



جامعة الفيصل
Alfaisal University



ALFAISAL UNIVERSITY

Student Affairs

Undergraduate Student Guide

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1. Welcome to Alfaisal University

Dear Student,

On behalf of the Office of Academic Affairs and as Provost of Alfaisal University, I welcome you to another semester of study which I hope will be fruitful as you 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 this document is an on-going project, you will nevertheless find in this handbook information about student financial services, health services, academic support, registration, advising, grading policies and much more. It highlights the University's student policies and guidelines which are consistent with the policies of the Saudi Arabian Ministry of Higher Education. 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 where your questions can be answered.

Over the course of each year, we will 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 I wish you the very best for the upcoming academic year.

Sincerely,

Dr. Faisal Abdulaziz Al Mubarak
Vice President & Chief Academic Officer - Provost



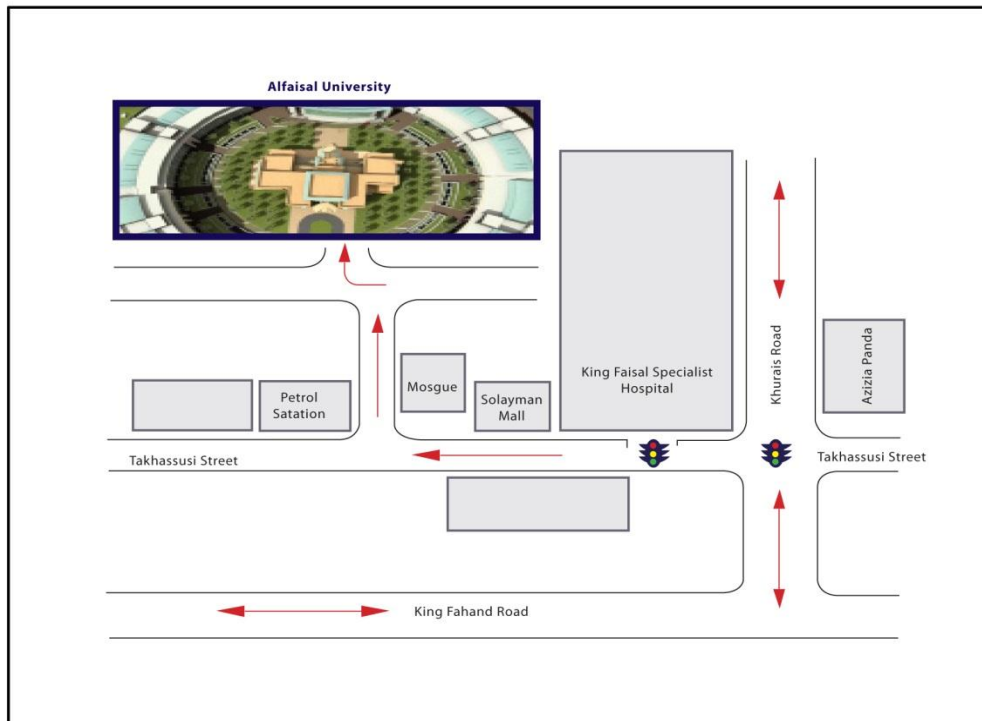
2.1 Academic Calendar 2011/2012

Semester	Gregorian Dates		Hijri Dates		Event	
	Month	Day	Month	Day		
Fall Semester	September 2011	10	Shawwal 1432	12	• Fall Semester Starts & Classes Begin	
		14		16	• Tuition and Fee payment - Deadline for payment to avoid cancellation of registration or having a late fee assessed.	
		21		23	• Last day to register or to add classes. • Last day to get 75% refund on tuition for semester withdrawal	
		24		26	• National Day	
		28		30	• Last day to get 50% refund for semester withdrawal	
	October 2011	5	Thou ki'dah 1432	8	• Last day to drop classes (with no grade reported in the transcript) • Last day for 25% refund on tuition (0% refund after fourth week)	
		12		15	• Previous semester's Incomplete Grades (I) finalized	
		31	Thoul Hijjah 1432	4	• Last of classes before EidAladha Holiday	
	12	16		• Classes Resume		
	14	18		• Freshman Mid-Term reports due at Registrar's Office		
	November 2011	23		27	• Last day to withdraw from a class with a grade of "W"	
		January 2011	4	Safar 1433	10	• Last day of classes
			7		13	• Final Exams Start
	19-27		25		• Break	
	Spring Semester				28	• Spring Semester Starts & Classes Begin
February 2012		1	Rabi Alwal 1433	9	• Tuition and Fee payment - Deadline for payment to avoid cancellation of registration or having a late fee assessed	
		8		16	• Last day to register or to add classes. • Last day to get 75% refund on tuition for semester withdrawal	
		15		23	• Last day to get 50% refund for semester withdrawal	
		22		30	• Last day to drop classes (with no grade reported in the transcript) • Last day for 25% refund on tuition (0% refund after fourth week)	
		29		Rabi Althani 1433	7	• Previous semester's Incomplete Grades (I) finalized
March 2012		22-30	JmadaEloula 1433	2-7	• Spring Break	
April 2012		11		20	• Last day to withdraw from a class with a grade of "W"	
May 2012		26	Rajab 1433	6	• Final Exams Start	
June 2012		6		17	• Summer Vacation Started	

2.2 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 at Takhassusi Street you will 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.



2.3 Facilities

The Facilities Department's mission is to safeguard the Alfaisal community, to sustain Alfaisal's 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 Alfaisal Students. The department can be reached at the following extensions and emails:

Services	Extension	E-Mail Address
Safety or security Issues	7853 7859 7857 7858	facility@alfaisal.edu
Building deficiencies or discomfort	7854 7861	facility@alfaisal.edu
Any facilities related issues or services	7856	facility@alfaisal.edu

1. Access to Campus

Accessing campus requires both an identification card, and a vehicle registration sticker. Campus Security will assist you with your ID and the car sticker for convenient access to campus.

2. Parking

The University has parking areas available for students, faculty, staff, drivers 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 University must inform the facilities department of possession of his car in order to be issued a parking sticker authorizing him to enter and use parking areas freely. Students must park in the areas specified for them and which are clearly marked. 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 may inquire regarding any rules or regulations they may find ambiguous.

3. Health Services

For any health emergencies, the Campus Clinic is located in the south part of the Mosque. The hours are 8:00AM to 5:00 PM Saturday through Wednesday. The telephone number is 215-7997.

4. Food Services

Campus Services promotes a healthy food court at quality cost, and offers a variety of meals and quick snacks. The area for men is located on the ground floor of the College of Business, north side. The area for women is located in the second floor of the College of Business. Both areas are open from 7:30 am to 4:30 pm. Beverage machines are also available in different locations in the Science building and offer a wide range of soft drinks in addition to water. Food and drinks are prohibited in the classrooms, libraries and laboratories. Comments and suggestions are received at facility@alfaisal.edu

5. Smoking Policy

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

6. Lost & Found

Lost and found for men is located at the reception desk in the lobby of the College of Science on the first floor. The women lost and found section is located at the reception desk in the lobby of the third floor of the Business College. Please inform Campus Security of any found items, and request their assistance to identify your lost items.

7. 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.

8. Building Services

The Facilities Team promotes a healthy and environmentally friendly learning environment. Please call us or email us with any building discomfort or deficiencies at facility@alfaisal.edu

9. 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 Facilities Director. Students must get approval from the Dean of Admissions and Registration first, for club or organization ads and then proceed to Facilities for final approval and posting.

10. On-Campus Sales

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 Facilities Director.

11. Visitors

Visitors are welcome on our campus, but must check in with Campus Security to receive a temporary visitor badge.

12. Vandalism

Vandalism, mischief and negligence resulting in damage to University property is not tolerated and must be mended at the culprit's expense. In major cases, more serious punishments (probation and even suspension) will be imposed.

13. Fire Prevention

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. In case of fire, the elevators should not be used.

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.

2.4 IT Services (ITS):

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 main IT services currently offered are listed below:

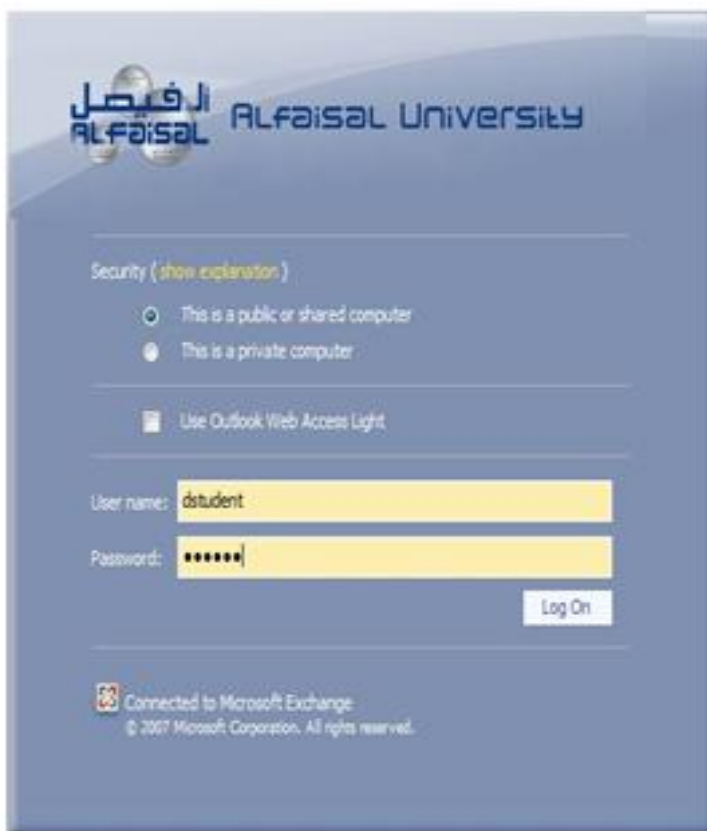
1. E-Mail services via campus exchange server.

ITS provides e-mail ID's & passwords for all students. These must be collected from the Students Affairs Office. Students can also come to IT Services for password reset in case the student forgets his/her password. Phone: 215-7888, ITS offices are located on the ground floor of the College of Business.

Please note that students are advised to change their passwords on first logon and on a regular basis.

2. Remote webmail access from anywhere (<http://mail.alfaisal.edu>)

Students can access their emails using webmail from anywhere outside Alfaisal campus.



The image shows a screenshot of the webmail login interface for Alfaisal University. At the top left, there is a logo with the Arabic text 'الفاصل' and 'ALFAISAL' next to 'ALFAISAL UNIVERSITY'. Below the logo, there is a 'Security' section with a link '(show explanation)'. There are two radio buttons: 'This is a public or shared computer' (which is selected) and 'This is a private computer'. Below that is a checkbox for 'Use Outlook Web Access Light'. The 'User name:' field contains 'dstudent' and the 'Password:' field contains several asterisks. A 'Log On' button is located to the right of the password field. At the bottom left, there is a small icon and the text 'Connected to Microsoft Exchange' and '© 2007 Microsoft Corporation. All rights reserved.'

3. Access to Learning Management System and Related Resources (Moodle)

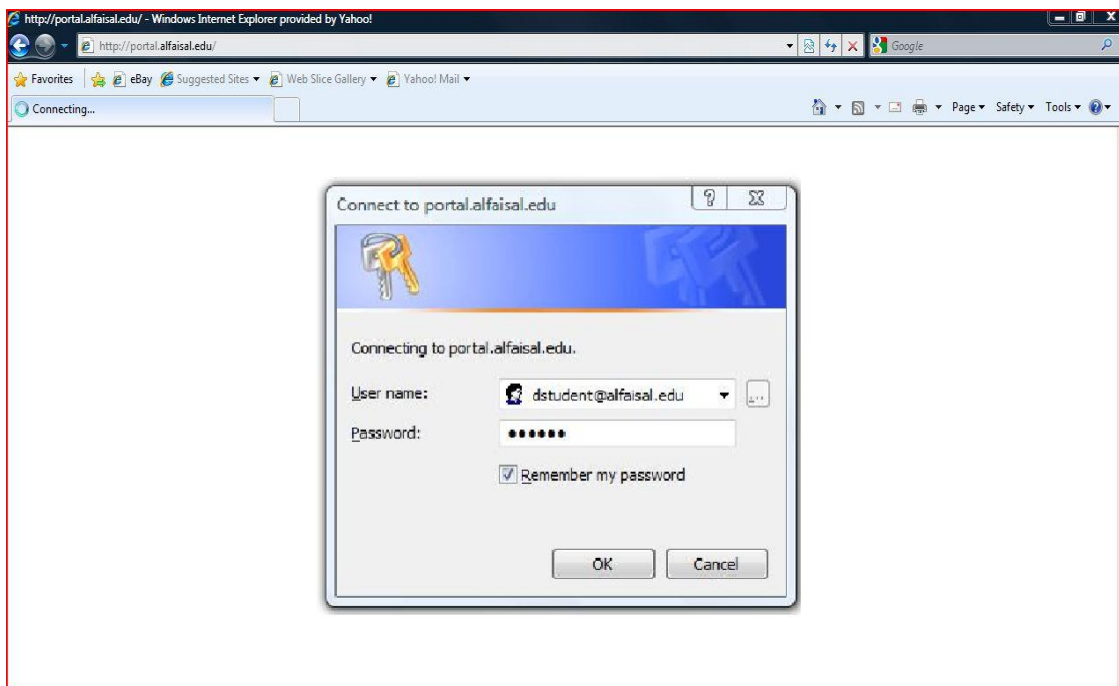
To learn more about Alfaisal's Learning Management System; users are advised to visit <http://elearning.Alfaisal.edu>.

Students will be able to login to Moodle using their supplied Email ID and Password. For the 'Student Hand Book on Moodle' please visit the following link:

<http://elearning.alfaisal.edu/moodle/mod/resource/view.php?id=695>

4. Portal Services (news, applications, services,...etc.) <http://portal.alfaisal.edu>

The 'Alfaisal Portal' is the gateway for all web based applications. Students will be able to see announcements, the Alfaisal Academic Calendar, fees status with due date for fee payment (if applicable), and many more services. The Portal is integrated with the Active Directory, ERP, SIS and the LMS (Learning Management System) to facilitate single sign-on service (i.e., you only need to remember only one ID and password for all applications you need to access).



5. Netclassroom Portal

Netclassroom gives our students easy access to registration services (add/drop courses), grades, and transcripts. This service can be accessed using: <http://swa.alfaisal.edu/NetClassroom7/>

Please note that Netclassroom uses its own set of credentials; the username and password required for access shall be provided by Student Affairs.

6. Networking and Internet Access (Wired & Wireless)

All users can access services offered by Alfaisal's campus, including Internet, through wired & wireless networks. Currently, this covers both the Colleges of Science and College of Business buildings. The wireless password can be obtained from the IT Services anytime during the regular working hours; 7 A.M to 6 P.M. Phone: 215-7888, or come to the ITS offices on the ground floor of the College of Business.

7. Microsoft Office Suite

Under the Alfaisal Campus agreement with Microsoft, students can avail the most recent MS Office Suite (Word, Excel, PowerPoint, MS Project, InfoPath & Visio) installed on their own laptops. Please come to the IT Services for installation (with prior appointment) and to learn more about this offering. Phone: 215-7888, ITS offices are located on the ground floor of the College of Business

8. Applications & Storage

Students can have access to a number of applications such as Graphpad, Maple, Matlab, and Mathematical Applications...etc. some of these specialized applications are available in the computer lab on the ground floor of the College of Science.

Students can store and share data using the campus file server. Students are advised to come to IT Services for instruction and introduction to the university policies to know more about File Servers. Data Stored in these file servers are backed up by IT Services.

9. Printers, Scanners and Faxes

Students can utilize the printers, scanners and faxes installed in the Matlab and the Library as per Alfaisal Student policy.

10. Security and access credential management

Students will have a Single Smart Card (multi-application card solution) in the future which will be used to manage student ID, access control, attendance tracking, and library usage. The same card can also be used on vending machines, to make payments for photocopying and printing, and for use at the cafeteria.

11. Antivirus, Firewall and Spyware

For secure and safe computing, ITS installs, configures and monitors antivirus on all Alfaisal access areas. Alfaisal uses one of the leading antivirus solutions which updates the clients' systems automatically. The antivirus acts as a firewall and spyware as well.

12. Alfaisal Portal –Students Corner

Students are encouraged to publish their articles and content on the Alfaisal website (www.alfaisal.edu). Publishing content on the official website requires approval from their respective Business Heads and PR Department.

13. Technical support for hardware and software

IT Services is dedicated to provide the best possible support services. For more information, please contact the ITS via: e-mail: itsupport@alfasial.edu

Phone: 215-7888, or come to the ITS offices on the ground floor of the College of Business.

2.5 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 40,000 full text books and journals available online. The Abbas Hassan Al Sharbatly Electronic Library along with our traditional library services, compose the temporary University Library until the new library building is completed. Completion is expected in 2012 and it will be a nearly 12,000 net square meter facility. The Library is located on the ground floor of the College Of Business, rooms BG063 and BG065. Computers are available to readily access the library and other electronic resources. Library staff is available to assist you in any way possible.

Library hours for men students (BG-063) are 8:00 am to 9:00 pm, Saturday through Tuesday, and on Wednesdays, 8:00 am to 3:00 pm, closed Thursday and Friday. The library computer room (BG-065) is open from 8:00 am to 10:00 pm, Saturday through Tuesdays, on Wednesdays from 8:00 am to 5:00 pm, Thursdays from 10:00 am to 6:00 pm, closed on Fridays.

Library hours for women students are 8:00 am to 6:00 pm, Saturday through Tuesday. Wednesday, 8:00 am to 5:00 pm, closed Thursday and Friday.

3. Student Rights and Responsibilities

3.1 Student Rights

Students at the University have the same rights and protections that are included in the constitution of the Kingdom of Saudi Arabia as citizens or non-citizens. In addition, students must adhere to the rules and regulations issued by the Ministry of Higher Education (MOHE).

- 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 or examined by persons outside the University only upon request of the student or through compliance with applicable laws.
- Students are free, individually or in association with other individuals, to engage in all campus activities as long as they do 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 may be represented on University committees that affect students as members of the University community on a case by case basis.
- Individual's religious and spiritual beliefs are respected.
- Students have freedom of research, of legitimate classroom discussion, and of the advocacy of opinions alternative to those presented in the classroom.
- Students 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.

3.2 Student Responsibilities

- Remaining a member of Alfaisal community requires students to comply continuously with rules and regulations governing student's academic progress, social interactions and personal behavior.
- Students 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 must be on a level of courtesy, civility and consideration that prevents them from any form of personal 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.
- Students must not misuse or damage any of the University facilities and they 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 their final year of academic study, students should meet professional and legal practice requirements. They must value intellectual engagement, research-based practices 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 or other electronic messaging devices 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.

3.2.1 Dress Code for Women:

1. Students should wear head coverings while entering and exiting the building.
2. Students have the option of wearing their Abayas or not in the classrooms and in the 2nd floor classroom hallways and on the 3rd floor of the College of Business in the Women Student Affairs area.
3. Abayas and head scarves of any kind are not to be worn during specific labs for safety purposes.
4. Students may wear long skirts of any color and design. However, if the skirt is designed to be opened or have front, back or side slits, they should cover from the knee down to the ankle.
5. Pants and jeans are acceptable, however low cut jeans require shirts that cover the skin.
6. Shorts and/or Capri length pants are not allowed.
7. Sleeveless shirts, camisoles, and revealing top wear is not allowed.
8. Only light makeup is permitted. Please refrain from wearing wild colors of lipsticks such as bright reds, orange or fuchsia. Students will be meeting with their professors and/or administrators at certain times and heavy make-up is inappropriate.
9. Shoes or sandals are required at all times but in labs, only shoes are permitted for safety reasons.

Lockers will be provided on the 2nd floor for women students. Abayas, scarves, books, snacks, etc... may be kept in the locker.

3.2.2 Dress Code for Men:

Formal outer Thoubes are appropriate for wear at the university.

Men may wear casual/formal pants and shirts. Jeans are allowed, as well as dress pants, however low riding pants require a shirt that covers skin.

Shorts are allowed if they are of knee-length.

Shirts can be casual, but t-shirts with cartoons, political messages, or other inappropriate verbiage or art work is not allowed.

Head wear is not to be worn in specific labs due to safety purposes.

Shoes or sandals are required at all times but in labs, only shoes are permitted for safety reasons.

Lockers will be provided on the 1st floor for men students.

3.3 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 students seek credit for a work that is not their own, they take 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.

“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 Dean of Admission and Registration.

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 Dean of the College and the accusing professor, having reviewed the student response will inform the student in writing of the penalty to be assessed (the notice again being hand delivered where practical and sent by e-mail). Notice will, at this point, also be sent to the Vice President for Student Affairs who will be responsible for maintaining a record of all disciplinary actions. Notice will also be sent to the Provost and President of the Faculty Senate for the purpose of assuring consistency across colleges and to ensure awareness of the problem.
- In cases where the penalty exceeds a zero score on the work in question or the student seeks to appeal the decision, the College Judiciary Committee (CJC), will convene and will be provided with the charges, penalty, student response and associated materials. The CJC, comprised of the accusing faculty member, the College Dean, one (1) faculty or administrative member chosen by the student (changing in each case), and one (1) other faculty member appointed by the Provost, one administrative appointee representing the office of the VP for Student Affairs (appointed by the VP for Student Affairs), will receive the response and associated material by the deadline date.
- A Student Judiciary Officer from the office of the VP for Student Affairs (or again, a faculty assigned to this task as an act of university service) will handle the administrative logistics of receiving the faculty charge, relevant documentation from faculty and student, communicating minutes and student records in the Student Affairs office), and providing final communications to relevant parties. The SJO is a non-voting ex officio member of the CJC and may have assistance from the office of the VP of Student Affairs so as to carry out his functions.
- 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 with possible outcomes including no penalty, a decreased penalty, or an increased penalty. This resolution is then communicated by e-mail to the student, President of the Faculty Senate, and the Provost.
- Should the student or faculty member disagree with the resolution, either may appeal the decision to the Provost for decision. A resolution to the matter will be concluded with possible outcomes including no penalty, a decreased penalty, or an increased penalty. The Provost's decision is final.

3.4 Petitions and Appeals

A petition is usually a request 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.

4. Admission

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 Admission to the University Preparatory Program

The University Preparatory Program provides high school graduates a rigorous academic preparation to succeed in higher education both in the Kingdom and abroad. The UPP offers English language training, skills development, 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 (University Recommended)
Qudarat (University Recommended)
TOEFL (paper based) 425

4.2 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 proficiency demonstrated by one of the following tests:

TOEFL iBT: Business 61 – Engineering 61 – Medicine 80 – Science 61

TOEFL PBT: Business 500 – Engineering 500 – Medicine 550 – Science 500

IELTS: Business 5.0 – Engineering 5.0 – Medicine 6.5 – Science 5.0

b) Academic Achievement Requirements

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

Saudi System:

Certificate Type	Business	Engineering	Medicine	Science
High School	90%	92%	98%	95%
Qudarat	81	85	85	85
Tahseely	–	85	85	85
Personal/Technical interview	Pass	Pass	Pass	Pass

American System

Certificate Type	Business	Engineering	Medicine	Science
High School	90%	92%	98%	95%
SAT I Test	1600	1600	1600	1600
SAT II Test	–	650 in two subjects (Related to the selected major)		
Personal/Technical interview	Pass	Pass	Pass	Pass

British System

Certificate Type	Business	Engineering	Medicine	Science
AS Level in Two Subjects according to field of study	A,B	A,B	A,A	A,B
GCSE in subjected that related to major	A,A,A,B	A,A,A,B	A,A,A,B	A,A,A,B
Personal/Technical interview	Pass	Pass	Pass	Pass

For College of Medicine, AS results are adequate for preliminary processing. However, A level in Two subjects are required once it available.

International Baccalaureate (IB)

Certificate Type	Business	Engineering	Medicine	Science
IB High Level (HL) in three subjects according to field of study*	4-4-5	4-5-5	5-6-6	4-5-5
IB Diploma Total	28	30	32	30
Personal/Technical interview	Pass	Pass	Pass	Pass

*Individual colleges may adopt additional requirements.

Required Materials

Application forms and other documents may be downloaded and printed from 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 250 (non-refundable)
- High School Certificate (Students without high schools certificate can't be accepted unless they have equivalency letter from Ministry of Education in Saudi Arabia)
- 12th grade report card or transcript.
- Standardized tests (Qudarat, Tahseely SAT 1, SAT 2, GCSE)
- Transcripts for any previous college-level course work
- TOEFL or IELTS scores
- Appropriate physical fitness (you can get the form from office of admissions)
- Copy of national I.D and passport for Saudis or Iqama and passport for Non-Saudis
- 2 colored recent photos

Submitting Application

Students applying can submit his or her application and credentials using one of the following methods:

- Submit the application form and credentials, including receipt of payment for the application fee by visiting the Offices of Admissions at Alfaisal University campus.
- Mail your application form and credentials including receipt of payment for the application fee to the following address:

Office of Admissions & Registration
Alfaisal University
Takassussi Street
Alma'athar District
P.O.Box 50927
Riyadh 11533
Kingdom of Saudi Arabia

*Submit your application and credentials by scanning the application form and all other required credentials including receipt of payment for the application fee and e-mail them to the Office of Admissions at admissions@alfaisal.edu

*Enrollment is not guaranteed until the student pays his/her SAR 4700 tuition enrollment fee. This fee is a part of the overall tuition and NOT refundable.

5. Registration

Alfaisal University follows MOHE rules and regulations for course registration and grading. For more details, check MOHE website.

Registration will be conducted through the Office of Registration or through the registration portal Netclassroom, <http://swa.alfaisal.edu/NetClasroom7/>. Admitted students can alter their schedule of classes during the drop/add time frame through the portal.

5.1 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 20 credits per semester.

Students utilizing scholarships are cautioned against dropping below 15 credit hours in any given semester. This will adversely affect scholarship funds and future scholarship awards.

5.2 Auditing Courses

If a student wants to registers officially 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. Auditing courses is strongly discouraged and requires the signature of the Dean of your college and the Dean of Admissions and Registration.

Impact of an Audit

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.

5.3 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.

5.4 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 College Dean may do so.

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.

5.5 Adding or Dropping Courses

1. Students may not register for more than one section of the same course
2. Registration for courses that create schedule time conflicts is not allowed.
3. The Alfaisal University repeat policy is enforced at the time of registration.
4. 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 must check with their instructor to ensure that his/her name is on the class roster.

Students must ensure through Netclassroom that the classes they are attending are the classes for which they are registered. 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 period is the time to make changes in registration. 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.

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.

5.6 Transfer Credits

Undergraduate coursework completed at accredited institutions that is comparable in character, content and quality to courses offered by Alfaisal University and in which a minimum grade of “C” has been earned, will be considered for transfer credit. Transfer credits are posted to the transcript and assigned the grade of “CR” but not included in the cumulative GPA calculation. Alfaisal University accepts up to 48 transfer credits. The student’s department determines if and how transfer work may be used to satisfy graduation requirements.

5.7 Declaration of Majors

Students are encouraged to declare a major field of study (major) by the end of the second year. All declaration of majors must be received in the Office of the University Registrar during the last four weeks of the semester to be effective for the next semester. For procedures on how to declare a major, contact the Office of the University Registrar.

5.8 Independent and Directed Study (IDS)

Independent and Directed Studies allow students to initiate, develop and complete courses under the supervision of a faculty member. An IDS course must be undertaken with a view to specified learning outcomes. The course may be taken for variable credit and not more than twice and for no more than 5 credit hours each time (10 hours total). One, two, three, four or five credits of selected studies may be earned for each IDS course reported. IDS courses should not be taken to replace required courses.

The purpose of the IDS program is to allow students to:

- pursue learning outcomes that extend beyond those normally taught in the classroom.
- pursue studies independent of the classroom schedule.
- have prior learning recognized for a course they may not have completed.

A primary goal is to encourage independent study under the supervision of faculty members. In addition to research projects, internships and practicums, the different programs use individual study, case studies and directed readings as the basis for various independent study offerings. The following requirements govern enrollment for credit in independent study.

1. The consent of the instructor must be obtained before enrollment.
2. The content of the study should differ from the content of the regular course offerings.
3. The contact hours between student and faculty member must be sufficient to ensure consistency with credit earned in regular course offerings.
4. Students must have at least junior standing (i.e., 3rd year), including transfer students, who have earned at least a 2.75 cumulative GPA at Alfaisal University and who give sufficient evidence of initiative, originality and intellectual maturity to warrant the expectation of distinction in the program. Students may do Independent Directed Studies in any discipline in which they obtain the required permission.

The student and the supervising faculty member develop the content and format of the Directed Study course. The program of reading, assignments and method of evaluation will be dependent on the subject under study. Supervision is also on an individual basis, and while there may not be regularly scheduled class sessions, the student is expected to schedule and maintain regular meetings with the IDS faculty member. Students wishing to take an independent directed study must complete the Directed Studies Application Form and have it approved by the faculty member most familiar with the topic of study and obtain further approval from the dean of the college in which the student is enrolled. The dean of the college may form a committee to

recommend the approval at the college level. The faculty will work with the student to select a reading list, projects, and evaluations appropriate to the topic and the credit level chosen. All needed materials will be presented in a syllabus attached to the application form.

5.9 Guidance on Enrollment for Summer Courses

It is recognized that for various reasons, Alfaisal University students may wish to take academic courses over the summer. In such cases, the following conditions exist:

1. If a student wishes to improve an earlier grade by summer study, registration and payment of fees must be made by the first day of the summer session. One repeat is allowed if a passing grade was obtained on the first taking of the course. Attendance at all class meetings is compulsory, as is the completion of all course work if the student is to be allowed to sit the final examination for the course.
2. If a student wishes to take a course over the summer from another university, this will be allowed only if that course is not offered during the summer session at Alfaisal University. The dean of the college in which the course is normally offered may, with appropriate justification, grant exception to the foregoing rule. In such cases, the college dean must give permission which will be based on information provided by the student. This information must demonstrate that at least 80% of the Alfaisal University course content and mode of evaluation is covered by the course at the university where summer study is proposed.

5.10 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.

In certain cases, the student may not wish this documentation to be placed in his or her student

file. In this case, the student should confer confidentially with the relevant faculty member, and with the agreement of the dean of the college, such material can be excluded from the student's file.

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 Dean of the College and the student will agree on the specified deadline. Faculty will submit extension grades no later than the fifth (5th) 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 (5th) week of the following semester.

5.11 Hold Status

Students' records will be placed on "Hold Status" if they incur any type of outstanding obligation (either financial or otherwise) to the university.

Some typical reasons for holds are:

- Outstanding fees or other unpaid university fees
- Outstanding library books and/or fines
- Parking fines
- Outstanding transcripts or documents.
- Students records pending disciplinary action.

No administrative or academic services will be provided to students on Hold Status until the specific obligations have been met.

Students who have not cleared their "Hold Status" from previous registrations will not be permitted to register again until the hold has been cleared.

6. Student Affairs

6.1 Administrative Services

The Student Affairs Office for men, located at the ground floor of the Science Building provides various administrative services such as student certification letters, concession letters for travel,

and final clearance letters. The Student Affairs Office for the women is located on the 3rd floor of the College of Business and provides these same services.

6.2 Support Services Student Counseling

Student Counseling:

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

For counseling assistance, we urge you to visit the office of Student Affairs Located at the ground floor of the College of Science for men and on the third floor of the College of Business for women.

6.3 Student Activities

The 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.

6.3. a) Student Association

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 a positive impact on campus. The election process is conducted once at the beginning of the second semester of each one and half academic year, in which all students in each college get the chance to vote for certain nominees to be the President for Alfaisal Student Association, as well as other office holders.

6.3. b) Student clubs

Alfaisal University is developing student organizations to choose from, and we hope to offer something for everyone. There are many benefits to joining and/or creating a student organization: making new friends, developing new skills and abilities, working as a part of a team, learning to set and achieve goals, and 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, please visit the office of Student Affairs located on the ground floor of Science Building for men and on the 3rd floor of the College of Business for women. The staff will start you off in the right direction. A copy of the Student Organization Form is located at the end of the Student Handbook.

7. Financial and Scholarship Services

7.1. Tuition and Fees

1. All students applying for direct admission (non-UPP graduate) must pay a nonrefundable application fee of SAR 250. All UPP graduates are exempted from this application fee.
2. All registered students must pay the full amount of tuition fees SAR 47,000 (minimum of 12 credit hours). The Student must complete enrollment at the start of each semester and must pay an amount of SAR 4,700 as part of the tuition fee within the 2nd week of classes. If there is no payment made the enrollment of that semester will be cancelled and/or a late payment fee of SAR 1,000 will be charged after the 2nd week of classes.

The enrollment payment of SAR 4,700 will be adjusted towards the first installment of the tuition fee and wouldn't be refunded. The student could benefit from a flexible payment plan as explained next when the student completes the enrollment requirements within the 2nd week of classes.

The installment payment plan could be applied according to the following:

1 st installment	Within the second week of classes	SAR 4,700
2 nd installment	Within the sixth week of classes	30 % of tuition
3 rd installment	Within the tenth week of classes	30 % of tuition
4 th installment	Within the fourteenth week of classes	30 % of tuition

A late processing payment will be charged for any outstanding balance on each installment after the above weeks of classes. Each late payment fee is SAR 1,000 per installment.

*Example: student doesn't pay the four installments on time as scheduled; an amount of SR 4,000 will be charged and added to the student's account.

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. If the student is paying in installments, the late fee charge will be applied for each late payment. Tuition fees per course credit hour are computed at SAR 3,917. 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. A Discount of 15% of tuition fees could be applied to a sibling student from direct family. The discount does not apply to the first son/daughter.
4. Students who register after the 1st day of class will be charged a late registration fee of SAR 500 and are required to settle the full amount of the tuition fees immediately.
5. Charge for a copy of official transcript of record is 100 SR while unofficial copy is free.
6. Student medical insurance fee (per academic year for expatriates) as per insurance policy.
7. Students are expected to meet all financial obligations to the University by the appropriate due date. The University reserves the right to place a hold on the student's record for students who fail to promptly meet their financial obligations. This may prevent 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.
8. Due dates are not extended nor are late payment fees waived for any reason.

9. 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, as well as the student’s name & ID number noted on the documentation or checks. A copy of the deposit slip or transfer confirmation must be provided to Finance Department:

- Account name: Alfaisal University
- Bank: Saudi British Bank (SABB)
- Bank address: Al Faisaliah Tower
- Account number: 154-000111-002
- IBAN No: SA39 4500 0000 1540 0011 1002

10. Settlement of fees should be made in Saudi Riyals.

11. 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.

12. 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 4th week of classes 0% of tuition

Note:

Only tuition is refundable. Other fees are not refundable.

Transfer of classes or exchange of courses may impact tuition level if the course credit hours are different.

Students who experience an extreme hardship situation should contact the Office of Registrar for appealing the above refund schedule.

13. Fees are subject to change.

14. For any queries concerning these policies or fees, please contact the Finance Department or Office of Registrar. The finance office is located at the ground floor of the Business Building.

7.2 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:** These scholarships are granted partially 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.
- **Financial Assistance (Need-based):** These are partial scholarships and they are awarded based on the need of students, 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 CGPA of 3.75/4.00 by the end of the 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 50% of the total number of students in the University.

Merit-based and financial assistance (need-based) 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 at the ground floor of the Science Building. Students 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.

7.3 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 his/her Alfaisal Student ID card.
- Be of good conduct and behavior.
- Submit his/her application request to the Student Financial assistance office.
- Submit the transcript, with a minimum CGPA 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.

7.4 Internship

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.

8. 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 Points	Descriptor
A	4.0	Excellent
A-	3.67	
B+	3.33	Very Good
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.0	Fair
C-	1.67	
D+	1.33	
D	1.0	
F	0.0	Fail

Other grades may be used in certain situations but are not included in the determination of the grade point average. These include I, W, AU, CR, RF, and NC, which are explained in detail later in this document. Transfer credits from accredited institutions are posted to the transcript and assigned the grad “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:

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

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.

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

Total Credit Hours (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 8th 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.

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 a course.

NC-Units for courses which are graded with a "P" (Pass) or "NP" (No Pass) will not be included in the student's GPA calculation. Units for courses which are graded with a "P" will be counted toward the student's degree requirements; those with grades "NP" will not.

RF-Any undergraduate student may retake a course for which he received a grade below a B. A student may exercise this option for no more than four courses, totaling no more than 12 credits. A student may use this option only once for a given course. For the course retaken, the lower grade will show as "RF" in the transcript. Only the higher grade shall be counted in the determination of the student's grade-point average (GPA). The course retake policy will not be applied automatically to a student's GPA. After completing the second attempt of a course, a student must submit a request to the University Registrar's Office.

8.1 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.

1. Academic Warning

A student in good standing is placed on academic warning by the Dean of Student Affairs (with notification to the dean of the college and faculty advisor of the student) if he fails to make a cumulative GPA of 2.0 but more than or equal 1.5.

A student on academic warning is required to consult with a faculty advisor or counselor and may be required to take less than the normal academic load in the next semester of attendance.

2. Removal from Academic Warning

A student on academic warning who achieves a 2.0 or higher cumulative GPA at the end of any semester during which he is registered at the University will be removed from academic warning.

3. Academic Probation

A student is placed on academic probation by the Dean of Student Affairs (with notification to the dean of the college and faculty advisor of the student):

- If he/she fails to maintain a cumulative GPA of 1.5
- If he/she remains on academic warning for two consecutive semesters without improving his/her cumulative GPA to 2.0 or above.

A student on academic probation is required to consult with a faculty advisor or counselor and may be required to take less than the normal academic load in the next semester of attendance.

4. Removal from Academic Probation

A student on academic probation who achieves a 2.0 or higher cumulative GPA at the end of any semester during which s/he is registered at the University will be removed from academic probation.

5. Academic Dismissal

Students are dismissed if they remain on academic probation for two consecutive semesters without improving their cumulative GPA to 2.0 or above.

6. Appeal Process against Dismissal

A student who has been academically dismissed from the University may appeal the decision. That appeal should include explanatory information and any new evidence not previously considered by the Admissions Committee. The appeal must be in writing, addressed to the Chair of the Committee, and submitted within two weeks of the date on the notification of dismissal. A student will not be allowed to register for regular or summer session courses while an appeal is in progress. Where an appeal is submitted, the Chair of the Committee will review the student's academic record, taking into account any relevant material contained in the letter of appeal and make a further recommendation to the Provost. The decision of the Provost based upon this final recommendation will be binding. If the student appeal been accepted, s/he should achieve a good standing during one semester. Otherwise, s/he will be finally dismissed without any further appeals.

7. 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.)

8.2 Academic Progress Reports

Instructors are directed to submit progress reports for all freshmen of each semester. These progress reports grades are not used in calculating the GPA; rather, they are intended to help students evaluate their progress in each course and to assist college advisors in counseling students about their academic program.

During fall and spring terms, the University e-mails midterm progress reports to freshmen at the end of the first eight weeks. The Midterm Progress Report indicates letter grades of H for Honors, S for Satisfactory or U for Unsatisfactory. Midterm Progress Reports give freshmen a snapshot of their current course performance. Students who receive a Midterm Progress Report with a U should speak with their academic advisor. They should also visit the Student Affairs Office for tutoring and study skills instruction.

8.3 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. A student should be considered absent with justification 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. Students participating in such events are responsible for the class work missed.
6. When an absence is unavoidable, a student should contact the instructor or the 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.
7. When the number of absences exceeds 15 percent of the scheduled classes, the faculty may issue a failing grade (F) for the student.
8. 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.
9. 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.

9. Examinations and Grades

Students are expected to meet examination schedules as determined by registrar office. Retaking final exams is not permitted. For students who missed a final exam, 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.

9.1 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's 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 on 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 make-up 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 taking 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 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.

9.2 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 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 failure (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 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 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 College Dean;

2. The final appeal is to the Provost, who may refer the appeal to his designee for a hearing and recommendation;
3. At any step of the appeals process, one of the above individuals can authorize a grade change, and must notify the involved individual of his action, i.e., the College Dean must notify the student and the faculty member of his decision; the Provost or designee is responsible for notifying the College Dean, 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 University Registrar, and the Committee will make its recommendation to the Provost. This process cannot be used for students appealing a failing grade (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 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 Dean of Admissions and Registration 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.

9.3 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 obtained through Netclassroom.

10. 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/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.

10.1 General Education Requirements (GERs)

General Education Requirements (GER) are a set of courses designed to provide students with introductory level instruction in core disciplines that broaden a student's education and are intended to develop critical thinking abilities. Students are required to take a total of 33-38 credit hours from GER-designated courses. Such courses are separate from courses taken and counting as part of a degree major, in which case there may be no double counting of credit hours.

These include:

Humanities (16-19 credit hours) –

Freshman English 1 and 2
Arabic Language 1 and 2
Ethics

*Colleges may specify a specific course requirement in Literature, Technical Writing, or Oral Communication.

Mathematics and Natural Science (10-12 credit hours)

Colleges may specify a requirement including course options in Biology, Chemistry, Physics, and Mathematics (e.g., Calculus 1, Probability & Statistics).

Social Sciences (7+ credit hours): 4 credit hours of instruction in Islamic Studies are required of all students as part of the Social Sciences requirement. Students may satisfy the remaining credit hour requirement through courses such as anthropology, economics, history, political science, science and technology studies, sociology, and world geography. A college may specify which social science courses are to be taken for a given concentration or pathway in a degree program.

10.2 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 Dean of the College. Substitutes in the general education portion of the degree requirements must be approved by the Vice Provost of Academic Programs.

10.3 Graduation with Honors

The diplomas of graduating students show honors categories based on the following scale:

First Honor	3.75 through 4.0 GPA
Second Honor	3.5 through 3.74 GPA

These honors categories are based on a student's cumulative average at the end of the semester proceeding the graduation semester.

11. Withdrawal from the University

11.1 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 F "Fail" or W "Withdrew", based on each course instructor's evaluation. 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. Medical documentation will be submitted to the University Registrar for consideration and approval or denial. If the University denies the medical approval, the student may appeal to the Provost. The Provost's decision will be final. No academic work completed at another institution during that semester can be transferred to Alfaisal University.

11.2 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 requirements and a new application.