



**Alfaisal University**

# **Undergraduate Student Guide 2009**

[www.alfaisal.edu](http://www.alfaisal.edu)

March 2009

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# 1 Welcome to Alfaisal

*Dear Student*

*On behalf of the Office of Academic Affairs and as Acting-Provost of Alfaisal University, I welcome you to another semester of study which I hope will be fruitful and continue your educational progress in preparation for a successful and rewarding professional career.*

*We have drafted this student handbook to assist you along your path and to answer any questions you may have about how you fit into University life and how we can be of assistance in providing you with the best possible support as a student. Although the document is not complete, you will nevertheless find in this handbook information about student financial services, health services, academic support, registration, advising, grading policy and much more. While it is expected that not all your questions will be answered, I encourage you to contact your college or the office of student affairs who can answer your questions.*

*Over the course of this year, we hope to update and improve this handbook to better serve you. In the meanwhile, I encourage you to review this handbook and be familiar with the policies therein and wish you the very best for the upcoming semester.*

*Sincerely,*

*Ronald Bulbulian  
Acting Provost*

## 2 General Information

### 2.1 Campus Telephone Directory

Tel. # +966-215-7777; Fax #+966-440-1626

#### Provost Office

Title	Telephone	E-mail
Vice Provost for Academic Programs & Acting Dean for College of Science	01 – 215 (7610)	<a href="mailto:Rbulbulian@alfaisal.edu">Rbulbulian@alfaisal.edu</a>
Executive Assistant for the provost	01 – 215 (7602)	<a href="mailto:Naijaz@alfaisal.edu">Naijaz@alfaisal.edu</a>
Vice provost for Academic Affairs	01 – 215 (7640)	<a href="mailto:Abakri@alfaisal.edu">Abakri@alfaisal.edu</a>
Accreditation Officer	01 – 215 (7631)	<a href="mailto:Aalkhrashi@alfaisal.edu">Aalkhrashi@alfaisal.edu</a>
University Librarian	01 – 215 (7840)	<a href="mailto:Twilliams@alfaisal.edu">Twilliams@alfaisal.edu</a>

#### Student Affairs

Title	Telephone	E-mail
Vice President for Student Affairs	01 – 215 (7830)	<a href="mailto:Ajabbar@alfaisal.edu">Ajabbar@alfaisal.edu</a>
Dean of Admission & Registration	01 – 215 (7828)	<a href="mailto:Malowayed@alfaisal.edu">Malowayed@alfaisal.edu</a>
Office of Student Services	01 – 215 (7829)	<a href="mailto:Mghamdi@alfaisal.edu">Mghamdi@alfaisal.edu</a>
Office of Scholarship	01 – 215 (7827)	<a href="mailto:Fahmed@alfaisal.edu">Fahmed@alfaisal.edu</a>
Recruiter / Academic Advisor	01 – 215 (7825)	<a href="mailto:Adarwish@alfaisal.edu">Adarwish@alfaisal.edu</a>
Administrative Assistant, Admission	01 – 215 (7826)	<a href="mailto:Aragab@alfaisal.edu">Aragab@alfaisal.edu</a>

#### Colleges

##### College of Medicine

Title	Telephone	E-mail
Dean, College of Medicine	01 – 215 (7650)	<a href="mailto:Kkattan@alfaisal.edu">Kkattan@alfaisal.edu</a>
Vice Dean of Academics & Training Affairs	01 – 215 (7655)	<a href="mailto:Walkattan@alfaisal.edu">Walkattan@alfaisal.edu</a>

Medical Dean Assistant	01 – 215 (7658)	<a href="mailto:Smoshaikah@alfaisal.edu">Smoshaikah@alfaisal.edu</a>
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## College of Engineering

Title	Telephone	E-mail
Dean, College of Engineering	01 – 215 (7750)	<a href="mailto:Aalkhair@coe.alfaisal.edu">Aalkhair@coe.alfaisal.edu</a>

Research Development	01 – 215 (7752)	<a href="mailto:Hmughal@coe.alfaisal.edu">Hmughal@coe.alfaisal.edu</a>
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Engineering Dean Assistant	01 – 215 (7753)	<a href="mailto:Mqawas@coe.alfaisal.edu">Mqawas@coe.alfaisal.edu</a>
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## College of Business

Title	Telephone	E-mail
Acting Dean, College of Business	01 – 215 (7701)	<a href="mailto:Nwright@alfaisal.edu">Nwright@alfaisal.edu</a>

Business Acting Dean Assistant	01 – 215 (7704)	<a href="mailto:Aayed@alfaisal.edu">Aayed@alfaisal.edu</a>
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## College of Science

Title	Telephone	E-mail
Acting Dean, College of Science	01 – 215 (7610)	<a href="mailto:Rbulbulian@alfaisal.edu">Rbulbulian@alfaisal.edu</a>

Administrative Assistant	01 – 215 (7736)	<a href="mailto:Malsamman@alfaisal.edu">Malsamman@alfaisal.edu</a>
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**Administrative Departments**

## Information Technology Services

Title	Telephone	E-mail
IT Director	01 – 215 (7900)	<a href="mailto:Mkafaji@alfaisal.edu">Mkafaji@alfaisal.edu</a>

Web Master	01 – 215 (7906)	<a href="mailto:Shusain@alfaisal.edu">Shusain@alfaisal.edu</a>
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Network Administrator	01 – 215 (7904)	<a href="mailto:Aalahmed@alfaisal.edu">Aalahmed@alfaisal.edu</a>
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IT Security Engineer	01 – 215 (7905)	<a href="mailto:Aqabbat@alfaisal.edu">Aqabbat@alfaisal.edu</a>
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Administrative System Analyst	01 – 215 (7901)	<a href="mailto:Ashah@alfaisal.edu">Ashah@alfaisal.edu</a>
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Technical Support Engineer	01 – 215 (7902)	<a href="mailto:Bmanzoor@alfaisal.edu">Bmanzoor@alfaisal.edu</a>
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## Finance Department

Title	Telephone	E-mail
Finance Senior Manager	01 – 215 (7875)	<a href="mailto:Ymansour@alfaisal.edu">Ymansour@alfaisal.edu</a>

Finance Reporting Manager	01 – 215 (7879)	<a href="mailto:Muahmed@alfaisal.edu">Muahmed@alfaisal.edu</a>
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Accountant	01 – 215 (7876)	<a href="mailto:Ecunanan@alfaisal.edu">Ecunanan@alfaisal.edu</a>
Accountant	01 – 215 (7878)	<a href="mailto:Aghanem@alfaisal.edu">Aghanem@alfaisal.edu</a>
Executive Assistant	01 – 215 (7612)	<a href="mailto:Akhan@alfaisal.edu">Akhan@alfaisal.edu</a>

### Faculty

Name / Title	Telephone	E-mail
Ahmed Ali, Instructor	01 – 215 (7765)	<a href="mailto:Aali@coe.alfaisal.edu">Aali@coe.alfaisal.edu</a>
Khalid Walid Haj Ahmed, Principal Instructor	01 – 215 (7761)	<a href="mailto:Kahmed@coe.alfaisal.edu">Kahmed@coe.alfaisal.edu</a>
Kaleem Mahmood, Principal Instructor	01 – 215 (7754)	<a href="mailto:Kmahmood@coe.alfaisal.edu">Kmahmood@coe.alfaisal.edu</a>
Kaushik Parmar, Instructor	01 – 215 (7764)	<a href="mailto:Kparmar@coe.alfaisal.edu">Kparmar@coe.alfaisal.edu</a>
Shahnawaz Ahmed, Instructor	01 – 215 (7759)	<a href="mailto:Sahmed@coe.alfaisal.edu">Sahmed@coe.alfaisal.edu</a>
Muhammad Hammad, Instructor	01 – 215 (7766)	<a href="mailto:Mhammad@coe.alfaisal.edu">Mhammad@coe.alfaisal.edu</a>
Dr. Anwar Saad Abd Elfattah, Professor of Physiology	01 – 215 (7665)	<a href="mailto:Aabdulfatah@alfaisal.edu">Aabdulfatah@alfaisal.edu</a>
Dr. Ali Khraibi, Professor of Physiology	01 – 215 (7657)	<a href="mailto:Akhraibi@alfaisal.edu">Akhraibi@alfaisal.edu</a>
Dr. Bernhard Juurlink, Professor of Anatomy	01 – 215 (7664)	<a href="mailto:Jbernhard@alfaisal.edu">Jbernhard@alfaisal.edu</a>
Dr. Naif Al-Otaibi, Surgery Doctor – Demonstrator	01 – 215 (7659)	<a href="mailto:Notaibi@alfaisal.edu">Notaibi@alfaisal.edu</a>
Dr. Pallab Ganguly, Professor of Anatomy	01 – 215 (7663)	<a href="mailto:Pganguly@alfaisal.edu">Pganguly@alfaisal.edu</a>
Dr. Mohammed Hasan Rajab, Associate Prof. of Epidemiology & Biostatistics	01 – 215 (7658)	<a href="mailto:Mrajib@alfaisal.edu">Mrajib@alfaisal.edu</a>
Dr. Alexander Kouzmenko, Professor of Biology	01 – 215 (7732)	<a href="mailto:Akouzmenko@alfaisal.edu">Akouzmenko@alfaisal.edu</a>
Dr. Daniel Renzi,	01 – 215 (7727)	<a href="mailto:Drenzi@alfaisal.edu">Drenzi@alfaisal.edu</a>

Professor of Math

Dr. Hisham Abad, Professor of Physics	01 – 215 (7728)	<a href="mailto:Habad@alfaisal.edu">Habad@alfaisal.edu</a>
Dr. Jim Roach, Professor of Chemistry	01 – 215 (7737)	<a href="mailto:Jroach@alfaisal.edu">Jroach@alfaisal.edu</a>
Dr. Norman Swazo, Prof. of Bio-Medical Ethics & Philosophy	01 – 215 (7726)	<a href="mailto:Nswazo@alfaisal.edu">Nswazo@alfaisal.edu</a>
Dr. Richard Alexander Arnold, Professor of English	01 – 215 (7729)	<a href="mailto:Rarnold@alfaisal.edu">Rarnold@alfaisal.edu</a>
Dr. Robert McColl, Assistant Professor of English	01 – 215 (7735)	<a href="mailto:Rmccoll@alfaisal.edu">Rmccoll@alfaisal.edu</a>
Dr. Simon Hull, Assistant Professor of English	01 – 215 (7734)	<a href="mailto:Shull@alfaisal.edu">Shull@alfaisal.edu</a>

## 2.2 Academic Calendar

### Spring Semester 2009

Date

February 28	Classes begin
March 4	Tuition and Fee payment - Deadline for payment to avoid cancellation of registration or having a late fee assessed.
March 11	Last day to register or to add classes.
March 11	Last day to receive 75% refund for classes withdrawal
March 18	Last day to drop classes without permanent record, 50% refund
March 25	Last day for 25% refund for classes withdrawal
Apr 8	Previous semester's Incomplete Grades (I) Finalized
Apr 25-29	<b>Mid-term</b>
May 9	Mid-term deficient grades due in Office of the Registrar
May 13	Last day to withdraw from a class and receive a grade of "W"
May 23-27	Pre-registration for continuing students for Fall 2009
June 20-June 27	Final Examination period
June 30	Final grades due to Office of the Registrar

### Fall Semester 2009 Calendar

May 22- Oct 7	Ongoing Admissions & Registration for New Students
September 26	New Students Orientation and Registration
September 26	Classes begin
September 30	Tuition and Fee payment - Deadline for payment to avoid cancellation of registration or having a late fee assessed.
October 7	Last day to register or to add classes.
October 7	Last day to receive 75% refund for classes withdrawal
October 14	Last day to drop classes (without permanent record)
October 21	Last day for 25% refund for all classes withdrawal
November 4	Previous semester's Incomplete Grades (I) Finalized
Nov 14-18	<b>Mid-term</b>
Nov. 19- Dec. 4	Eid Aladha Holiday
Dec 9	Mid-term deficient grades due in Office of the Registrar
Dec 16	Last day to withdraw from a class and receive a grade of "W"
Jan 2- 6	Pre-registration for continuing students for spring 2010
Jan 23-30	Final Examination period
Feb 2	Final grades due to Office of the Registrar

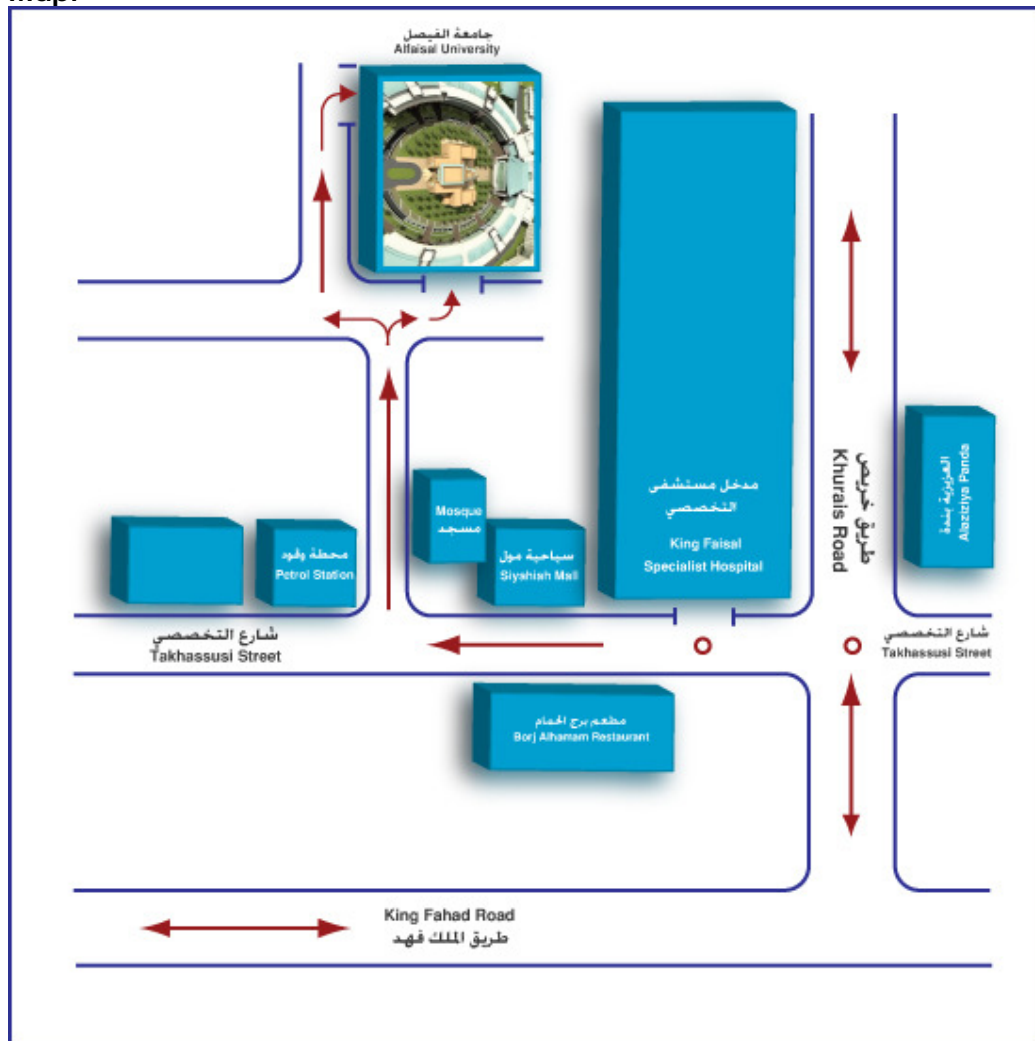
**NOTE:** Dates are subject to change. Changes will be communicated to campus via electronic mail, SMS, Events Calendar, or other means as appropriate.

## 2.3 Campus Location

### Location:

Alfaisal University is located in the middle of the Capital of Saudi Arabia, Riyadh city. The campus buildings surround the late King Faisal's palace and can be entered through the main gate. When you arrive to Takhassusi Street and find King Faisal Specialist Hospital on your right facing the first traffic light just right next to the main gate of entering the hospital, go straight ahead after the traffic light until you find Siyahiah mall on your right. Take the first right after Siyahiah mall and you will find the University in front of you at the end of the road.

### Map:



## 2.4 Facilities

The Facilities Department Mission is to safeguard the Alfaisal Community, to sustain the Alfaisal physical assets entrusted to us in a safe and environmentally friendly condition, and to perform quality campus and facility services in a cost effective manner.

The Facilities Department consists of multiple business units providing professional and unique services to the Alfaisal Students. The Department can be reached on the followings:

Services/Department	Extension	E-Mail Address
Safety or Security Issues	1000	<a href="mailto:Security@Alfaisal.com">Security@Alfaisal.com</a>
Building Deficiencies or Discomfort		<a href="mailto:HelpDesk@Alfaisal.com">HelpDesk@Alfaisal.com</a>
Any Facilities Related Issues or Services		<a href="mailto:Facility@Alfaisal.com">Facility@Alfaisal.com</a>

### 1. Access To Campus

- a. Accessing campus requires both, identification card, and a vehicle registration sticker. Campus Security will assist you with your ID and the car sticker for convenient access to campus.
- b. Operation of vehicles and motorcycles on campus and in car parks is governed by the university parking and traffic regulations.

### 2. Parking

The University has parking areas available for students, staff and visitors. These areas are located under and in front of the buildings of campus and can be entered to through the main gate. A member of Alfaisal has to inform facilities department with possession of his car in order to issue a parking sticker authorizing him to enter and use parking areas freely. Students must park in the areas specified for them which are referred to clearly. They must comply with the University regulations governing parking areas and be on a level of good conduct to avoid any chastisements. Students should cooperate with security guards in all matters and they can inquire about anything they might find ambiguous to be directed for doing it appropriately.

### 3. Food Services

Campus Services promotes a healthy food court at quality cost, and offers a variety of meals and quick snacks. The area is located on the ground floor of the College of Science, northern side, and is open from 7:30 am to 4:30 pm. Beverages machines are also available in different locations in Science building and offer a wide range of soft drinks in addition to water. Comments and suggestions are received at [Facility@Alfaisal.com](mailto:Facility@Alfaisal.com).

### 4. Smoking Policy

Smoking is prohibited on campus, including car park and all campus property. Designated smoking areas are conveniently located to reduce second-hand smoking to others.

### 5. Lost & Found

Lost and found is located at the reception desk in the lobby of the College of Science Building. Inform Campus Security for any found items, and request their assistance to identify your lost items.

### 6. Keep Our Campus Clean

We promote a hygienically clean campus and buildings. Individuals are responsible for keeping our campus property clean by properly disposing rubbish in appropriate bins.

### 7. Building Services

The Operations & Maintenance Team promotes a healthy and environmentally friendly learning environment. Please call us or email us with any building discomfort or deficiencies at [HelpDesk@Alfaisal.com](mailto:HelpDesk@Alfaisal.com).

#### **8. Advertising**

Advertising, promoting, soliciting, selling, distributing or posting of any material of any nature by a commercial or noncommercial organization on University-owned property is prohibited without prior approval from the Vice President of Student Affairs.

#### **9. On Campus Sale**

On campus concessions or sales activities by university or non-university persons other than the University contracted vendors are prohibited unless authorization is secured from the contracted vendor and the Vice President of Student Affairs. Under certain circumstances, the University Facilities Policies may apply.

#### **10. Visitors**

Visitors are welcomed into our campus, and must check in with campus Security to receive a temporary visitor badge. Visitors must be accompanied by sponsor at all times.

#### **11. Vandalism**

Vandalism, mischief and negligence, resulting in damage to University property is not tolerated and must be mended at culprit's expense.

#### **12. Fire Prevention**

- a. Fire and safety prevention is everyone's responsibility and violations to such must be reported to Campus Security immediately. Students will be asked to participate in fire drills, as announced.
- b. In case of an emergency or a building alarm, students must evacuate the building through the safest route to the point of safe refuge, as directed by the building wardens.

### **2.5 IT Services**

ITS is the central facility at Alfaisal University responsible for providing IT services to support students, faculties, staff and business areas for quality learning, teaching and research activities. The IT services currently offers following services to the students:

#### **1. E-Mail Services**

ITS provides e-mail's IDs & Passwords for all users to be collected from the ITS helpdesk on the 3<sup>rd</sup> floor, or through representative of the user's respective business area. New students are advised to change their passwords upon first logon, however they can also request password reset in case passwords are lost.

#### **2. Remote Webmail Access from Anywhere**

Students can access their Emails using webmail from anywhere and via any PC/Internet Browser. Please contact the ITS for practical steps and guidelines on how to access and use the Webmail.

#### **3. Internet Access (Wired & Wireless)**

All users can access the Internet through wired and wireless networks throughout the Campus; currently this service available only within the College of Science but will be extended as new buildings become ready. The wireless password can

be obtained from the ITS anytime during the regular working hours; 7:00am to 6:00pm.

#### **4. MS Office Suite**

Under current Campus Agreement with Microsoft, Alfaisal's students are entitled for licensed MS Office 2007 Suite. Please walk into IT Services for installation and to know more about this service.

##### **Access to Learning Management System(LMS)**

Faculties and students have access to Alfaisal's Learning Management System (Moodle). For more information please use your access credentials to visit <http://moodle.alfaisal.edu>, for student's handbook on Moodle, please visit: <http://moodle.alfaisal.edu/moodle/mod/resource/view.php?id=695>

#### **5. Applications**

Students are given access to Maple, Matlab, and Mathematica applications for users of the computer lab at ground floor.

#### **6. File and Data Storage**

All users can store and share data using the campus file server. Students are advised to walk into IT Services to know more about this service. Data Stored in these file servers are backed up by IT Services, hence safe and recoverable.

#### **7. Printers, Scanners and Faxes**

Students can utilize the printers, scanners and faxes installed in the Matlab, ARC, and the Library. Usage is managed as per Alfaisal Student's policy.

#### **8. Personal Portal Page**

The university Portal is under Implementation; once completed the students can login using their credentials. Through the portal, the students will be able to see their Class Schedule, Grades, Fees status, Due payments (if applicable), and much more. To ensure data consistency, the Portal is integrated with the Active Directory, ERP, SIS and the LMS (Learning Management System).

#### **9. Security and Access Credential Management**

The Students will have a Single Smart Card (multi-application card solution) in future which will be used to manage student ID, access control, attendance tracking, and library usage.

#### **10. Firewall, Anti Virus and Anti-Spam Systems**

For a secure and safe computing, ITS install, configure and monitor firewalls, antivirus and anti-span to all users. Alfaisal uses one of the leading Antivirus solutions which regularly updates the clients systems automatically.

#### **11. Technical support for hardware and software**

IT Services is dedicated to provide the best possible support to all Alfaisal's users. For more information, please contact the ITS via:

- E-mail: [itsupport@alfaisal.edu](mailto:itsupport@alfaisal.edu)
- Direct phone: 215-7888
- Ext. 7888
- Walk-in to ITS offices on the 3rd floor.

## **2.6 Library**

The University Library currently holds a basic collection of books and journals (primarily in electronic format) with both the print and electronic collections growing

steadily. There are over 25,000 full text books and journals available online. The ARC (Academic Resource Center) serves as the University Library until the new library building is completed. Completion is expected in 2010 and it will be a nearly 12,000 net square meter facility. The ARC is located on the ground floor of the Science building, just next to the main entrance. Computers are available to readily access the library and other electronic resources. Library staff is available to assist you in any way we can.

Library hours are 8:00 a.m. – 8 pm, Saturday through Tuesday. Wednesday, 8 a.m. to 5 p.m. Thursday, 12:00 – 4:00 PM.

## **2.7 Student Services**

### **2.7.1 Administrative Services**

The Student Services Office, located at the Ground Floor of the Science Building provides various administrative services such as student certification letters, concession letters for travel, final clearance letters.

### **2.7.2 Support Services**

#### **Student counseling:**

Student counseling service aims to help student overcome any difficulties that may face them in their life in the University. It provides a space where student can feel comfortable and relax while talking with an empathic listener and where he has the opportunity to explore as much of his concerns as he chooses to bring.

For counseling assistance, you are welcome to visit the office of Student Services located at the ground floor of Science Building or the office of Vice President for Student Affairs located at the third floor.

#### **Health services:**

For any health emergencies, the College of Medicine Secretary may be contacted.

### **2.7.3 Student Activities**

Student Activities Office seeks to foster a community where students complete their education and develop into leaders through involvement in purposeful and innovative experience. Student Activities provides co-curricular opportunities that sponsor and recognize leadership, learning, athletic training and development while promoting a powerful connection to Alfaisal University.

#### **a) Student Associations:**

Students play instrumental role in the overall function of the University; and have a major influence in decisions that affect their experience in Alfaisal. Being an active member of the Student Government empowers students to effect change and to make positive impact on campus. Election process is conducted once at the beginning of the academic year, in which all students in each college get the chance to vote for certain nominees to be the presidents for Alfaisal Student Association for these colleges.

#### **b) Student clubs:**

Alfaisal University has various student organizations to choose from, offering something for everyone. There are many benefits to join a student organization: making new friends, developing new skills and abilities, working as a part of a team, learning to set and achieve goals, sharing your time and talents along with having fun. You can join one or more organizations, and you can start a new organization with a different idea and activities as long as a faculty member(s) agree(s) to supervise. For joining or starting organizations, all you have to do is to visit the office of Student Services located in ground floor and you will be directed.

### **c) Sports Activities:**

The Student Affairs department invites all students to participate in a variety of sports activities, individual/group training or team sports. While building the sport center inside campus, the University provides students temporary facilities (General Presidency for Youth Sports Facilities) to exercise sports like: football/basketball in the closed facility, swimming in three swimming pools with Olympic standards or other free sports, once a week. Students can have the opportunity of subscribing in Diplomatic Sports Facilities, located in the Diplomatic Quarter, in the form of annual subscription and get 50% discount. The student will pay SAR 1500 per year and get the privilege of using the sports facilities available as a member. For more information, kindly visit the office of Student Services located at ground floor of Science Building.

## **2.8 Financial Services**

### **2.8.1 Tuition and Fees**

1. All students applying for direct admission (non-UPP graduate) must pay a non-refundable application fee of SAR 1,500. All UPP graduates are exempted from this application fee.
2. All registered students must pay full amount of tuition fee SAR 47,000 (minimum of 15 credit hours) and other required charges by the end of the first week of classes for each semester. After that, a late payment fee of SAR 1,000 will apply. Tuition fee per course credit hour is computed at SAR 3,133. Students under scholarship must have a Scholarship Letter of Commitment provided by the Donor or from the Office of Financial Assistance and Scholarship if the payment is not made prior to the start of each semester.
3. Students who register after 1<sup>st</sup> day of class will be charged a late registration fee of SAR 500 and are required to settle the full amount of tuition fee immediately.
5. Charge for a copy of official transcript of records is SAR 100 while unofficial copy is free.
6. Each student is entitled (subject for approval) for computer laptop loan of SAR 2,000 to be paid on 4 succeeding semesters.
8. Student medical insurance fee (per academic year for expatriates) as per insurance policy.
9. Students are expected to meet all financial obligations to the University by the appropriate due date. For any student who fails to promptly meet his/her financial obligations the University reserves the right to place a hold on the student's record that prevents registration for future semesters and the release of transcripts and diplomas, as well as access to other university

- services. It is each student's responsibility to be informed of all registration and fee payment dates and deadlines.
10. Due dates are not extended nor are late payment fees waived for any reason.
  11. Check payment on tuition and other fee is acceptable and should be payable to the order of "Alfaisal University". Direct deposit or bank transfer payment is also accepted with the following bank details, and student's name & ID number should be stated. Also, copy of deposit slip or transfer confirmation should be provided to Finance Department:
 

Account name:	Alfaisal University
Bank:	Saudi British Bank (SABB)
Bank address:	Al Faisaliah Tower
Account number:	154-000111-002
  12. Settlement of fees should be made in Saudi Riyals.
  13. Up-to-date schedules for registration and payment of fees are available through the Office of the Registrar. This information, as well as the tuition fee tables, is also available at our website.
  14. The following tuition refund schedule is applied when a student withdraws during fall and spring semesters:
 

Before the official start of classes and during the first week of classes	100% of full tuition
During the 2nd week of classes	75% of tuition
During the 3rd week of classes	50% of tuition
During the 4th week of classes	25% of tuition
After the 4 <sup>th</sup> week of classes	0% of tuition

Note:

    - a) Only tuition is refundable, other fees are not refundable.
    - b) Transfer of classes or exchange of courses may impact tuition level if the course credit hours are different.
    - c) Students who experience an extreme hardship situation should contact the Office of Registrar for appealing the above refund schedule.
  15. Fees are subject to change.
  16. For any queries concerning these policies or fees, please contact the Finance Department or Office of Registrar. The financial affairs office is located at the third floor of the Science Building.

### 2.8.2 Scholarships

The mission of the scholarship program at Alfaisal University is to provide financial support to all eligible students who are interested in attending Alfaisal University. It is devoted to meet the financial needs related to the educational well-being and development of qualified students. Provision of financial assistance is based upon student financial need, merit and fund availability. Financial assistance is awarded through grants and scholarships which do not have to be repaid.

Alfaisal University does provide several types of scholarships:

- Merit-based Scholarships:  
The University offers twenty-four merit-based scholarships every year. These scholarships are granted partially (70%, 50%, 30%) and awarded to academically gifted students. Merit-based scholarships will cover all five years of study in all colleges, except for the College of Medicine which will cover six years.

- Need-based scholarships:  
These are partial to full scholarships and they are awarded based on the need of students up to 100% of tuition costs, contingent upon the fulfillment of the eligibility criteria initiated by the University.
- Dean's List:  
These scholarships are available for tuition paying students who have achieved a minimum GPA of 3.75/4.00 in the first year of study at one of the Alfaisal University colleges. If granted, they will cover up to 20% of a student's tuition fees.
- MoHE Scholarships:  
The Ministry of Higher Education will provide number of scholarships that will not exceed 30% of the total number of Saudi students in the University.

Merit-based and need-based scholarships are granted to new students, but the dean's list scholarships are for students who are already attending Alfaisal University. These scholarships are for both Saudis and non-Saudis and can be applied for through the Office of Scholarship and Financial Assistance located in King Faisal Palace inside campus.

Student must maintain scholarship criteria every semester, especially those pertaining to academic achievement. Failure to maintain the required academic performance level required will result in termination of scholarship. Refer to the section related to grades and results in this guide for more details.

### **2.8.3 Student Employment**

Student Part-Time Employment represents an important and valuable experience for the student, in addition to other benefits for student and the university. Alfaisal University Program for student employment is implemented to encourage them to be effective and proactive in the university community, and provide them with the financial assistance that they may need; as well as give them the chance develop experience in the real work life.

#### **Guidelines for Application**

The Student should satisfy the following:

- Be clearly identified by Alfaisal Student ID card.
- Be of good conduct and behavior.
- Submit his application request to the Student Financial assistance office.
- Submit the transcript, with a minimum GPA of 2.0/4.0.
- Student attendance must be acceptable.
- Student schedule must be suitable for the position.

Applications for student employment will be screened according to the criteria above and if there are more applications than available posts, the students who rank better in the collective outcome of these criteria will be selected.

It is well understood that such part-time commitment will not affect in any way the student academic achievement

## **2.9 Internships**

Internships provide an opportunity for employers to have students from diverse university departments come into their organizations to assist in program improvements, processes, consumer service and vital business affairs.

Internships should be designed and approved by a faculty advisor with his oversight and final grade evaluation

Internships also give students the opportunity to test out careers prior to graduation. An internship provides a more accurate picture of what individuals do in certain professions. Upon experiencing a particular job environment and seeing what it entails, a student may decide on a different career path and can then work to find a path that is a better match for his interests and skills.

See the college catalog or check the website for additional information.

## **3 Students Rights and Responsibilities**

### **3.1.1 Students Rights**

- Students at the University have the same rights and protections that are included in the constitutions of Kingdom of Saudi Arabia as other citizens or noncitizens.
- Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion or sex.
- The teacher-student relationship within the classroom is confidential, and disclosure of a student's personal or political beliefs expressed in connection with coursework will not be made public without explicit permission of the student. It is understood that the teacher may undertake the usual evaluation of knowledge and academic performance.
- Students' records may be released to persons outside the University only on request of the student or through compliance with applicable laws.
- A student is free, individually or in association with other individuals, to engage in all campus activities as long as he does not in any way purport to represent the University.
- Students are free to use campus facilities for meetings of student-chartered campus organizations, subject to regulations as to time and manner governing the facility.
- Students may invite and hear speakers of their choice on subjects of their choice and approval will not be withheld by University officers for the purpose of censorship.
- Students will have their views and welfare considered in the formation of the University policy and will be consulted by or represented on University committees that affect students as members of the University community.
- Individual's religious and spiritual beliefs are respected.
- The student has freedom of research, of legitimate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom.
- The student will be evaluated on knowledge and academic performance for purposes of granting academic credit and not on the basis of personal or political beliefs.
- Students will be free from censorship in the publication and dissemination of their views as long as these are not represented as the views of Alfaisal University.
- Students' publications are free from any official action controlling editorial policy. Publications shall not bear the name of the University or purport to issue from it without University approval.
- Students are free to form, join and participate in any group of intellectual, organizational, religious, social, economic, political, or cultural purposes.

### **3.1.2 Students Responsibilities**

- Remaining a member of Alfaisal community requires a student to continuously comply with rules and regulations governing student's academic progress, social interactions and personal behavior.

- A student must avoid and not get involved in any form of academic misconduct such as: (cheating, plagiarism and other misappropriation of the work of another, falsification of data, improperly obtaining or representing laboratory or field data, dishonesty in publication, publication or attempted publication of collaborative work without the permission of the other participants, abuse of confidentiality, misuse of computer facilities, misuse of human subjects, illegally or carelessly obtaining or using dangerous substances or providing such substances to others, falsification or unauthorized modification of an academic record, obstruction of the academic activities of another, aiding or abetting academic misconduct, attempted academic misconduct).
- Students have to be on a level of courtesy, civility and consideration prevents them from any form of professional misconduct. They are expected to adhere to ethical standards in a variety of work places (e.g. classrooms, laboratories) within the explicit standards set by the University. Being physically or verbally threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work.
- A student must not misuse or damage any of the University facilities and he should behave properly in the public areas inside campus.
- Students will be exempt from disciplinary action or dismissal from the University except for academic failure, failure to pay a University debt or a violation of a student or University rule or regulation. Rules and regulations shall be fully and clearly promulgated in advance of the supposed violation. The University has no legal authority over a student when outside University property, except where the student is on the property of a University-affiliated institution, where the student is engaged in a project, seminar, or class for academic credit or as otherwise provided in the University rules, regulations and procedure or on property that falls within the jurisdiction of University authority.
- By the end of final year of academic study, students should meet professional and legal practice requirements. They must value praxis, research-based practice and life-long learning.
- Regular and punctual attendance is required of all students for all classes, labs, seminars and/or clinical experiences. A student who is constantly late and/or absent from classes, seminars and/or labs may be unable to meet the course requirements and may not be able to receive a credit for the course.
- The use of cell phones and blackberries during class or lab is not permitted. Text messaging or e-mailing in class is prohibited.
- It is recognized that every member of the community has the responsibility to conduct him- or herself in a manner that does not violate the rights and freedoms of others.

### **3.1.3 Academic Honesty**

The assumption for academic honesty is that all students are the authors of the course work that they submit, whether it is for a grade or not. This includes papers, quizzes, tests, lab work, research, etc..., as well as work submitted in another class without the instructor's permission. The policy reflects Alfaisal's view of academic dishonesty.

An act of academic dishonesty is a serious offense at any institution of higher learning. When a student seeks credit for work that is not his own, he takes unjust advantage of fellow students, instructors and professors, and the institution as a

whole. Dishonesty in academic endeavors, particularly in the form of plagiarism or cheating, defeats the process of discovery. Students establish their integrity and personality as they learn to distinguish what is truly their own, what belongs to and comes from others, and to value their own labors in relation to the work that others have brought before them. It is imperative to be generous in acknowledging the work of other scholars. Their work provides the basis of all scholars continued work. Alfaisal University expects its students to engage in all academic pursuits in a manner above reproach and to maintain complete academic honesty and integrity in their academic experiences both in and out of the classroom. The university will initiate disciplinary procedures against a student accused of any form of academic dishonesty.

### **Definitions**

(The following definitions were taken from Stanford University)

“Cheating” includes, but is not limited to:

- Copying from another student’s test paper, a laboratory report, other report, computer files, data listings, and/or programs.
- Using, during an examination, materials not authorized by the person giving the test.
- Using, during an examination and without authorization, a calculator programmed with formulas or course information that the student is expected to know.
- Collaborating, without authorization, with another person or persons during an examination or in preparing academic work.
- Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an un-administered test.
- Substituting for another student, permitting any other student, or otherwise assisting any other person to substitute for oneself in the taking of an examination or in the preparation of academic work to be submitted for academic credit.
- Bribing another person to obtain an un-administered test or information about an un-administered test.
- Purchasing, or otherwise acquiring and submitting as one’s own work, any research paper or other writing assignment prepared by an individual or firm.
- Changing an answer on a test that has already been graded and then requesting a correction from the instructor.
- Participating in any activity or action that affords an unfair academic advantage to the student.
- Using all or part of any work developed or produced for credit in one course and submitting it for credit in another course without the instructor’s approval.
- Participating in acts which limit the ability of another student to perform to the best of the student’s ability in a course.
- Assisting another student to be academically dishonest.

“Plagiarism” means the appropriation and the unacknowledged incorporation of another’s work or idea into one’s own work offered for academic credit. Plagiarism includes, but is not limit to:

Failing to properly acknowledge a statement, idea, or statistic made by another individual in the body of the work,

Taking a whole section of someone else's work and placing it in the body of your own work without properly acknowledging the contributor,  
Representing someone else's entire work as that of his or her own.

"Collusion" means the unauthorized collaboration with another in preparing work offered for academic credit.

"Abuse of resource materials" means the deliberate mutilation, destruction, concealment, theft or alteration of materials (including library materials) provided to assist students in the mastery of course content.

"Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement for a grade.

At Alfaisal University an act of academic dishonesty is viewed as conflicting with the work and purpose of the entire University and not merely a matter between the student and an instructor. All cases involving such dishonesty are referred for appropriate action to the Dean of the College and notification to the Vice President for Student Affairs. The penalties can range from a grade of failure in the given piece of work to permanent dismissal from the College and/or the University in cases of repeated or serious offenses.

The following procedure will be followed in cases of Academic Dishonesty:

- The student will be notified in writing of the charges and possible actions to be taken by the Dean and/or the professor. (Notification will be hand delivered and sent by post and email.)
- A student response in writing and with any supporting materials will be requested with an appropriate time deadline.
- The College Judiciary Committee, comprised of the accusing faculty member, the College Dean, one (1) faculty or administrative member chosen by the student, and one (1) other faculty or administrative member, will receive the response and associated materials by the deadline date.
- A meeting of the College Judiciary Committee and the student will take place within two (2) weeks of the student response deadline. At this time, a resolution to the matter will be concluded.
- Should the student disagree with the resolution, he may appeal the decision to the Vice President for Student Affairs within five (5) business days in writing.

Should the student disagree with the Vice President for Student Affairs he may appeal the decision to the Provost of the University within five (5) business days of the determination from the first appeal. The Provost's decision is final.

### **3.1.4 Petitions and Appeals**

A petition, usually a request on a form provided by the Office for the Vice President for Student Affairs or the Registrar's Office, is used for making an appeal to the properly indicated authority. Care should be taken to provide all relevant information in explicit detail so that the indicated authority will be fully informed.

Students submitting a petition to college policy should be aware that petitioning for an exception does not necessarily mean that it will be approved.

Students intending to submit a petition should read all applicable sections of the document and the supplementary material provided with the petition forms before attempting to write a petition.

Forms for petitioning matters relating to registration changes and deadlines and graduation requirements are available in the Office of the Registrar and should be returned to that office.

Forms are available from the Office of the Vice President for Student Affairs and the Office of the Registrar for the following:

- Requests related to health and personal circumstances:
  - Leave of Absence
  - Withdrawal
  - Withdrawal/Semester Amnesty
  - Additional Semesters
  
- Requests related to academic progress and degree plan:
  - Required Leave of Absence
  - Approval of Summer Study or Study elsewhere
  - Double Majors

## 4 Academic Regulations

### 4.1 Admissions

Alfaisal University seeks to attract academically gifted students who will achieve, excel and contribute to the development of the University's community. To ensure these outcomes, as much information about student performance and aptitude as possible is needed.

#### 4.1.1 Admission to the University Preparatory Program

Designed for students whose native language is not English, the University Preparatory Program (UPP) offers English language training, skills training, and intensive academic coursework at the college preparatory level as well as the university level for students who qualify.

The UPP curriculum is designed to provide all students with instruction in English language, study and learning skills, and computer skills. Math and science course options will depend on the specific UPP pathway that the student follows. The varying pathways prepare students for university study in engineering, medicine, science, and business.

Alfaisal University **strongly encourages** all prospective students to attend the UPP. The UPP prepares students to be scholastically successful in the University's academically challenging instructional programs.

The following are the minimum requirements for Admission to the UPP:

High School GPA	85 %
Tahseely	62
Qudurat	73
TOEFL (paper based)	425

Upon successful completion of the UPP with a GPA of 2.0 or better, and without failure in any course in the second semester, students may apply to enter Alfaisal University.

Students finishing the UPP with an average GPA of less than 2.0 will not be admitted to Alfaisal University. To apply to the University Preparatory Program, refer to [www.upp.edu.sa](http://www.upp.edu.sa).

#### 4.1.2 Direct Admission to Alfaisal

Students with exceptional performance can be admitted directly to Alfaisal University if they have the academic excellence and English language requirements needed, thereby bypassing the normally required UPP year. The requirements for direct admission are much higher than those required for entrance into the UPP.

##### a) English language Requirements

English Language Proficiency demonstrated by any one of the following tests

- TOEFL
  - Paper Based Test (PBT) 550,
  - Internet based test (IBT) 80,
  - Computer Based Test 213 (CBT), or
- IELTS: 6.5;

**b) Academic Achievement Requirements**

The requirements depend on the education system from which the students has graduated

- Saudi System:
  - HS GPA: 98%
  - Tahseely: 89
  - Qudurat: 87
- American System
  - SAT I (Reasoning Test): 1600
  - SAT II: 650 each in Math (Level 2), Chemistry, Biology, and Physics
- British System
  - “A” level in two subjects (as per field of study)
  - GCSE: in Math, Bio, Chem. & Phys. (A, A, A, B)

Individual colleges may adopt additional requirements.

**c) Recommendation Letters**

Recommendation letters from guidance counselors, principals, headmasters and teachers help us learn more about our applicant's academic and personal accomplishments, academic promise, and character.

**d) Other Requirements:**

A complete application includes a personal essay, three recommendations, and an interview with the Alfaisal University Admissions Committee to assess the following:

**1. Personal Characteristics**

Alfaisal University emphasizes academic excellence in admission decisions. However, our evaluation process also assesses a student's personal qualities and experiences. Desired personal characteristics include extracurricular activities, varied geographic, cultural, ethnic and international experiences, and unusual talents or interests, and noteworthy accomplishments. Such attributes will enrich the University and its various communities.

**2. Community Service and Leadership**

Prospective students meeting the minimum requirements should emphasize the school, family and community activities that best demonstrate their skills, commitment, and achievements. This will permit us to evaluate what has been meaningful to our applicants and determine how the University can work with its students to achieve academic and life-long success.

**3. Ability to Contribute to a Diverse Campus Community**

The University is committed in promoting a diverse student body because of the enlightening benefits that spring from such diversity. Diversity includes (but is not limited to) age, gender, race/ethnicity, geographic origin (e.g. urban, rural, international background), or personal background.

**Required Materials**

Application forms and other documents may be downloaded and printed from ([www.alfaisal.edu](http://www.alfaisal.edu)). **All required fields on the application must be completed.**

Students applying to enter Alfaisal University directly from high school should submit the following:

- Completed Alfaisal University Direct Application Form
- Application fee: SAR 1500 (non-refundable)
- Secondary school transcripts
- Official SAT (with writing) results.
- Counselor, teacher, and principal/headmaster recommendations (three (3) required)
- Transcripts for any college-level course work
- TOEFL or IELTS scores
- Qudurat and the Tahseely scores (non-Arabic speaking students from American and international schools that do not have the language ability or access to take these tests are exempt from this requirement)

## 4.2 Grading System

Alfaisal University uses the 4.0 grade point average system. The following grades are approved for use in Alfaisal University and are included in the determination of the grade point average:

Grade Symbol	Grade Points	Descriptor
<b>A</b>	4.0	Excellent
<b>A-</b>	3.67	
<b>B+</b>	3.33	Good
<b>B</b>	3.00	
<b>B-</b>	2.67	
<b>C+</b>	2.33	Average
<b>C</b>	2.0	
<b>C-</b>	1.67	
<b>D+</b>	1.33	Below Average
<b>D</b>	1.0	
<b>F</b>	0.0	Fail
<b>WF</b>	0.0	Withdrawn Failing

Other grades may be used in certain situations but are not included in the determination of the grade point average. These include I, W, WP, AU, CR, CC, and NC, which are explained in detail later in this document. Transfer credits from accredited institutions are posted to the transcript and assigned the grade "S" (satisfactory) but not included in the cumulative GPA calculation.

### Example of Grade Point Average (GPA) Calculation

The following example illustrates the calculation of student GPA.

#### Example:

Course	Credit Hours	Letter Grade	Grade Points	Quality Points
PHL 110	3	B+	3.33	10.00
PHY 105	4	A	4.00	16.00
MAT 110	4	B-	2.67	10.67
MGT 105	2	C	2.0	4
<b>Total</b>	<b>13</b>			<b>40.67</b>

To calculate the semester GPA, for the student record shown above:

- Multiply the Grade Points of the course by the credit hours for that course. The product of this multiplication will be the quality points.
- Divide the sum of quality points of all courses by the total of credit hours for the semester.

$$\text{Semester GPA} = \frac{\text{Total Grade Points (40.67)}}{\text{Total Credit Hours (13)}} = 3.13$$

### Non-credit Grades

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

- I -** The student was doing satisfactory work but, for reasons beyond his control, he was unable to meet the full requirements of the course and as such is incomplete "I". Unless otherwise specified by the respective college, an "I" will be changed to the grade of "F" by the University Registrar. The course Instructor must submit the final grade no later than 7 weeks after the last day of final exams for the previous semester. If a student is assigned an "I", the Instructor must notify the student in writing of the requirements for removal of the "I" and of the deadline for removal of the "I" using an extension form. The student will be required to sign the extension form. A copy of the form must be submitted to the Office of the Registrar at the time the "I" is submitted.
- W-** The student was permitted to withdraw without penalty. Any student who withdraws on or before midterm will receive a W. Withdrawals without penalty will not be permitted after the 8<sup>th</sup> week of the semester except in cases of hardship as determined by the appropriate academic dean. Students must complete the official withdrawal form provided by the Office of the Registrar and have it signed by their academic advisor or faculty advisor.
- WP -** The student was withdrawn by the instructor without penalty. The instructor must withdraw the student no later than the 12<sup>th</sup> week of classes to ensure a withdrawal without penalty.

- AU-** The student was given permission to audit this course. After the last day of late registration (last day of drop/add), students may not transfer from audit to credit status. Students may change from credit to audit up to the official withdrawal date.
- CR -** The student was given credit for the course via a credit by examination program approved by the respective college's faculty, the Curriculum Committee, and the Vice Provost of Academic Programs (AP, IB, Proficiency, etc).
- CC-** At Alfaisal University, this symbol designates a course that extends beyond the semester (**C**ontinued **C**ourse). The grade is not given until the course is completed. This symbol cannot be substituted for an "I" (Incomplete).
- NC-** This symbol indicates a course that was taken by the student but no credit was given and no penalty is attached to the cumulative GPA. This grade may in used in transfer credit only.

#### **4.2.1 Academic Progress and Placement on Probation**

The student is expected to maintain good academic standing throughout his studies by keeping his cumulative Grade Point Average (GPA) above 2.00 out of 4.00. An example of calculating GPA is given below.

The student will be allowed to retake courses in which he gets a grade of "D+" or lower, where his better score will replace with a maximum

##### ***Placement on Probation***

A student will be placed on academic probation at the end of any semester in which his cumulative GPA is below 2.0. Students on probation have one semester in which to achieve a cumulative GPA of 2.0 or higher.

##### ***Removal of Probation and Dismissal***

Probation will be removed at the end of any semester in which the student attains a cumulative GPA of 2.0. A student may be dismissed if he fails to remove his probation by the end of the second semester on probation. Actions involving academic probation and dismissal are entered on the student's permanent record.

##### ***Reinstatement***

Students who leave Alfaisal University not in good standing and remain out of the university for no more than two semesters may submit a written request for reinstatement to the Office of the Registrar. The request should outline activities since leaving Alfaisal University that contributed to the student's academic development. Courses taken at another institution during this interim period are not transferable. Students who have been out of the university for more than two semesters must submit a new application for admission to the Office of Admissions. Dismissed students may also be considered for reinstatement after a one-year waiting period. All graduation requirements must be satisfied by the end of the final semester or the student will be required to register for an additional semester or term. Students

requiring additional time to complete a degree will be required to appeal for an extension through the Dean of the College in which they are enrolled.

The student must notify the Dean in writing of the necessity to extend enrollment for purposes of graduation and cite reasons for the need. (Notification will be hand delivered and sent by email.)

### **Academic Review**

All students are subject to academic review. When making satisfactory progress they will be permitted to remain in their college. General satisfactory progress is considered a minimum cumulative GPA of 2.0. Scholarship recipients are required to attain and maintain a higher level cumulative GPA in order to continue with their scholarships. Students are responsible to know and understand the conditions of continuation of scholarship awards.

The University Registrar will review all active student academic records at the end of each semester. The University Registrar may send a "letter of concern" to students who are not already under probation, but whose records for the semester show signs of an academic deficiency. Such signs include low grades, loss of credits, decline in grade point average, problems in the major. Similar letters may be sent to students currently on probation whose record has improved but who may still be making less than normal progress. Students whose rate of progress places them at or near minimum in credits or grade point average will be placed on probation and be required to meet specific standards to remain in good standing.

At the end of the following semester, the University Registrar may take a student off review status, send a letter of continued concern, or continue the student on probation. If the student's record remains at an unacceptable level, or deteriorates, or if the student has not met the requirements set by the university academic progress policy, or if it is apparent that the student will not be able to fulfill the requirements of a major or graduation within the semester or terms remaining; the Dean of the College may suspend or dismiss the student from the college. In all cases, the responsible college or university departments will consider individual circumstances in deciding upon the review status of the student.

Through the review process, the student will be warned about his inadequate academic progress, given advice about resources and corrective action, and be required to meet certain standards of achievement in the following semester. The student's academic advisor and/or faculty advisor will be kept informed of the University Registrar's and/or Dean of College's actions.

The Financial Assistance and Scholarship Office will correspond with the students' regarding their enrollment status and continued eligibility as long as they are enrolled. When a student is suspended or dismissed from his college, his financial assistance will be discontinued immediately.

### **Academic Progress Reports**

Each semester academic, progress reports will be issued to the students from the College Dean's office. Students experiencing difficulties will be provided with an academic improvement plan to assist in academic success.

#### **4.2.2 Class Attendance Policy**

Alfaisal University challenges students to be learners who assume responsibility and accountability in being a part of a community of scholars. Student attendance and

participation in the classroom is an important component of this challenge. Furthermore, as part of its mission, Alfaisal University offers an education that prepares students for professional employment. Each student is encouraged to develop a professional work ethic that reflects conscientiousness, enterprise and teamwork.

In light of the above, students are expected to attend all classes. Students who are absent from class miss opportunities and challenges which contribute to the learning environment of the classroom and develop habits that will not be tolerated in the professional workplace.

Absences from class may result in a loss of college financial support and scholarship funds. University scholarship regulations require that students make satisfactory progress toward their degree in order to retain scholarship awards.

### **Guidelines**

1. Alfaisal University expects students to attend all classes.
2. Students who do not attend the first two 50-minute class periods of a course and who do not inform the instructor prior to the class meetings may be asked by the instructor to drop the course using the official drop form. Faculty will notify the University Registrar of these absences no later than Wednesday of the first week of classes.
3. Each faculty member will establish a reasonable attendance policy, which will be stated in the course syllabus and shared at the first class meeting. Certain courses may have more stringent attendance policies. Students should be aware of differences and plan accordingly.
4. Faculty will keep a weekly record of attendance for each student.
5. Faculty will inform the University Registrar using the Academic Concern Form to report students who have excessive absences.
6. A student should not be considered absent from a class when attending a required extracurricular activity such as a field trip, or when a student is officially representing Alfaisal University at a scheduled activity, such as a conference, or an intercollegiate athletic event. However, students participating in such events are responsible for the class work missed.
7. When an absence is unavoidable, a student should contact the instructor or the Department Chairperson/College Dean. Documentation may be required. Students are liable for the work missed and must make arrangements to complete the incomplete work. Instructors are not required to make exceptional arrangements for students who have missed a class.
8. When the number of absences exceeds 15 percent of the scheduled classes, the faculty may issue a failing grade for the student.
9. Excessive absenteeism will be reported to the Office of Financial Assistance and Scholarship and the Office of the Registrar by the College Dean and may result in a loss of eligibility for scholarship.

10. Excessive absenteeism may also result in the administrative withdrawal of the student from the course and/or Alfaisal University.

An annotation on the student's official transcript will indicate the achievement by semester.

### **4.3 Registration**

Registration will be conducted through the Office of the Registration and Admissions. Admitted students will be given a printed schedule of classes with instructions on how to change any of the preselected courses through the drop/add time frame and using the drop/add form. The form is then submitted to the Registration and Admissions personnel for processing.

#### **4.3.1 Academic Load**

A student admitted to and enrolled in a degree program must usually register for 15 to 18 credits each semester. The required minimum load for all students to be considered full time is 12 credits per semester, and the maximum load is 18 credits per semester. Under special circumstances, a student with a cumulative GPA of 3.0 or better may secure the permission of his dean to register for up to 21 credits in any one semester. Students will be assessed credit hour fees over the maximum load of 18 credits per semester.

Students utilizing scholarships are cautioned against dropping below 12 credit hours in any given semester. This will adversely affect scholarship funds and future scholarship awards.

#### **4.3.2 Auditing Courses**

If a student wants to officially register for a class without earning a letter grade or credit, the course may be scheduled as an audit. A student auditing a course may be required to participate fully in the class. Expectations should be clarified with the course instructor at the start of the semester.

##### **Scheduling An Audit**

To schedule an audit, the student processes an audit form at the Office of the Registrar either prior to the semester or during the drop/add period for the course. The course will appear on the student's semester schedule as though it has been scheduled for credit. Authorized personnel can verify that the course has been registered as an audit as the letters "AU" will appear on the student's schedule and on the class attendance roll.

A course may be dropped for credit and added for audit or dropped for audit and added for credit during the official drop/add period. A course may be changed from credit to audit by the deadline date of "withdrawal without penalty" date. Once a course has been changed to audit after the drop/add period, it may not be changed back to credit.

##### **Impact Of An Audit**

A course scheduled for audit will appear on the student's transcript with the symbol "AU" if attendance was regular or "W" if the attendance was unsatisfactory. No credit is earned, and the student's grade-point average is not affected.

Credit hours for a course being audited are **not** counted by the Registrar as part of a semester credit load in determining full time or part time status. Credits for a course being audited are not counted for the following:

1. Determining full time or part time enrollment status.
2. Calculating semester standing.
3. Determining financial assistance and scholarship standing (consult with the Office of Financial Assistance and Scholarship for further clarification).

The University may make changes in policies, procedures, educational offerings, and requirements at any time. Please consult an Alfaisal University academic advisor for more detailed information.

### 4.3.3 Change of Course Level

Students wishing or needing to change the level of a course in which they are already enrolled will need to have their drop/add form authorized by the instructors. The instructor for the course in which the student is currently enrolled and wishes to drop must first sign the drop/add form and the instructor for the course in which the student wishes to add must also sign for approval. The form is submitted to the Office of the Registrar for processing. (Also see Drop/Add)

### 4.3.4 Change of Section

A change of section means a change from one course to another having the same number and title, the same number of credits, and the same beginning and ending week. A drop/add form must be completed and processed through the Office of the Registrar during the first week of classes for the change of section to be accomplished.

### 4.3.5 Prerequisites for Courses

A **prerequisite** is a requirement that the student must fulfill prior to beginning a course for which there is a prerequisite. If there is an exceptional case in which the prerequisite might be waived, the instructor or the Department Chairperson or College Dean may do so.

Sequential courses require that a student passes the course to be eligible for the next course.

Permission of the instructor - Students must consult with the instructor and gain written permission prior to enrolling in a course for which they want to waive the prerequisites.

### 4.3.6 Adding or dropping courses

- Students may not register for more than one section of the same course.
- Registration for courses that create schedule time conflicts is not allowed.

- The Alfaisal University repeat policy is enforced at the time of registration.
- Co-requisites are enforced. When registering for co-requisite sections, students must register for both sections at the same time.

Registration in a course may be canceled if the student does not satisfy all published pre-requisites. Students should check course pre-requisites in their program guides and/or the University Catalog before registering for a course.

Students are responsible for their registration and any subsequent withdrawal from courses. Students who do not attend or complete their courses must withdraw by the established deadlines (see the Academic Calendar within the specific semester) or be subject to failing grades and/or tuition and fee charges. (Unofficial withdrawals are **NOT** Drops.)

#### Drop/add policy

The official registration drop/add period is posted in the Academic Calendar. Students will be responsible for obtaining or forfeiting the work missed in class sessions not attended. Course instructors are not obligated to update students adding a course beyond the first meeting of the class. For dates specific to each semester or session, see the Academic Calendar for the semester.

The drop/add form is used to make changes in registration until the end of the drop/add period. Drops during this period will not appear on the transcript. Students wanting to add a course not intended for their major or at a level above what has been recommended must get faculty advisor and/or instructor approval.

For instances when a student wants to drop one course and opt for another course, not a different section, an approval signature from the Faculty Advisor is required, as well as both instructors.

**If an instructor believes that a student has missed too much of a course to succeed, the instructor has the authority to deny permission to add the course.**

#### **4.3.7 End of Semester Deadlines**

Official end of semester deadlines for coursework to be submitted for each course is determined by the faculty member. Students are to have all coursework completed and submitted for each course no later than the last day of class unless otherwise specified by their instructor. Late work will not be graded without a valid extension.

Extensions - Students are expected to complete all course work by the end of a semester. When this is not possible as a result of illness or other circumstances, an incomplete grade may be considered. The University distinguishes between two types of extensions--personal and academic. Only in the most unusual circumstances can an extension, either personal or academic, be granted.

Personal Extensions are appropriate for students coping with end-of-semester illness or other personal circumstances beyond their control. Request forms for these

extensions are available from the Office of Registrar. The Dean of the College will be required to receive and judge the validity of these requests.

Documentation from a doctor, hospital or other appropriate institution is required in order to consider an extension. All documentation will be placed in the student's permanent academic record. This verification is required to document circumstances that have had an impact on a student's ability to finish course work or finals. Students must submit all requests before the last day of classes.

The due date for completed work will be set at the time the extension is granted. For the Fall and Spring semesters it is expected that all written work and projects will be completed no later than four weeks from the last day of exams. Earlier deadlines may be set by the instructor, the Department Chairperson or Dean of the College and the student will agree on the specified deadline. Faculty will submit extension grades no later than the fifth (5<sup>th</sup>) week following the last day of exams, unless special arrangements are made with the College Dean and the University Registrar.

**Academic Extensions** are appropriate when something non-personal interferes with a student's ability to complete work: the lab blows up; the frogs die; the research materials arrive late. "Normal" computer failures are not covered by this policy; it is expected that students will back up their files.

Only rarely will extensions be granted for academic reasons. If a student or faculty member wishes to request an extension on academic grounds, the *instructor* should submit a written request for approval to the Dean of the College, explaining the circumstances in full.

The due date for completed work will be set at the time the extension is granted. The Instructor, the College Dean, and the student must agree in writing on the due date. The Instructor must submit a final grade for the course by the end of the fifth (5<sup>th</sup>) week of the following semester.

## **4.4 Examinations and Grades**

Students are expected to meet examination schedules as determined by their instructors. However, the University recognizes that unforeseen circumstances do occur and have instituted the following policies for final exam make-ups, as well as for examinations scheduled during the semester.

### **4.4.1 Make-Up Exams**

#### ***Make-up Final Examinations***

Alfaisal University policies do not allow students who miss their final exam to request an alternate arrangement to make-up the exam except for one of the following reasons only – medical illness, or compassionate grounds. Alternate arrangements must be made prior to the scheduled examination date and time. Unless it is an

extended illness, the missed final exam must be completed as soon as possible after the scheduled exam date. The following guidelines are to be followed:

1. The student makes the request in writing and in a timely manner before the scheduled exam, to request an opportunity to complete a makeup exam.
2. The student provides the Instructor with the required originally-signed documentation • regarding the reason he is not able to complete the test on the originally scheduled exam date. Without this documentation, the student will not be granted an accommodation to complete a makeup exam and will be assigned a zero grade for the exam. No incomplete (I) grade can be assigned in this situation.
3. The makeup exam does not have to be identical to the original final exam, but it must cover the same material.
4. All communications with the student must be via e-mail, with the University Registrar copied on each exchange.

It is the instructor Responsibility to:

- **VALIDATE** (approve or refuse) the student's request and include the final exam details if approving the student's request. The Instructor will copy the Registrar all communication with students regarding their missed final exams.
- **RETAIN** documentation provided by the student with the course records.
- **E-MAIL** the University Registrar immediately, but **no later than five business days prior** to the date of the final exam, with the following information for **each** student approved for a final exam:
  - The student's name
  - The student's Alfaisal University ID number
  - The course and section number
  - The duration of the final exam
  - A list of all the aids/resources permitted the student during the writing of the final exam
- **COORDINATE** with the University Registrar the due date of submission of the student's final grade.
- **ASSIGN** an incomplete (I) grade to the student if unable to grade the final exam before the final grade deadline and submit a Grade Change Authorization Form to the Department Chairperson or College Dean for approval and processing to the Office of the Registrar.

### ***Make-up Examinations (Other than Finals)***

Alfaisal University requires that students be permitted to make up examinations missed because of illness, other unavoidable circumstances or University activities. Therefore, instructors must offer reasonable options without penalty to students who have missed examinations for legitimate reasons.

It is the student's responsibility to contact the instructor as soon as possible before the exams about the reasons for a missed exam and, if the Instructor so wishes, to provide appropriate documentation.

Makeup examinations will be scheduled at a reasonable time and location. The makeup examination, if different, will be equivalent to the original in form, content, difficulty, and time limits, and the standards for scoring and grading will be equivalent to those used for the original examination.

#### 4.4.2 Grade Reporting and Appeals

Grade reports for each course are submitted to the University Registrar at the close of each semester by a date and time determined by the University Registrar. Once a grade has been posted it becomes part of the student's permanent record and can be changed only by the faculty member and with the approval of the Dean of the College. Students who want grade information before the end of the semester and prior to official posting of grades must ask their professor.

Academic evaluations of students' performances will be conducted in a manner which assures fairness. Students who disagree with a grade given for a test, formal paper, or final grade who believe a grade to be deficient or unfair should initially pursue an appeal with the instructor. If a satisfactory resolution can not be accommodated, the student may carry the issue to the instructor's Department Chairperson and, if necessary, to the Dean of the College.

A student may request that an assigned grade be changed in accordance with the following procedures. **The change must be requested prior to the end of the first two (2) weeks of enrollment (excluding summer) following the term in which the grade was assigned.** This process can not be used for students appealing a grade of F assigned due to academic dishonesty.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades. Students who have reasons which can be substantiated to request grade changes must:

1. Write a formal letter to the Instructor (or to the appropriate department Chairperson or Dean of the College if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and
2. Provide the following information in the letter: name and student ID; course number, title, and section; semester and year taken; name of the Instructor; and a clear statement of the grade change request and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization Form, with appropriate documentation and submit it to the Department Chairperson/Dean for authorization. The grade change is forwarded to the Office of the Registrar. **A faculty member may not change an F grade to a W grade in those cases in which the student did not follow the proper procedures for withdrawing from the course.**

The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

1. Present the appeal first to the faculty member's Department Chairperson;
2. The second level of appeal is to the College Dean;
3. The final appeal is to the Provost, who may refer the appeal to his designee for a hearing and recommendation;
4. At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved individuals of their action, i.e., the Department Chairperson must notify the student and the faculty member of his decision; the College Dean must notify the Department Chairperson, faculty member, and student of his decision; the Provost or designee is responsible for notifying the College Dean, Department Chairperson, faculty member, and student of his decision. The decision of the Provost is final. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

To appeal an attendance-related grade reduction, the appeal process that is part of the Attendance Policy must be followed.

#### **Grade Re-evaluation Based On Exceptions to University Policy**

In those cases in which the grade received by the student is the result of the University policy (e.g., an **F** resulting from failure to remove an Incomplete grade in the time allowed or failure to officially withdraw from a course) rather than a faculty member's evaluation of performance in a course, the student's written appeal must be directed to the Office of the Provost. Such appeals will be considered by the Academic Dean's Council and the Vice President for Student Affairs, and the Committee will make its recommendation to the Provost. This process cannot be used for students appealing a grade of F assigned due to academic dishonesty.

#### **Scholarships/Financial Assistance**

For disputes related to the awarding or renewal of scholarships/financial assistance, the student should consult the Office of Scholarship and Financial Assistance or the particular college or department under which the award is granted to ascertain the appropriate channel of inquiry. Also the student should obtain a copy of the scholarship eligibility criteria. Such disputes can be referred for appellate review only upon the recommendation of the Vice President for Student Affairs or the Provost or their designee. Where the grounds for denial of a scholarship or financial assistance involve academic dishonesty, the matter will follow the procedure determined for Academic Dishonesty.

#### **4.4.3 Transcripts**

Official transcripts will be released only with signed authorization of the individual student.

Requests for transcripts must be submitted in writing to the Office of the Registrar. The charge for each Official Transcript is SAR 100. Forms are available in the Office of

the Registrar and online. Unofficial transcripts may be requested by currently enrolled students at no charge at the end of the term and after grade reports have been mailed.

No transcripts or grade reports will be released until the student has cleared all financial obligations with the Finance Department. Students with pending financial obligations will have a "hold" placed on their records.

## **4.5 Graduation Requirements**

A complete listing of graduation requirements will be available in the University catalogue. Students are responsible for fulfilling these requirements and are encouraged to consult with their academic advisors and faculty advisors in planning their course schedules. Students are encouraged to check their transcript, program evaluation, and degree audit each semester for completeness and accuracy.

### **4.5.1 General Education Requirements (GERs)**

General Education Requirements refer to requirements set to ensure that all students are exposed to a wide range of subjects and methods in general studies.

The Academic Catalogue describes Alfaisal University's GERs. Certain courses will not count toward fulfillment of these requirements because they will not satisfy the intent of the GER. Only approved courses determined by the University Curriculum Committee and faculty senate will meet the General Education Requirements.

Pre-matriculation courses, advanced placement credits, independent study/reading/research, internships, and credit by examination do not fulfill these requirements. Course substitutions can only be approved by the Vice Provost of Academic Programs.

Courses taken to fulfill specific graduation requirements in the major and specific general education requirements must be passed with a grade of S or C or better.

### **4.5.2 Major Field Requirements**

A maximum number of designated hours will be required for individual majors, including the comprehensive examinations and/or projects and required courses offered by other departments.

The requirements for majors are outlined in the University Catalogue. For established departmental majors, this authority resides with the department chair and Dean of the college. Substitutes in the general education portion of the degree requirements must be approved by the Vice Provost of Academic Programs and the Vice Provost for Accreditation.

A grade of C or better is necessary for required courses in the major and these courses can not be taken on an S/Cr/NC basis. For required courses outside the major department, grades of S, C or better are necessary.

## **4.6 Withdrawal from the University**

### **4.6.1 Withdrawal during a Semester**

A student may petition the College Dean and the University Registrar to withdraw during an academic semester when it appears that continuing at Alfaisal University would be non productive or it is a case of personal hardship. In this case, the student's transcript will indicate W "withdrew during semester". The semester would not count as one of the 10/12 semesters allowed for graduation. This may affect scholarship awards and it is the responsibility of the student to take that into consideration when petitioning for a hardship withdrawal. The date of withdrawal will be posted on the transcript. Students so withdrawing will generally be required to be absent from Alfaisal University for a minimum of two semesters before readmission will be considered. Requirements for readmission will be determined by the College Dean and University Registrar. Students considering this option should consult with their College Dean.

Students who withdraw without penalty will be billed for the appropriate portion of their comprehensive fee. Students eligible for financial assistance/scholarship may have the appropriate portion of their financial assistance applied to their account and, as such, may lose one of their semesters of financial assistance eligibility.

### **Medical Withdrawal during a Semester**

A student who cannot complete a semester due to illness may petition for a withdrawal (W) for medical reasons. A medical withdrawal during a semester will be recorded as a "W" and medical documentation is required. No academic work completed at another institution during that semester can be transferred to Alfaisal University.

### **4.6.2 Withdrawal after a Semester**

Students frequently need to withdraw from school for various reasons. If a student needs to withdraw from the University after any semester, written notification must be given to the Office of the Registrar the student will be advised on procedures for withdrawal. Readmission requests must be submitted through the Office of the Registrar for any future re-enrollment. Absence from school without official notification will result in readmission requirement a new application.

### **Suspension or Dismissal for Insufficient Academic Progress**

The University may suspend or dismiss a student for insufficient academic progress at the end of any semester if, in the judgment of the College Dean in consultation with the Vice President for Student Affairs, the student's cumulative record indicates an inability to fulfill college/university requirements. The suspended student will be required to sit out for at least two (2) semesters and fulfill the requirements for readmission set by the College Dean and Vice President for Student Affairs. The dismissed student will not normally be considered eligible for readmission.