

KINGDOM OF SAUDI ARABIA
Ministry of Higher Education
KING FAISAL UNIVERSITY
College of Computer Sciences and IT
Student Advising Committee



Student Advising Process Guidelines

2015

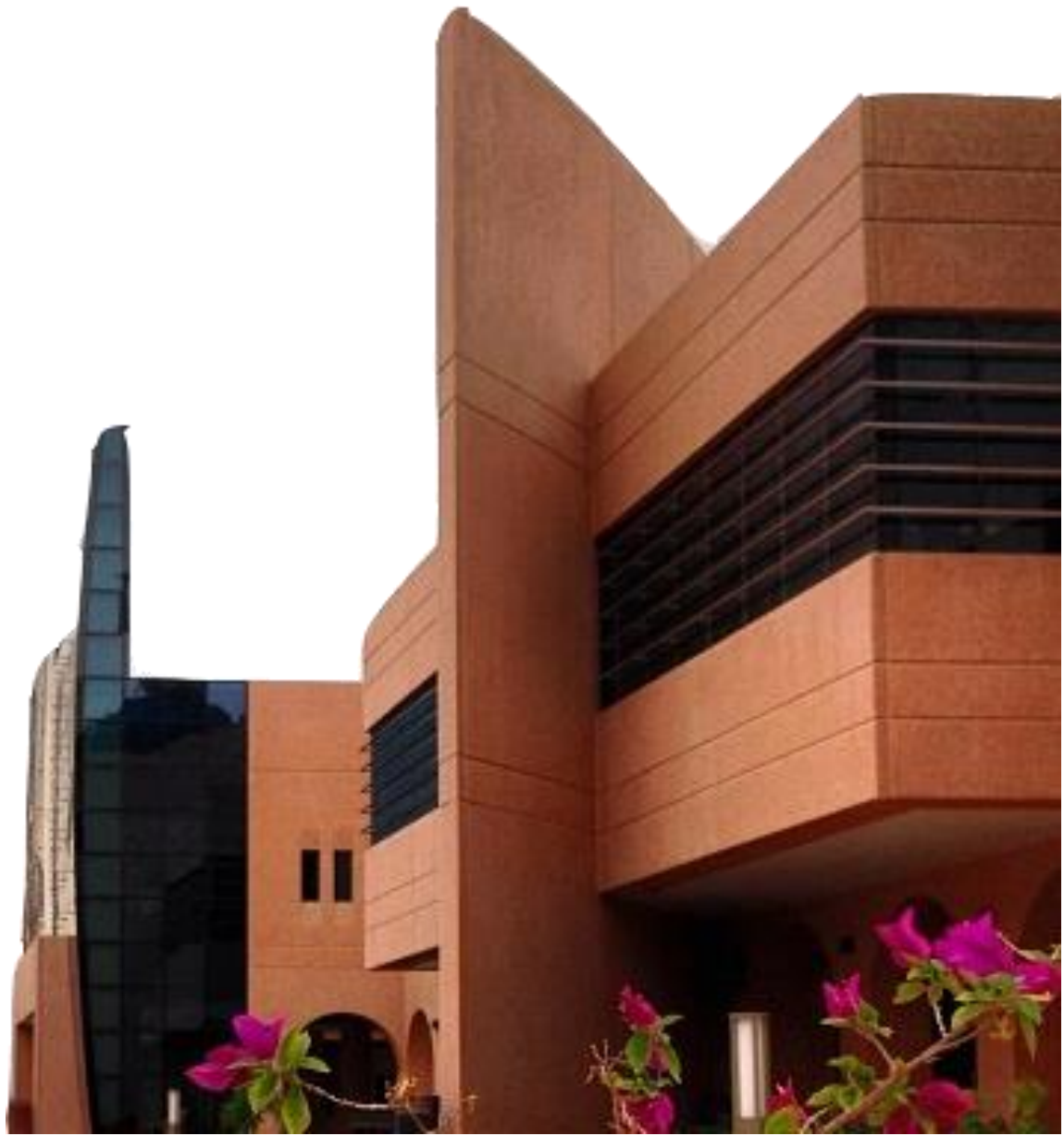


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1. Introduction

Students are the main stakeholder of any educational institution. Aside from providing them quality education, it is necessary that they are given support to have a substantial educational experience to help them finish their studies. This is the main goal of Academic Advising, which is based on connecting faculty and students. However, the academic advising can be defined as:

- **A process of information exchange that empowers students to realize their maximum educational potential.** The advising process is student-centered and results in the student gaining a clearer understanding of self and the experience of higher education. (University of Michigan – Dearborn (2002).
- **An interactive process in which the adviser helps the student to set and achieve academic goals, acquire relevant information and services, and make responsible decisions consistent with interests, goals, abilities, and degree requirements.** Decisions concerning careers and/or graduate study may be part of the advising process. Advising should be personalized to consider the special needs of each student, which may include appropriate referral services. (University of Oklahoma; https://www.ou.edu/advising/about_advising/pacaa.html) Accessed January 2016.

Clearly, academic advising is a mutual responsibility between the advisors and the advisees (students), with the necessary support from the administration. The nature of this activity includes informing, suggesting, coaching, counseling, mentoring or even teaching the student.

Each faculty member is assigned a number of students, who should be advised during the duration of the students' stay in the college. The students are encouraged to regularly meet with their adviser to develop and implement appropriate educational plans that are consistent with their personal values, abilities, and goal, as well as other academic or non-academic concerns. Advisors on the other hand, are expected to provide an utmost supervision on the performance of the students and pertinent advice for them to make the most of their college experience.

1.1 Academic Advising Objectives

The Academic Advising aims to achieve the following objectives:

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

1.2 Participants and their Responsibilities

The student during the advising process must contact firstly his/her advisor. But the advising process may involve many members starting at the advisor and ending at the academic affairs office. Therefore, it is of great importance that each member in the academic process understands the roles and the responsibilities of the other participants according to the underneath hierarchy. The hierarchy in Figure [1] indicates clearly that the advisor is the first contact person for the students.

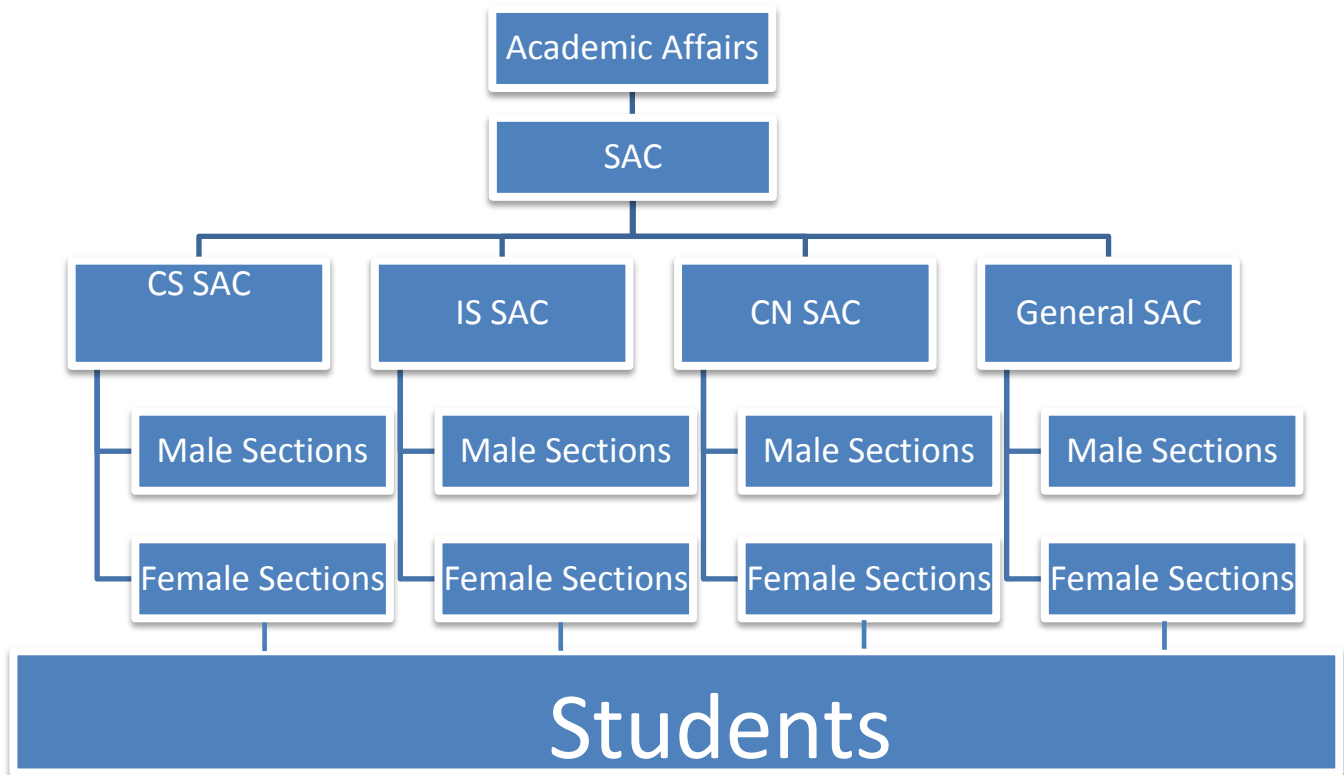


Figure [1]: Hierarchical Student Advising Participants

1.2.1. Academic Affairs

The Academic Affairs concerns with monitoring student academic progress and ensure the education system within the college is running at the best standards. The CCSIT is ABET accredited and follows ABET standards. Student advising is major unit in ABET accreditation that the Academic Affairs maintain. All Student Advising related matters ends at the CCSIT Vice Dean of the Academic Affairs.

1.2.2. SAC - College level

Student Advising Committee at the College level concerns with arrange general rules and guidelines for Student Advising at CCSIT. Its members are the chairmen of all SAC at departmental levels and chairman of the general level. SAC discusses any issues or concerns that are raised from SAC - Department level and provide its recommendation.

1.2.3. SAC - Department level

Student Advising Committee at the Departmental level concerns with direct communication with the advisors within the same department. That is, they assign the list of advisor/students and maintain any task assigned by SAC - College level. Its main task comes in advising students after majoring.

1.2.4. Advisors

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

- Be aware about the students, who are assigned to him/her. (*Please visit the KAPP System*)
- Keep the Student Self Evaluation form updated with the provided advising information related to the student's academic progress. (*see Form A & Form B in the Appendix*)
- Provide an appropriate guidance that promotes the student's learning skills.
- Be aware about KFU and CCSIT policies, procedures and departmental requirements for degree programs. (*see College Regulation & the Study Plans*)
- Help the student to plan well to meet the degree/career requirements.
- Encourage the student to review progress toward the goal of degree completion.
- Provide office hours throughout the semester to answers students' questions and concerns.
- Be the student's advocate when necessary.
- Referral to the SAC departmental level when the student's needs are beyond the advisor's expertise or the student has special needs.
- Respect the student's privacy.
- Sign required forms and submit it to the appointed person. Forms are available on <https://www.kfu.edu.sa/ar/Deans/AdmissionRecordsDeanship/Pages/EForms.aspx>

1.2.5. Students

Students are the most important part in the workflow. To achieve the best out the academic advising, the student has a responsibility to:

- Arrange regular appointments for advisement and send Student Self Evaluation Form (SSEF). to the advisor before the appointment.
- Tell the advisor about any issues that affect your academic performance.
- Check the CCSIT policies, procedures, study plans and degree requirements; prepare questions for the advisor when clarification is necessary.
- Keep a personal file with copies of advising recommendations (SSEF).
- Listen carefully to advisor recommendations. If confused, ask for clarification.
- Obtain prior approval from the advisor for course/semester registration or dropping, major specification or coop training.

2. Advising Process

2.1 Required Activities

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

2.1.1. Welcome Message

During the first week, the advisor is required to check the KAPP system <http://webapps.kfu.edu.sa:7003/eadvisor/faces/Pages/Home.jsf> to know exactly which students are assigned to him/her. The advisor should send them a welcome message (*see advisor welcome message in the Appendix*). The student is required to complete and submit the SSEF. SSEF includes information about the student details, the advisor information, and the student's academic achievement. (*See Form A in the Appendix for the SSEF*)

2.1.2. Postponing Study

During the first week, the student has the right to postpone the current semester if the required regulations are met and the postponed study form (*Form 13*) is filled. (*See article fourteen in the regulation for postponing study and Form 13 in the Appendix for postponing Study*). The advisor is required to meet the student and fill the adviser form, print, sign and give it to the student. A softcopy should be saved with file title as studentNumber_Year_Semester_Week and emailed back to the student. (*See Form B in the Appendix for the advisor form*). If the advisor does not agreed for whatever reason to postponing study, so that should be reported in the advisor form. The advisor should provide the student with clear information regarding the consequences of such decisions.

2.1.3. Withdrawing from a course/semester

Starting from the third week, the student has the right to withdraw a course/semester and postponing is not valid any more. In case of dropping/withdrawing a course, the student is required to fill Form 6. (*See the Executive rules for the articles from nine to fourteen in the Regulations and Form 6 in the Appendix for dropping a course*). The same procedure should be followed as mentioned above in postponing study. The deadline for discussing dropping a course with the advisor is week 6. In case of withdrawing a semester, the same procedure as postponing should be followed. The deadline for discussing withdrawing from a semester with the advisor is week 10. By the end of third week, the advisor is required to write an initial report about the advising process with clear

statistical details regarding the students who are contacted and the students who respond to the welcome message. Number of students how dropped a course or semester and their details are required as well.

2.1.4. Major Selection

In the 3rd week, students should meet their advisors to discuss their preferences for their majors. The student is required to send the SSEF to the advisor. The advisor should review the study plans (*See Appendix for Study Plans*) carefully and then give the students the necessary advises based on the student performance and the adviser's experience. The student should fill the Major Selection Form with the advisor and then the advisor is required to sign the form and submit it to the General Level Coordinator. Any student with more than 8 hours remaining from the general level does not have the right for major selection. Any student has below than 9 hours remaining from the general level should register these hours and complete the academic load from the major courses. The academic load should be up to 16 hour and no less than 12 credit hours and the major selected courses are based on the advisor approval. Note that, only Computer Networking has 3.00 CGPA as requirement but CN may allow till 2.75 CGPA. (*See Major Specification Form, regulations and the study plans in the Appendix*).

2.1.5. Early Registration

In the 11th week, the student is required to register the courses that available to him/her according to the study plan. The student is required to send the SSEF to the advisor and meet together to select the courses that the student can take next semester. The advisor is required to specify the recommended course in the KAPP system. (*See article eight in the regulation and the college study plans*)

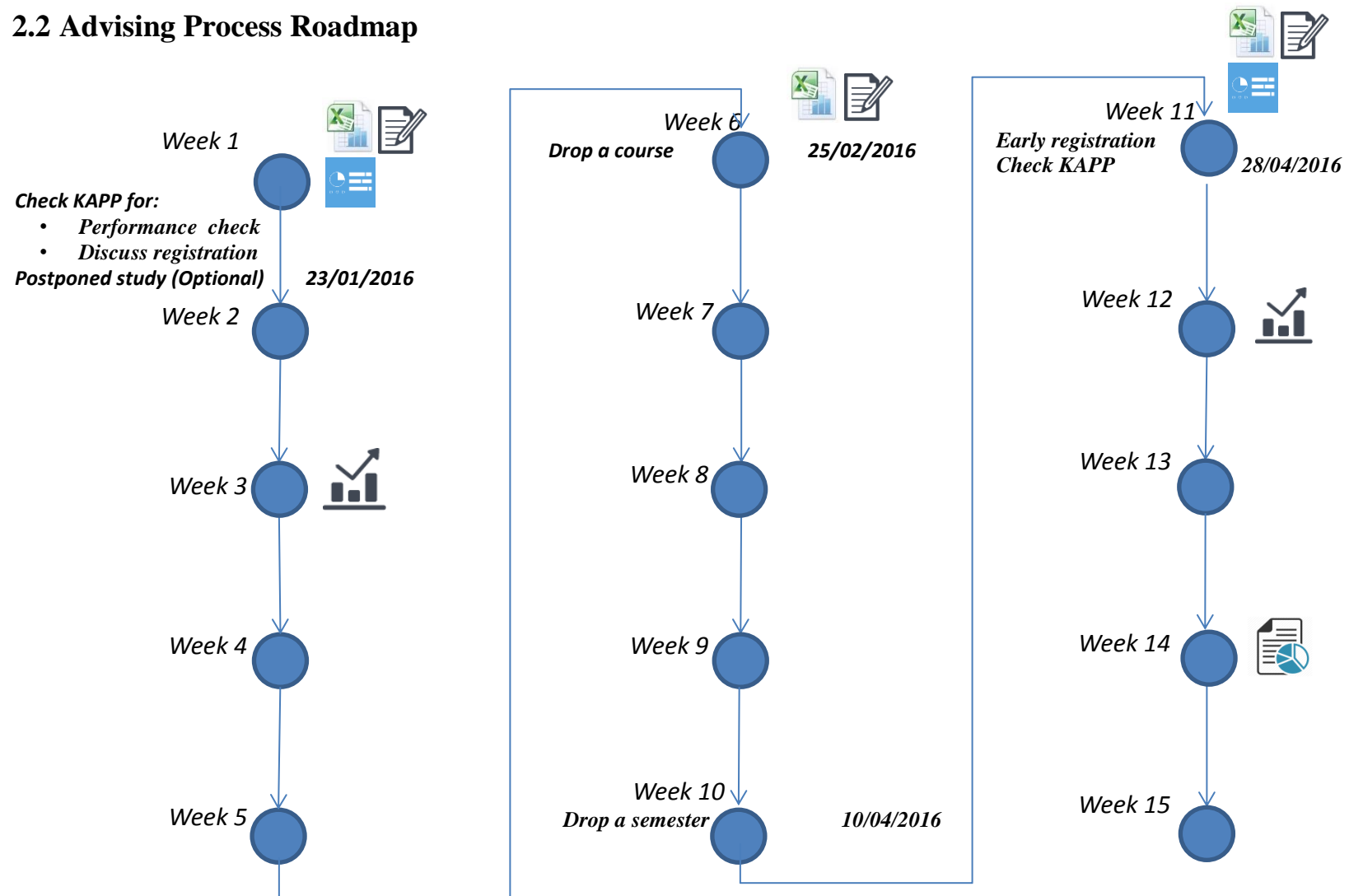
2.1.6. Coop Training and Graduation Project

Students, who are in the sixth semester and finished 90 earned credit hours, are required to prepare themselves for coop training program during the summer holiday and prepare for their graduation project. The student should fill the SSEF and send to the advisor and then they are required to meet starting from the second week to discuss whether the student met the coop training requirements or not and how the student can arrange a training opportunity. Beside that they are required to discuss the available graduation project ideas.

2.1.7. Final Advisor Report

By the end of 12th week, the advisor should submit a detailed advisor report to Student Advising Committee on the departmental level.

2.2 Advising Process Roadmap



Adviser Form



Self-Evaluation Form



Check KAPP



Adviser Report



SAC Report



3. Appendix

3.1 Form A: Student Self Evaluation Form

Student Degree Plan, CCSIT, KFU

Year	First Semester						Second Semester					
	Course #	Title	Prereq	CH	ST	GR	Course #	Title	Prereq	CH	ST	GR
1	0911110	Introduction to Computing		3			0911120	Fund of Programming	0911110	3		
	0912111	Fundamentals of IS		3			0913121	Electronics	0814132	4		
	0817111	Calculus		3			0816101	Biology		4		
	0814132	Physics		4			0817208	Intro to Stats & Prob Theory	0817111	3		
	7401101	Islamic Creed & Contemp Doc		2			7401317	Islamic & Profession's Morals	7401101	2		
	Total						Total					
	15						16					
2	Third Semester						Fourth Semester					
	0911210	Object Oriented Prog (1)	0911120	3			0911220	Object Oriented Prog.(2)	0911210	3		
	0911211	Data structure	0911120	2			0911221	Operating Systems	0913213	3		
	0912212	Technical Reports	0912111	2			0912222	Dbase Concept & Design	0912111	3		
	0913213	Digital Hardware	0913121	3			0914223	Net. Protocols & E-Commerce	0914214	3		
	0914214	Com. & Network Fund	0911110	3			0622290	Business (1)	0912111	3		
	0817301	Discrete Math	0817208	3								
	Total						Total					
	16						15					
3	Fifth Semester						Sixth Semester					
	0912310	Database Mgmt Systems	0912222	3			0911320	Comp Data Security & Privacy	0914223	3		
	0912311	System Analysis & Design (1)	0911220	3					0911221			
	0912312	Professional Responsibility	0912212	2			0912321	System Analysis & Design (2)	0912311	3		
	0912313	IT Project Management	0622290	3			0912322	Human Computer Interaction	0911220	3		
	0622391	Business (2)	0622290	3			0912323	Web-Based Systems	0914223	3		
	<Cr #>	<University Req Electives 1 or 2>		2					0912222			
	Total						Total					
	16						15					
Sum	0912330	Practical (Co-op) Training		3								
4	Seventh Semester						Eighth Semester					
	0912410	Project Proposal	Dept Aprvl	2			0912420	Project Implementation	0912410	3		
	0912411	Software Quality Assurance	0912321	3			0912421	Selected Topics in IS	0912410	3		
	<Cr #>	<Elective Course>	<Prereq>	3			<Cr #>	<Elective Course>	<Prereq>	3		
			<Prereq>						<Prereq>			
	0912412	E-Business Strategy	0622391	3			<Cr #>	<Elective Course>	<Prereq>	3		
	<Cr #>	<University Req Electives 3 or 4>	<Prereq>	2					<Prereq>			
	Total						Total					
	13						12					

Total Required Credits	121
Total Completed Credits	0
% Completed	0%

Year	Completed
1	0
2	0
3	0
4	0



3.2 Form B: Advisor Form

Student Degree Plan, CCSIT, KFU

College of Computer Science and Information Systems (CCSIT)					
Department of Information Systems					
Student Degree Plan					
Plan Revision:				Advisor Name:	
Student Name:				Student ID:	
Student Email:				Student Phone:	
Semester:		Year:		Degree Completion Target:	
Student Ledger					
Date	Acad. Year	Semester	Status	Reason if Behind	Comments & Recommendations
			On Track	Academic	
			Ahead	Financial	
			Behind	Personal	
Advisor Signature:					Date:
Dean Signature:					Date:



3.3 Form 6: Withdrawing from a course



نموذج رقم (6) انسحاب من مقرر

الاسم الأول	الأب	الجد	العائلة	رقم الطالب
.....
الكلية	القسم الذي يدرس المقرر	المستوى	الفصل الدراسي الذي يرغب فيه الطالب الانسحاب من المقرر	التخصص
.....

الرقم المرجعي للمقرر (CNR)	الشعبة	الساعات المعتمدة	اسم المقرر	اسم أستاذ المقرر	عدد الساعات المسجلة قبل الانسحاب
.....
.....	عدد الساعات المسجلة بعد الانسحاب

رأي الكلية في الانسحاب من المقرر عندما يكون عدد الساعات أقل من اثنا عشرة ساعة (قبل أو بعد الحذف) ☐ موافق ☐ غير موافق وكيل الكلية للشؤون الأكاديمية: توقيعه:

يجوز للطلاب الانسحاب من مقرر أو أكثر وفق الضوابط التالية:

(أ) ألا يتجاوز الأسبوع الثامن من بداية الفصل الدراسي للمقررات الفصلية و(15) أسبوعاً من بداية السنة الدراسية للمقررات السنوية ويرصد للطالب تقدير (1ع) أو (W1).

(ب) ألا يقل عدد الوحدات الدراسية المتبقية عن اثنتي عشرة وحدة.

(ج) تتولى عمادة القبول والتسجيل بالتنسيق مع الكلية النظر في حالات الانسحاب المشار إليها في الفقرتين (أ،ب).

(د) لمجلس الكلية المختص أو من يفوضه النظر في حالات الانسحاب من المقررات لمن يقل عنه الدراسي عن الحد الأدنى (بعد الانسحاب) وكذا من لم يتمكن من تسجيل الحد الأدنى من العبء الدراسي.

يرفق بهذه البطاقة صورة من جدول الطالب. يتم تسليم النموذج إلى وكيل/ وكلية الكلية للشؤون الأكاديمية.	توقيع الطالب/ة: اسم المستلم: التوقيع: وكيل الكلية الشؤون الأكاديمية: التوقيع: التاريخ: 14 / / هـ
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3.4 Form 13: Postponing/ Withdrawing Study

KINGDOM OF SAUDI ARABIA Ministry of Higher Education KING FAISAL UNIVERSITY Deanship Of Admission & Registration		المملكة العربية السعودية وزارة التعليم العالي جامعة الملك فيصل الرمز (37) عمادة القبول والتسجيل الرمز (6)
نموذج رقم (13) <input type="checkbox"/> تأجيل الدراسة <input type="checkbox"/> اعتذار عن الدراسة		
المرفات :	التاريخ :	الرقم :
المحترم	سعادة وكيل كلية	
السلام عليكم ورحمة الله وبركاته ... وبعد		
آمل الموافقة على <input type="checkbox"/> تأجيل <input type="checkbox"/> الاعتذار عن الدراسة للفصل الدراسي للعام الجامعي 14 / 14 هـ وذلك للأسباب التالية :		
1-		
2-		
عدد مرات <input type="checkbox"/> التأجيل <input type="checkbox"/> الاعتذار على أن أقدم بطلب العودة للدراسة في مدة لا تتجاوز أسبوع قبل بداية الفصل الدراسي من العام الدراسي 14 / 14 هـ .		
الاسم : الرقم الجامعي : الكلية : التوقيع : التاريخ تقديم الطلب : 14 / / هـ		
المحترم	سعادة وكيل عمادة القبول والتسجيل	
السلام عليكم ورحمة الله وبركاته ... وبعد		
أفيد سعادتكم بأن الطالب / تقدم إلينا بطلب الدراسة للفصل الدراسي للعام الجامعي 14 / 14 هـ . وحيث أن الكلية ليس لديها مانع من قبول الطلب ، والطالب المذكور مستوفي الشروط . عليه نأمل اتخاذ الإجراءات النظامية نحو <input type="checkbox"/> تأجيل الدراسة <input type="checkbox"/> الاعتذار عن الدراسة وتقبلوا خالص تحياتي وتقديري ،،،		
وكيل كلية : التوقيع : التاريخ :		
المحترم	المكرم رئيس قسم الشؤون الأكاديمية والمالية بعمادة القبول والتسجيل	
السلام عليكم ورحمة الله وبركاته ... وبعد		
آمل اتخاذ الإجراءات الأكاديمية والنظامية للطالب المذكور حسب طلبه .. ولكم تحياتي . عميد القبول والتسجيل		
<input type="checkbox"/> صورة لوكيل الكلية للشؤون الأكاديمية (التي ينتمي إليها الطالب) <input type="checkbox"/> صورة لقسم المكافآت بعمادة القبول والتسجيل (لإكمال اللازم فيما يخص الشؤون المالية) <input type="checkbox"/> صورة لمأمور صرف الكلية بالإدارة المالية .		
د. محمد بن عبد الوهاب الفريدان		
13/الحويل		

الطالب/الطالبة

وكيل الكلية

عميد القبول

KINGDOM OF SAUDI ARABIA

Ministry of Higher Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Student Advising Committee



المملكة العربية السعودية

وزارة التعليم العالي

جامعة الملك فيصل

كلية علوم الحاسب و تقنية المعلومات

لجنة الإشراف الطلابي

3.5 Major Specification Form

KINGDOM OF SAUDI ARABIA

Ministry of Higher Education

KING FAISAL UNIVERSITY
College of Computer Science
and Information Technology



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك فيصل

كلية علوم الحاسب و تقنية المعلومات

المرفات

التاريخ :

الرقم :

Major Specification Form

Student Name:

Academic Number:

Mobile Number:

E-Mail:

Cumulative Average:

Expected Cumulative earned hours by end of this semester are:

**The minimum required earned hours for a student to start a major is 50 credited hours*

I would like to specialize in:

*Computer Sciences

1

2

3

*Information Systems

1

2

3

*Network & Communication

1

2

3

Write down marks which you get in the following courses:

Course Title		Grade
1	Objected Oriented Programming 2	
2	Com. & Network Fund.	
3	Net. Protocols & E-Commerce Technology	
4	Database Concepts and Design	
5	Business 1	
6	Discrete Math	

Student's signature:

Date:

The Conditions to be Specialized In networks & communications:

1 - The networks & communications department will admit 30 students only .

2 - The Priority in admission in for students get highest GPA ..

3- The Conditions should get at least "B" Grade in networks and communications Fundamentals course.

Advisor's Decision and comments:

☐ Accept

☐ Not Accept

**Important note: a copy from the academic record should be attached*



3.6 College Study Plan for Information Systems

Acad. Year	First Semester (5 Courses)						Second Semester (5 Courses)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
1	0911110	Introduction to Computing	-----	3	3	1.5	0911120	Fund. of Programming	0911110	3	3	1.5
	0912111	Fundamentals of IS	-----	3	3	0	0913121	Electronics	0814132	4	3	1.5
	0817111	Calculus	-----	3	3	0	0816152	Biology	-----	4	3	2
	0814132	Physics	-----	4	3	2	0817208	Intro. To Statistics & Probability Theory	0817111	3	3	0
	7401101	Islamic Creed & Contemporary Doctrines	-----	2	2	0	7401301	Islamic & Profession's Morals	7401101	2	2	0
	Total			15			Total			16		
2	First Semester (6 Courses)						Second Semester (5 Courses)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
	0911210	Object Oriented Prog. (1)	0911120	3	3	1.5	0911220	Object Oriented Prog. (2)	0911210	3	3	1.5
	0911211	Data Structure	0911120	2	3	1.5	0911221	Operating Systems	0913213	3	3	1.5
	0912212	Technical Reports	0912111	2	2	0	0912222	Database Concepts & Design	0912111	3	3	1.5
	0913213	Digital Hardware	0913121	3	3	1.5	0914223	Net. Protocols & E-Commerce Technology	0914214	3	3	1.5
	0914214	Com. & Network Fund.	0911110	3	3	1.5	0622290	Business (1)	0912111	3	3	0
0817301	Discrete Math	0817208	3	3	0	Total			15			
3	First Semester (6 Courses)						Second Semester (5 Courses)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
	0912310	Database Management Systems	0912222	3	3	1.5	0911320	Computer Data Security & Privacy	0914223 0911221	3	3	0
	0912311	System Analysis & Design (1)	0911220	3	3	1.5	0912321	System Analysis & Design (2)	0912311	3	3	1.5
	0912312	Professional Responsibility	0912212	2	2	0	0912322	Human Computer Interaction	0911220	3	3	1.5
	0912313	IT Project Management	0622290	3	3	0	0912323	Web-Based Systems	0914223 0912222	3	3	1.5
	0622391	Business (2)	0622290	3	3	0						
	7401---	University Elective Course	-----	2	2	0	0912324	Information Systems Management	0912310	3	3	0
	Total			16			Total			15		
	Summer Semester (1 Course)											
	Course Code		Course Title		Prerequisite		Credit Hours					
0912330		Practical (Co-op) Training		Student Should be in level 6		3						
4	First Semester (5 Courses)						Second Semester (4 Courses)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
	0912410	Project Proposal	Department Approval	2	2	0	0912420	Project Implementation	0912410	3	3	0
	0912411	Software Quality Assurance	0912321	3	3	0	0912421	Selected Topics in IS	0912410	3	3	0
	0912412	E-Business Strategy	0912324	3	3	0	091----	Program Elective Course	?	3	3	?
	091----	Program Elective Course	?	3	3	?	091----	Program Elective Course	?	3	3	?
7401---	University Elective Course	-----	2	2	0	Total			12			
Elective Courses	Program Elective Courses (Student Should Take 3 Courses of 9 Credit Hours Total)						University Elective Courses (Student Should Take 2 Courses of 4 Credit Hours Total)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
	0912413	Object Oriented Analysis & Design	0912321	3	3	1.5	7401317	Islamic Morality and Professional Ethics	-----	2	2	0
	0912414	Data Mining & Warehousing	0911120 0912222	3	3	1.5	7401318	Economic System in Islam	-----	2	2	0
	0912415	Decision Support & Expert Systems	0912321	3	3	0	7401401	Social System in Islam	-----	2	2	0
	0911414	Modeling & Simulation	0817301	3	3	1.5	7401418	Political system and human rights in Islam	-----	2	2	0
	0912422	Object-Oriented Database	0912310	3	3	1.5	7401302	Islam and issues of science and technology	-----	2	2	0
	0912423	Distributed & Mobile Database	0912310	3	3	1.5	7401102	Jurisprudence of Biography	-----	2	2	0
	0912424	Knowledge Management & Information Retrieval	0912222	3	3	1.5						



3.7 College Study Plan for Computer Sciences

Acad. Year	First Semester (5 Courses)						Second Semester (5 Courses)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
1	0911110	Introduction to Computing	-----	3	3	1.5	0911120	Fund. of Programming	0911110	3	3	1.5
	0912111	Fundamentals of IS	-----	3	3	0	0913121	Electronics	0814132	4	3	1.5
	0817111	Calculus	-----	3	3	0	0816152	Biology	-----	4	3	2
	0814132	Physics	-----	4	3	2	0817208	Intro. To Statistics & Probability Theory	0817111	3	3	0
	7401101	Islamic Creed & Contemporary Doctrines	-----	2	2	0	7401301	Islamic & Profession's Morals	7401101	2	2	0
	Total			15			Total			16		
2	First Semester (6 Courses)						Second Semester (5 Courses)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
	0911210	Object Oriented Prog. (1)	0911120	3	3	1.5	0911220	Object Oriented Prog. (2)	0911210	3	3	1.5
	0911211	Data Structure	0911120	2	3	1.5	0911221	Operating Systems	0913213	3	3	1.5
	0912212	Technical Reports	0912111	2	2	0	0912222	Database Concepts & Design	0912111	3	3	1.5
	0913213	Digital Hardware	0913121	3	3	1.5	0914223	Net. Protocols & E-Commerce Technology	0914214	3	3	1.5
	0914214	Com. & Network Fund.	0911110	3	3	1.5	0622290	Business (1)	0912111	3	3	0
0817301	Discrete Math	0817208	3	3	0	Total			15			
3	First Semester (6 Courses)						Second Semester (5 Courses)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
	0911310	Software Engineering	0911220 0912222	3	3	0	0911320	Computer Data Security & Privacy	0914223 0911221	3	3	0
	0911311	Algorithms Analysis & Design	0817301	3	3	0	0911321	Language Theory & Finite Automata	0817125	3	3	0
	0912312	Professional Responsibility	0912212	2	2	0	0912322	Human Computer Interaction	0911220	3	3	1.5
	0913313	Computer Organization	0913213	3	3	1.5	0912323	Web-Based Systems	0914223 0912222	3	3	1.5
	0817125	Logic & proof Techniques	0817301	3	3	0	0817302	Numerical Analysis	0817301	3	3	0
	7401---	University Elective Course	-----	2	2	0	Total			15		
	Summer Semester (1 Course)											
Course Code		Course Title		Prerequisite		Credit Hours						
0912330		Practical (Co-op) Training		Student Should be in level 6		3						
4	First Semester (5 Courses)						Second Semester (4 Courses)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
	0911410	Project Proposal	Department Approval	2	2	0	0911420	Project Implementation	0911410	3	3	0
	0911411	Artificial Intelligence	0817125	3	3	1.5	0911421	Selected Topics in CS	0911410	3	3	0
	0911412	Mobile Computing	0914223	3	3	0	091----	Program Elective Course	?	3	3	?
	091----	Program Elective Course	?	3	3	?	091----	Program Elective Course	?	3	3	?
	7401---	University Elective Course	-----	2	2	0	Total			12		
Elective Courses	Program Elective Courses (Student Should Take 3 Courses of 9 Credit Hours Total)						University Elective Courses (Student Should Take 2 Courses of 4 Credit Hours Total)					
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours		
				Cr	Th	Pr				Cr	Th	Pr
	0911413	Basic Language Translator (Compiler)	0911321	3	3	0	7401317	Islamic Morality and Professional Ethics	-----	2	2	0
	0911414	Modeling & Simulation	0817301	3	3	1.5	7401318	Economic System in Islam	-----	2	2	0
	0911415	Advanced Programming Language	0911321 0911221	3	3	1.5	7401401	Social System in Islam	-----	2	2	0
	0912414	Data Mining & Warehousing	0911120 0912222	3	3	1.5	7401418	Political system and human rights in Islam	-----	2	2	0
	0911422	Multi Agents	0911221	3	3	0	7401302	Islam and issues of science and technology	-----	2	2	0
	0911423	Computer Vision & Comp Graphics	0911220	3	3	0	7401102	Jurisprudence of Biography	-----	2	2	0
	0911424	Advanced Operating Systems	0911311 0914223	3	3	0						
0911425	Mobile Applications Programming	0914223	3	3	1.5							

KINGDOM OF SAUDI ARABIA

Ministry of Higher Education

KING FAISAL UNIVERSITY

College of Computer Sciences and IT

Student Advising Committee



المملكة العربية السعودية

وزارة التعليم العالي

جامعة الملك فيصل

كلية علوم الحاسب و تقنية المعلومات

لجنة الإشراف الطلابي

3.8 College Study Plan for Computer Networks

Acad. Year	First Semester (5 Courses)						Second Semester (5 Courses)						
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours			
				Cr	Th	Pr				Cr	Th	Pr	
1	0911110	Introduction to Computing	-----	3	3	1.5	0911120	Fund. of Programming	0911110	3	3	1.5	
	0912111	Fundamentals of IS	-----	3	3	0	0913121	Electronics	0814132	4	3	1.5	
	0817111	Calculus	-----	3	3	0	0816152	Biology	-----	4	3	2	
	0814132	Physics	-----	4	3	2	0817208	Intro. To Statistics & Probability Theory	0817111	3	3	0	
	7401101	Islamic Creed & Contemporary Doctrines	-----	2	2	0	7401301	Islamic & Profession's Morals	7401101	2	2	0	
Total						15	Total						16

2	First Semester (6 Courses)						Second Semester (5 Courses)						
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours			
				Cr	Th	Pr				Cr	Th	Pr	
	0911210	Object Oriented Prog. (1)	0911120	3	3	1.5	0911220	Object Oriented Prog.- (2)	0911210	3	3	1.5	
	0911211	Data Structure	0911120	2	3	1.5	0911221	Operating Systems	0913213	3	3	1.5	
	0912212	Technical Reports	0912111	2	2	0	0912222	Database Concepts & Design	0912111	3	3	1.5	
	0913213	Digital Hardware	0913121	3	3	1.5	0914223	Net. Protocols & E-Commerce Technology	0914214	3	3	1.5	
	0914214	Com. & Network Fund.	0911110	3	3	1.5	0622290	Business (1)	0912111	3	3	0	
0817301	Discrete Math	0817208	3	3	0	Total						15	
Total						16	Total						15

3	First Semester (6 Courses)						Second Semester (5 Courses)						
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours			
				Cr	Th	Pr				Cr	Th	Pr	
	0914310	Mathematical Foundations of Computer Networking	0817301	3	3	0	0914320	Computer System Security	0911221	3	3	0	
	0914311	Introduction to Routing and Switching	0914223	3	3	1.5	0914321	Mobile and Wireless Networks	0914311	3	3	1.5	
	0912312	Professional Responsibility	0912212	2	2	0	0914322	Distributed Operating System	0911221	3	3	0	
	0914313	System Administration	0911221	3	3	1.5	0914323	Introduction to Network Programming	0911110	3	3	1.5	
	0914314	Telecommunication Networks	0914223	3	3	0	0914324	Network Simulation and Modeling	0914310	3	3	1.5	
7401---	University Elective Course	-----	2	2	0	Total						15	
Total						16	Total						15

Summer Semester (1 Course)			
Course Code	Course Title	Prerequisite	Credit Hours
0912330	Practical (Co-op) Training	Student Should be in level 6	3

4	First Semester (5 Courses)						Second Semester (4 Courses)						
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours			
				Cr	Th	Pr				Cr	Th	Pr	
	0914410	Project Proposal	موافقة القسم	2	2	0	0914420	Project Implementation	0914410	3	3	0	
	0914411	Ad-hoc and Sensor Networks	0914321	3	3	1.5	0914421	Selected Topics in CN	0914410	3	3	0	
	0914412	Network Design	0914323	3	3	0	0914---	Program Elective Course	?	3	3	?	
	0914---	Program Elective Course	?	3	3	?	0914---	Program Elective Course	?	3	3	?	
	7401---	University Elective Course	-----	2	2	0	Total						12
Total						13	Total						12

Elective Courses	Program Elective Courses (Student Should Take 3 Courses of 9 Credit Hours Total)						University Elective Courses (Student Should Take 2 Courses of 4 Credit Hours Total)						
	Course Code	Course Title	Prerequisite	Hours			Course Code	Course Title	Prerequisite	Hours			
				Cr	Th	Pr				Cr	Th	Pr	
	0914413	High Speed Networks	0914223	3	3	0	7401317	Islamic Morality and Professional Ethics	-----	2	2	0	
	0914414	Optical Networks	0914314	3	3	0	7401318	Economic System in Islam	-----	2	2	0	
	0914415	Multimedia Networks and Applications	0914214	3	3	1.5	7401401	Social System in Islam	-----	2	2	0	
	0914416	Intrusion Detection and Forensics	0914320	3	3	0	7401418	Political system and human rights in Islam	-----	2	2	0	
	0914422	Networks Forensics and Security	0914320	3	3	0	7401302	Islam and issues of science and technology	-----	2	2	0	
	0914423	Wireless Sensor Networks	0914321	3	3	1.5	7401102	Jurisprudence of Biography	-----	2	2	0	
	0914424	WiMax Networks	0914321	3	3	1.5	Total						
	0914425	Advanced Routing	0914311	3	3	1.5	Total						

Cr: CreditTh: TheoreticalPr: Practical

Cr: Credit

Th: Theoretical

Pr: Practical



3.9 Advisor Welcome Message

Dear student,

I, (Advisor Name), am your academic advisor at CCSITS. I am delighted to welcome you to the second semester in the academic year 2015-16. My goal is to ensure your academic success by helping you with educational planning and making the right choices to enhance your academic performance, encourage your personal growth, and inspire your creativity. Please, to help you to be recognized in your future, arrange an appoint to meet me during this week and coming week and feel free to discuss your academic/career plans or any issue that may affect your academic progress during the meeting.

If you have any comments or concern, please do not hesitate to contact me.

Best wishes,

Advisor Name

Office number

KFU phone

KFU email

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3.10 Regulations

For more information regarding regulation please visits:

<https://www.kfu.edu.sa/en/deans/admissionrecordsdeanship/rulesandregulations/pages/home.aspx>

Definitions

- **First Article:**

Academic Year:

Two main Academic Semesters, one summer semester (optional)

Academic Semester:

At least 15 weeks' time period, excluding the time of registration and final exams, where courses to be taught within this period.

Summer Semester:

At most 8 weeks' time period, excluding the time of registration and final exams, where courses to be taught within this period. The time specified for each course is doubled.

Academic Level:

Is an indicator to the study stage defined by the accredited study plan.

Academic Study Plan:

It is the group of compulsory, elective, and free courses that its credit total is forming the graduation requirements that a student should pass successfully to gain the scientific degree in a specified major.

Academic Course:

A course included in an accredited academic study plan in each major (program). Each course should has a number, a code, a name, and a detailed description of its contents that distinguished it in content and level from other courses. A file concerning each course is kept in department with the purpose of following-up, evaluating and developing. Each course may have on or more prerequisite or concurrent course.

Study Unit (Lecture):

The theoretical weekly lesson that has at least 50 minutes time-period, Clinic lesson that has at least 50 minutes time-period, Or a practical lesson or field lesson that that has at least 100 minutes time-period.

Academic Warning

The Notification that is directed to the student because his/her GPA is less than lowest limit clarified in the system.

Semester Work Mark

The mark given for the work that shows what the students gain during one academic semester, including exams , researches or educational activities that is related to a certain course registered in that semester.

Final Exam

A course Exam held once at the end of the academic semester

Final Exam Mark

The Mark that the student get in each course final exam in a semester

Final Mark

The total of semester work marks in addition to the final exam mark for each course, where it's calculated out of 100

Grade

A description of the percentage or the alphabetical code of the final mark that the student gain in any course

Grade “In-complete”

A temporary grade that is given to each course that student could not fulfil its requirements within the specified deadline, and is given the code “IC” in the student academic record.

Grade “In Progress”

A temporary grade that is given to each course that student could not fulfil its requirements within the specified deadline, and is given the code “IC” in the student academic record.

Semester Average

The Result of Dividing Total Points that the students earned on the total credit hours he/she studied in any academic semester. Points are calculated by multiplying the credit hours by the grade weight the student got in each course he studied.

Grade Points Average (GPA)

The Result of Dividing Total Points that the students earned on the total credit hours he/she studied in the university, for more details please visit:
<https://www.kfu.edu.sa/en/Deans/AdmissionRecordsDeanship/RulesandRegulations/Pages/Rate.aspx>

General Assessment

Description of students' educational achievement level during his/her study period in the university

Academic Load

Academic load is the total credit hours that the student is allowed to register in an academic semester. The upper and lower limits of academic load are determined according to the executive rules of the university.

Executive Rules for First Article

The following Statements hold the meaning for each phrase proceeds:

- 1- Academic Record: is a statement of students' academic performance including the courses he/she studied , credit hours, grades ,semester average, academic year average, GPA , and academic warnings directed to students if exists.
- 2- Academic Advisor: a lecturer who is directed to supervise a student or group of students to guide and follow up during their study in university.
- 3- Second Round: a student re-exam for the student who fails in a certain amount of credits (specified by the college council) from the yearly courses of Health Colleges that needs it. The fail grade gained in first round is to be altered to the grade gained in second round under the condition not to exceed grade D (Mark 60), and written (D1).
- 4- Clinical session: time period where the student learn and practice on clinical case (patients or non-patients) in a certain major. Each week of clinical session is equivalent to one academic credit.
- 5- Study Apology: the case where the students does not continue his study in an academic semester or academic year he/she registered. The student should provide an acceptable excuse and the period of apology is to be counted from the total period limit specified to graduation.
- 6- Study Postponement: the case where the student does not register courses in an academic semester or academic year that is requested to be postponed by the student. The student should provide an acceptable excuse and the period of postponement is not to be counted from the total period limit specified to graduation.
- 7- Discontinuity: the case where the student does not register any course in an academic semester or academic year without informing the university about it.
- 8- Close Record: Ending the relationship between the university and the student. Can be achieved by student Discontinuity, student Dropping or Dismissing a student from university.
- 9- Lowest Limit of Academic Load: is the lowest total number of credit hours a student may register in an academic semester or academic year. The lowest limit is 12 credit hours for an academic semester, and 20 credit hours for an academic year. Concerning the clinical session for health colleges, the lower limit a student can register is 9 credit hours taking in consideration rule (7/d) of the executive rules for articles 9 to 14.

10- Maximum limit of Academic Load: is the maximum total number of credit hours a student may register in an academic semester or academic year. The maximum limit is 23 credit hours for an academic semester, and 40 credit hours for an academic year.

New Students Admission

- **Second Article**

The university council determines number of student to be admitted for next academic year, based on suggestions from college's councils and any other related parties in university.

- **Third Article**

A student should achieve the following prerequisite to be admitted to university :

- a) The student should have a High School certificate or any equivalent degree, either inside the kingdom or outside.
- b) The time period after getting the High School certificate or any equivalent degree should not be more than five years. University council has the right to make any exceptions if convinced by proper reasons.
- c) Has a good conduct and behavior.
- d) Pass successfully any exam or personal interview determined by university council.
- e) Medically fit.
- f) Get a study approval from his/her employment party if he is working in a governmental or special job.
- g) Satisfy any other prerequisite announced by university council on time of admission.

- **Fourth Article**

The Trade-off between applicants, who satisfied the admission prerequisite according to their marks in high school certificate, personal interview and any admission exams if requested.

Executive Rules for Articles Two to Four

- 1- The deanship of admission and registration with coordination with colleges specify the procedures of admission exams or personal interview, and the date to start admission and accepting requests from applicants , also the date for announcing the admission results and informing students.
- 2- Beside the prerequisites that has been declared in third article. An additional prerequisite for admitting a new student into the university is not to be dismissed from any other university for disciplinary reasons has to be investigated.

- 3- The Trade-off between applicants who satisfied the admission prerequisite, would be for those who got the high school certificate in the same year then older year and older up to five years , or eight years in case of distance learning.
- 4- Every Student is granted a university ID card that he/she has to hold all the time and show it when requested from authorized people especially in lectures , labs , exams and receiving rewards. In case of loss of university ID card, and after investigating the reasons for losing it, an alternative card is to be given to him/her.
- 5- The deanship of admission and registration keeps a file record for each students that contains Admission papers and certificates, a statement of academic status ,social life and sport activities, in addition to the academic record and disciplinary punishments if exist, and any other documents might be important.

Study System

• Fifth Article

- 1- The students go through study according to the executive rules stated by university council.
- 2- Study plans are to be designed to have at least eight academic semesters for university stage.

Sixth Article

Its allowed to make the study for one academic year in some colleges satisfying the procedures and rules stated by the university council, considering each academic year as two academic levels.

Academic Levels System

• Seventh Article

A study systems where the academic year is divided into two main academic semesters, and its allowed to have a summer semester that its time period half the period of a regular academic semester. The graduation prerequisite to get the scientific degree are to be distributed into academic levels that obey to the study plan that been approved by the university council.

Executive Rules for Articles Five to Seven

In addition to what has been mentioned in articles five to seven, the following rules are to be considered:

- First: Study in health colleges whose study plan having courses according to academic year should follow the academic year study system and each academic years is considered equivalent to two academic levels.
- Second: Number of Academic Levels in each college corresponds to that college accredited study plan.
- Third: The study plan for each college specify the courses to be taught with its credit hours, type of the course (compulsory, elective, or Free). And distribute those courses into different semesters , and specify for each level the number of credit hours according to the need of the accredited study plans.
- Fourth: Clarify the relation between the academic load of the student and his/her GPA, taking in consideration the lower limit of academic load to be registered If possible. The following table

show the relation between the maximum Academic Load that can be registered and the student GPA

GPA	Maximum Number of Credit Hours Can be Registered	
	Academic Semester System	Academic Year System
Less than 2.0	12	20
Greater than or equal 2.0 and Less than 2.5	15	25
Greater than or equal 2.5 and Less than 4.0	19	35
Greater than or equal 4.0	23	40

Fifth: Health college councils specify the necessary restrictions for clinical sessions for their students to include:

- 1- The way to register the students of those sessions in each academic semester with coordination with the deanship of admission and registration.
- 2- The rules to transfer from one level to another in those sessions
- 3- The rules to set for final exams in those sessions.

Courses Addition and Dropping

• Eighths Article

The university council sets the rules for courses registration, dropping and addition, according to the accredited study plan levels, in a way to guarantee the lower academic load registration.

Executive Rules for Article Eight

First: The deanship of admission and registration specify the calendar for course registration, dropping and addition Time period.

Second: Registration for main Academic Semesters:

- a) Early Registration: Starts in the tenth week of each semester to register courses for next semester
- b) Registration Confirmation: starts on the week preceding the beginning of the semester, excluding health colleges which handle this issue according to its circumstances.
- c) Canceling Student Early Registration: Student early registration is canceled and considered discontinued student, if he/she did not confirm registration for all courses after three days past from the beginning of the semester. "Discontinuity Because Of Unconfirmed

Registration” indicator will be given to that student semester. In this case the student is allowed to request a semester postponement within two weeks from the beginning of the semester. In case the student did not request a semester postponement, then the previous indicator is changed into “Discontinuity”

Third: Student is given the chance to add or drop during early registration and registration confirmation period, taking in consideration the study plan levels and the academic load boundaries.

Fourth: Registration for summer semester :

- a) The college council determines the courses to be introduced in summer semester, 5 weeks before the end of second semester.
- b) The upper limit of academic load allowed in summer semester is 10 credit hours with number of courses limited to 3 courses only.
- c) A student is allowed to add up to the allowed upper limit of credit hours and in case he/she needs to drop one of the registered courses he has to get the college approval in the first week of the summer semester.
- d) A student is allowed to drop the summer semester during the first three weeks of the summer semester, after getting the college approval that the student belong to.

Attendance and Study Apology

- **Ninth Article**

A regular student should attend all theoretical and practical lectures, and considered denied from attending the final exam, if his/her attendance percentage was less than percentage determined by university council (75%) of the total number of lectures (Theoretical and practical) for a certain registered course. The student denied from attending the final exam is given the grade Denied (DN).

- **Tenth Article**

The college council or who represents it has the right to make an exception for a denied student and allow him/her to enter the final exam, if the student managed to provide an excuse accepted by the council, and the university council limited the attendance percentage to be 50% or more of the total number of lectures (Theoretical and practical) for a certain registered course.

- **Eleventh Article**

The student who misses the final exam attendance will get the mark zero in that exam, and his/her grade is calculated according to semester work marks he earned.

- **Twelfth Article**

If a student could not attend the final exam because of a strong excuse in any of the courses registered in the semester, then the college has the right to accept his excuse and allow him to take alternative exam before the end of the next semester. And the student will be given the new grade he earned in the alternative exam.

• **Thirteenth Article**

- a) A student is allowed to apologize from continuing the study of a certain semester without being counted failed if he/she submitted an accepted excuse request to the party the university council specify with in the time period specified by the executive rules stated by the university council, and the grade (W) is granted to the student I all that semester courses, and the semester is counted from the time period specified for finishing graduation prerequisites.
- b) A student is allowed to drop one course or more if an excuse was provided during the semester according to the executive rules approved by the university council.

Postponing Study

• **Fourteenth Article**

A student is allowed to submit a request to postpone study, because of an excuse accepted by the party specified by the university council. The postpone period should not exceed two consecutive Semesters or three nonconsecutive semesters, more than that the student record file is closed. The university council has the right to make necessary exceptions when needed. And postponement Period is not to be calculated from the total time period allowed to complete graduation prerequisites.

Executive Rules for Articles Nine to Fourteen

- 1- A regular student should attend all theoretical and practical lectures , and considered denied from attending the final exam ,if his/her attendance percentage was less than percentage determined by university council (75%) of the total number of lectures (Theoretical and practical)for a certain registered course in an academic semester or academic year. The student denied from attending the final exam is given the grade Denied (DN).
- 2- The college council or who represents it has the right to make an exception for a denied student and allow him/her to enter the final exam, if the student managed to provide an excuse accepted by the council, under the condition that attendance percentage to be 50% or more of the total number of lectures (Theoretical and practical)for a certain registered course, and its allowed for Health college to make exceptions in this issue.
- 3- A student is allowed to apologize from continuing the study of a certain semester without being counted failed if he/she submitted an accepted excuse request to the deanship of admission and registration supported by the student college recommendation. The request should be submitted at least 5 weeks before the final exam beginning, otherwise the request approval should be by university council supported by college recommendation.
- 4- Apology for academic year study system should be at least 8weeks before the final exams beginning of second semester, taking in consideration calculating the semester course marks that the student pass

- 5- Study postponement for academic semester system is allowed until the second week of the academic semester.
- 6- Study postponement for academic year system is allowed until the third week of the academic year.
- 7- A student can drop one course or more under the following conditions:
 - a) Not to exceed the eight weeks from the beginning of the academic semester, or fifteen weeks from the beginning of the academic year. The student grade would be (W1).
 - b) Number of registered credit hours remaining after the drop process should not be less than twelve credit hours.
 - c) The deanship of admission and registration is responsible to follow up the drop cases mentioned in (a) and (b), with the coordination of student college.
 - d) The college council or who represent it ,the right to make exceptions for the drop cases that results in remaining credit hours less than twelve, or the registration of less than the lower academic load.
- 8- A female student should provide an approval from her guardian when submitting a request for study continue apology, study postponement or dropping one course or more. The college council or who represent it also has the right to ask the male student for his guardian approval.
- 9- First year students of Medicine, Pharmacy and Dentist colleges are not allowed to request an apology from continuing the study or drop a course, and the college council has the right to make exceptions.
- 10- Female students ,accompanying their husbands on-scholarship, are exceptionally allowed by the related college council approval to postponed the study for at most 5 consecutive years, under the condition to provide a request before the requested semester to be post-poned, and a an official proof that she is accompanying her husband from an official party. The student is considered discontinuity if she exceeded the five years postponement limit and any course she studied previously is not to be counted for her, on the other hand she can apply as a new student. The same rule is applied for male students accompanying their wives on-scholarship.

Study Discontinuity

• Fifteenth Article

A regular student, who discontinues study for one academic semester, without submitting a postponement request, will have his record file closed. The university council has the right to close the student record file if the student discontinues study for a period less than one semester. Concerning distance learning students, a student record file is close if the student missed all the final exams for a certain semester without providing an acceptable excuse.

- **Sixteenth Article**

A student is not considered discontent from study for those semesters he study as a visitor student in another university.

Reopening a Student Closed Record File

- **Seventeenth Article**

A student, whose record file was closed, has the right to submit a request to reopen his closed record file with the same university academic number, and with his academic record before discontinuity, under the following constraints.

- a) To submit the request within 4 semesters from discontinuity date.
- b) To get an approval from the student college council and all parties engaged in this regard.
- c) If the time period from student discontinuity exceeded 4 academic semesters, then the student can apply to the university as a new student without referring to his previous academic record, taking in consideration all the admission rules announced then, and the university council has the right to make an exceptions in this regard according to limits specified by the council itself.
- d) It's not allowed to reopen the student record file more than once, and when necessary exceptions are to be granted by the university council.
- e) It's not allowed to reopen a student closed file, in case of student academically dismissed.

Executive Rules for Article Seventeen

The university council has the right to reopen a student closed record file , if the time period from discontinuity date exceeded 4 academic semesters under the following constraints:

- 1- The time period from discontinuity date does not exceed the official time period of the program (scientific degree).
- 2- The discontinuity should be for an acceptable reason that college council accepts.
- 3- The student should have been passed at least (50%) of the total credit hours being registered.
- 4- The student GPA should not be less than (2.5) out (5.0).

- **Eighteenth Article**

It's not allowed to reopen a student closed record in case the student was dismissed from KFU or any other university for educational or disciplinary reasons. And if it has been discovered later that the student has been dismissed for the same reasons, then his/her closed record reopen process is considered canceled from the date of process.

Graduation

- **Nineteenth Article**

A student graduates after finishing the graduation prerequisites successfully according to study plan, with GPA not less than Accepted. The college council upon a recommendation from the related department council can determine the proper courses to be taken by the student to raise his/her GPA in case he passed all the courses but failed to achieve the minimum GPA "Accepted" requested for graduation.

Executive Rules for Article Nineteen

- 1- Every graduate student is granted a certificate that contains the information: student name of four sections, academic number, civil registry number, date and place of birth, college , degree , major and the GPA student got when graduated .Also one more important piece of information is the university council session number and date where the approval on student graduation is granted. Finally the certificate is to be signed by the dean of admission and registration deanship.
- 2- Issuing a replacement of lost certificate according to the following:
 - a- A student submit a request to the deanship of admission and registration to grant him a replacement of lost certificate after advertising the loss.
 - b- A (Replacement Lost) stamp is placed on any certificate issued after loss, by the deanship of admission and registration.
- 3- If the student succeeded in all courses but got a GPA less than (2.0), he/she should register some courses recommended by department council and approved by college council or the party who represent it, so that the student can improve his/her GPA and earn the scientific degree according to his/her study plan.

Dismissal From University

Twentieth Article

A student is dismissed from university in one of the following cases:

- a- If the student got at most three consecutive warnings because of a GPA lower than (2.5) out of (5.0) or (1.0) out of (4.0). The university council upon a college council recommendation may give a fourth chance to the student to improve his/her GPA by studying the available courses.
- b- If the student could not finish the graduation prerequisite within a time period equal half of the program period specified for graduation in addition to the program period, and the university council has the right to make an exception for the student to finish graduation prerequisite with a maximum period equal twice the period of program.
- c- Concerning exceptional cases mentioned in (a) and (b) ,the university council can make exceptions to give at most two additional semesters for the students to solve their problems.

Executive Rules for Article Twenty

- 1- Summer semester is not considered as one of the semesters that a student may get a low GPA warning.
- 2- A health college student, who is registering an academic year courses is to be dismissed if he could not improve his GPA to 2.0 out of 5.0 or more after warning him/her and giving him one academic year to solve his problem.
- 3- Student Dismissing is to be done by the deanship of admission and registration with coordination with the student college before the beginning of the next academic semester of the semester the student got dismissed with in.
- 4- The committee responsible for studying the situations of the defaulter students in study, investigates the exceptional cases in clause (a) and (b) of article Twenty to solve their problems ,and make the necessary recommendation about it.

Distance Learning

- **Twenty First Article**

The university council, based on a suggestion from the college, apply the concept of distance learning in study in some colleges and majors if the nature of this concept applies to it. The university council sets the rules and procedures within the following constraints:

- a- The number of credit hours required for graduation in distance learning study should not be less than the credit hours required for study of the regular study.
- b- A distance learning student should be treated as the regular student concerning admission, grading , transferring, dismissing, reopening closed record file ... etc. except attending lecture classes .