on the entire content of the course which he/she failed: This is for the yearly programs or courses, provided the credit hours of the failed courses shall not be more than 15 hours, or when the student's grade shall not be less than 50 in a single course plan per year.

Make up Exam: This is arranged for a student absent from an exam with an acceptable excuse. In this case the student is given the marks he/she earns, and then his/her grade will be changed accordingly.

Clinical Session: It is a period of time during which student learns and gets trained on clinical cases (sickness and non-sickness cases) in a specific specialty. Each prescribed credit hour should have a week of training

Field Training: A period of time spent by the student in one of the labor market's entities relevant to his/her specialization, as per a handbook approved by the College Council and includes all that is relevant to training. The contact and training hours, in this case, are determined as per the program's

plan approved by the University Council .

Interruption of Study: The student's non-registration of a course in a semester or an academic year without having requisite permission to postpone the study. The period of interruption, in this case, will not be calculated as part of the legal period of graduation.

The Postponement of Study: The student's non-registration of any course in the semester or the academic year of which the study is requested to be postponed. The period of postponement, in this case, will not be calculated as part of the legal period of graduation.

Excuse for Break of Study: The student's discontinuation of study (due a compelling reason) after the registration of courses. The period of excuse, in this case, will be calculated as part of the legal period of graduation.

Ending of Enrollment: Ending of the student's relationship with the university either by dismissal, withdrawal, or interruption of study.

The Minimum Study Load: The number of credit hours registered by the student during the semester/academic year which is neither less than 12 hours in the semester system nor less than 20 credit hours in the full-year system of study.

The Maximum Study Load: It is the maximum number of credit hours registered by the student during the semester/academic year.

College of Clinical Pharmacy Mission Vision & Values

VISION

A pre-eminent college of pharmacy recognized in pharmacy practice education, pharmaceutical services and research .

MISSION

Providing high quality pharmaceutical education and research serving patients and community

VALUES

- ✚ Equality
- ✚ Diversity
- ✚ Professional excellence
- ✚ Creativity and Innovation
- ✚ Teamwork
- ✚ Life-long learning
- ✚ Social responsibility .

Academic Advising

Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to university services as necessary.

Academic Advising Objectives

The Academic Advising aim is to achieve the following objectives:

- ✚ Guide the students to have a substantial college experience.
- ✚ Help the students to understand university policies and procedures.
- ✚ Assist the students to plan and achieve their study plan adhering with their abilities and interest.
- ✚ Aid the students to monitor and evaluate their academic progress.
- ✚ Assist the students to select the academic major appropriate to their abilities and interests.
- ✚ Direct the students to proper authority in the college for special cases as needed.
- ✚ Encourage students to participate in other academic and non-academic activities of the college.
- ✚ Help the students to identify future employment opportunities.
- ✚ Support the students, if necessary, in dealing with social or personal problems

Academic Advisory Committee at the College of Clinical Pharmacy

Purpose:

Academic advising and counseling aims to provide students with advise on the curriculum, the study plan, the college departments, and the available student activities .

Responsibility:

- ✚ All Faculty members not performing administrative duties 2.
- ✚ All students of College of Clinical Pharmacy
- ✚ The policy is administered by the Vice Dean for Academic Affairs
- ✚ Advising staff reports directly to Academic Advisory Committee coordinator, who will refer students to advisors as appropriate .

Procedure:

In higher education institutions and professional colleges, the academic load and competition among students may result in stress and anxieties which can compromise their academic performance. There may be additional contributing factors of a personal nature which may exacerbate the academic problems. Academic counseling aims to provide students with advise on the curriculum, the study plan, the college departments, and the available student activities .

Academic counseling begins on the student's admission to the College and is maintained throughout their studies. It is an opportunity to inform students about the necessary rules and regulations concerning the program. The process of counseling assists students to view their educational experience as meaningful, purposeful, and consistent with their goals and interests. Counseling helps also students to become self-reliant and able to make significant decisions about their educational experience.

Each student will be assigned an academic counselor in his/her first semester. They can find out the name of their counselor/adviser on the student bulletin board. The academic counselor is a faculty member who is responsible for detecting and solving problems encountering students during their academic years. The academic counselor ensures that students successfully meet the requirements of their academic programs and serve as an essential support for students when they face not only academic and administrative problems but also personal problems. The academic counselor has to make sure that each student's study load should follow the internal rules and regulations of the College .

Regular contact with advisers is an important part of a successful advising relationship. New students have to meet the counselor when they arrive on campus and maintain contact as they pursue their academic career. After the approval of the academic counselor the student may add or withdraw a course or more within a specific period of time after registration. Students will also consult with the adviser to verify graduation requirements and review academic performance .

- + Academic Advisory Committee coordinator provides the advisor with the list of students he/she will advise throughout the academic year.
- + The advisor meets with students once per month unless more meetings are necessary.
- + Students must be notified of the date, time and place of meeting.
- + Advisors will forward a summary of those meetings to Academic Advisory Committee coordinator, including recommendations for corrective action.
- + The Academic Advisory Committee coordinator is responsible for monitoring the performance of students who fail to attend 2 meetings with their advisor.
- + The Vice Dean for Academic Affairs reports any incidents of misconduct to the appropriate advisor.
- + Course Coordinators will report any students who are experiencing academic difficulties to the appropriate advisor.
- + The advisor will respond appropriately to these students. If the difficulties remain unresolved, a report is forwarded to the Academic Advisory Committee coordinator for further action.

- ✚ At the end of the semester, the advisor will forward a summary report of all activities and interactions with students to the Academic Advisory Committee coordinator.

Role of the Academic Advisory Committee at the College of Clinical Pharmacy

A. Student Advising Committee Regular Tasks:

- ✚ Suggest policies, procedures, and guidelines related to the committee.
- ✚ Hold regular meetings at least once per month at a place and time to be fixed by resolution entered on its minutes.
- ✚ Prepare and submit the committee's work plan, and its monthly meeting minutes.
- ✚ Develop plans to achieve relevant performance indicators as per the College's Strategic Plan.
- ✚ Submit an end of year report and provide a presentation to the College.
- ✚ Carry out any other tasks that the VD may assign to the Committee.

B. Student Advising Committee Expected Tasks

- ✚ Organize group and individual advising for students below 2.5 in GPA.
- ✚ Organize group and individual advising with those who fail core courses in the first two years such as introduction to pharmacy.
- ✚ Provide a functional role to reward / appraise the talented students.
- ✚ Advising the students (batch-base) in terms of academic, social, financial, and psychological issues.
- ✚ Gathering the required information and data about the withdrawn/graduate students,
- ✚ Helping each student in selecting his/her suitable major.
- ✚ Help students overcome any academic difficulties they encounter, which is especially crucial for new students.
- ✚ Advisor maintain regular meetings with the student, usually no less than once per semester.
- ✚ Define plan of actions with each student to discourse any problems in terms of any concerns or unsatisfactory, which have been recognized during a semester.
- ✚ Bring the students' attention to all appropriate deadline dates and regulations associated with examination and report/project submission.

- + Disclose to the Committee any conflict of interest that arises with students.
- + Coordinate with the Student Advising committee at the university level.
- + Encourage the students' academic progress to become an experienced contributor to a field of knowledge
- + Provide accessibility to the students for consultation and discussion via appropriate communications tools in person for the students' academic progress and project problems.
- + Guiding the students to achieve their own planned academic goals.
- + Respect students' privacy and confidentiality.
- + Organizing any kind of activity to achieve some or all of the above objectives. Activities could be:
 - One-day Seminar,
 - Broachers/ Booklets/Leaflets etc

Academic Advising Rights and Responsibilities

Students' Rights and Responsibilities

- ✚ The student has the right to an advisor and has the responsibility to learn the name and office location of the advisor early in the first semester.
- ✚ The student has the responsibility to schedule appointments with the advisor and to keep them informed.
- ✚ If the student finds that it is not possible to keep the scheduled appointment, the student will notify the advisor before the appointed time.
- ✚ The student has the right to expect the advisor to thoroughly understand the university's structure and its academic policies on such things as registration, add/drop, withdrawal, and academic grievances.
- ✚ The student has the right to expect the advisor to be familiar with the variety of degree offerings, the procedure for referral to and the types of support services available.
- ✚ The student has the responsibility for decisions made. The student will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
- ✚ The student has the right to expect the advisor to help plan a program of study, designed through personal interaction between the student and the advisor, which reflects the student's academic background, course prerequisites, and educational goals.
- ✚ The student has the right to expect the advisor to create an atmosphere of openness, caring and concern so meaningful communication and trust can occur.
- ✚ The student has the responsibility to consult with the advisor on a regular basis, when in academic difficulty, prior to transferring to another college, or withdrawing from college.
- ✚ The student has the responsibility to follow through with appropriate action after the advising session.
- ✚ The student has the responsibility to seek reassignment to a new advisor if differences between the advisor and student should develop.

Advisors' Rights and Responsibilities:

- ✚ The advisor has the responsibility to know her advisees' names.
- ✚ The advisor has the responsibility to keep all scheduled appointments and to notify the student in advance if it is not possible to keep the scheduled appointment.
- ✚ The advisor has the right to expect the student to be knowledgeable about policies, procedures and requirements. They are listed in a variety of sources (e.g. student handbook, college prospectus).
- ✚ The advisor has the responsibility to gain the necessary knowledge and skills to effectively and accurately articulate specific requirements, as well as college and curriculum requirements.
- ✚ The advisor has the responsibility to provide the student with accurate information about alternatives, limitations and possible consequences of academic decisions.
- ✚ The advisor has the right to expect that the student will clarify personal values and goals in advance of the advisement session.
- ✚ The advisor has the right to be treated in a respectful manner and to become acquainted with the advisee.
- ✚ The advisor has the responsibility to maintain a complete and accurate file on the student in order to monitor progress towards goals and graduation requirements.
- ✚ The advisor has the right to expect the student to meet with the advisor at appropriate times to receive advice in a timely fashion.

The College of Clinical Pharmacy's Study Plan

* Prerequisite –list course code numbers that are required prior to taking this course.

Year	Course Code	Course Title	Required or Elective	*Pre-requisite Courses	Credit Hours	College or Department
Prep Year (Year 1) First Semester (Semester 1)	ENGL 101	English Language*	Core	None	5	DPSS
	BIOL 101	Biology*	Core	None	2	DPSS
	CHEM 101	General & Organic Chemistry *	Core	None	1	DPSS
	PHYS 101	Physics*	Core	None	1	DPSS
	COMP 131	Computer Skills	Core	None	2	DPSS
Year	Course Code	Course Title	Required or Elective	*Pre-requisite Courses	Credit Hours	College or Department
	LRSK 142	Communication Skills	Core	None	2	DPSS
	ISLM 271	Islamic Culture-1	Core	None	2	Islamic Culture
	Total Semester Credit Hours				15	
Prep Year (Year 1) Second Semester (Semester 2)	ENGL 101	English Language*	Core	None	2	DPSS
	ENGL 102	English for Academic & Specific Purposes	Core	None	3	DPSS
	BIOL 101	Biology*	Core	None	3	DPSS
	CHEM 101	General & Organic Chemistry *	Core	None	2	DPSS
	PHYS 101	Physics*	Core	None	2	DPSS
	LRSK 141	Learning and Searching skills	Core	None	2	DPSS
	PHEDU152	Health and Physical Education	Core	None	1	DPSS
	ISLM 272	Islamic Culture-2	Core	None	2	Islamic Culture
	Total Semester Credit Hours				17	
Year 2 First Semester (Semester 3)	CLPH 201	Pharmacy Orientation	Core	None	2	Pharmacy Practice
	PHCT 202	Fundamentals of Pharmaceutics	Core	None	3	Pharmaceutics
	PHCH 203	Pharmaceutical Organic Chemistry-1	Core	None	4	Pharm Chemistry
	PHYL 204	Physiology-1	Core	None	3	Physiology, COM
	ANAT 205	Anatomy and Histology-1	Core	None	2	Anatomy, COM
	BIOCH 206	Biochemistry-1	Core	None	2	Biochemistry, COM

	ISLM 273	Economic System in Islam	Core	None	2	Islamic Culture
	Total Semester Credit Hours				18	
Year 2 Second Semester (Semester 4)	PHCT 207	Physical Pharmacy	Core	None	3	Pharmaceutics
	PHCH 208	Pharmaceutical Analytical Chemistry	Core	None	3	Pharm Chemistry
	PHCH 209	Pharmaceutical Organic Chemistry-2	Core	PHCH 203	3	Pharm Chemistry
	PHYL 210	Physiology-2	Core	None	3	Physiology, COM
	ANAT 211	Anatomy and Histology-2	Core	None	3	Anatomy, COM
	BIOCH 212	Biochemistry-2	Core	None	3	Biochemistry, COM
	ISLM 274	Political System in Islam	Core	None	2	Islamic Culture
	Total Semester Credit Hours				20	
Year 3 First Semester (Semester 5)	PHTX 301	Pharmacology-1	Core	None	4	Pharmacology
	PHCH 302	Medicinal Chemistry-1	Core	PHCH 209	3	Pharm Chemistry
	PATH 303	Pathophysiology-1	Core	PHYL 210	2	Pathology, COM
	NPAM 304	Pharmacognosy	Core	None	3	Natural Products
Year	Course Code	Course Title	Required or Elective	*Pre-requisite Courses	Credit Hours	College or Department
	BIOCH 305	Clinical biochemistry and Nutrition	Core	BIOCH 212	3	Biochemistry, COM
	BIOCH 306	Molecular Biology	Core	None	2	Biochemistry, COM
	Total Semester Credit Hours				17	
Year 3 Second Semester (Semester 6)	PHTX 307	Pharmacology-2	Core	PHTX 301	4	Pharmacology
	PHCH 308	Medicinal Chemistry-2	Core	PHCH 302	3	Pharm Chemistry
	PHCT 309	Pharmaceutical Dosage Forms	Core	PHCT 202	3	Pharmaceutics
	PATH 310	Pathophysiology-2	Core	PATH 303	2	Pathology, COM
	NPAM 311	Natural Products and Alternative Medicine	Core	NPAM 304	3	Natural Products
	MICRO312	Microbiology	Core	None	4	Microbiology, COM
	CLPH 313	Pharmaceutical Care-1	Core	None	1	Pharmacy Practice
Total Semester Credit Hours				20		

Year 4 First Semester (Semester 7)	PHTX 401	Pharmacology-3	Core	PHTX 307	3	Pharmacology
	PHCT 402	Pharmaceutical Delivery System	Core	PHCT 202	2	Pharmaceutics
	PHCH 403	Medicinal Chemistry-3	Core	PHCH 308	3	Pharm Chemistry
	IMMUN404	Immunology	Core	None	2	Microbiology, COM
	CLPH 405	Therapeutics-1	Core	PHTX 301	5	Pharmacy Practice
	CLPH 406	Pharmaceutical Care-2	Core	CLPH 313	2	Pharmacy Practice
	Total Semester Credit Hours					17
Year 4 Second Semester (Semester 8)	CLPH 407	Therapeutics-2	Core	PHTX 307	5	Pharmacy Practice
	CLPH 408	Pharmaceutical Care-3	Core	CLPH 406	3	Pharmacy Practice
	CLPH 409	Institutional Pharmacy Practice	Core	None	1	Pharmacy Practice
	CLPH 410	First Aid and Emergency Medicine	Core	PHTX 401	1	Pharmacy Practice
	CLPH 411	Communication Skills for Pharmacists	Core	None	2	Pharmacy Practice
	PHCT 412	Biopharmaceutics	Core	None	3	Pharmaceutics
	-----	Elective group - 1	Elective	-----	2	-----
Total Semester Credit Hours					17	
Summer training	CLPH 415	Hospital Pharmacy Practice	Core	None	3	Pharmacy Practice
Year 5 First Semester (Semester 9)	CLPH 501	Law and Ethics in Pharmacy Practice	Core	CLPH 409	1	Pharmacy Practice
	CLPH 502	Therapeutics-3	Core	PHTX 401	5	Pharmacy Practice
	CLPH 503	Evidence-based Practice and Drug Information Services	Core	CLPH 407	2	Pharmacy Practice
	CLPH 504	Clinical Pharmacokinetics	Core	PHCT 412	3	Pharmacy Practice
	CLPH 505	Total Parenteral Nutrition	Core	BIOCH 305	1	Pharmacy Practice
	CLPH 506	Pharmacoeconomics	Core	None	2	Pharmacy Practice
	CLPH 507	Graduation project (AN)	Core	None	2	Pharmacy Practice
	-----	Elective group - 2	Elective	-----	2	-----

	Total Semester Credit Hours				18	
Year 5 Second Semester (Semester 10)	PHTX 508	Clinical Toxicology	Core	PHTX 401	3	Pharmacology
	CLPH 509	Therapeutics-4	Core	CLPH 502	5	Pharmacy Practice
	CLPH 510	Pharmacy Management	Core	None	2	Pharmacy Practice
	CLPH 511	Self-care and Non- prescription Drugs	Core	CLPH 409	1	Pharmacy Practice
	CLPH 512	Pharmacoepidemiology	Core	PHTX 401	2	Pharmacy Practice
	CLPH 507	Graduation project (AN)	Core	None	2	Pharmacy Practice
	Total Semester Credit Hours				15	
Year 6 First & Second	CLPH 601	Pharmacy Internship	Core	MCY5C	-	Pharmacy Practice
Total number of credit hours			Core + Elective		177	

Note: * = taught course based on the academic-year system COM = College of Medicine

DPSS = Deanship of Preparatory and Support Studies MCY5C = Must complete Year 5 courses

AN = Annual course & its credits (4 cr hrs = 2 per semester) will be added in the first semester in the table. It will be open for registration in both semesters. Its assessment in the first semester will be (IP = in progress) and will be finalized & credited in the second semester after completion of the graduation project.

Elective courses table:

Students need to choose one of the courses with 2 credit hours in each year as in this table

Year	Course Code	Course Title	Required or Elective	*Pre-requisite Courses	Credit Hours	College or Department
Elective group - 1						
Year 4 Second Semester (Semester 8)	PHCT 413	Industrial Pharmacy	Elective	PHCT 207	2	Pharmaceutics
	PHCH 414	Principles of Drug Design	Elective	None	2	Pharm. Chemistry
Elective group - 2						
Year 5	PHCT 513	Pharmaceutical Biotechnology	Elective	None	2	Pharmaceutics
Year	Course Code	Course Title	Required or Elective	*Pre-requisite Courses	Credit Hours	College or Department
Second Semester (Semester 10)	CLPH 514	Pharmacogenomics	Elective	None	2	Pharmacy Practice
	PHCH 515	Instrumental Analysis	Elective	None	2	Pharm. Chemistry

Academic Advising Process

A. The advisors:

Advisor is the first point of contact of the student. The adviser may contact the direct SAC in case of clarification is needed. To accomplish effective advising, the academic advisor has a responsibility to:

Be aware about the students, who are assigned to him/her. (*Please visit the peoplesoft System*)

- ✚ Provide an appropriate guidance that promotes the student's learning skills.
- ✚ Be aware about IAU and the college policies, procedures and departmental requirements for degree programs.
- ✚ Help the student to plan well to meet the degree/career requirements.
- ✚ Encourage the student to review progress toward the goal of degree completion.
- ✚ Be the student's advocate when necessary.
- ✚ Referral to the SAC when the student's needs are beyond the advisor's expertise or the student has special needs.
- ✚ Respect the student's privacy.
- ✚ Sign required forms and submit it to the appointed person.

B. The students:

- ✚ The Students are considered as the most important part in the workflow. To achieve the best out the academic advising, the student has a responsibility to:
- ✚ Arrange regular appointments for advisement and send request to the advisor before the appointment.
- ✚ Tell the advisor about any issues that affect your academic performance.
- ✚ Check the college policies, procedures, study plans and degree requirements; prepare questions for the advisor when clarification is necessary.
- ✚ Listen carefully to advisor recommendations. If confused, ask for clarification.
- ✚ Obtain prior approval from the advisor for course/semester registration or dropping, major specification or coop training.

C. Required Activities:

During the advising process, advisors and students are required to provide several documents in a timely fashion. During the semester, it is the responsibility of the students to check their university emails and provided phones regularly for any announcements from the advisors and/or the Student Advising Committee (SAC). At the beginning of each semester, it is the advisor responsibility to send welcome message to the students, who are under his/her supervision. Generally, the door is widely open for both the advisor and the student to speak regarding how to improve skills, values, academic life, knowledge, future steps, self-development, quality, or future field directions. Advising Process roadmap per calendar year is presented in the figure below

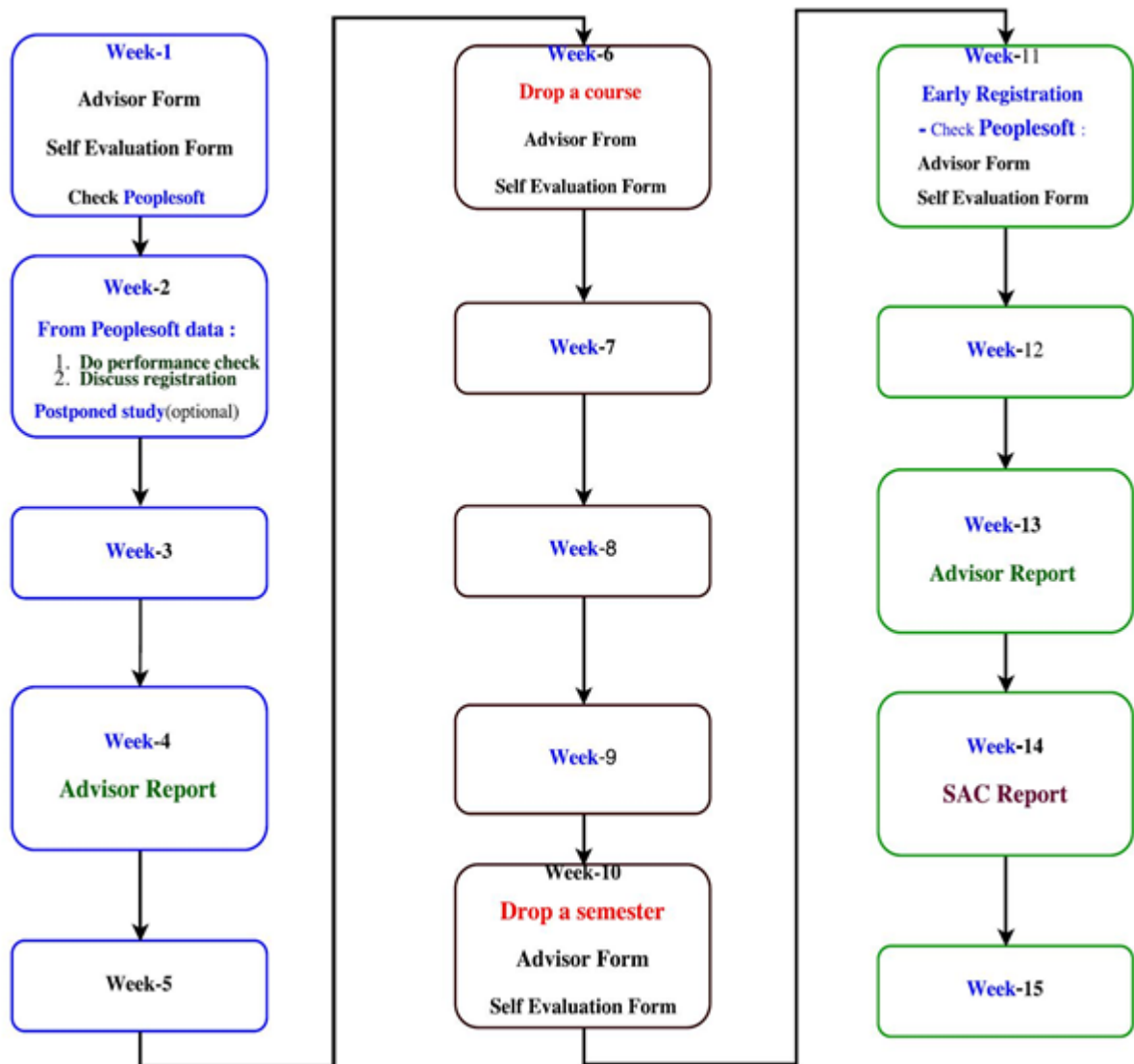


Figure (1) Advising Process roadmap per calendar year

D. Welcome Message:

Each instructor (that is member of the advisory team) is assigned to a list of students as his/her advisee. During the first week, Advisor can check their list of advisees in PeopleSoft account (see Figure below) to know which students are exactly assigned to them. Advisor can check each advisee's information, GPA, schedule, etc. Advisor should send a welcome email to their advisees through PeopleSoft introducing themselves and informing them how to be contacted.

E. Registration process:

The Following are the general guidelines for registration:

- ✚ The electronic registration usually opens for students in the first two weeks of each academic semester.
- ✚ All students should be aware of their plans and which courses they should register, and they should be able to register by themselves.
- ✚ Advisors should be aware too of their advisees' plans (including courses prerequisites) and know what are the potential courses to be registered based on the plan.

F. Override request:

In some cases, students cannot register a specific course for one of the following reasons:

- ✚ The student did not study or pass the course's prerequisite.
- ✚ The student exceeded the allowed number of credits based on his/her GPA (see Table.1)
- ✚ There is a conflict between the courses/section the student trying to register.
- ✚ The student trying to register in a full section.
- ✚ The student trying to register a course belong to upper levels (more than two advanced levels)

Table (1): Allowed GPA

Student Accumulative GPA	The maximum number of credits to be registered
4 or more	23 credits
From 2.5 to less than 4	As approved in the student plan (based on the student level)
From 2 to less than 2.5	15 credits
Less than 2	12 credits

Any student facing one of the above-mentioned issues should do the following:

- ✚ Report a registration problem from the PeopleSoft (the report will be sent directly to the deanship of admission and registration)
- ✚ Send an approval request to the academic advisor.
- ✚ Each advisor should check the system periodically to see if there are any pending requests to be approved (see Figure.2).
- ✚ Please make sure to review the cases before approving any request. For example, check that the student already studied the prerequisite or will not exceed the allowed credits, etc.
- ✚ If the two above steps didn't solve the student's issue, then the student should fill an (**Report a registration problem**) electronic form. The advisor should review/approve the form then email it to the college registrar.

Some students may be facing an issue deciding which courses they should register as they are studying courses from different levels (transferred students or students who failed in some courses). The advisor should assist them with the high priority courses to be registered based on the following:

- The most priorities for courses belong to previous semesters.
- The next priority for any course will be a prerequisite for a next semester course.
- ✚ Any warned students must attend a full advising program before they're allowed to register.
- ✚ In the case of missing this program, the warned student will not be allowed to register.
- ✚ Whoever passes the chance to register and has a GPA of 2.0 and above can be allowed to register only after visiting their advisor and taking the advising program.
- ✚ Warned students are allowed to register if they have passed all courses that are 2 levels behind, otherwise if these courses are unfinished then they're forced to take them unless there are some exceptions.

Basically, the student would like to register course(s), but he has course(s) from previous levels. The academic advisor should check if those course(s) from previous levels are offered this running term, in this case the student should register them first. If they are not offered, then the student is allowed to register course(s) from his current term.

G. Attendance and withdrawal:

- ✚ A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit determined by the University Council (85 percent of the lectures and laboratory sessions assigned for each course), the student will not be allowed to continue the course and will be denied entrance to the assigned final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given the grade DN in the course.
- ✚ The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of attendance, which must not be less than 50 percent of the lectures and laboratory sessions specified for the course .
- ✚ A student who is absent for a final examination, will be given a zero grade for that examination. His/her grade in the course will be calculated on the basis of the class work score he/she obtained over the semester .
- ✚ If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept his/her excuse and allow him/her to take a make-up examination. The make-up examination must be taken prior to the end of the following semester. In such cases, the course grade will be given to the student after the make-up examination .
- ✚ A student may withdraw from the University for a semester, without his/her being considered as having failed the courses, if he/she presents an acceptable excuse to the authorized body specified by the University Council at least five weeks prior to the beginning of the final examinations. Under exceptional circumstances, the University Council may extend the permitted deadline for withdrawal and assign a W grade to the student. This semester will be included in the period required for completion of the program degree

G. Postponing Study:

A student may postpone study for reasons determined acceptable by the entities assigned by University Council. The postponement duration cannot be more than two consecutive semesters or three non-consecutive semesters as maximum during his/her study at the University; otherwise, he/she will be dismissed from the university. The University Council may make exceptions it deems necessary. The postponed period is not included in the period required for completion of the program degree.

H. Interruption of study

- ✚ If a full-time regular student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the University. The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. Part-time students are dismissed when they do not attend final examinations without a valid excuse.
- ✚ A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university.

I. Re-enrollment:

A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations :

- ✚ He/she must apply for re-enrollment within four regular semesters from the date of dismissal.
- ✚ The College Council and the authorities concerned must approve re-enrollment.
- ✚ Four or more semesters lapse since when he/she interrupts his/her studies at the University; the student can then apply to the University for Admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application .
- ✚ A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.

A student cannot be re-enrolled if he/she has been academically dismissed

J. Dismissal from the university

A student will be dismissed from the University in either of the following situations :

- ✚ The student receives a maximum of three consecutive academic probations for having a cumulative GPA lower than 2.00 out of 5.00, or 1.00 out of 4.00. Based on the recommendations of the College Council, the University Council may grant a fourth chance to a student to improve his/her cumulative GPA by studying the courses available.
- ✚ A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period. The University Council may make an exception and award the student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation.
- ✚ The University Council may make an exception and give students who fall under (a) or (b) the opportunity to complete their studies within an additional period of not more than two semesters.

K. Transfer from one University to another:

- ✚ The transfer of a student from outside the University may be accepted under the following conditions :
 - a. The student should have studied at a recognized college or university.
 - b. The student must not have been dismissed from that university for disciplinary reasons.
 - c. The student must satisfy the transfer conditions, as determined by the University Council.
- ✚ The College Council evaluates the courses that were taken by the student outside the University, based on the recommendations of the departments that offer equivalent courses. The courses evaluated as equivalent are recorded in the student's academic transcript but are not included in the calculation of his/her cumulative GPA .
- ✚ If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the University .
- ✚ The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the

university to which the student is transferring, and according to the general rules governing transfer.

Transfer from One college to another within the university

- ✚ A student may transfer from one college to another within the University in accordance with the rules endorsed by the University Council.
- ✚ All courses that have been studied by a student transferred from one college to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the respective University.

References:

1. NACADA. (2003). Paper presented to the Task force on defining academic advising. Retrieved from NACADA Clearinghouse of Academic Advising Resources website:
<https://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Definitions-of-academic-advising.aspx>.
2. Williams-Crockett (1995). Defining the Essential Elements of Successful Advising Programs. Colorado: The NoelLevitz Center for Enrollment Management, p.1.
3. Imam Abdulrahman bin Faisal University Rules & Regulations for courses & examinations at University Level. 201.
4. College of Clinical Pharmacy, Imam Abdulrahman bin Faisal University. Policies and Procedures 2018 (draft)