

MINISTRY OF EDUCATION

**KFU**  
جامعة الملك فيصل  
KING FAISAL UNIVERSITY  
جامعة ووطن.. نماء.. واستدامة..



COLLEGE OF APPLIED MEDICAL SCIENCES  
DEPARTMENT OF NURSING

# STUDENT MANUAL

2021 – 2022

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## PREFACE

The College of Applied Medical Sciences was established by virtue of the decision issued by the Minister of Higher Education No. A/1689 dated 20/8/1432H citing the Royal Decree No. MB/5088 of 7/8/1432H approving the establishment of the College of Applied Medical Sciences to qualify graduates to obtain a Bachelor of Science Degree in Applied Medical Sciences specializations. This decision is in line with the recommendation of the World Health Organization (WHO) put forward a few years ago to the ministries of health in different countries regarding the minimum qualification of the paramedical staff. In addition, Effective strategies must be implemented to accommodate the new outlook the 2030 Saudi Vision in order to advance the nursing profession and to improve healthcare delivery in Saudi Arabia (Al-Dossary 2018). Along with strengthening the skills of Saudi health care professionals. . This recommendation stipulates that the bachelor degree is a minimum qualification for employment at health care facilities. The implementation of the recommendation was started in 2010.

Further to this and in conformity with the vision of Saudi commission for health specialties for a healthy community through competent healthcare providers based on best standards. Also its mission for Protection and promotion of Health led by compassionate and competent practitioners. Based on that the college strives to acquire the best curricula in accordance with the standards of quality and accreditation and the best practices in some applied medical specialties. This effort would enable prospective college graduates to adapt to a technologically advanced and ever-evolving work environment. This target will be reach by the use of advanced techniques and technologies to enhance the educational process.

- Al-Dossary A. The Saudi Arabian 2030 vision and the nursing profession: the way forward. International nursing review journal, 2018; 65(4):484-490. Available at: <https://www.ncbi.nlm.nih.gov/pubmed/29981166>
- Saudi commission for health specialties. 2019 available at: <https://www.scfhs.org.sa/en/about/Pages/Vision.aspx>



## TABLE OF CONTENTS

<b>Content</b>	<b>Page number</b>
Preface	1
Message from the Dean	3
Message from the Vice #Dean	4
Message from the Head of Department	5
Message from the Assistant Head of Department	6
Acknowledgement	7
Guiding Statements	9
Organizational Structure	11
Admin and CAMS Faculty Members Profile	12
The Nursing Program Study System	19
Bachelor of Science in Nursing (BSN) Program	19
Policies	20
Clinical Training Policies & Procedures	34
Professional Comportment	39
Student Advising	45
Bachelor of Science in Nursing Prospectus	50
Nurse Internship Program	57
University & College Required Courses	59
Facilities of CAMS	68
University Library	70
Student Life at KFU	72
Student Activities	77
Executive Rules	79
Appendices	111

## MESSAGE FROM THE DEAN

Dear Students,

Welcome to the College of Applied Medical Science (CAMS) Department of Nursing at King Faisal University. The College of Applied Medical Sciences at King Faisal University enjoys the unlimited support of the university's senior administration, headed by His Excellency the President of the University, to achieve our supreme goal in this college, which is to work in accordance with quality and accreditation standards for international educational institutions. In the ranks of educational institutions locally and regionally to be able to graduate and develop frameworks in various applied medical sciences professions, through model academic programs, scientific research and by opening channels of communication and interaction with medical and service centers to walk together to meet the growing needs to serve citizens in the changing health care . Therefore, we aspire to prepare our students to meet this challenge by focusing on the vocational training program and instilling concepts of lifelong learning, critical thinking, leadership and the ability to assume health, social and ethical responsibility.

We ask Allah Almighty to make this emerging college a beacon of scientific progress in the health field and to contribute to providing many developmental consultations to the governmental and private health sectors, believing in the importance of communicating with such parties for the public interest and to be one of the tributaries of community service in our dear country.

My best wishes for your success

Sincerely,

**Dr. Abdulrahman Al Sultan**

Dean, College of Applied Medical Sciences  
King Faisal University

## MESSAGE FROM THE VICE DEAN

Warmest greetings to all the students! The College of Applied medical Sciences is very grateful and jovial that you have selected to entrust your ongoing academic formation with us. As you commence your academic time with us full of positive desires and aspirations, may you will actively take part of our various endowing, exciting and worthwhile formative opportunities that are accessible in our institution.

This handbook provides an affluence of information about available resources, student responsibilities and rights, and the process we use when those rights are abridged or responsibilities unsuccessful. It also includes an explanation of the policies that that control and direct behavioral expectations, and essential academic procedures. This handbook will lead you also as you embody in your words and deeds the Vision-Mission and core values of CAMS and King Faisal University. We hope that you will internalize all the information provided by this handbook and be duty-bound students in following the instructions herein for your own welfare.

Furthermore, we expect students to respect the uniqueness of every person and be men and women for others. Be an advocate in performing and implementing numerous activities that will benefit the community gearing towards national progress. Make the most of your time so you will not be tarry in the end. Continue to quest for lifelong learning and take part in making research that are beneficial in honing your craft and advantageous to greater number of people. Be an engaged and involved student so that you can fully appreciate everything College of Applied Medical Science has to offer.

May your journey here in CAMS be the most memorable, productive, and meaningful as you take your first steps toward a prevailing adventure of shaping yourself in the development of your fullest potentials in becoming a person you aspire of. Have confidence in yourself that you can do it. Inculcate in your mind, that there are no shortcuts to something that is worth going.

Good luck to all of you!

**Dr. Ahmed Mansour Alrajeh**  
*Vice Dean for Academic Affairs*  
College of Applied Medical Sciences

## MESSAGE FROM THE HEAD OF THE DEPARTMENT

Welcome and congratulations dear students on your selection to College of Applied Medical Science (CAMS) Department of Nursing of King Faisal University. We hope you have a wonderful learning experience here where lifelong learning is our utmost priority. It is a self-motivated quest for knowledge that includes not only social inclusion, active citizenship and personal growth, but also, self-sustainability, competitiveness and employability.

Moreover, this student manual aims to serve as a guide as you perform your rights and responsibilities as a member of CAMS community. We encourage every student to take advantage of every opportunity to actively participate the life of the campus throughout the year and beyond. Be open in developing new ways of thinking and understanding and imbibe in yourself the vision, mission and core values of our dear institution. Who knows may be you are the needed impetus to create a positive change to others gearing towards a larger society. Plato once said, "Excellence is not a gift but a skill that takes practice. We do not act rightly because we are excellent, but we achieve excellence by acting rightly".

Hence, just as Florence Nightingale's lamp lit up the night and helped the healing, let the cradling Flame illuminates you as you develop and hone your potentials to the fullest and be the nurse you want to be.

All the best in all your future undertakings!

Sincerely,

**Benjamin Joel L. Breboneria, DNS, MA, MSN, RN, CNE, NEA-BC**

Head of Nursing Department & Curriculum Supervisor

College of Applied Medical Sciences

King Faisal University

## MESSAGE FROM THE ASSISTANT HEAD OF THE DEPARTMENT

Nursing is concerned with promoting health, preventing illness, caring for the sick, and restoring health. The essence of nursing is caring. In fact, there are many different ways to express caring in nursing profession, a pat on the back, touch, respecting person's right to confidentiality and treating every individual with dignity and kindness regardless of their economic status, gender, nationality and political affiliations.

Like an angel in the sick room, we are there to preserve the health of every individual and develop an understanding of the client as an individual, including how the condition affects the person, and how the person's circumstances and experiences affect their condition and treatment. We should devote ourselves in performing effectively and efficiently the 4 C's in nursing. Commitment, the act of committing ourselves to work beyond what is expected to us and pledging to uphold strong values. Conscience helps guide our actions when we are facing personal matters that challenge the consistent application of best practices. Compassion, we empathize with our clients and provide kind and considerate treatment at all times. Competence ensures that we continually put our best foot forward and confident in experiences, education and skills.

Hence, strive hard in the pursuit of your dreams for it is never too late to become what you might have been. Remember always, there are no shortcuts to any place worth going.

**Ms. Nadia Yasein Aljaber, MSN, RN**

Assistant Head Department of Nursing  
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King Faisal University, Hofuf, Al-Ahsa

## ACKNOWLEDGEMENT

The Student Manual of CAMS is the official statement of the college policies and regulations, and expected standards of student conduct that are applicable to all students. The main purpose of the Handbook is to establish guidelines that protect the rights of the students and to outline students' responsibilities, rules and regulation in addition to the expectations from students necessary to ensure the success and stability of these policies. In short, the Student Handbook is the principal document that details and safeguards the rights as CAMS students.

Furthermore, the student manual should be utilized properly to uphold the vision-mission and values of our beloved institution and this shall be updated and/or revised when deemed necessary.

We present our thanks to Allah for the completion of this student handbook. In addition, we would like to express our deepest appreciation to the members of the Student Affairs Committee and to all faculty members for their persistent efforts, continuing and deep support in the completion of this manual.

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**Gremma W. Baratas MN, RN**

Assistant Chairperson, Student Affairs Committee

**Ola Ibrahim Mousa, PhD, RN**

Student Affairs Committee Member

**Nermine M. Elcokany, PhD, RN**

Student Affairs Committee Member

## GUIDING STATEMENTS

The Nursing Program at King Faisal University (KFU) offers a Bachelor of Science in Nursing (BSN) Degree that prepares competent, caring, and ethical nursing professionals and leaders to meet the ever-changing needs of the healthcare environment. The philosophy, mission, vision, core values, goals, and outcome statements provide a guiding framework for the faculty, staff, students, and clinical partners.

### **A. PHILOSOPHY, VISION, MISSION, OBJECTIVES CORE VALUES**

#### **PHILOSOPHY**

Nursing Department philosophy reflects our beliefs in a set of core values that are fundamental to nursing education that is shared and upheld by the nursing students, faculty and staff, and our clinical partners. The primary goal of nursing is to promote, restore, and maintain health, in addition to prevent disease, provide care and comfort throughout life, during illness, and at the end of life. The patient is the center of nursing care and may be an individual, family, group, or community in varying states of health. The core competencies necessary to meet the primary goals of nursing are communication, assessment, critical thinking, and technical skills. The core competencies allow the nurse to assess, plan, design, provide, and manage culturally competent, cost-effective, high quality, direct and indirect nursing care across the lifespan with diverse populations. Competence in nursing practice is best achieved through a thoughtful blending of theory, knowledge, and experience.

#### **VISION**

- ✓ The vision of the Department of Nursing is to create a center of excellence in nursing education and to lead nationally and internationally with high quality performance in the areas of nursing practice, education, scientific inquiry and community engagement.

#### **MISSION**

- ✓ Our mission is to provide students with a high quality and innovative education and to foster scientific inquiry and professional service.

## OBJECTIVES

- Develop an innovative, dynamic, and socio-culturally relevant model of nursing education based on theoretically sound curricula, evidence-based practice, clinical immersion, and scholarly inquiry.
- Develop a curricular foundation that promotes reflective, ethical, compassionate, innovative, and intellectually rigorous nursing practice.
- Develop a curricular foundation that promotes reflective, ethical, compassionate, innovative, and intellectually rigorous nursing practice.
- Establish a community of learners inclusive of students, faculty, and clinical partners who embrace a spirit of inquiry and a commitment to continuous professional growth.
- Promote resiliency and integrity in nursing graduates for practice in dynamic, diverse, and complex healthcare environments.
- Foster a community of scholars that advance nursing through excellence in the discovery, application, integration, and dissemination of knowledge.
- Provide service to the college, the university, the profession, and the community.

## CORE VALUES

- ✓ Loyalty
- ✓ Quality
- ✓ Institutional Work
- ✓ Transparency
- ✓ Justice
- ✓ Lifelong Learning
- ✓ Innovation
- ✓ Caring

## **B. COLLEGE STUDY SYSTEM**

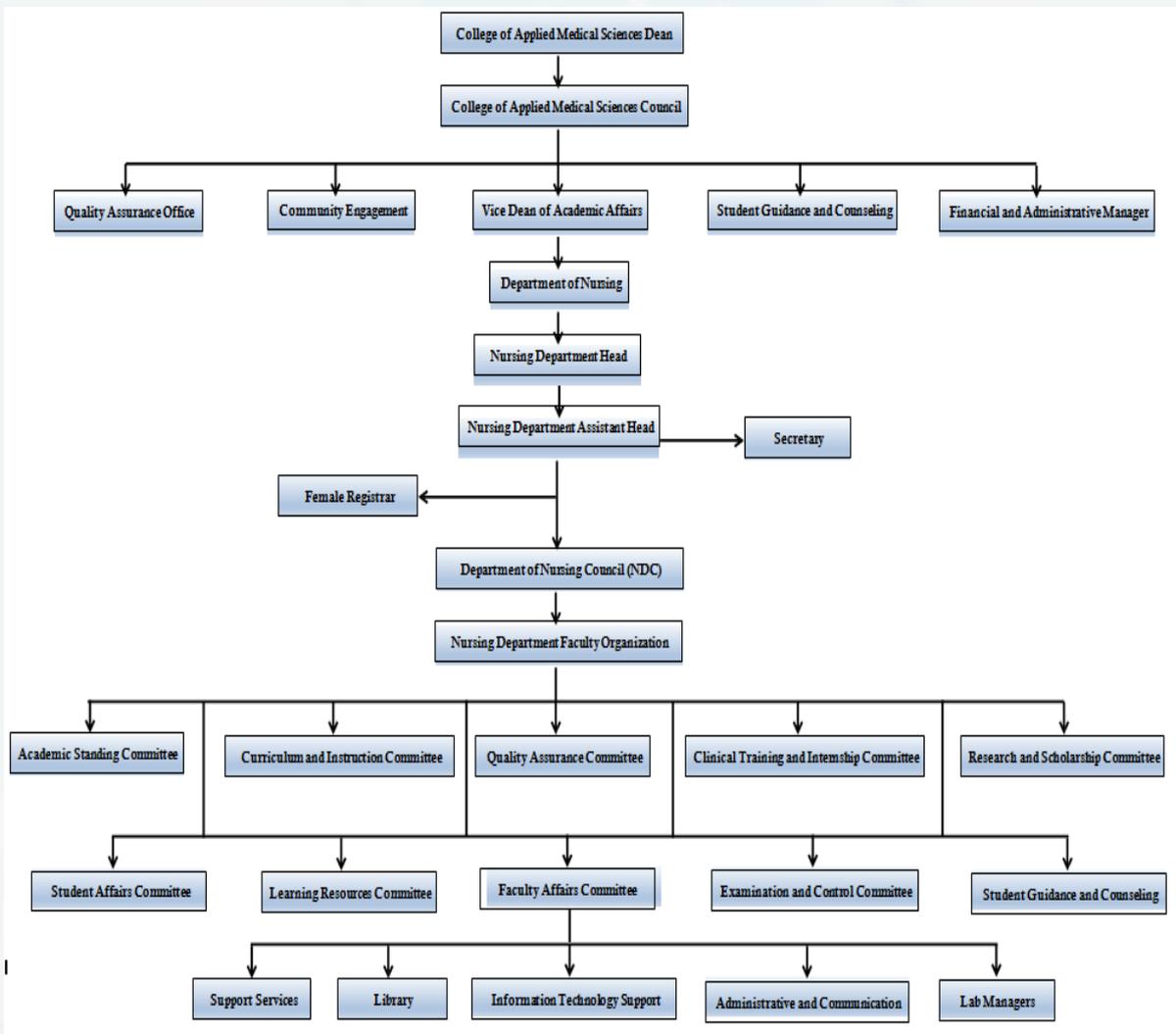
The College of Applied Medical Sciences awards the Bachelor of Science Degree in one of the major courses below, such as;

1. Nursing
2. Public Health
3. Medical Laboratories
4. Anesthesia
5. Respiratory Therapy Clinical Nutrition and,
6. Health Information Management and Technology.

7. Nutrition.

To be awarded a Bachelor's Degree in Applied Medical Sciences, the student must complete a minimum of 120 credit hours of campus based studies according to the National Qualifications Framework for Higher Education in the Kingdom of Saudi Arabia published in 1430 (2009).

**C. ORGANIZATIONAL STRUCTURE**



## ADMIN AND CAMS FACULTY MEMBERS' PROFILE

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## SECTION 1: THE NURSING DEPARTMENT

### A1. INTRODUCTION

The Nursing Department of College of Applied Medical Sciences (CAMS) at King Faisal University (KFU) is one of the seven prospective academic departments. Established in 1433-1434 H (2013-2014 G), CAMS grants a Bachelor's of Science Degree in Nursing (BSN) in accordance with the classification and requirements of the Saudi Commission for Health Specialties and international standards of accreditation and quality assurance in nursing education.

To remain at the forefront among the recognized and academically accredited universities, King Faisal University established a cooperative project with US-based Massachusetts College of Pharmacy and Health Sciences (MCPHS University) an internationally renowned for its expertise in nursing education and the accreditation of its nursing program.

The Service Contract establishes a formal basis for academic and educational cooperation between KFU and MCPHS University. In line with contract, the latter is required to assist KFU in developing a nursing curriculum for CAMS, and will advise KFU on matters relating to faculty development and program accreditation.

Relative to this agreement, the Accreditation Commission for Education in Nursing (ACEN) has been selected as the accrediting agency to strengthen the partnership between KFU and MCPHS University and reflect their commitment to quality nursing education. With ACEN accreditation, international nursing education programs can benefit from adherence to best practices and generally accepted guidelines for nursing education incorporated in the ACEN Standards and Criteria.

The Department of Nursing derives its objectives and philosophy from the goals and philosophy of the College of Applied Medical Sciences based on KFU's strategic plan. In response to the national shortage of professional nurses and to meet the challenges in the profession, the department aims to educate students who strive for the highest quality standards of professional practice in all settings.



This Student Handbook provides the student with the basic information such as policies, procedures, and general information that are intended to assist the student as he/she progresses through the Department of Nursing. This Handbook should serve as reference for students in conjunction with other official documents prepared and distributed by the Department of Nursing.

The Handbook is intended for informational purposes only and in no way constitutes a contract, either expressed or implied, with King Faisal University or the Department of Nursing nor any of its associated entities. The Department of Nursing reserves the right to modify, deviate from or make exceptions to the provisions of the Handbook at any time without previous notice and at its sole discretion. Furthermore, the Department of Nursing fully reserves the right to interpret these guidelines, and to apply these guidelines as so interpreted, in its discretion as it deems appropriate under the circumstances.

## **A2. NURSING DEPARTMENT STUDY SYSTEM**

Nursing Department offers undergraduate program of study following the semester system. The period for the completion of the Bachelor's Degree in Nursing is four and half-academic years. It consists of nine academic semesters including the internship. The internship is a mandatory and a compulsory training period for all the students. It is evaluated on a pass/fail basis. To be awarded a Bachelor's Degree in Nursing. The student must complete 120 credit hours, **according to the National Qualifications Framework for Higher Education in the Kingdom of Saudi Arabia published in 1430 (2009).**

## **A3. BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM**

The Bachelor of Science in nursing program provides excellent education that aims to prepare students as liberal-educated persons and bachelor-prepared professional nurses.

### Goals

- Incorporate the values of respect, literacy, practice, and integration.
- Build on a solid foundation of liberal arts and sciences.



- Connect education to practice through partnerships and clinical immersion.
- Cultivate a learner-centered environment where individuals are empowered to think, conceptualize, reason, and make sense of the lived worlds.
- Provide opportunities for personal and professional development of students, faculty, staff, and clinical partners.
- Use knowledge and evidence based teaching practice.
- Prepare nursing graduates who are globally aware and informed for practice in a diverse and rapidly changing healthcare environment.

#### Expected Outcome

Upon the completion of the BSN program, graduates will be able to:

- Provide safe, effective, culturally competent nursing care to individuals and families across the lifespan as a member of an interdisciplinary team and in the context of community.
- Integrate the core competencies of critical thinking, communication, assessment, and technical skills in nursing practice.
- Behave in a manner consistent with professional nursing standards of practice.
- Engage in continuous professional development activities.

#### **A4. GENERAL POLICIES**

All KFU policies apply to the Nursing Program, including but not limited to those pertaining to leave of absence, academic probation, academic dismissal, repeating courses, re-admission,

progression, and graduation. All students are encouraged to utilize academic support services to maximize efficiency, effectiveness, and independent learning.

#### **A5. IMMUNIZATION AND CPR REQUIREMENTS**

In order to be eligible for clinical placements nursing students must provide proof of document from the Ministry of Health (MOH) for German Measles Vaccine and others, and injection of Influenza and Hepatitis B which is recommended annually from any health facility. Hospitals may have additional immunization requirements. Moreover, students must comply with any additional requirements imposed by the clinical agency to which the student are assigned. CPR and First Aid Course is a pre requisite

subject before the start of clinical duty. All vaccine or immunization and CPR and First Aid certificates will be collected by the clinical faculty during clinical laboratory schedule, and include in the student's clinical portfolio.

## **A6. TECHNICAL AND PROFESSIONAL STANDARDS**

Pre-licensure students for the BSN degree must have abilities and skills in the following four areas: *communication, observation, motor function and endurance, and behavioral*. Reasonable accommodations may be made for some disabilities. However, pre-licensure BSN students must be able to perform in a reasonably independent manner, with or without accommodations.

### **A.6.1. Communication**

- Student nurses must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means.
- Student nurses must be able to obtain information, describe patient situations, and perceive both oral and non-verbal communication: including ability to understand normal speech without seeing the speaker's face.
- Student nurses must be able to speak, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication. Examples include but are not limited to: giving clear oral reports, reading watches or clocks with second hands, reading graphs, reading and understanding documents printed in English, writing legibly in English, discriminating subtle differences in medical terminology.

### **A.6.2. Observation**

- Student nurses must be able to observe a patient accurately. Examples include but are not limited to listening to heart and breathe sounds; visualizing the appearance of a surgical wound; detecting bleeding, unresponsiveness or other changes in patient status; detecting the presence of foul odor; and palpating an abdomen.

- Student nurses must be able to detect and respond to emergency situations, including audible alarms (e.g., monitors, call bells, fire alarms).

#### **A.6.3. Motor function**

- Student nurses must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care.
- Student nurses must be able to complete assigned periods of clinical practice, including up to 6 hour shifts(including days, evenings, nights, weekends)
- Student nurses must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.

#### **A.6.4. Behavioral**

- Student nurses must possess mental and emotional health required for total utilization of intellectual abilities.
- Student nurses must be able to tolerate physically demanding workloads.
- Student nurses must be able to respond and function effectively during stressful situations.
- Student nurses must be capable of adapting to rapidly changing environments, and respond with flexibility in uncertain situations.
- Student nurses must be able to interact appropriately with others; patients, families, members of healthcare team in various healthcare contexts.

#### **A.7. PHYSICAL REQUIREMENT IN CLINICAL SETTING**

Students must be able to meet all technical and professional standards in order to attend classes/lab/clinical. Clinical partners may have additional or partner-specific technical standards, which take precedence over the nursing program technical standards. In such instances, the program will attempt to provide a comparable alternative learning experience but if that is not possible, students may not be able to progress in the program or complete program requirements.

## A.8. ACADEMIC POLICIES

### A.8.1. Grading System

Grade	Descriptive Grade	Letter Grades	Points
95 -100	Excellent +	A+	5.00
90 - 95	Excellent	A	4.75
85 -90	Very Good +	B+	4.50
80 -85	Very Good	B	4.00
75 -80	Good +	C+	3.50
70 - 75	Good	C	3.00
65 - 70	Passed +	D+	2.50
60 -65	<b>Passed</b>	<b>D</b>	<b>2.00</b>
<60	<b>Fail</b>	<b>F</b>	<b>1.00</b>

#### **Minimum passing grade is 60 % for all courses**

Students at Nursing Department follow the KFU grade appeal process as stipulated in the University Study and Examination Bylaws and the Executive Rules at King Faisal University.

### A.8.2. Course Work

All assignments are due at the times specified in the course syllabus. Faculty, at their discretion, may allow for a time extension. Unless, additional time has been granted by the course coordinator for completion of an assignment, and/or stipulated in the course syllabus, a maximum achievable grade will be calculated upon receipt of the late assignment. The maximum achievable grade will be based upon a loss of 5 points per day for each calendar day that a paper is late. All assigned work must be submitted, regardless of how late, to successfully complete the course and receive a course grade. Issues/concerns regarding the completion and or submission of the assignment must be brought to the attention of the course faculty prior to the due date of the assignment. Grades will not be re-considered after submission of the assignment and subsequent posting of the grade.

### A.8.3. Quiz/Examination Reviews

Course faculty may review quizzes and/or exams at a scheduled time that may be before or after a regularly scheduled class or at any other mutually convenient time. Once the review has taken place, students will have no further access to their quizzes/exams for security reasons.

### A.8.4. American Psychological Association (APA) Style

All formal papers must conform to guidelines of the Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009), with the exception that page numbers must be included on all pages, the following references are helpful:

- APA Research Style Crib Sheet:  
<http://owl.english.perdue.edu/owl/resource/560/01/>
- APA Citation Style:  
<http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm>
- APA Style.Org: <http://www.apastyle.org/>

#### **A.8.4. Progression, Retention, and Dismissal**

Students must complete the Bachelor of Science in nursing degree requirements within four and half years. If this time limit from the date of admission has elapsed, and the student has not completed the degree requirements, the student must request an extension in writing and meet with the Head of the Nursing Department and the Dean of CAMS, who may approve or deny the extension request. Once the decision is made final, no further appeal is accepted. The students would be dismissed from the university in the following cases:

- If the students receives three warnings at most for low accumulative average (2 out of 5 or 1 out of 4), the University Council and on the recommendation of the College Council may give a fourth chance for those students who can raise their accumulative point grade averages by studying the available courses.
- If the student does not fulfill the graduation requirements within a maximum period of half the regular graduation period in addition to the full regular period of the program. The College Council may give an exceptional chance to the student to fulfill the graduation requirements in a maximum period not exceeding double the regular period fixed for graduation.
- In case of exceptional circumstances, the University Council may amend the rules above and give students a chance not exceeding two semesters.

#### A.8.5. General Progression Guidelines

Progression in the nursing major is dependent upon the student maintaining a cumulative Grade Point Average (GPA) of 3 in all nursing courses (those with an "NDR" prefix).

I. Minimum passing grade for all professional courses is D 60 %.

II. Clinical and laboratory components of nursing courses are graded on a pass/fail basis. A passing grade in the clinical and/or lab portion of the course is required in order to receive a passing grade for the course.

#### A.8.6. Out of Sequence

If a student fails at any nursing course, he/she will be designated as "out of sequence" and will be encouraged to meet with the Academic Coordinator to discuss her situation after receiving the final course grade. The respective course faculty together with the Academic Coordinator may make a recommendation to the committee regarding progression that will be forwarded to the Student Affairs Coordinator, Assistant Head of the Nursing Department, Head of the Nursing Department and then to the Dean of CAMS for disposition. The decision of these people regarding progression is final.

In order to ensure that all students are competent and safe in the delivery and application of patient care, any student who has been out of sequence MUST, at the discretion of the course faculty, return to the lab to demonstrate identified clinical skills and/or demonstrate a complete health assessment. Failure to comply with this expectation or to subsequently successfully demonstrate appropriate technique/ability will preclude the student from being assigned to attend any subsequent clinical rotation. This will result in a clinical failure and an overall course failure.

#### A.8.7. Dealing mechanisms of irregular & outstanding students

##### ✓ Irregular students

- Review the results of the quizzes of the semester and the grades of the activities of the quarterly follow-up to the failure students and find out the reasons for failure through course faculties and academic advisors.

- Guidance and counselling will be made through academic advisors about the reasons for failure e.g. poor time management, lack of concentration, lack of motivation to study or presence of family issues that hinder studying.
- Regular meeting will be held by academic advisors and recording the reasons and solutions for failure in form 43 and 44 through individual and group meetings
- Transfer of the special conditions' students to the counselling committee
- Contacting students' parents to notify them to address the causes of failure and to find solutions.
- If the reason of failure is related to psychological problems, referral to specialized psychological counsellors in counselling unit will be done.
- Regular meeting between the students and course faculty to address the reasons of failure in semester quizzes.
- Encourage students to meet the course faculty during the office hours
- Conducting meetings through the course faculty in a monthly basis with irregular students in the office hours announced in the department to discuss them in their scientific materials.
- Reports will be sent from the academic advisors to the academic advising unit
- Encourage the students to use the E-learning, black board and digital library through course faculty and academic advisor
- A questionnaire for students on their satisfaction with the irregular students and students' affairs committees on the care of irregular students and academic advisors to measure the effectiveness of student support and guidance.
- The application of Peer Learning or peer mentoring using outstanding students explaining the curricula to the troubled students
- Increase the number of scientific review hours for students and increase the number of practical training hours through open lab hours.

### ✓ Outstanding Students

- Review grades and identify students with high GPA and high scores through outstanding students review form and sending that to academic advising unit.
- Faculty advisors can review the previous semester grades.
- Continuous evaluation during practical training and report about outstanding students will sent to academic advising units from the Clinical Placement and Training Committee
- Inventory of outstanding students to non-academic activities.
- Honoring the highest-grade student of each subject and the ideal student and granting them a certificate and making a plate of honor in their honor giving medals, awards or plaque
- Give top students priority in attending student training courses, scientific trips and will give feedback to fellow students after attending seminars, workshops. They should be excused from their respective classes.
- Nominating outstanding students to participate in scientific conferences and student research conferences.
- Seek help of outstanding students in organizing conferences and scientific meetings of the departments
- Invite outstanding students to attend college councils and share their opinions to improve the performance of the college.

### **A.8. 8. Medication Calculation Testing**

Medication administration is an integral component of nursing care. In order to administer medications safely, students must demonstrate the competency to calculate medication doses accurately. Medication calculation proficiency is tested in NDR 3101215 Nursing Skills and Technologies, and also at the beginning of each Provider of Care course. Students must achieve a minimum passing grade of 95% NDR 3101215 and/or participate in clinical experiences. Students who do not achieve a passing grade of 95% after three attempts will receive a course grade of F, and will be ineligible to continue in the course and will be out of sequence in the program.

The results of the first math test in NDR 3101215 and in the Provider courses will represent the grade of record for that course. Individual course syllabi will reflect such practice. (Note: Students are **not permitted to use a calculator for math testing in NDR 3101215, but may use a calculator during subsequent medication calculation testing**).

Three opportunities are provided in each course to achieve a passing grade. Students who do not pass the first attempt are strongly encouraged to participate in remedial math practice prior to taking the second or third tests. Students are responsible for seeking guidance from course faculty regarding his/her *self-directed study* that can include such things as:

- Nursing Department library resources
- Online sources
- Referral to textbook websites
- Nursing laboratory resources (handouts, books, software, etc.)
- Math remediation with Academic Support Services

Students will participate in a medication practicum as a component of NDR **3101215** Skills and Technologies. Students will demonstrate the safe preparation of a variety of (laboratory) medications and the administration of the medication via various routes. Students will have three opportunities to successfully demonstrate the safe preparation and administration of medication.

#### A.8.9. Online Standardized Testing

Students in the nursing program are required to take online-standardized tests (HESI) throughout the curriculum. These standardized tests have been found to be predictors of success on the NCLEX-RN examination. Valuable feedback concerning the student's strengths and weaknesses can assist the student in examining learning outcomes, while providing important information to the faculty who are responsible for ensuring that students' learning experiences are leading to expected program goals and outcomes.

Each course that utilizes a standardized online test may incorporate the grade earned on the standardized test as a percentage of the final course grade, which will be specified in the course syllabus. All students complete the standardized exit examination which will prepare them to success in NCLEX-RN examination. Students' will take the (HESI) exam on a scheduled date. In any case the student is absent on the given schedule with an approved excused absence, the examinee then will be able to take it within 2 days after the scheduled examination.

#### A.8.10. Clinical and Classroom Policies

All KFU policies apply to the Nursing Program, including but not limited to those pertaining to leave of absence, academic probation, academic dismissal, repeating courses, re-admission, progression, and graduation. All students are encouraged to utilize academic support services to maximize efficiency, effectiveness, and independent learning.

##### ✓ **Attendance/Absence**

The Nursing Program supports a learner-centered environment. Attendance and/or participation in classroom, lab, and clinical learning experiences directly correlate with successful course completion and represent a basic professional behavior. Therefore, the students are responsible to engage in their own learning and professional comportment. Regular class attendance is mandatory.

The student should attend the lectures and practical courses and would not be allowed to attend the final examination if the attendance percentage at the lectures and/or practical courses related to each course during the semester is less than (75%). The student who has not been allowed to attend the examinations due to the absence will be considered as fail in that course and the class work grade will be recorded and should be described as denial (DN).

#### ✓ **Students' Warning Rules**

The student must follow the University banner system for regulation of attendance and absenteeism. To include the followings;

- Students are responsible for all class materials, content and assignments.
- Students are required to attend all scheduled lab and clinical learning experiences.
- Students may only make up missed class assignments, quizzes, and exams if a valid excuse has been granted. Graded work that is missed due to an unexcused/unapproved absence will be assigned a grade of zero.
- Students must notify by telephone, the clinical faculty and Lab/Clinical Coordinator of any tardiness and/or absences in advance of the start of the clinical shift to ensure patient safety. If the Lab/Clinical Coordinator approves the absence, it is the responsibility of the student to contact the course coordinator to schedule a clinical make-up. Notification of the course coordinator can be done through email.
- All lab and clinical absences is equivalent to make up duty with corresponding ratio if excused/unexcused. Lab makeup class must be scheduled with the lab instructor/lab manager. Clinical make-up may be in actual clinical hours or a comparable assignment, at the discretion of the clinical coordinator, in collaboration with course coordinator and clinical instructor.

#### ✓ **Absence from Examinations**

Students are expected to take all quizzes and examinations at the scheduled time, unless the Academic or Clinical Coordinator grant an excused absence. Once an excused absence is approved, students must arrange to make up the missed exam

within 24 hours. Failure to notify faculty may result in a grade of zero for the examination. Opportunity for a make-up examination is at the discretion of the course coordinator/course faculty. A make-up examination may be given in a different format, such as an essay, at the discretion of the Course Coordinator/Course Faculty.

✓ **Punctuality**

Punctuality is expected of students for all classes, labs and clinical experiences. Neither tardiness nor leaving early will be tolerated, as it affects adversely upon the student's learning experience disruptive to fellow students and faculty. The Nursing Department has adopted a standard practice to minimize disruption to the classroom-learning environment by closing the classroom or lab door(s) at the start of the class session.

Students are **expected to report to clinical/class experiences on time**. Students should plan appropriately to allow adequate time for commuting, and getting to the designated clinical unit/class in time to be ready to begin the clinical experience/class no later than the start of the appointed time (i.e., 7:00 a.m. means 7:00 a.m., not 7:01 am).

Students who are late to class or lab without an approved excused will considered late comers; being late three times is considered as one day absent and the student will be assigned to prepare an assignment with presentation to be discussed in the next class or lab at a time to be determined by the lab manager/course faculty.

If a student must be late or leave early, it is expected that the student will present an approved excused reason for leaving early approved by the appropriate lab manager/course faculty. If a student reports to class/lab late or leaves lab early without a prior excused reason for doing so, an incident report will be sent to the clinical /student affairs to take the appropriate action.

Students who are late to class or lab without an approved excused absence may be denied the opportunity to take a scheduled examination, at the

responsible faculty member's discretion. If the tardiness is subsequently determined to be excused, students will be given an opportunity to make up the exam, which may be given in an alternative format (e.g., oral exam, essay exam, etc.) at the discretion of the faculty member. Students with an excused absence, tardiness, or early departure are expected to complete the required work and obtain handouts, etc., from classmates, and are responsible for learning the missed material.

#### ✓ **Clinical Attendance Policy**

Students are expected to report to clinical/class experiences on time. Students should plan appropriately to allow adequate time for commuting, and getting to the designated clinical unit/class in time to be ready to begin the clinical experience/class no later than the start of the appointed time (i.e., 7:00 a.m. means 7:00 a.m., not 7:01 am).

Students must notify the clinical faculty of any tardiness and/or absences prior the start of the clinical shift to ensure patient safety.

All clinical absences would mean making up of duties. Clinical make-up must be scheduled in the end of the clinical learning experiences for the semester. This may be in actual clinical hours depending on the discretion of the clinical training coordinator and nursing department administrators. (Refer to Student manual for the list of incidents considered as excuse)

Number of clinical make up duty:

- a. For excused absence, one is to one.
- b. For unexcused absence, one is to two.

NOTE: Make up duties will be subject to the availability of the clinical unit.

✓ **CLINICAL TRAINING Policies and procedures**

**Clinical Assignments and Workloads**

- The nursing student will be supervised and monitored accordingly by the clinical faculty.
- Assignments given to the student should complement their pace of learning; it shall be related to the clinical objectives that are needed to achieve as stipulated in the clinical teaching plan.
- The nursing student will initially take brief assignments, which will gradually increase upon the duration of training.

**Working Hours**

The nursing student are required to attend to their clinical duties on time that will depend on the curriculum requirements in courses with clinical components.

**Clinical Rotations**

A number of clinical rotations in the required curriculum may be scheduled at some distance from the college. This is necessary to provide a range of diverse learning experiences and ensure availability and quality of clinical rotation sites. The department will make every effort to accommodate requests regarding assignments to experiential education sites, but students generally can expect to be assigned to clinical sites some distance from the campus for at least a portion of their required clinical rotations.

**Clinical Evaluations and Grades**

Clinical performance will be evaluated on a Pass or Fail basis. The stated clinical objectives for a course shall establish the criteria for evaluation. Evaluation is an ongoing process throughout the clinical experience, reflecting both written and verbal performance, as well as clinical practice. Criteria utilized in the evaluation consist of specific learning objectives that the student must achieve in order to receive a passing grade.



## **Clinical Failure**

Clinical failure will result in overall course failure, regardless of course theory grade. Should a student fail clinical at any point in the course, the student will not be permitted to attend any subsequent classes or clinical experiences in that particular course. The student does have the opportunity to appeal the clinical failure (as per student handbook) but must do so within 48 hours of being notified of the clinical failure due to the timing/flow of the nursing curriculum. It is not possible to extend the appeal to the end of the official college semester. Students should otherwise follow the appeals process as delineated in the student handbook.

## **Clinical Warning**

Students are expected to know both the legal and ethical parameters of professional nursing practice and to demonstrate accountability and responsibility for professional practice standards throughout their course of study. If a student's performance in a clinical area is determined at any time to be unsafe or unprofessional (refer to section 3) in the judgment of the faculty, immediate action will be taken. The student may be immediately dismissed (sent home) from the clinical agency and a grade of F will be recorded for the course. The student will fail clinical and the overall course and may not attend any subsequent clinical experience during an appeal process (if appeal is opted by the student). Please note that the student who chooses to appeal the clinical failure must do so within 48 hours of being notified by clinical faculty.

When a concern about clinical competency or a breach of professional conduct arises, faculty may place a student on clinical warning status and initiate a clinical learning contract. List of incidents, which may lead to the issuance of clinical warning and/or clinical learning contract, includes, but are not limited to:

- failure to demonstrate competence consistent with the clinical objectives of the course;



- behavior deemed by the faculty member to be unsafe (behavior that places the student, the patient, or another staff member at risk of injury, or causes the student, the patient, or another staff member to be harmed);
- failure to successfully completed the assigned laboratory skill, an assigned clinical paper, nursing care plan, or other required clinical assignment;
- absence or tardiness that precludes an effective learning experience; and
- behavior that does not demonstrate professionalism at all times.

The clinical warning and/or clinical contract will be documented in the student's clinical portfolio. The information will indicate the date, time, place, and circumstances of the relevant incident(s). The information will be signed by the initiating clinical faculty and the student and forwarded to the Clinical Training and Placement Coordinator. A copy of the clinical warning and/or clinical contract will be given to the student. The contract will clearly specify the objectives and means to achieve the objectives, evaluation criteria, and a timeframe by which the student must meet the objectives of the contract. The evaluating faculty member will provide progress reports to the student during the period of the contract. Outcomes of the clinical warning and/or contract can be successful or unsuccessful. Should the outcome be favorable for the student, documentation of the improvement will be placed in the student's clinical portfolio, and the contract may be discontinued. If the warning represents a critical element such as, but not limited to, attendance/tardiness, medication administration, organizational skills, documentation, etc., the student will remain on warning status during subsequent courses and/or for the duration of the student's tenure in the nursing program. Patterns of inappropriate behavior and/or weak clinical performance may result for a clinical failure, the nursing council will take an action. All information will be retained in the student's file for subsequent access by faculty. Should the student fail to meet the prescribed objectives and timeframes noted in the learning contract or if the identified behaviors persist, the result will be referred to the nursing department council, and therefore failure of the course and an inability to progress in the nursing program maybe decided.

## Dress Code

Anyone who violates any of the provisions of this bylaw applies the penalties mentioned in Council of Ministers decision No. 444 dated 4/8/1441 to approve the regulation of preserving general etiquette apply to him according to the type and severity of the violation.

Nursing students are expected to maintain a clean, neat and well-groomed appearance. They are expected to follow the dress code in the classroom and in the clinical settings.

### **The following is the dress code that must be followed in the classrooms: -**

- Students shall not wear indecent and must stick to the approved dress set by the university (as noted in the regulations of preserving general appearance, Article no. 4).
- Wearing abaya and niqab are prohibited in the classroom scrubs & lab coat can be used instead. The violet scrub should be loose and white lab coat with the KFU logo should be 30-40 cm from the knee level.
- Sleeves should be below the elbow
- No pants. Skirts should be long to cover the whole leg
- Clothes must be loose, not tight.
- Clothes must not to be transparent with light and soft materials.
- Excessive adornment (make-up) is not allowed
- It is forbidden to wear clothes that contain drawings or writings that contradict the tolerant beliefs and traditions.

## Health Assessment and Nursing Skills Lab

Proficiency in performing clinical skills is an integral part of the nursing curriculum. The clinical laboratory environment provides an opportunity to attain the essential skills necessary to care for patients in hospital and other care settings. Various techniques will be utilized to support student learning, including video and audiotapes, computer-based instruction, demonstration, performance practice, and simulation. Students are expected to handle all lab equipment with care and to return all equipment to the designated area after use. Students are also required



to dispose of all papers and other disposable supplies and to place used linen in the dedicated hampers. The labs should always be left neat and orderly. During skills laboratory, Students must wear white scrub suits, white closed shoes with KFU lab coat. Failure to do so will be issued a clinical warning immediately.

**Guidelines for the nursing skills and health assessment laboratories:**

- No eating, drinking or gum chewing.
- White lab coats and nametags must be worn at all times.
- Neat, clean, and comfortable clothing is required.
- No open-toed shoes or flip-flops.
- Use of sharps must be under faculty supervision.
- All equipment must be left in the condition in which it was found.
- Any broken or malfunctioning equipment should be reported immediately to the lab manager.
- No children or visitors are allowed in the labs.

All students must observe the following rules and abide by them during the period of study at the college:

1. To take care of the general appearance and personal hygiene.
2. Wearing clean and neat approved uniform (scrub suit and white lab coat) and adhering to the assigned color (dark Purple for the Nursing Department - Gray for the Public Health Department - Blue for the Health Informatics Department – Marron for the Clinical Nutrition Department)
3. The lower ends of the pants should hang below the ankle and remain free of any elastic bands.
4. Presenting the identification card during the official working hours inside the college.
5. Avoid strangeness in the appearance or color of hair, such as blue or pink and other non-traditional colors
6. Avoid strange clothes. Refrain from wearing clothes that contain drawings or writings that contradict tolerant beliefs and traditions.
7. Wear suitable shoes that do not contain logos or any unnecessary trademarks or logo.



8. Do not chew gum or tobacco.

9. For female students:

9.1. The sleeves should be below the elbow

9.2. Avoid wearing short skirt or trousers

9.3. Avoid wearing tight or transparent clothing

9.4. Avoid excessive adornment (make-up) Failure of the student to

comply with any of these rules and regulations mentioned will expose him to accountability by the college administration and take the necessary measures in place to ensure discipline within the college building.

#### **USE OF MOBILE PHONES AND OTHER MODES OF COMMUNICATION**

1. To ensure the safety and security of the patient treatment environment and to ensure patient and employee privacy and confidentiality, the use of personal cellular phones or electronic communication devices during clinical hours is prohibited. Students may only use cellular phones or electronic communication devices during lunch or break periods in private space away from all patients, common patient care areas and/or common clinical work areas. Personal cellular phones or electronic communication devices are to be turned-OFF and stored away and are NOT to be kept nor brought by the students in the area.

2. Pocket radios and similar electronic devices are not allowed while on duty.

3. Intercoms should only be used for official purposes and should not be used unnecessarily.

#### **OTHER AREAS OF CONCERN**

1. The students are prohibited from receiving or entertaining visitors while on shift.

2. Loafing from one unit to another is not allowed.

3. The students are expected to remain at the clinical agency or organization or facility for the entire time period assigned. Students are not allowed to run personal errands nor leave the clinical site during scheduled meal times or breaks.

4. Students are allowed only one (1) meal break for 15 minutes in each clinical shift.

5. Emergency requests may be granted at the discretion of the clinical training coordinator and no student shall leave the clinical site without notification and approval prior to leaving. Must secure excuse slip or approval letter.

## PROFESSIONAL COMPORTMENT

Professional comportment (the manner in which one behaves or conducts oneself) is expected of all nursing students in KFU, College of Applied Medical Sciences - Department of Nursing. Professional comportment embodies the core values of the college and is defined as behaving in a way that exemplifies respect for individuals including those in the academic setting, healthcare setting, and community of practice. Communication is an important element of professional comportment and as such should be practiced throughout the nursing program. Policies set forth in this handbook provide a framework to socialize students to behave in an ethical, responsible, and professional manner.

Students are expected to display professional demeanor, interactions and boundaries with patients and their families, clinical staff, peers, faculty, and the public at all times in consideration of their representation of the profession of nursing and King Faisal University. Essential expected behaviors include, but are not limited to:

- Consistent display of professional demeanor and appropriate interpersonal interactions and boundaries with patients, staff, and peers.
- Adherence to the Profession's Code of Ethics.
- Timeliness and adherence to preparation, attendance policies, and deadlines.
- Prompt notification of absence or tardiness according to the established absence policies.
- Adherence to the nursing department professional dress guidelines.
- Display professional conduct in using cyberspace (examples include, but are not limited to Blackboard, Email, Facebook, You-Tube, etc.).

## A. ACADEMIC HONESTY

The KFU CAMS – Department of Nursing primary purpose is the pursuit of academic excellence. Teaching and learning must occur in an atmosphere of mutual trust and respect. Such trust and respect can be developed and maintained only if honesty prevails in the academic community. Moreover, it is the shared responsibility of all members of King Faisal University community to maintain this climate of honesty.

Administrators, faculty, and students all benefit from the pursuit of academic excellence in an environment characterized by integrity, honesty, and mutual respect. Such integrity is fundamental to and represents an integral component of professional nursing education. In keeping with academic integrity, students are expected to be honest in their academic work such as submission of coursework and materials that are their own. Examples of dishonest conduct include but are not limited to:

- Cheating, i.e., copying examination answers.
- Collusion, i.e., working with another person or persons when independent work is prescribed.
- Falsification or fabrication of an assigned project, data, results, or sources.
- Giving, receiving, offering, or soliciting information included on examinations.
- Utilization of work previously submitted by another student who has progressed to a higher level.
- Destruction or alteration of the work of another student.
- The multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor.
- Plagiarism, the appropriation of information, ideas, or the language of other persons or writers and the submission of them as one's own to satisfy the requirements of a course. Plagiarism thus constitutes both theft and deceit. Assignments (compositions, term papers, computer programs, etc.) acquired either in part or in whole from commercial sources or from other students and submitted as one's own original work will be considered plagiarism.
- The unauthorized recording, sale, or use of lectures and other instructional materials.

- In the case of such dishonesty, the professor may give a grade of zero for the project, paper, and/or examination and may record an "F" for the course itself.
- Any faculty member encountering an academic offense such as, but not limited to, those listed above will meet with the student involved to identify the allegation and file a written report to the head of department, indicating reasons for believing the student has committed academic dishonesty.
- The nursing department council may conduct a formal hearing to investigate the alleged violation according to the Student Code of Conduct.

## B. ATTENDANCE POLICY

King Faisal University CAMS – Department of Nursing supports a learner-centered environment. Attendance and participation in classroom, lab, and clinical learning experiences directly correlates to successful course completion and represents a basic professional behavior.

Therefore, students are responsible for engaging in their own learning and professional comporment.

- Students are expected to attend all classes. Regardless of whether they attend all classes or not, students are responsible for all class materials, content, and assignments.
- Under no circumstances may lectures be recorded.
- Students are required to attend all scheduled lab and clinical learning experiences.
- All absences from lab or clinical must be granted an excused absence in order to avoid penalties.
- Students may only make up missed class assignments, quizzes, and exams if a valid excuse has been granted. Graded work that is missed due to an unexcused/unapproved absence will be assigned a grade of zero.
- Students must notify by telephone, the clinical faculty and lab/clinical coordinator of any tardiness and/or absences in advance of the start of the clinical shift to ensure patient safety. If the lab/clinical coordinator approves the absence, it is the responsibility of the student to contact the clinical

training and placement coordinator to schedule a clinical make-up.

Notification can be done through email.

- All lab and clinical absences is equivalent for make-up with corresponding ratio if excused/unexcused. Lab makeup class must be scheduled with the lab instructor/lab manager. Clinical make-up may be in actual clinical hours or a comparable assignment, at the discretion of the clinical coordinator, in collaboration with course coordinator and clinical instructor.
- The maximum number of absences from lab experiences (excused or unexcused) and clinical absences (excused only) is two. Students who must miss more than two scheduled lab or clinical sessions will be required to withdraw from the course.
- In the event of an unexcused absence from a scheduled lab experience, the student must make up the missed lab and the following penalty shall be applied:
  - a. 1st offense: the student will lose one half of a full final letter grade.
  - b. 2nd offense: the student will lose an additional one full final letter grade (e.g. A- to B-).
  - c. 3rd offense: the student will receive a grade of F for the course.
  - d. A single unexcused clinical absence will result in failure of the course.

### C. PUNCTUALITY

**Punctuality is expected of students for all classes, labs, and clinical experiences.**

Neither tardiness nor leaving early will be tolerated, as it adversely impacts the student's learning experience and is disruptive to fellow students and faculty. The nursing department faculty has adopted a standard practice to minimize disruption to the classroom learning environment by closing the classroom or lab door(s) at the start of the class session. Students who arrive for a class session after the door is closed must wait to enter the classroom at the first break. Students who arrive late for a lab session may be denied the opportunity to participate and will need to make up that laboratory assignment at a time to be determined by the lab manager/course faculty. Students will be held accountable for all missed material.

Students are expected to be on time and to stay for the duration of the class, lab or clinical experience. If a student must be late or leave early, it is expected that the student will present an approved excused reason for leaving early. If a student reports to lab late or leaves lab early without a prior excused reason for doing so, the final course grade will be dropped by half letter grade. More than one unexcused tardiness or early departure may result in failure of the course.

Other policies pertaining to punctuality:

- ✓ Students who are late to class or lab without an approved excused absence may be denied the opportunity to take a scheduled examination, at the responsible faculty member's discretion. If the tardiness is subsequently determined to be excused, students will be given an opportunity to make up the exam, which may be given in an alternative format (e.g., oral exam, essay exam, etc.) at the discretion of the faculty member. Students with an excused absence, tardiness, or early departure are expected to complete the required work and obtain handouts, etc., from classmates, and are responsible for learning the missed material.
- ✓ **Students are expected to report to clinical experiences on time.** Students should plan appropriately to allow adequate time for commuting, parking, and getting to the designated clinical unit in time to be ready to begin the clinical experience no later than the start of the appointed time [i.e., 7:00 a.m. means 7:00 a.m., not 7:01 a.m.]. Students who are late for clinical experiences may be sent home and will be required to complete a clinical make-up day at the discretion of the clinical faculty and clinical placement coordinator. Faculty may need to make changes to the clinical schedule based upon facility issues or identified student learning needs. Faculty will provide as much lead time as possible and students will be expected to report as scheduled.
- ✓ Any unexcused departure or tardiness from a scheduled clinical experience may result in failure of the course. A lesser penalty may be applied at the discretion of the course coordinator, but in no instance will more than one unexcused early departure from clinical be tolerated, i.e., more than one will result in failure of the course.



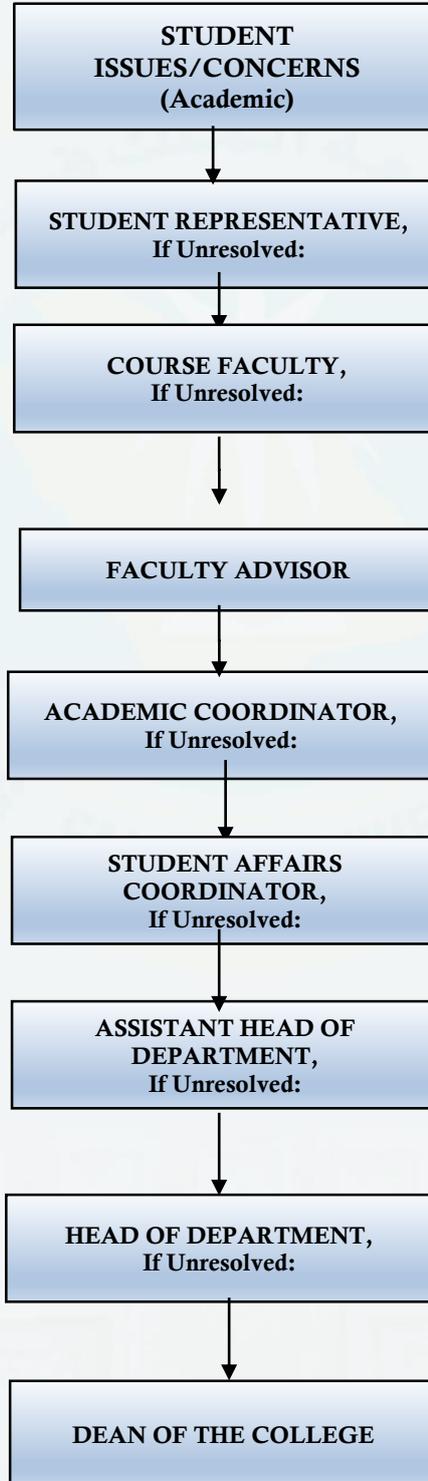
#### D. COMMUNICATION

Faculty make every effort to be available for their students. Office hours with sign-up sheets to meet with faculty are posted each semester. Faculty member should perform her student-advising task at least two hours per week to address student issues promptly and monitor student's progress. If a student cannot meet with faculty during these times, they should communicate this with the faculty via email so that another mutually convenient time may be arranged. Student emails to faculty will be answered within 48 hours. To ensure timely communication, students can contact the respective faculty member for advising as per email add posted in every room of the faculty members together with the list of students assigned to her. The faculty members should utilize the activity schedule of the students assigned to perform her advising task/job. Nevertheless, faculty members may not respond on weekends or vacations.

Furthermore, to ensure students of KFU CAMS for proper guidance and monitoring in areas of academic, clinical and professional comportment etc, when there will be concerns/issues that may arise during their stay in the campus, the students are expected to follow the flow chart of the department.

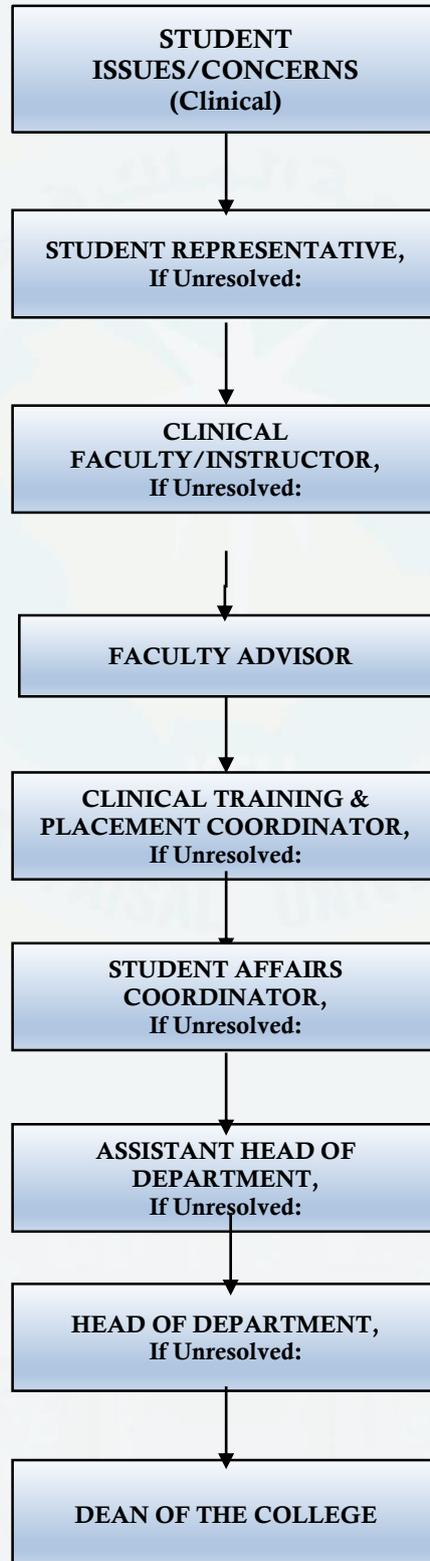


**STUDENT ADVISING FLOWCHART (ACADEMIC)**





### STUDENT ADVISING FLOWCHART (CLINICAL)



KINGDOM OF SAUDI ARABIA  
Ministry of Higher Education  
KING FAISAL UNIVERSITY  
Deanship Of Admission & Registrar



المملكة العربية السعودية  
وزارة التعليم  
جامعة الملك فيصل  
الرمز (٣٧)  
عمادة القبول والتسجيل  
الرمز (٦)

نموذج رقم ( ٤٣ ) إرشاد أكاديمي لطالبة

Form No. (43) Student Advising

Student Name						اسم الطالبة
Student ID	Academic Year			العام الجامعي		الرقم الأكاديمي
College	Major			التخصص		الكلية
Earned hours	Current Hours			عدد الساعات المسجلة		عدد الساعات المجتازة
Remaining Hours	Cumulative GPA			المعدل الفصلي		عدد الساعات المتبقية
GPA						المعدل التراكمي
Other Information						معلومات أخرى

سبب اللقاء الإرشادي

Reason for the Meeting

Register Coerces	<input type="checkbox"/>	التسجيل للمقررات الدراسية
Add Coerces	<input type="checkbox"/>	إضافة مقررات دراسية
Coerces Withdrawn	<input type="checkbox"/>	الامتنار عن مقررات دراسية
Semester Withdrawn	<input type="checkbox"/>	الامتنار عن فصل دراسي
Re-Enrollment	<input type="checkbox"/>	إعادة قيد
Academic Dismissals	<input type="checkbox"/>	التأجيل والانقطاع عن الدراسة
Review Study Plane	<input type="checkbox"/>	مراجعة الخطة الدراسية

بعض المشكلات التي تعوق الطالبة عن تقدمه الدراسي

Some Problems that Affect the Student

Study Problem	<input type="checkbox"/>	مشكلة دراسية
Social Problem	<input type="checkbox"/>	مشكلة اجتماعية
Psychological Problem	<input type="checkbox"/>	مشكلة نفسية
Family Problem	<input type="checkbox"/>	مشكلة أسرية
Others	<input type="checkbox"/>	مشكلات أخرى
Explain		ما هي

توصية المرشدة الأكاديمية

Academic Advisor's Recommendation

..... -١  
..... -٢  
..... -٣

Student Name: ..... Sign: ..... Date: ..... التاريخ: ..... التوقيع: .....

Advisor Name: ..... Sign: ..... Date: ..... التاريخ: ..... التوقيع: .....



KINGDOM OF SAUDI ARABIA  
Ministry of Higher Education  
KING FAISAL UNIVERSITY  
Deanship Of Admission & Registrar



المملكة العربية السعودية  
وزارة التعليم  
جامعة الملك فيصل  
الرمز (٣٧)  
عمادة القبول والتسجيل  
الرمز (١)

نموذج رقم (٤٨) تقويم الطلبة المتعثرين دراسياً

Form (48) Rehabilitation of Students with Academic Retardation

Student Name						اسم الطالبة
Student ID	Academic Year			العام الجامعي		الرقم الأكاديمي
College	Major			التخصص		الكلية
Cumulative GPA	GPA			المعدل التراكمي		المعدل الفصلي
Day	Date			التاريخ		اليوم
Semester						الفصل الدراسي

Academic Retardation Reasons / أسباب التعثر الدراسي

<input type="checkbox"/>		<input type="checkbox"/>

Steps to Overcome the Academic Retardation / خطوات التخلص من التعثر الدراسي

<input type="checkbox"/>		<input type="checkbox"/>

Academic Advisor's Recommendation / توصية المرشدة الأكاديمية

١- متابعة سير الخطوات العلاجية بصورة صحيحة، نأمل من الطالبة زيارتنا في يوم ..... الموافق ..... / ..... / ..... هـ.

1- To make sure the procedure of treating the academic retardation is followed correctly, we ask the student to visit us on.....

٢- .....

٣- .....

Student Name: ..... Sign: ..... Date: ..... التاريخ: ..... التوقيع: ..... اسم الطالبة: .....

Advisor Name: ..... Sign: ..... Date: ..... التاريخ: ..... التوقيع: ..... اسم المرشدة: .....

**BACHELOR OF SCIENCE IN NURSING PROSPECTUS**

**a. First Semester**

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requisite(s)	Co-Requisite(s)
				Credit		Contact/Weeks			
				Class	Lab/ Clinical	Class	Lab/ Clinical		
1001206	Anatomy and Physiology I	ASCC	4	3	1	3	3	-	-
0815103	Basic Chemistry I	ASCC	4	3	1	3	3	-	-
1731110	Medical Terminology	CCR	2	2	-	2	-	-	-
1731108	Expository Writing I	ASCC	2	2	-	2	-	-	-
1002210	Basic Biostatistics	CCR	1	1	-	1	-	-	-
0817171	Algebra and Trigonometry	ASCC	2	2	-	2	-	-	-
7401101	Islamic Faith and Contemporary Doctrines	CUR	2	2	-	2	-	-	-
<b>Total Semester Credit Hours</b>			<b>17</b>						
-Compulsory University Requirement (CUR)				-Compulsory College Requirement Elective (CCR)					
-Elective University Requirement (EUR)				-Elective College Requirement (ECR)					
-Nursing Department Requirement (NDR)				-Arts and Sciences Core Curriculum (ASCC)					

b. Second Semester

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requisite(s)	Co-Requisite(s)
				Credit		Contact/Weeks			
				Class	Lab/Clinical	Class	Lab/Clinical		
3101102	Introduction to Psychology	CCR	3	3	-	3	-	-	
3101106	Principles of Epidemiology	CCR	1	1	-	1	-	-	
1001207	Anatomy and Physiology II	ASCC	4	3	1	3	3	1001206	
3101105	Introduction to the Nursing Profession	NDR	1	1	-	1	-	-	
0815203	Basic Chemistry II	ASCC	4	3	1	3	3	0815103	
1731109	Expository Writing II	ASCC	2	2	-	2	-	1731108	
7401301	Contemporary Cultural Issues	CUR	2	2	-	2	-	-	
<b>Total Semester Credit Hours</b>			<b>17</b>						
-Compulsory University Requirement (CUR)				-Compulsory College Requirement Elective (CCR)					
-Elective University Requirement (EUR)				-Elective College Requirement (ECR)					
-Nursing Department Requirement (NDR)				-Arts and Sciences Core Curriculum (ASCC)					

c. Third Semester

Code	Course	Type	Total course credit Hours	Hours				Pre Requisite(s)	Co. Requisite(s)
				Credit		Contact/ Weeks			
				Class	Lab/ Clinical	Class	Lab/ Clinical		
3101201	Human Development	NDR	3	3	-	3	-	3101102	-
3101203	Quality Management in Health Care	CCR	2	2	-	2	-	-	-
7401418 7401401 7401317 7401318 7401302 7401102	Elective University Requirement 1	EUR	2	2	-	2	-	-	-
3101205	Nursing History, Knowledge & Narrative	NDR	2	2	-	2	-	3101105	-
3101208	Essential Concepts of Nursing	NDR	3	3	-	3	-	-	-
3101211	Emergency and First Aid	NDR	2	1	1	1	3	-	-
3101215	Nursing Skills & Technologies	NDR	4	3	1	3	3	-	-
<b>Total Semester Credit Hours</b>			<b>18</b>						
-Compulsory University Requirement (CUR)				-Compulsory College Requirement Elective (CCR)					
-Elective University Requirement (EUR)				-Elective College Requirement (ECR)					
-Nursing Department Requirement (NDR)				-Arts and Sciences Core Curriculum (ASCC)					

d. Fourth Semester

Code	Course	Type	Total Course Credit Hours	Hours				Pre Requisite(s)	Co. Requisite(s)
				Credit		Contact/Weeks			
				Class	Lab/ Clinical	Class	Lab/ Clinical		
3102202	Microbiology	ASCC	4	3	1	3	3		
3101207	Interpersonal Communication in the Health Professions	NDR	3	3	-	3	-	1731109	3101245
3101226	Pathophysiologic & Pharmacologic Approach to Nursing Practice	NDR	6	6	-	6	-	1001207	-
3101245	Health Assessment & Promotion	NDR	4	3	1	3	3	1001207	3101207
<b>Total Semester Credit Hours</b>			<b>17</b>						
-Compulsory University Requirement (CUR)				-Compulsory College Requirement Elective (CCR)					
-Elective University Requirement (EUR)				-Elective College Requirement (ECR)					
-Nursing Department Requirement (NDR)				-Arts and Sciences Core Curriculum (ASCC)					

e. Fifth Semester

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requirement (s)	Co. Requirement (s)
				Credit		Contact/Weeks			
				Class	Lab/Clinical	Class	Lab/Clinical		
3101301	Health Care Ethics	CCR	3	3	-	3	-	-	
3101325	Provider of Care I: Adult and Elder Health	NDR	8	4	4	4	12	3101211 3101215 3101245	
3101330	Nursing Informatics and Health Care Technologies	NDR	3	3	-	3	-	-	
7401418 7401401 7401317 7401318 7401302 7401102	Elective University Requirement 2	EUR	2	2	-	2	-	-	
<b>Total Semester Credit Hours</b>			<b>16</b>						
-Compulsory University Requirement (CUR)				-Compulsory College Requirement Elective (CCR)					
-Elective University Requirement (EUR)				-Elective College Requirement (ECR)					
-Nursing Department Requirement (NDR)				-Arts and Sciences Core Curriculum (ASCC)					

f. Sixth Semester

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requisite (s)	Co. Requisite (s)
				Credit		Contact/Weeks			
				Class	Lab/Clinical	Class	Lab/Clinical		
7406415 7406201 7406212 0228409 7406305 3100513	Elective College Requirement	ECR	2	2	-	2	-	-	-
3101335	Provider of Care II: Child-Bearing and Child-Rearing Family Health	NDR	6	3	3	3	9	3101325	-
3101345	Provider of Care III: Mental & Social Health	NDR	6	3	3	3	9	3101325	-
3101350	Scholarly Inquiry	NDR	3	3	-	3	-	3101330	-
<b>Total Semester Credit Hours</b>			<b>17</b>						
-Compulsory University Requirement (CUR)				-Compulsory College Requirement Elective (CCR)					
-Elective University Requirement (EUR)				-Elective College Requirement (ECR)					
-Nursing Department Requirement (NDR)				-Arts and Sciences Core Curriculum (ASCC)					

**g. Seventh Semester**

Code	Course	Type	Total Course Credit Hours	Hours				Pre Requisite(s)	Co. Requisite(s)
				Credit		Contact/ Weeks			
				Class	Lab/ Clinical	Class	Lab/ Clinical		
3101425	Provider of Care IV: Community & Public Health Nursing	NDR	6	3	3	3	9	3101325 3101335 3101345	-
3101445	Provider of Care V: Coordinator of Care	NDR	8	4	4	4	12	3101325 3101335 3101345	31014253101450
3101450	Member of a Profession and Capstone Leadership Project	NDR	4	3	1	3	3	-	3101425 3101445
<b>Total Semester Credit Hours</b>			<b>18</b>						
-Compulsory University Requirement (CUR)				-Compulsory College Requirement Elective (CCR)					
-Elective University Requirement (EUR)				-Elective College Requirement (ECR)					
-Nursing Department Requirement (NDR)				-Arts and Sciences Core Curriculum (ASCC)					

**Total Credit Hours for the Semesters: 120 credits**

\*The eighth and ninth semesters are devoted to the Nurse Internship Program as part of the Bachelor of Nursing Program

## NURSE INTERNSHIP PROGRAM

The King Faisal University nursing internship program provides the nursing student with the knowledge base and skill set needed to transition with confidence and competency to entry-level generalist clinical nursing practice. While providing the needed skills to meet the respective clinical agency/organization goals and mission, the program provides student nurses with the leadership skills to work collaboratively within a multidisciplinary team. The program bridges the gap between undergraduate education and entry-level professional nursing practice. The nurse internship program is arranged for all student nurses upon successful completion of the structured on campus-nursing curriculum. The internship program will run over a one year period and will comprise semesters eight (8) and nine (9) of the KFU BSN curriculum.

The primary goal of this training experience is to acquire basic knowledge in training experience that represent the core content of the nursing curriculum, and to develop the capacity to obtain a comprehensive basic clinical skills such as: history taking, physical examination, interpreting laboratory tests, ethics, communication, patient's safety, nursing care and practice, student responsibilities, health education and community engagement that will help the students.

### **PROGRAM DESCRIPTION**

The KFU nurse internship program is one-year long with distinct phases that are planned to assist the student nurse with an opportunity to apply the theory learned in all BSN courses to date. The internship program provides the needed skills to conform to the respective clinical organization's goals and mission while equipping the nursing students with leadership skills to work collaboratively within a multidisciplinary team.

The program is highly supportive, with clinical learning experiences, narrative reflective assignments and structured computer-based learning. The internship program will include monitoring by KFU nursing faculty and structured seminars whereby students can de-brief share and discuss.



The program will take place towards the end of the curriculum. Students who are qualified to undergo the said program are only those who have successfully completed all the academic requirements and course work. The duration will be 48-weeks of clinical practice duties in recognized hospital institutions in the Al-Ahsa region, Kingdom of Saudi Arabia. The program is designed to assist the nursing students in bridging the gap between theoretical and clinical practice in the areas of medical, surgical, obstetrics/gynecology, pediatrics, emergency, intensive care units and each student's area of choice in the elective rotations during the program. It consists of hands-on patient care, clinical reflection requirements, and case presentations for the development of essential evidence-based knowledge and skills in nursing. The program will allow the students to be involved in various activities of care for diverse patients. The students will work under the supervision of experienced nurses and preceptors in the assigned clinical area. The clinical rotations will further assist the students in acquiring future career opportunities in the field of nursing. The respective internship program will aid the students to be competent enough to function as nurse-generalists and first level managers while complying with the program's objectives. Students will be awarded with a certificate upon the successful completion of the said program.

### **GRADUATION**

Approved candidate for graduation from the curriculum plan will be notified by E-mail and will receive a course registration plan.

Expected graduates should complete nursing department clearance at the end of their graduation semester.

A graduate from the curriculum must complete 2 semesters of internship successfully prior to receiving her/his graduation certificate.

Students who finished their 2 semesters of internship should complete the clearance forms of both the hospital and nursing department.

## SECTION 2: UNIVERSITY AND COLLEGE REQUIRED COURSES

### **Anatomy and Physiology I (ASCC 1001206)**

The lecture will be primarily a discussion of physiology of the human body, taking a systems-approach. Anatomy and histology will also be included in lecture, although the major study of anatomy will primarily take place in the lab including the microscopic as well as gross anatomy. Through lecture and laboratory components this course will provide students with directed study of anatomical structure and physiological processes of all major systems of the human body. This course provides the foundation for understanding the human body and the background to a deeper understanding about the caregiver and patients.

### **Basic Chemistry (ASCC 0815103)**

This course is designed mainly for students who are interested in the allied health field. This course provides the student with an introduction of general chemical principles. The student will be able to answer questions and solve problems involving measurement, atomic structure, chemical bonding, molecular structure, chemical reactions, stoichiometry, gas laws, solutions, kinetics, equilibrium and nuclear reactions. Laboratory experiments will provide the student with opportunities to collect and analyze data and identify unknown chemical substances from their properties.

### **Medical Terminology (CCR 1731110)**

This course provides the student with the building blocks of basic medical terminology. Such understanding will facilitate learning of scientific and medical principles encountered when joining the specialization departments. The relationship of word parts to their anatomical and physiological counterparts will be studied. Rules for combining word parts into complete medical terms will be stressed. Accurate pronunciation and spelling of word parts and complete terms will be emphasized throughout the course.

### **Expository Writing I (ASCC 1731108)**

The course aims to provide students with essential tools to master basic academic writing. The text's time-proven approach integrates paragraph organization, paragraph structure, grammar, mechanics and the writing process. The course leads

students to build strong academic writing skills. That will last them throughout their writing careers. Upon completion of this course and with the teaching methodologies to be employed, students should be able to produce unified, coherent, well-developed paragraphs using standard written English.

### **Basic Biostatistics (CCR 1002210)**

This course introduces the basic concepts of biostatistics as applied to public health problems. Emphasis is placed on the principles, appropriate summaries and displays of data, and the use of classical statistical approaches to describe the health of populations.

### **Algebra and Trigonometry (ASCC 0817171)**

This course is designed mainly for students who are interested in the allied health field. This course provides the student with an introduction of general Mathematics principles. The student will be able to answer questions and solve problems involving measurement, measurements within the metric system. Learners will review basic math skills and learn systems of measurement within the metric system. They will learn to calculate dosages of oral, powdered and parenteral medications, pediatric and adult weight-based medication and intravenous medications.

### **Islamic Faith and Contemporary Doctrines (CUR 7401101)**

The definition of the doctrine and the importance of its study and its impact on the life of the individual and society

Sources of belief and its characteristics and the method of inference on the validity of the predecessor

The pillars of faith in the light of the famous faith

The contradictors faith and the rules of atonement

Secularism and follow-up of students in the conservation of what they were commissioned from the Quran (part Amma)

Baha'i and Qadianiyya and follow-up students in the conservation of what they were commissioned from the Quran (part Amma).

Zionism and follow-up students in the conservation of what they were commissioned from the Quran (part Amma)

Freemasonry and Satanism and follow-up students in the conservation of what they were commissioned from the Quran (part Amma).

Christian fundamentalism and follow-up of students in the conservation of what they were commissioned from the Quran (part Amma).

### **Introduction to Psychology (CCR 3101102)**

This course is designed to orient the students to the scientific study of behavior and mental processes through the exploration of selected principles and theories of human behavior. Topics include neuroscience, sensation and perception, learning and memory, personality development, social influences and abnormal behavior.

### **Principles of Epidemiology (CCR 3101106)**

The course will provide an introduction to basic principles and concepts of epidemiology relating to the design, analysis and interpretation of epidemiological studies. Through this course students are expected to understand and be able to apply measures of disease incidence and prevalence and measures of effect as well as demonstrate understanding of the basic principles underlying different study designs, including cohort, case-control and intervention studies and assess their strengths and limitations.

### **Anatomy and Physiology II (ASCC 1001207)**

Through lecture and laboratory components this course will provide students with directed study of the anatomical structure and physiological processes of the human body. Using a systems approach this course will cover the cellular make up and tissue organization of the human body as well as seven of its eleven organ systems. The laboratory section will include the study of microscopic as well as gross anatomy and physiology. Active learning and self-study will be the primary teaching methods used in the laboratory component.

### **Introduction to the Nursing profession (NDR3101105)**

This course is designed to give students acquire foundational knowledge about the characteristics of the nursing profession and the roles and responsibilities of the baccalaureate nurse. Students are assisted in the affirmation of her choice of career in nursing.

### **Basic Chemistry II (ASCC 0815203)**

This course is designed mainly for students who are interested in the allied health field. This course provides the student with an introduction of general chemical principles; and the basic foundation regarding the organic compounds such as alkanes, alkenes, alkynes, alcohols, thiols, carbohydrates, lipids, proteins and nucleic acids.

### **Expository Writing II (ASCC 1731109)**

The course is designed to prepare students for the writing they will do at the university and in their professional lives. They will be exposed to the basic styles and organization of expository written texts. They will be given two short writing assignments to develop the skills that they need to produce well-reasoned and substantiated academic paragraphs. The students will also be taught how to apply the basic rules of APA style in their assignments.

#### **b. Contemporary Cultural Issues (CUR 7401301)**

هذا المقرر يتيح للطالب التعرف على أهم القضايا الثقافية المعاصرة التي تمس الفرد والمجتمع . و يبين موقف الإسلام من القضايا الثقافية المعروضة . ويوضح المنهج السليم للإسلام .

### **Human development (NDR 3101201)**

This course is designed to expose students to human development across the lifespan. The course is intended to provide both a theoretical and a practical understanding of individual growth and change, distinguishing characteristics of different stages of development, and issues and processes that recur throughout the entire lifespan.

### **Quality Management in Health Care (CCR 3101203)**

This course provides a multidisciplinary background in the science of health care quality management. It makes it possible for the student to acquire the basic knowledge, the essentials and the types of Quality Management. The course also covers the history and evolution of the quality movement, theories and thought leaders, current quality of care issues, research and innovations, intervention strategies and instruments, planning and methods used to measure and assure quality of health care according to international standards.

### **Nursing History, Knowledge and Narrative (NDR 3101205)**

This course make the student learns the vision, mission, core values and philosophy of the Department of Nursing Program, as well as the history of nursing as it is has relevance for contemporary nursing practice. They explore knowledge and values

including the theoretical underpinnings of nursing knowledge, and the professional behaviors expected of nursing students. Students gain a broad perspective about contemporary nursing practice through the use of narrative.

### **Essential Concepts of Nursing (NDR 3101208)**

Students gain foundational knowledge about essential concepts of nursing for the beginning nursing student. They link the history and knowledge of nursing to the student's own emerging practice. Students examine essential concepts of nursing practice and nursing science and relate them to existing beliefs and attitudes. Students examine the core competencies of critical thinking, communication, assessment, and technical skills and begin to apply systematic thinking and problem solving to the practice of nursing.

### **Emergency and First Aid (NDR 3101211)**

This course provides the students the basic knowledge of the theoretical and practical aspects of the basics of emergency care, which is an essential component of health care delivery system. It is designed to give students the chance to gain in-depth understanding the nature of emergency nursing and role of nurse in meeting different needs of patient. The course will emphasize on the way by which the students can identify the common emergency cases as well as the medical care of such cases including the Cardio-Pulmonary Resuscitation (CPR). This course will also offer the technical training program about first aid as well as the aspects of basic life support in nursing laboratories. Critical thinking and problem solving is emphasized.

### **Nursing Skills and technologies (NDR 3101215)**

This course deals with foundational knowledge and skills, recognizing skill acquisition as an ongoing component of safe and effective nursing practice. Students begin to utilize skills and technologies required for delivery of safe and competent nursing care. Students learn to approach skill acquisition as a theoretical and analytical process that involves understanding the relevant scientific principles underlying development of skill mastery. Students actively participate in clinical simulation lab and engage in cooperative learning with guidance from the faculty.

### **Microbiology (ASCC 3102202)**

This course deals in the principles of microbiology designed to give an understanding of the role of microorganisms in disease and the environment. The laboratory includes

basic techniques in isolation, transferring, cultivation, staining and identification of microorganisms and principles of hematology and serology.

### **Interpersonal Communication the Health Professions (NDR 3101207)**

This course designed to provide students with various frameworks for understanding and practical tools for engaging effectively in interpersonal situations, with practical emphasis on health care contexts. The course consists of a variety of activities, including lectures, discussion of assigned materials, practice patient counseling sessions and role-playing, individual and group exercises and videotapes. The commitment to interpersonal health care skills are demonstrated through the preparation for classes and regular contributions to class discussions, activities and group work, as observed and evaluated by the professor.

### **Pathophysiologic and Pharmacologic Approach to Nursing Practice (NDR 3101226)**

Students build on prerequisite Anatomy and Physiology II, ASCC 1001207 and gain foundational knowledge regarding normal and abnormal pathophysiological and pharmaceutical principles. Students learn the etiology, pathogenesis and clinical manifestations of selected health problems across the lifespan in different populations, and the efficacious use of pharmaceutical agents, including the nurse's role in safe medication administration. Students learn the pharmacodynamics and pharmacokinetics of pharmaceutical agents and their use in health promotion, treatment, and symptom management across the lifespan.

### **Health assessment and Promotion (NDR 3101245)**

Students acquire foundational knowledge of health assessment and health promotion, and their relationship to comprehensive nursing care. Students learn to perform a comprehensive and holistic assessment of the patient across the lifespan, including systematic collection, analysis, and synthesis of health data from patients and secondary sources. Students develop the organizational and critical-thinking skills necessary for the planning and delivery of nursing care; and integrate the essential nursing core competencies and concepts of health promotion, risk reduction, and disease prevention in the clinical laboratory setting.

### **Health Care Ethics (CCR 3101301)**

This course will introduce students to foundational theories of healthcare ethics, ethical decision-making frameworks, legal and professional standards in healthcare

ethics, institutional and inter-professional ethical constraints, and major ethical issues facing health care professionals. Several topics Special attention will be paid address to developing skill of ethical analysis and reasoning.

#### **Provider Care I: Adult and Elder health (NDR 3101325)**

This course focuses on the application of concepts and principles acquired in all prior nursing courses to the provision of holistic nursing care for adults and elders with health problems in diverse clinical settings. The students will actively participate in the clinical setting and engage in cooperative learning with guidance from the faculty and clinical partners. Students begin to apply foundational knowledge of nursing to the development of essential nursing competencies in the clinical setting. Through immersion in the clinical practice environment, students begin to examine and enact the professional nursing role as well as begin to develop professional relationships with patients, clinical partners and members of the interdisciplinary healthcare team.

#### **Nursing Informatics and Health Care Technologies (NDR 3101330)**

This course deals with acquisition of foundational knowledge of nursing and health care informatics, gaining an understanding of the theories and social and economic forces influencing the development and application of information and health care technologies. Students begin to use these technologies in the delivery of nursing care and learn to adapt emerging technologies to clinical nursing practice. Students also explore the legal and ethical ramifications of using information and health care technologies to improve patient safety and the quality of health care, and protect patient privacy.

#### **Provider of Care II: Child-Bearing and Child-Rearing Family Health (NDR 3101335)**

This course focuses on concepts and principles acquired in all prerequisite and concurrent nursing courses to the provision of care for child-bearing and child-rearing families in diverse clinical settings. Students develop and apply a holistic approach to the assessment, care, and management of women of child-bearing age, children of all ages and families. Students of also learn to use anticipatory guidance as a therapeutic tool to optimize health and wellness.

#### **Provider of Care III: Mental and Social Health (NDR 3101345)**

Students apply concepts and principles acquired in all prerequisite and concurrent nursing courses to the provision of care for patients with psychosocial needs and

psychiatric disorders in diverse clinical settings, within the context of family and social forces. Students develop their use of self as a therapeutic tool and focuses on a holistic approach to assessment, care and management of persons with psychosocial issues and selected psychiatric disorders and conditions. Students learn to incorporate contemporary and emerging social issues as they relate to the mental and social health of patients and their families. Students have opportunities to develop relationships with patients, families, clinical partners and members of the interdisciplinary health care team.

#### **Scholarly Inquiry (NDR 3101350)**

Students acquire an understanding of the historical development of nursing as a scholarly discipline, and appraise its contemporary standing in the scientific community. Students learn the research process, methods of qualitative and quantitative research, and the legal and ethical considerations of engaging in nursing research. Students learn to apply critical thinking to the evaluation of professional and popular literature and other sources of information, apply research-based knowledge from nursing and the sciences as the evidence base for nursing practice, and participate in the research process.

#### **Provider of Care IV: Community and Public health Nursing (NDR 3101425)**

It deals with synthesis and application of concepts and principles acquired in all prerequisite and concurrent nursing courses to the provision of care for patients, groups and populations in community and home-care settings. Students learn community assessment processes and identification of resources to optimize health and wellness in selected populations. Students gain an understanding of population health and epidemiology of disease and examine the process by which health policy is created. Students develop and expand their professional roles and relationships to provide care to individuals and families in their homes to the community in variety of settings.

#### **Provider of Care V: Coordinator of Care (NDR 3101445)**

It focuses on the integration of concepts and principles acquired in all prerequisite and concurrent nursing courses. Students expand their knowledge and skills to care for patients with complex health problems, including cancer, infectious disease, trauma and end-of-life care. Students have opportunities to demonstrate principles of coordination of care in acute and chronic settings.



### **Member of a Profession and Capstone leadership Project (NDR 3101450)**

The nursing student begins to transition to the role of the graduate nurse. Students explore issues relevant to contemporary and emerging nursing practice, including the regulation and ethics of practice. Students prepare to become a responsible and integral member of the local, national, and global nursing community. Students develop beginning leadership skills through the creation and implementation of an approved capstone leadership project, which is undertaken with the guidance of faculty and clinical partners, and which reflects and integrates synthesis of knowledge, skills, and values gained across the curriculum.

### SECTION 3: FACILITIES OF CAMS

The College of Applied Medical Sciences is equipped with the following facilities:

- 11 - Spacious classrooms with teaching and learning tools/equipment.
- 3 - Basic skill laboratories.
- 2-computer laboratory.
- 46 - Functional offices.
- 1 - Recreational Area.
- 1- cafeteria available for both faculty and students.

#### 11-Spacious classrooms with teaching and learning tools/equipment



#### 3- Laboratories designed and equipped with state of the art equipment





## 2 -Computer laboratory



## SECTION 4: UNIVERSITY LIBRARY

The Deanship of Library Affairs provides different knowledge materials to the university members: students, Teaching Staff.

Besides, the library serves its society and participate in local, national and international manifestations, especially those related to information and books exhibitions. Our Libraries follow the 'Library of Congress' Classification Scheme which divides the human knowledge in to 21 divisions, they are as follows:

### 4.1 Circulation Services

Books can be borrowed by Faculty members, Students, Staff and local community members.

### 4.2 Terms & Conditions for Non-KFU borrowers

*(Please contact the circulation department for details.)*

#### Renewals

Books may be renewed for up to three consecutive period unless the material required by borrower. All books should be returned by the designated date unless renewal privilege has been given. Books may be renewed by telephone or through the library website.

#### Non-Circulating Materials

Reference materials, Dictionaries, Encyclopedias, etc.

- Manuscripts
- Audio visual materials, Filmstrips, slides, etc.
- Reserve Books
- Single copy (Arabic only)
- Copy one (Arabic only)
- Periodicals (English or Arabic)



### 4.3 Computer services

The Libraries at KFU provide computers for student use. The university ID is required to use this service. Printing services are provided in the computer lab located in the main floor.

Research help and consultation: The Library at KFU offers expert guidance in all departments such as the research through the index (Horizon®), E. Library, media resources, as well as databases on compact CD.

### 4.4 Interlibrary loan

The central Library at king can obtain books and other materials which are not available at KFU libraries by borrowing from other library collections. We can also borrow copies of books that are currently in use by another patron. Current students, faculty member, and staff are eligible to this service free of charge.

### 4.5 Working Hours

Central Library	Wednesday 8:00 am - 9:30 pm
	Thursday 12:00 pm - 03:00 pm
Girl Library	Wednesday 8:00 am - 05:00 pm
	Thursday - 9:00 am - 12:00 noon at Central Library

### 4.6 There are textbooks available for rental

## SECTION 5: STUDENT LIFE AT KFU

### 5.1 Student Rights and Responsibilities in the University

King Faisal University aims at promoting a spirit of cooperation and communication among students, together with strengthening their close ties with all staff members, academic and non-academic. The University has accordingly issued the present bylaw as an official framework telling the student her rights and obligations. In so doing, a mutual understanding is established between the University and students, by which they know how to get their academic rights and services. On the other hand, it shows them how to honor their obligations to the university. In this way, they will be able to bear responsibility towards their behavior and acts within the framework of the rules and regulations in effect.

#### a. University Students Rights

##### Academic Rights:

1. Students should enjoy a teaching environment, educational facilities and aids suitable for study and easy learning.
2. Providing the student with sources of knowledge related to the courses in accordance with the rules and regulations that govern academic work.
3. Providing students with curriculum plans of the college, informing new students (freshmen) about available fields of study, and preparing course schedules before the start of study. Students should be provided with information about rules of registration in the available courses. If it is impossible to satisfy the desire of all students to register in a specific course, there should be fair rules that govern choice of students for that course.
4. Addition or deletion of a course, or deletion of the whole summer semester according to the university system of learning and registration, and within a specified period of time that is declared to students.

The student may appeal to postpone study by offering an acceptable reason.

Faculty members should give lectures according to the specified times in schedules. A faculty member unable to meet a class should notify his/her students; other lectures are given in compensation to complete the course requirements.

7. Students can have discussions with faculty members in a respectable and academic way in class or during the office hours specified for students. Faculty

member should respect the social traditions regarding communication with female students.

8. Test questions must be from the contents of the curriculum and the topics raised in the lectures. Marks should be distributed logically to achieve fair evaluation of student abilities.

9. All course tests are given unless there is an obstacle preventing the student from taking a test according to the rules and regulations of exams. A student who is denied taking an exam must be informed of that early enough before the exam (to submit an appeal, for example).

10. A student may ask for a second marking of his/her paper according to the rules and regulations of appealing against the marking of exam papers.

11. Students have the right to know the results of monthly, semester and final tests after being marked and approved.

#### **Non-Academic Rights:**

1. Students enjoy the support and social services presented by the university, and participate in University activities according to the bylaws in effect.

2. Enjoying the health care delivered in the hospitals and health centers of the university.

3. According to the bylaws of the University, students enjoy: the university book – university housing – central libraries – sports fields – restaurants – car parking, etc.

4. Students enjoy material rewards and incentives according to the rules and regulations.

5. Some students are nominated for training programs, local and foreign trips, participation in cultural activities, serving the local society, and voluntary activities according to the rules and regulations.

6. Appealing against a faculty member, a department, a college or any unit in the university that caused harm to the student. The complaint or appeal is made in accordance with the bylaws of the University.

7. The student is given the chance to defend himself/herself against any disciplinary action taken against him/her. The student is summoned to take his/her statement before imposing the penalty. If s/he does not come, they are summoned for a

second time. Then the penalty can be appealed against if the student does not attend for the second time because of an acceptable reason.

8. Appealing against disciplinary decisions is made according to the rules in effect.

9. Keeping the contents of the student file as confidential; anything of the file is only given to the student, his/her guardian, or an authorized representative. The file can only be referred to competent enquiry departments, judiciary, or other governmental departments responsible for the contents of the file. Confidentiality of the file can only be lifted and publishing becomes allowed only after a disciplinary decision is taken against the student.

10. Students with special needs have the right to enjoy the adequate services essential for them according to the rules and regulations in effect.

## **b. University Student Responsibilities**

### **Academic Responsibilities:**

1. Students have to attend their classes regularly and fulfill other study requirements in the light of rules and schedules organizing start and end of study, transferring, registration, withdrawal, postponing, deletion and addition.

2. Respecting faculty members, administration and workers of the other students and visitors. They should not be subjected to any kind of verbal or physical abuse.

3. Respect for the rules and arrangements of lectures by regular attendance and avoiding absence without an acceptable excuse in accordance with the rules and regulations.

4. Not to cheat on a test or participate in any form of cheating or plagiarism while making researches, graduation projects, or other course requirements.

5. Abiding by the rules and regulations of exams by avoiding cheating, trying to cheat, identity theft, forgery, producing in the exam room any equipment that may facilitate cheating, or helping facilitate such behaviors.

6. Abiding by the instructions dictated by invigilators in the exam halls, and not trying to spoil the quiet atmosphere in the exam room.

### Non-Academic Responsibilities:

1. Students have to comply with rules, regulations, instructions, and decisions issued by the University without breaching or circumventing the law, or using forged documents to get an advantage.
2. The student must have the University Identification Card while being at the university and show it to the faculty member or administration when asked to do so.
3. The student may not participate in damaging, misusing, or spoiling the properties or facilities of the University.
4. The student has to comply with the instructions regarding the optimal use of university facilities.
5. Student's dress and behaviors should agree with the university and Islamic traditions of Saudi society. Any acts against Islamic ethics or public morals are not allowed inside the university.
6. Students must be quiet and avoid smoking or causing any noise in the university facilities. Illegal gatherings are not allowed. Legal ones are allowed only in the specified places.
7. Forming societies, issuing or distributing bulletins, or collecting money or signatures is not allowed inside the University without a prior approval from the competent departments.
8. Collective absence without an acceptable excuse or urging students not to attend classes, exercises, classes at the Lab, etc. is not allowed.
9. Students may not carry or distribute advertising material against the government or University rules and regulations.
10. Students may not flout safety or traffic regulations on the University premises.

### c. Consideration of Appeals Made by Students

Objectives of Establishing a Unit for Dealing with Students' Appeals:

1. The establishment of a University community founded on mutual cooperation.
2. Establish the principles of justice as a main pillar for building an ideal community in the University.

3. To protect the rights of students in accordance with the rules and regulations of the University, the Students' Appeals Unit investigates and resolves the complaints from students to spread a culture of justice among them.

### **STEPS OF DEALING WITH STUDENTS' APPEALS:**

#### **First:**

#### **Appeals Regarding Marking exam Papers for a Second Time (Second Marking)**

1. Within two weeks of informing the student about the exam results, s/he may appeal to the College Dean.
2. College Council finishes consideration of the appeal before the start of exams of the following semester. In case of upholding the appeal, the College Council assigns the faculty member who will perform the second marking for the exam paper.
3. After the second marking, the College Council considers the matter and takes the final decision.

#### **Second:**

Appeals against Decisions of Standing Committee on Student Discipline  
Students have the right to appeal against the following penalties:

1. Cancelling the student's exam in one course or more and giving them an F "fail" grade.
2. Denying the student taking the exam in one course or more and giving them an F "fail" grade.
3. Suspend the student from the University for one Semester or more.
4. Dismissal from the university.

#### **How to appeal in these cases:**

1. Student has the right to appeal to the University President within 15 days of being informed of the decision.
2. In case of receiving the appeal before the end of the specified period, the University President refers the appeal again to Standing Committee on Student Discipline to reconsider the case.
3. If the committee does not uphold the appeal, the matter is left to the University Council to take the final decision.

## SECTION 6: STUDENT ACTIVITIES

The students of CAMS were engaged in learning and research and community services. Every year the CAMS plan yearly activities. The Department will announce this during student's orientation.

## SECTION 7: DEANSHIP OF ADMISSION REGISTRATION AND REGULATIONS

### 7.1 University Stage and the Executive Rules of King Faisal University Definitions:

Article 1: Academic year - Two main semesters and a summer term if applicable.

Academic Semester - A period not less than 15 weeks in which students receive courses, the periods of registration and final examinations are not considered as a part of this period.

Summer Semester - period not more than 8 weeks in which the periods of registration and final examinations are not considered as a part of this period, and the period specified for this semester is doubled.

Study level - The indicator for the study stage according to the accredited study plans. Study plan: a group of compulsory optional and free courses which of the total of its units form graduation requirements that students must cross to obtain successfully the scientific degree of in the specified specialization.

Course of Study - Is a module that meets the needs of the level specified in the approved Study Plan in each specialization program. The Course has a number, a code, a title, and a description for its vocabularies distinguishes it in term of content and level from other courses, and a special file is to be saved in the department for the purposes of follow up, assessment and improvement. Some courses may have Prerequisite or concurrent courses.

The Accredited Hour - Is a weekly theoretical lecture that is not less than fifty minutes, or the clinical lesson that is not less than fifty minutes, or a practical lesson which is not less than one hundred minutes.

Academic Warning - The notification directed to the student whose Cumulative average drops less than the minimum limit as it clarified in the regulation.

Semester Work Mark - The mark which is granted for works that show the student effort during the semester such as exams, researches, or other forms of classroom activity related to the course.

Final Examination - An examination held once at the end of the study semester.

The Mark of the Final Examination - The mark which obtained by the student in each course of Final Examination in the study semester.

Final Mark (Total) - The total of the combination of the Semester Work Mark and the final exam mark for each course and it is calculated out of 100.

The Grade - The description of the percentage and alphabetical symbols for the final mark which obtained by the student in each course.

Incomplete grade - It is a grade temporarily assigned for each course in case the student cannot complete its requirements in the fixed time due to circumstances beyond the student's control, and it is given (IC) symbol.

In progress grade - The grade of in progress or "IP" is reserved for special cases and means that the particular course is not designed to be completed by the end of the term and the nature of that course requires to be studied through more than one term.

Semester Average - The sum of dividing the grade points by the sum of credited hours for all the courses at a particular semester. And the grade points are calculated by multiplying the grade value of the course by the credit hours of that course. The product of this multiplication will be the grade points.

Accumulative Average - The sum of dividing the grade points on the sum of credited hours for all the studied courses passed by the student since he joined to the University.

General assessment - The description of the level of scientific acquisition for the student during the period of his study at the university.

Study load - The sum of the Credit Hours that the student can register in a study semester, the top and low limit of the study load should be determined according to the executive rules of the university.

## EXECUTIVE RULES

### ARTICLE 1

#### ADMISSION OF NEW STUDENTS

**The following terms indicate the meanings assigned to them:**

- 1-Academic record: The record which shows the performance of the student including the studied courses, accredited hours, grades, semester average, annual average, accumulative average and academic warnings if any.
- 2-Academic Guide: The faculty member and the like who is in charge to supervise, guide and follow up the student during his study.
- 3-The second phase examination: A re-examination which held for student who fails in a number of the accredited hours which determined by the collage council among the annual courses assigned for health college students, The student degree of failure in the first phase is substituted by the second phase degree provided that the student grade should not exceed acceptable (60) and he will be given the symbol (D1).
- 4-Clinical session: A period of time in which the student learns clinical cases (Pathological or not) in a specific specialization that every accredited hour should meet a week of practice.
- 5-Apology from study: The discontinuation of the student study for his academic year or academic semester in which he registered relying on acceptable excuse and that will be considered as part of the period required for fulfilling the graduation requirements.
- 6-Postponement of study: When the student doesn't register any courses in his academic year or academic semester he manages to postpone it upon the request of the student, the period of Postponement will not be considered as part of the period required for fulfilling the graduation requirements.
- 7-Discontinuation: When the student doesn't register any courses in his academic year or academic semester and doesn't inform the university about that.
- 8-Termination of the record: The termination of any relationship between the student and the university whether through dismissal, withdrawal or discontinuation.
- 9-The minimum limit of the study load: The number of the accredited hours that student register during the study level, not less than (12) hours for the academic semester system and (20) hours for the academic year system. Regarding clinical stage in health collages the minimum limit of academic load should be (9) accredited hours taking into account the item (7/D) of the executive rules of articles (9-14).



10- The maximum limit of the study load: The number of the accredited hours that student register during the study level, not more than (23) hours for the academic semester system and (40) hours for the academic year system.

#### ARTICLE 2

The council of the University determines number of the students may be admitted the succeeding year, based on a proposal of the Senate of the Colleges and other related departments.

#### ARTICLE 3

The following requirements have been stipulated for the admission of the new student:

- a) Must obtain a secondary school certificate or equivalent from inside or outside the Kingdom of Saudi Arabia.
- b) The secondary school certificate should not be more than five years old and the council of the University may give exemption from this term if there are good reasons.
- c) Should be with good conduct and behavior.
- d) Should successfully pass the interview conducted by the university council.
- e) Should be medically fit.
- f) Should obtain approval from his employer allowing him to study if he is working at private or public sector.
- g) Should fulfill any other terms fixed by the university council announced at the time of application.

#### ARTICLE 4

The priority for applicants is for those students who comply with the all requirements according to their secondary school marks and interview level if required.

#### EXECUTIVE RULES FOR ARTICLES (2-4)

1-The deanship of admission and registration with the coordination of collages specify the procedures related to admission exams, personal interviews, appointments of receiving admission applications and announcing and informing the accepted students.

2-Beside the above conditions under article (3) the admitted student shall not be dismissed from another university for disciplinary reasons.

3- The priority of admission is for those students who comply with the all requirements according to their secondary school certificate that is in the same year of admission to the older until five years, and for eight years for enrollment.

4-Each student in the university should have a university card to prove his personality, and the student should carry this card and present it upon the request especially, when he attends the theoretical lectures and practical lessons, and when he performs examinations or receiving rewards. In the case of missing the card and after investigation the reason of the missing, a new card is to grant for the student.

5-The deanship of admission and registration preserves a file for every student including all documents related to student admission, and statement of his educational, social and sport activities, also his academic record, any disciplinary sanctions toward him and any personal paper related to him.

### STUDY SYSTEM

#### ARTICLE 5

- a. Student should make gradual progress in his study according to the executive rules issued by the university council.
- b. Study plan shall be designed to consist of 8 levels at least for the university stage.

#### ARTICLE 6

The Study at some Colleges may be on the basis of the full academic year in accordance with the basics and procedures stated by the university council, and the academic year is calculated by two levels.

### SYSTEM OF LEVELS

#### ARTICLE 7

A study system in which the academic year is divided into two main semesters, and there may be a summer semester which forms the half of the main semester period. Graduation requirements are distributed into levels to obtain the degree according to the academic plan approved by the university council.

### EXECUTIVE RULES FOR ARTICLES (5-7)

**Beside what mentioned for Articles (5-7) the following rules shall be applied:**

**First:** the study plan in health collages which follow the annual system should keep pace with the basis of the academic year with two study levels.

**Second:** the number of the levels in each collage is specified according to the collage accredited study plans.

**Third:** the college study plans, study courses and accredited hours (obligatory – optional – free) are to be specified and distributed on the different study semesters, and each level has a number of accredited hours according to the accredited study plans.

**Fourth:** the academic load of the student is linked to the accumulative average if his average meets the minimum limit of the academic load as possible according the following table:

Accumulative Average	The number of the accredited hours	
	Semester System	Annual System
Less than 2 out of 5	(12) hours maximum	(20) hours maximum
2 – less than 2.5	(15) hours maximum	(25) hours maximum
2.5 – less than 4	(19) hours maximum	(35) hours maximum
4 and more	(23) hours maximum	(40) hours maximum

**Fifth: the councils of heath colleges specify the rules required for clinical sessions concerning their students, as follow:**

- 1-The procedure of registering the students in these sessions every semester with the coordination of the deanship of admission and registration.
- 2-The conditions to convert from level into another in these sessions.
- 3-The conditions to sit in the final examinations of these sessions.

## **DROPPING AND ADDING**

### **ARTICLE 8**

The council of the university set the rules of registration, and dropping and adding of courses within the levels of the accredited study plans that insure the registration to the minimum limit of the academic load.

#### **Executive Rules for Article (8)**

**First:** The admission and registration deanship specifies the timetable to the registration, and dropping and adding of courses.

**Second: Registration for the main semesters:**

- a- Early registration: starts from the tenth week every semester and the registration is for the next semester.

- b- Confirming the registration: it is during the week which preceding the beginning of the academic semester except for health collages where it is upon the conditions of every collage.
- c- Canceling registration: the registration of the student is cancelled and he will be considered as discontinued of his study if he does not confirm his registration for all the courses before three days of the beginning of the study semester, and he will be considered as (a discontinued of the study because not confirming for the registration), and the student in this case may apply for postponing of his study before two weeks of the beginning of this semester, and if he doesn't apply for postponing of his study, he will be considered as ( a discontinued of the study).

**Third:** The student shall have the chance during the periods of early registration and confirming the registration to do dropping and adding in accordance with the accredited study plan of the collage and within the permissible limit of the academic load.

**Fourth: Registration for the summer semester:**

1. The council of the collage specifies the courses that the collage wants to present in the summer semester, and that should be announced five weeks before the end of the second semester.
2. The maximum limit of the accredited hours that are permissible to register in the summer semester is (10) accredited hours, and the number of courses must not exceed (3) courses.
3. It is permissible for the student in the summer semester to add until the maximum limit of the accredited hours that are permissible to register in this semester, and he can drop any course in this semester upon the approval of his collage, and that should be in the first week of the semester.
4. The student can completely drop any course in the summer semester within the first three weeks of this semester upon the approval of the collage he follows.

**ATTENDANCE AND APOLOGY OF THE STUDY**

**ARTICLE 9**

The regular student should attend the lectures and practical courses. He would not be allowed to attend the final examination if his attendance percentage at the lectures and practical courses related to each course during the semester is less than (75%). The student who has not been allowed to attend the examinations due to the absence will be considered as fail in that course and his class work grade will be recorded and should be described as deprived (DN).

**ARTICLE 10**

The college council or his authorized representative may allow the student to attend the final examination in case of submitting an acceptable excuse to the college council provided that the percentage of absence should not be less than (50%) of the lectures and practical lessons for the course.

#### ARTICLE 11

The student who is absent of the final examination gains (zero mark) in that exam, and his grade value in that course is calculated based on the work points he achieved through the semester in that course.

Article 12: If the student could not attend the final exam due to a compulsive circumstances (beyond the students' control), the college council may allow him to attend substitution exam within a period of time not exceeding the end of the next semester, and the student will be given the grade value he achieved after attending the substitute examination.

#### ARTICLE 13

a. The student may apologize for not continuing in any semester without being considered as fail if he submits an acceptable excuse to the agency determined by the university council through a period determined by executive rules issued by university council, the student will be given the grade (W) This semester will be considered as part of the period required for fulfilling the graduation requirements.

b. The student may withdraw from a course or more in the semester according to the rules issued by the university council.

#### POSTPONEMENT OF STUDY

#### ARTICLE 14

The student will be entitled to apply for postponing the study prior the end of the first week of the study due a reason acceptable to the Dean of the College if the postponement period should not exceed two consecutive semesters or three non-consecutive semesters throughout his stay at the University and his registration will be closed after that. The University Council may make an exception in necessary circumstances. The period of postponing will not be calculated in fulfilling the requirements of graduation.

#### Executive Rules for Articles (9-14)

1-The regular student should attend the lectures and practical courses. He would not be allowed to attend the final examination if his attendance percentage at the lectures and practical courses related to each course during the semester is less than (75%). The student who has not been allowed to attend the

examinations due to the absence will be considered as fail in that course and his class work grade will be recorded and should be described as deprived (DN).

2-The college council or his authorized representative may allow the student to attend the final examination in case of submitting an acceptable excuse to the college council provided that the percentage of absence should not be less than (50%) of the lectures and practical lessons for the course.

3-The student may withdraw the educational semester without being considered fail if s/he provided an acceptable excuse to the admission and registration deanship by the recommendation of the college before five weeks of the final exams at least otherwise, the withdraw shall be according to the approval of the university council with the recommendation of the college.

4- The apology of the academic year system is before the start of the final examinations of the second examinations at least by eight weeks, taking into account the calculation of the course results that student succeed in the semester.

5- Postponing of the study in the semester system lasts for the end of the second week of the study semester.

6- Postponing of the study in the annual system lasts for the end of the third week of the study semester.

7- The student may withdraw from a course or more according the following rules:

a) Not to exceed the eighth week from the beginning of the academic semester for the semester system courses, and not to exceed the fifteenth week from the beginning of the academic year for the annual system courses, and the student will be given the grade (W1).

b) The number of the remaining accredited hours shall not be less than (12) hours.

c) The deanship of admission and registration with the coordination of the collage manage the withdrawal cases, which indicate for in items (a, b).

d) The specialized collage council or his authorized representative in the cases of withdrawal from the courses for whose load is less than the minimum limit (after doing the withdrawal), also, for those who were not able to register the minimum limit of the academic load.

8-Consent of the guardian is a must for female students in case of withdrawal from the semester.

9-First-year students of the collages of medicine, pharmacy and dentistry may not apologize, postpone and withdraw from a course, and the collage council may have an exception in that.

10- Female students, whose their husbands in a scholarship out of the kingdom and they accompany them, have an exception of postponing the study for consecutive five years maximum upon the approval of the collage council, and the female student should apply for that before the semester of postponement, and she should approve her accompaniment with her husband who is in a scholarship granted by the formal agencies. The female student whose period of postponement is more than five years is considered discontinued from study, and will be treated as a new student in case she wants to re- register at the university and the study units she had studied before will not be calculated. The case is the same with students who accompany their wives.

### **SUSPENSION OF STUDY**

#### **ARTICLE 15**

If the student discontinues his study for a semester without postponing, his registration will be closed. Regarding enrolled student, the registration of the enrolled student will be closed if she/he fails to attend all final examinations without an acceptable excuse.

#### **ARTICLE 16**

The student is not considered discontinued from the semesters while he studies at another University as a visiting student.

### **RE-REGISTRATION**

#### **ARTICLE 17**

The student whose record has been terminated may apply for the restoration of his record under the same number before the suspension as per the following restrictions:

- a) Should submit the re-registration request during four semesters as from the closing date of the record.
- b) The College Council and respective parties should approve the re-registration request submitted by the student.
- c) If more than four semesters pass after the closing of the student's record he can apply as new student without referring to his previous academic record provided that all admission terms must be applied on him.
- d) The re-registration shouldn't be done more than once. The university council – when necessary – can make exception for this matter.
- e) The student should not have been dismissed academically.

#### **Executive Rules for Article (17)**



The Council of the university may approve the re-registration request submitted by the student, even if he suspends more than four semesters after the closing of the student's record per the following restrictions:

- 1-The suspension period must not exceed the period specified for the regular study.
- 2-The suspension should be for a valid reason accepted by the college council.
- 3-The student should pass (50%) of the accredited hours.
- 4-His accumulated average must not be less than (2.5) out of (5).

#### **ARTICLE 18**

The re-registration will not be allowed for the student whose record has been closed due to disciplinary or educational reasons and if it is revealed that he had been dismissed for such reasons the record will be cancelled.

#### **GRADUATION**

#### **ARTICLE 19**

The student will be graduated after fulfilling successfully the graduation requirements in accordance with the educational plan of the college provided that his accumulated average should not be less than accepted. The college council based on the recommendations from the respective department may determine suitable courses to be studied by the student for raising the accumulated average in case he passed all the courses but his accumulative average is less than the minimum.

#### **Executive Rules for Article (19)**

- 1- The student will be granted a certificate which shows the student's full name, university number, civil record number, place and date of birth, the college, degree, specialization, grade after graduation, and the session of the university council provided by date that issued the approval of granting the degree for the student. The certificate shall be signed by the dean of admission and registration.
- 2- Issuing a replacement graduate certificate instead of the missing one per the following:
  - a) The student shall apply for the deanship of admission and registration to grant him a replacement graduate certificate instead of the missing one after announcement.
  - b) A seal with this word (a replacement of missing) should be put on every document issued after the missing.
- 3-When the students fulfill all the requirements of the graduation and his accumulative average is less than (2), s/he should register some courses upon the recommendation of the department council and the approval of the college

council or his authorized representative in order to raise his average and obtain the scientific degree according to his study plan.

## **DISMISSAL FROM THE UNIVERSITY**

### **ARTICLE 20**

The student will be dismissed from the University in the following cases:

- a) If he receives three warnings and above for low accumulative average (2 out of 5 or 4 out of 10), and the university council according to the recommendation of the council of the college may give a fourth chance to the student for rising his accumulative average by studying the available courses.
- b) If he has not fulfilled the graduation requirements within maximum half of the period fixed for his graduation in addition to the period of the program. The council of the college may give an exceptional chance to the student for fulfilling the graduation requirements maximum not exceeding the double of the original period fixed for graduation.
- c) The university Council due to exceptional cases may make an amendment for the students who are governed by the two previous items – a chance not exceeding two semesters.

### **Executive Rules for Article (20)**

- 1) The summer semester is not within the semesters that warranties are granted for the student due to the average go down.
- 2) Student of health collages who registered in the annual system is to be dismissed from the University in case he could not raise his accumulative average to (2.00-5.00) after warning and giving him a chance for a full year to raise his accumulative average.
- 3) The deanship of admission and registration with the coordination of the collages execute the procedures of dismissing the student before the beginning of the next study semester.
- 4) The specialized committee studies the conditions which hinders the students and study exceptional cases for treatment the situations of the students according the provisions of the items (a,b) of the article (20) and perform the recommendations related to that.

## **ENROLLMENT**

### **ARTICLE 21**

The university council upon the proposal of the collages may apply the principle of study through enrollment in some of the collages and specializations that the nature

of their study permits for that, and the university council sets the rules and procedures which organize that as follow:

- a) The number of the accredited hours required for the graduation of the enrolled student shall not be less than the accredited hours required for the graduation of the regular student in specialization available for enrollment.
- b) The enrolled student is to be treated as the regular student in term of admission, grades, transfer, dismiss and re-registration, etc., except for the lecture attendance.
- c) The university council upon the proposal of the collages may specify the regulations required for the performance assessment of the enrolled students.
- d) It should be provided in the academic record, graduation document and certificate that the student studied by enrollment.

#### **Executive Rules for Article (21)**

- 1-The college council may transfer the student from the enrollment program into the regular program according to the annual rules specified for that.
- 2-The annual rules, in this case, are to be approved by the university president upon the proposal of the deanship of admission and registration.
- 3-The deanship of admission and registration shall inform the university collages about these rules after their accreditation and announcing by the university president in the annual agenda of the deanship.

#### **EXAMINATIONS**

##### **ARTICLE 22**

The Council of the College will determine based on a proposal of the department, the mark for the semester works shall not be less than (30%) of the final grade of the course.

##### **ARTICLE 23**

**The semester works are calculated by one of the followings:**

- (a) Oral or practical examinations and researches or class activities or all of them or some of them, and one written examination at least.
- (b) Two written examinations at least.

##### **ARTICLE 24**

The college council that the course refers to- based on the recommendation of the department council- may include practical and oral exams in the final examinations, and specify the marks assigned for the final examinations.

#### **ARTICLE 25**

The department council may base on a proposal from the faculty member who teach the course-may allow the student to complete the requirement of any course in the next semester and the mark of that course is to be recorded as incomplete (IC) and it is not included in the semester average or in the accumulative average, and it shall be included after fulfilling the requirements of that course. In addition, if the student spent one semester without fulfilling the requirements of that course, the (IC) mark will be substituted to (F) and it is included in the semester and accumulative average.

#### **Executive Rules for Articles (22-25)**

1-The study plan of the collage specifies the marks assigned for the semester works and includes any practical or oral examination and the final examination, provided that, the mark of the semester works shall not be less than (30%) of the final grade of the course.

2-The article (25) from the regulation of study and examinations is not applied for students who do not attend the final examination.

3-Health collages that apply the annual plan system may held second phase examinations according to the rules specified by the collage council.

4-Rules required for courses which do not need examinations are to be specified in the study plan and given (NE, NP) symbols.

#### **ARTICLE 26**

Courses of forums and research and courses that have practical or field tincture may be excluded from the provisions of the articles (22, 23, 24) or some of them, that is by a decision of the collage council based on the recommendation of the department that the course refers to, and the collage council measure the achievement of the student in these courses.

#### **GRADES**

#### **ARTICLE 27**

If the study of the courses requires more than one semester, a grade of in progress (IP) is to be recorded, and the student shall be given the mark he has achieved after completing the study of the course, and if he did not fulfill the course in the fixed time, the department council may allow to be recorded (IC) grade at the student's record.

### Executive Rules for Article (27)

The student is given the grade (IP) for the course that needs more than one semester and the academic load is to be divided on the two semesters.

### ARTICLE 28

The grades that students achieve are calculated as the following:

Mark	Grade	Letter of Grade	Value of Grade Out of 5	Value of Grade Out of 4
95-100	Excellent+	A+	5.0	4.0
90-less than 95	Excellent	A	4.75	3.75
85-less than 90	Very Good+	B+	4.5	3.5
80-less than 85	Very Good	B	4.0	3.0
75-less than 80	Good	C+	3.5	2.5
70-less than 75	Good	C	3.0	2.0
65-less than 70	Passed+	D+	2.5	1.5
60-less than 65	Passed	D	2.0	1
Less than 60	Fail	F	1.0	0

### ARTICLE 29

The general grade of the accumulative average is to be recorded on the basis of the accumulative average as the following:

- 1-(Excellent) if the accumulate average is not less than 4.50 out of 5 or 3.5 out of 4.
- 2-(Very good) if the accumulate average is 3.75- less than 4.50 out of 5 or 2.75- less than 3.5 out of 4
- 3-(Good) if the accumulate average is 2.75 - less than 3.75 out of 5 or 1.75- less than 2.75 out of 4.
- 4-(Acceptable)if the accumulate average is 2.00- less than 2.75out of 5 or 1-less than 1.75 out of 4.

### ARTICLE 30

The first honor degree will be granted to the student scoring an accumulative average from (4.75) to (5.00) out of (5.00) or (3.75) to (4.00) out of (4.00) upon graduation. The second honor degree will be granted to the student scoring an accumulative average from (4.25) to less than (4.75) out of (5.00) or(3.25) to (3.75) out of (4.00) upon graduation.

**To obtain the first or second honor degree the following should be provided:**

- a) The student must not fail in any course that he has studied in the university or in other universities.
- b) The student must have fulfilled the graduation requirements within a period maximum equal to the average of the period between the minimum and maximum limit for staying in his College.
- c) The student should have studied at the university he is going to graduate from more than 60% of the graduation requirements.

**FINAL EXAMINATION PROCEDURES**

**ARTICLE 31**

The college council may establish a committee to cooperate with departments in organizing the procedures of the final examinations, the task of this committee is to review the marks transcripts and deliver it to the specialized committee in a period not more than three days from the date of examination in any course.

**ARTICLE 32**

The university collage may apply secrecy in the procedures of the final examinations. Article 33: the course instructor sets exam questions and if necessary, upon the suggestion of the department president, they may be set by whom chosen by the collage council.

**ARTICLE 34**

The course instructor should correct the final examinations papers of his course, and if necessary, the department president may assign a specialist or more with him to participate in the correction, also, the university council may deliver the correction to anybody.

**ARTICLE 35**

The person who corrects the final examination shall register the marks that students obtained in marks transcripts which prepared for that, and sign on them, then these transcripts are to be approved by the department president.

**ARTICLE 36**

The student shall not be given more than two examinations in the same day and the university council may make an exception for that.

#### ARTICLE 37

The student is not allowed to enter the examination after half hour of the beginning of the examination and he is not allowed to get out of the examination before half hour of the beginning of the examination.

#### ARTICLE 38

Cheating, trying to cheat, breaking the instructions and the rules of conducting the examination are things expose the student to punishment according to the students' disciplinary regulations issued by university council.

#### ARTICLE 39

The college council that the course refers to – if necessary- may approve to re-correct the answer sheets in a period not exceed the beginning of the next semester.

#### ARTICLE 40

The college council - upon a recommendation of the concerned department - specifies the period of the written examination provided that, it will not be less than one hour and not more than three hours.

#### ARTICLE 41

The university council sets the regulations regarding the final examinations procedures but without violation in the provisions related to articles (31-40).

#### Executive Rules for Articles (31-41)

##### First:

1-The marks including the mark of the semester works, the mark of the final examination and the final grade are to be registered in details by the teacher of the course in the prepared lists by the deanship of the admission and registration whether paper or electronic.

2-The accredited marks are sent by the concerned department to the collage dean in order to approve them, then to inform the collage council about the results.

3-The deanship of admission and registration is to announce the results after the end of the final examinations.

##### Second:

- 1- The student may apply to the dean of the collage or his authorized representative for re- correct his answer sheet within two weeks from announcing the results.
- 2- The collage council has the final decision about the student application with a period not to exceed the beginning of the final examinations of the second semester, also, the council may:
  - a- Accept the application of the student or refuse it.
  - b- In case of accepting the application, the council specify the faculty member who is going to do re-correction.
  - c- After re-correcting the sheet, the council will reconsider it and the decision of the Council will be final.

#### TRANSFER

**Transfer from a University to another Article 42 The student may be transferred from outside the University based on the following restrictions:**

- a) The student should have been studied at a recognized university.
- b) Should not be dismissed from the transferring university due to disciplinary or educational reasons.
- c) The transferred student must meet the admission requirements of transfer which are determined by the university council.

#### ARTICLE 43

The college council is to equalize the courses that student studied outside the university upon the recommendation of the departments that present these courses, and the equalized courses are to be fixed in the student record, and not to be calculated in the accumulative average.

#### ARTICLE 44

If it appears after the transfer of the student that he has been dismissed before due to disciplinary or educational reasons then his registry will be cancelled as from the effective date of his transfer to the University.

#### ARTICLE 45

The student is to be transferred in any study semester from a university to another according to the announced procedures and time of the university that the student transferred to it, according the general regulations of transfer. Transfer from a college to another within the university.

#### ARTICLE 46

The student may be transferred from one college to another within the university based on the restrictions determined by university council.

#### ARTICLE 47

All courses that studied previously by the student, are to be fixed in the academic record of the student who transferred from a collage into another, that include grades, the semester and accumulative averages all over his study in the university.

Transfer from one specialization into another within the collage Article 48: After obtaining the consent of the Dean of the College the student may be transferred from one specialization to another inside the College in accordance with restrictions prepared by university council.

#### ARTICLE 49

The student's academic registry must show all courses previously studied, including grades, semester and accumulative averages throughout the study in the university.

#### Executive Rules for Articles (42-49)

- 1- The collage council may accept the transfer of the student from another university according the following restrictions:
  - a- The student should have studied at least two semesters in his former university with (24) accredited hours in his academic record before the transfer.
  - b- He should not be discontinued of his study in the collage that he wants to transfer from.
  - c- His accumulative average shall not be less than (3.00) out of (5.00) or what equalize that in the collages of the university, for the health collages the accumulative average shall not be less than (3.75) out of (5.00).
  - d- The student should study not less than 50% of the graduation requirements in King Faisal University, and the collage council may make an exception in that.
  - e- The student should apply for transfer by at least five weeks before the beginning of the semester he wants to transfer in.
  - f- Any other conditions specified by the collage council.
- 2- The college council may approve the transfer applications from other collages inside the university according the following restrictions:
  - a- The student should have studied at least two semesters in his former university with (24) accredited hours in his academic record before the transfer.

b- He should not be discontinued of his study in the collage that he wants to transfer from.

c- His accumulative average shall not be less than the limit specified by the collage council, not less than (2) out of (5).

d- The student should apply for transfer by at least five weeks before the beginning of the semester he wants to transfer in.

e- Any other conditions specified by the collage council.

3 - The students of health collages (medicine collage, dentistry collage and pharmacy collage) are to be transferred at the end of the first year to the other collages if they have got (3) out of (5) in the accumulative average of the courses which specified by the collage council according the approved plans of every collage and with the consideration of the item (2/c).

4 - The transfer is allowed just for one time among the collages of the university during the whole period of the study.

5 - In case of Transfer from one specialization into another within the collage the followings should be considered:

a- Meet the requirements of the specialization intended to transfer to.

b- The transfer should be just for one time during the whole period of the study.

c- Any other conditions specified by the college council.

6- The collage council may make an exception regarding the transfer from one university into another or from one collage into another for the female students who have exceptional circumstances due to the following restrictions:

a- The female student should complete a study semester in her university or her collage.

b- The female student should attach a formal document in her application to approve the humanitarian situation, the current place of residence and the need of transmission after the admission such as (the death of the guardian, divorce, marriage, retirement of the guardian and the transmission of the guardian out of her study place).

## VISITING STUDENT

### ARTICLE 50

**The visiting student is a student who studies some courses at another university, or at a branch of the university to which he belongs without being transferred. The courses he studied are accredited according to the following regulations:**

- a- A prior consent must be obtained from the student's previous College allowing him to study as a visiting student.
- b- The study should be at a recognized College or University.
- c- The course studied by the student outside his university must be commensurate (equivalent) in terms of words to one of the courses containing in the graduation requirements.
- d- If the visiting student study stands in one of the university branches that he belongs to, he will be treated in accordance with the Article (47).
- e- The university council specifies the maximum limit of the accredited hours that might be calculated from outside the university for the visiting student.
- f- The courses averages that are equalized for the visiting student will not be calculated within his accumulative average and the courses would be fixed in his academic record.
- g- Any other conditions set by the university council.

#### **Executive Rules for Article (50)**

#### **The student of King Faisal University who wishes to study as a visiting student in another university must take the followings into his consideration:**

- 1- The student must have academic record at King Faisal University at least of two academic semesters at the College which he has joined before applying to study as a visiting student.
- 2- A prior consent must be obtained from the student's College allowing him to study as a visiting student and to determine the courses to be studied. The college may stipulate the issue of obtaining certain average for equalizing the course. The student would be given official letter by the Deanship of Admission and Registration Affairs for starting the study.
- 3- The maximum limit of the accredited hours allowed to be calculated from outside the university is (50%) of the graduation hours of the King Faisal University.
- 4- The student is considered as a visiting student for articles he register out of his college campus.
- 5- The deanship of admission and registration shall give the visiting student who is out of the university an academic number during his period of study in the university.

#### **GENERAL PROVISIONS**

#### **ARTICLE 51**

This regulation cancels all previous regulations prepared for study and examinations in the university stage.

#### ARTICLE 52

The university council may set executive rules that do not contradict with the provisions of this regulation.

#### ARTICLE 53

The council of the higher education has the right to interpret this regulation.

## 7.2 Students Discipline Regulations in King Faisal University

### CHAPTER ONE

#### DEFINITIONS, OBJECTIVES, SCOPE OF APPLICATION

#### ARTICLE 1

##### Definitions

**University:** King Faisal University

**Student:** Every student enrolled in the university in any level of education

**Violation:** Whatever the student does either verbally or physically in opposite to rules and regulations or instructions of the university and whatever violates the system and public morals which covered in article 8 in this regulation.

**Penalty:** Each penalty is provided for exclusively in these regulations

**Exam:** Every semester or final exam according to the provisions set in the study regulations and exams for the university level

**Disciplinary committee:** Disciplinary committee for the male and female students

#### ARTICLE 2

**This regulation aims to the following: -**

1. Refinement of violating students and treatment of them with an educational manner.
2. Controlling students' behaviors inside the campus to be effective members in the community.



3. Quality assurance of the teaching process and related activities in the university.
4. Assessment of the violating students' behaviors and punishing them according to the extent or level of violation. In addition, treating their behaviors educationally and academically.

### **ARTICLE 3**

All students registered in the university are subjected to sanctions and who are enrolled in training programs whatever their kind and level and also post graduate students without interfering the laws which are approved by the higher education supreme and the university regulations.

### **ARTICLE 4**

Students must not protest with ignorance about university disciplines and its regulations and decisions in order not to impose the penalties imposed by the students with all means of advertising.

### **ARTICLE 5**

In case of any disciplinary offense, a detailed incident report should be written with all the circumstances with the attached evidences. The dean or the authorized persons should send that report and related evidences to the university vice president to refer the students to disciplinary committee.

### **ARTICLE 6**

If it is proven that students have a penalty with a criminal offense, the disciplinary committee should send recommendations to transfer all related documents to specialized authorities to investigate that criminal offense. Also, this committee may suspend its disciplinary proceedings until a final judgment has been issues after which the investigation proceedings shall be resumed.

### **ARTICLE 7**

WOSTudents referred to investigations according to this regulation should not withdraw from university before finalizing investigation with them. Disciplinary committee should notify deanship of admission and registration and also the deanship of post graduate studies to stop investigations of graduation from university or disclaiming till the final decision of penalty.

## CHAPTER TWO

### EXAMPLES OF UNACCEPTABLE BEHAVIOUR

#### ARTICLE 8

All students' behaviors, which are not congruent with the public morals, rules, regulations, and general discipline and university decisions, are considered disciplinary violation. These include:

1. All deeds related to religion, dignity, honor, or any behavioral misconduct on campus or off campus.
2. Anything contradicts Islamic and public rules.
3. Having movies, photos, or magazines that are against Islamic rules inside the campus.
4. Inappropriate loud voice or sound recorders especially close to the classrooms.
5. Interrupting lectures, exercises and any scientific activities. Further, provoking the students for not attending lectures or any disruption during the lecture session.
6. Using phone cameras or any similar instrument inside the campus.
7. Misuse the cell phones, cameras or Bluetooth by any way.
8. Any trials of misuse or destruction to the university institutions.
9. All kinds of fraud.
10. Any offense, assault to the faculty, employees, students by any mean including also any one inside the campus from the serving institutions.
11. Organizing conferences, associations or issuance of flyers without permission from the responsible authorities.
12. Violation of the exams instructions of exam discipline including having cell phones or any device helps in cheating or any trial of cheating and also cheating in reports, research and study projects.
13. Student attendance in the exams instead of another student or any trials to do that.
14. Accompanying visitors without previous permission to the faculty with the student girls.
15. Non-adherence with values and ethics inside the university buses.
16. Having any hazardous and prohibited materials or any kind of weapons inside the university buildings and facilities.
17. Unauthorized access to any confidential information of any employee in the university or publishing it or instructing others on how to obtain it.
18. Using the students' techniques to harm the university or one of its employees by E-mail, social media, or university website.

19. Failure to comply with public manner in clothing or general appearance in a manner which is not consistent with the Islamic values, traditions, customs, of the Saudi Society anything issued by the university in that regarding the instructions.
20. Refrain from providing the supporting documents in case of request.
21. Violation of the students during the investigation regarding the discipline or his departure from the limits of morality and ethics or in addressing the member of the disciplinary committee

#### ARTICLE 9

Standing disciplinary committees have the right to inform the specific authorities to not grant graduation documents or any scientific certificates or non-academic documents associated with fraud or fraud without prejudice to the signing of one of the prescribed penalties.

### CHAPTER THREE

#### DISCIPLINARY SANCTIONS

#### ARTICLE 10

##### **Disciplinary penalties imposed on the offending student: -**

1. Warning in writing
2. Warning
3. Temporary deprivation of one or more semesters or two semesters of the activity of one or more student activities
4. Assignment of some service or social work in the student certain destinations not exceeding one month and a maximum of two hours per day
5. Denial of access to certain university benefits.
6. Cancellation of registration of students in one or more courses.
7. Consider the student as a student in one or more courses.
8. Depriving the student from enrolling for a master's or doctoral degree for one semester or more
9. Temporarily suspending the student from studying at the university not to exceed two semesters, and the student does not count the subjects taught at any other university during this period.
10. Delaying the graduation of the offending student for one semester.
11. Final withdrawal of the student from the university.

#### ARTICLE 11

The student shall bear the full amount of the repair in the event of damage to the university property or the property of its employees, in addition to what is recognized in the right of punishment, provided that the value is deducted from the reward or take the necessary measures to collect it.

#### ARTICLE 12

It is considered in signing the penalties should be appropriate with the level of the violation, and circumstances relating to the offense must be observed and supervised by the law.

#### ARTICLE 13

The disciplinary penalties are not considered if 2 years have been passed without taking any investigation. This period stopped and calculated if any investigation has been done. If there are more than one accused, stop of the period of one lead to stopping of the other ones period.

#### ARTICLE 14

If the student is caught cheating during the test or disturbing the system in the classroom, the dean of the college or his authorized representative in the event of a literary impediment, shall submit a detailed incident report to the university president or his authorized representative to take the necessary action for referral.

The exam of this subject is cancelled and the student fail in this subject until the final judgment of the disciplinary committee.

#### ARTICLE 15

If the student committed fraud in the reports or research and the exercises, the student's examination shall be completed in the period in which he was examined and according to article 5 of this Regulation, and the Dean of the College - or his authorized representative - in the case of a legal impediment, who has the right to submit a report to that incident to the vice president of university or his authorized representative to take the necessary measures to refer the offending student to the students' disciplinary committee to work on it in accordance with the provisions of these regulations.

#### ARTICLE 16

If any of the facts set out in item no. (12) or (13) of Article (8) after the adoption of the final result of the decision is found, the committer shall not be exempted from disciplinary responsibility.

#### ARTICLE 17

In the event that the student obtains a document of his graduation from the construction of a cheating, fraud, forgery or otherwise, the university may revoke the decision to grant the certificate, and may refer all related in violation of documents and investigations to the specific authorities for consideration. The case does not fall disciplinary in these cases Palmd provided for in Article 13 of this Regulation.

## ARTICLE 18

A. The committee consists of three sub-committees, one of which is in humanitarian colleges, the second is in health colleges and the third is the scientific colleges. The decision is made by the university's vice president for academic affairs. It consist of:-

1. The most senior deans from humanitarian colleges, health colleges and scientific colleges. "Head"
2. Head of the scientific department to which the student belongs "Member"
3. A faculty member nominated by the head of each committee "Member"
4. A secretary chosen by the head of each committee

The committees send the minutes of their meeting and the recommendations to the Standing discipline Committee for their approval, amendment of the recommendations.

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The committees send the minutes of their meetings and the recommendations to the Standing discipline Committee for their approval or amendment of the recommendations.

As regarding those students who are having their tests held outside Saudi Arabia Kingdom, The vice dean of students affairs and development and community service has to assign a special committee to conduct an investigation with them or to assign to the person authorized on each center.

B. Putting into consideration what Rule 5 says, each learning and distance education Deanship center either inside or outside Saudi Arabia Kingdom shall have a supervisor who has the right to receive the incident report of the violation of rules immediately and before departure of the student with necessitating on signing of the student on the report. In turn the supervisor must raise the **report to the permanent subcommittee for amendment of e-learning and distant learning students in order to propose the** appropriate penalty in accordance with the regulations. The supervisor too has the right to investigate any breach in rules, which

the student be blamed for during electronic testing whenever he/she is asked to perform that.

C. Configure a permanent subcommittee through a formal decision from the Dean of the university to conduct an investigation with students. The Dean has the right to select its head and members. The head of the committee has the right to choose the secretary of the committee. The committee shall prepare a report regarding the results of the investigation and propose the suitable penalty according to these rules, and then this should be presented to the permanent committee for student discipline to either approve or modify their recommendations.

D. A permanent disciplinary Committee shall be hired by a formal decision from the University Dean to ensure execution of rules and regulations by Bachelor and post graduate male students which is formed of the university's vice dean for the academic affairs, development and community services acting as the chairperson of the committee and its members includes all or some of the deans and the vice deans of student affairs, postgraduate student affairs, Admissions and Registration. These in addition to the dean or the vice dean of the faculty to which the offending student belongs, the General Director of the General Department of Legal Affairs or his assistant, and a secretary who is selected by the Chairman of the Committee. The Dean of the University has the right to assign to whom he wants to participate from the vice deans of the university to act as a chairperson of the committee in case that there is a literary blocker that interferes with the committee chairperson to execute penalties or in case that he executed as a part of the problem or if he is the one who discovered it or if he asked to be abandoned from this mission.

E. A permanent disciplinary committee for e-learning and distant learning male and female bachelor and post graduate students should be configured by the decision of the Dean of the University which composes of the vice dean of studies, development and community service as a chairperson and its members shall include the deans or vice deans of E-learning and Distant Education, Student Affairs, Admission and Registration, the dean or the vice dean of the concerned college to which the offending student belongs, and the General Director of the General Department of Legal Affairs or his assistant, and a secretary who is selected by the Chairman of the Committee. The Dean of the University has the right to assign to whom he wants to act as a chairperson of the committee from the vice deans of the university in case that there is a literary blocker that interferes with the committee chairperson to execute penalties or in case that he executed as a part of the problem or if he is the one who discovered it or if he asked to be abandoned from this mission.

F. A permanent disciplinary committee for bachelor and post graduate female students should be configured by the decision of the Dean of the University in which the university dean of female students affairs acts as a chairperson and the university dean has the right to choose its members, in addition to a reserve member which

substitute the original member in case of inability to attend. The chairperson has the right to select her secretary. The Dean of the University has the right to select a chairperson or a member in case that there is a literary blocker that interferes with the committee chairperson to execute penalties or in case that she executed as a part of the problem or if he/she is the one who discovered it or if he asked to be abandoned from this mission.

G. The committees which were mentioned in (paragraphs D, E, F) from this rule have the responsibility to decide the appropriate penalty for the referred offenses after the investigation of the sub-committees in charge, in addition that the permanent committees may re-conduct the investigation or return the papers to the sub-committees for repetition or completion if needed.

H. It is not permissible to combine between chairmanship and membership of the subcommittees with the membership of the permanent committees referred to in this Rule.

#### ARTICLE 19

The Chairmen of the permanent disciplinary Committees disciplined should submit the minutes to the dean of the university to be approved and signed then to return them to the committee to take the necessary measures to implement the decision and notify the parties that are in concern.

#### ARTICLE 20

If case of participation of one or more disciplinary committees member/s in discovering the breach of laws or if he is the one being hold in such a breach he must be abandoned from investigating the case. Any member in the disciplinary committees may ask for an exemption to investigate in a case of offence in case that there is a literary blocker that interferes with his mission. In both cases the Dean of the University decides on the appropriate substitute member to the membership of the disciplinary committee during investigating such a case.

#### ARTICLE 21

All decisions of the specialist authorities related to penalties are considered obligatory after approval of the Dean of the University.

#### ARTICLE 22

The meetings of the student disciplinary committees shall be held in case of need by the invitation of the committee chairperson with putting into consideration the confidentiality of the meetings. The meeting shall be regular only with the presence of all members, and decisions shall be issued by a majority vote, and on equal voting, the side in which the President presumes will be the one.

#### **ARTICLE 23**

The offended student shall be summoned for interrogation and to be heard and provide evidences, this also includes hearing witnesses. This right would be cancelled if he was called for interrogation and he did not come, and he has no acceptable excuse for absence by the disciplinary committee according to rule 25 in this law, and his case is heard in absentia.

#### **ARTICLE 24**

The disciplinary committees have the right to call those who need to be heard by a formal invitation from the chairperson of the committee. The testimony should be heard by all committee members and shall be recorded in the minutes of the investigation and signed by the witness. Each witness shall be heard separately, unless necessary to confront the witnesses. The committee may accept to receive a written testimony if needed.

#### **ARTICLE 25**

The summoning or informing the offending student in the cases mentioned in this law shall be provided by means of his e-mail or mobile phone registered in his record at the university or by registered mail of his place of residence, or by a written warning that would be signed by the student. The student bears the whole responsibility of any data recorded within the university that has been changed or modified.

#### **ARTICLE 26**

The student has the right to appeal against the decision of the sentence imposed against him. The student shall submit his complaint to the Dean of the University within one month from the date of the decision. The Dean of the University should provide a determination for the grievance and his decision shall be considered final. The Dean of the University might submit the grievances according to his point of view to the Council of the university to decide on them and his decision is considered as final.

### **CHAPTER VI**

#### **GENERAL RULES**

#### **ARTICLE 27**

After approval of the university president on the punishment, the disciplinary committees should inform the Dean of Student Affairs and Dean of Admissions and Dean of Graduate Studies and Dean of E-learning and distance learning and education and the Chairpersons of the Permanent Subcommittee to achieve with

the students the decision of the punishment issued by the Commission the specialized disciplinary on the offending student, to be implemented immediately and take an action, in accordance with the powers prescribed in the university regulations.

#### ARTICLE 28

The original copy of the penalty report is saved in the student file in the deanship of admission and registration. The dean should announce that in the faculty bulletin board with the student name first initials.

#### ARTICLE 29

In case of temporary suspension of the students, they are prevented from all activities and services provided by the university.

#### ARTICLE 30

Deans, department heads, faculty, administration employees in the university are responsible of the student discipline according to the university regulations. They are also responsible of any misconduct from any student inside the university. Further, they are controlling according to the university regulations.

#### ARTICLE 31

Security and safety staffs are responsible of safety and discipline inside the campus and their reports are valid until proven otherwise.

#### ARTICLE 32

University council has the right to add, edit or cancel any article in this regulation and has the right to interpret it.

#### ARTICLE 33

This regulation should be considered from its approval date form the university council with continuation to work with the previous regulations to determine violations that occur before its issuance.

### 7. 3 SUPPLEMENT

SUPPLEMENT (A) Academic record and grade symbols The Academic record It is a record that clarifies the student's academic performance, that include the courses and their codes and numbers, the number of their decided units, the grades obtained and the codes and values of that grades that he studies in every academic semester. In addition, the record shows the semester, the accumulative average of, and the

general grade in addition to the courses that the transferred student exempt from them.

### Grade Symbols

Value (English)	Value (Arabic)	Points		Grade Range	Symbol (English)	Symbol (Arabic)
Exceptional	ممتاز مرتفع	5.00	4.00	95-100	A+	+أ
Excellent	ممتاز	4.75	3.75	95 Less than 90	A	أ
Superior	جداً مرتفع	4.50	3.50	90 Less than 85	B+	+ب
Very Good	جيد جداً	4.00	3.00	85 Less than 80	B	ب
Above Average	جيد مرتفع	3.50	2.50	80 Less than 75	C+	+ج
Good	جيد	3.00	2.00	75 Less than 70	C	ج
Pass-High	مقبول مرتفع	2.50	1.50	70 Less than 65	D+	+د
Pass	مقبول	2.00	1.00	65 Less than 60	D	د
Fail	راسب	1.00	0.00	Less than 60	F	هـ
In-Progress	مستمر	--	--	--	IP	م
Incomplete	غير مكتمل	--	--	--	IC	ل
Denial	محروم	1.00	0.00	--	ND	ح
No grade-pass	ناجح دون درجة	--	--	60 and more	NP	ند
No grade-Fail	درجة راسبون	--	--	Less than 60	NF	هد
Withdrawn	منسحب بعذر	--	--	--	W	ع

SUPPLEMENT (B) An example of calculating the semester and accumulative average

**First semester:**

Points		Grade Value		Grade	Mark	Credit Hours	Course
7.00	9.00	3.50	4.50	B+	85	2	Islam 301
6.00	9.00	2.00	3.00	C	70	3	Chem. 324
11.25	14.25	3.75	4.75	A	92	3	Math 235
12.00	16.00	3.00	4.00	B	80	4	Phys. 101
36.25	48.25	-	-	-	-	12	-

**Second semester:**

Points		Grade Value		Grade	Mark	Credit Hours	Course
8	10	4.00	5.00	A+	96	2	Islam 104
9	12	3.00	4.00	B	83	3	Chem. 327
8	12	2.00	3.00	C	71	3	Math 314
9	12	3.00	4.00	B	81	4	Phys 326
34	46	-	-	-	-	12	Sum

**7.4 Deanship of Information Technology**

Deanship of Information Technology offers many electronic services to the university students on the university electronic website on internet follows:

(The Electronic Services)

**7.5 Student Affairs Committee**

The purpose of the Student Affairs Committee is to review policies, issues and concerns related to professional component expectations and nursing student handbook issues. A faculty member chairs this committee. Nursing students (non-voting members) may serve as members and be elected annually.

The role of the Student Affairs Committee shall be to:

- a. Establish and periodically review standards, policies, procedures, and operational guidelines for all tracks of the nursing program in accordance with the policies and procedures of nursing department.
- b. Utilize nursing department resources to assist students to meet and maintain required academic standing within the nursing department.
- c. Review and update the nursing student handbook annually.
- d. Survey faculty periodically regarding the need for policy development and revision related to student issues in accordance with all nursing department policies and procedures.
- e. Develop and make revision on the recommendations of the nursing student handbook to the head of nursing department and the nursing department faculty organization.
- f. Advise the head of nursing department of issues, concerns, and recommended changes related to student learning which may require the input and/or support of the same community of interest.
- g. Coordinate nursing activities such as ceremony, graduation events and/ or other sponsored student events.
- h. Record and maintain meeting minutes and make reported to the head/ assistant head of nursing department and the nursing department faculty organization

### **Medical Services Administration**

Medical Services Administration offers a medical scheduled program to all the university personnel: students, employees and faculty members as follows:

#### **7.6 Administration Safety and Security**

##### **Violations that student are punished for:**

1. To exceed the speed limit within the allocated routes of the University
2. To park the car in other allocated positions or stop the car in the streets or formal parking.
3. To block traffic.
4. To lose his permit, or ID.
5. To help non-implementation of security and safety. Fines: Note that there are fines of \$ (50) SR for all the violations in the first time, and (100) in the second, whereas in the third time permit is withdrawn; and in the case of non-implementation of the Security man, a student shall be referred to the Disciplinary Committee for students to take the necessary procedure according to system.



## SECTION 8: APPENDICES

### APPENDIX A

#### EXAMINATION RULES AND REGULATIONS

##### Nursing Students' Examination Rules and Regulations

###### **Before the exam:**

###### **1. Exam Timetable:**

A final exam schedule showing exam location, date, starting and ending times is arranged and posted. Copy the exact information for each of your examination schedule.

###### **2. Allowable items:**

- Take the required materials to the exam and make sure that it is efficient and sufficient.
- Things to bring in the exam room.
  - Pens (permissible color is blue), pencils, ruler, and eraser.
  - An approved calculator for subjects that allow using a calculator during the exam.
  - Identification card.
- Calculators without tones or sound, hand-held and functional. Avoid keeping notes or routines in the calculator memory. The supervisor assigned shall clear the calculator memory before you enter an exam room (if the subject sources include it).

###### **Unallowable items:**

###### ***Do not bring the following items into the exam room:***

Blank paper or refill paper.

- Correcting fluid.
- Books, written notes or electronic notes.
- English dictionaries or any translator.
- Electronic devices except those that are allowed by the supervisor.
- Any form of stored or recorded information.

###### **On the day of the exam:**

- Arrive at least 30 minutes before the exam starts. Be at the exam room 10 minutes before the exam schedule.
- If you are more than 30 minutes late, you will not be allowed to enter the exam room.



**At the exam room:**

- Listen and follow the instructions of the supervisor.
- Bags and all personal belongings including glasses cases must be placed at the front or back of the room as directed.
- ID card must be on your desk throughout the exam.
- Each student is asked to sign an attendance sheet for each examination.
- Check that all pages in each exam booklet are printed correctly.
- If you have any inquiry and/ or clarifications, you may raise your hand.
- You are not allowed to leave in the first half of the exam time or the last 15 minutes of the exam, even for personal necessities or to use the toilet.
- If a student leaves an exam due to illness, he/ she should obtain a medical certificate from the University Polyclinic
- No student may leave and return to the exam room during the exam unless supervised by an invigilator while on permissible excuses.

**During the exam:**

- Do not borrow materials from someone else.
- Do not talk to, communicate with, or do anything to disturb other students.
- Do not read or copy another student's work.
- Students are not permitted to loiter in the vicinity of exam rooms; during, or at the conclusion of an exam.
- Students are not permitted to talk or make noise near such rooms, as other exams may still be in progress.
- Students may not behave in any way which is distracting to other students.
  - a. A student who ignores a request from an invigilator not to behave disruptively may be required to leave the exam room. The student's exam scripts will be submitted to the board of examiners as they were at the time when the student was required to leave. The invigilator will annotate the scripts with the time at which the student left, and submit an incidence report to the chairman of the board of examiners.
- It is the responsibility of the student to ensure that all his/ her scripts are appropriately marked with an identifying name and number.
- All examination answer booklets must be submitted intact.
  - a. Student must not deface, remove or destroy any part of an examination booklet.
  - b. Student must do all notes, rough work, and calculations in the examination answer booklet.
- Cheating during exam will be dealt with as a disciplinary offence under these regulations. In particular it is a disciplinary offence for a student to:
  - a. Have unauthorized items or texts at his/ her desk in the exam room during the exam.
  - b. Make use of unauthorized items or texts during the exam.
  - c. Copy from the script of another student during the exam.



- d. Dishonestly receive help from another person during the exam.
  - e. Dishonestly give help to another person during the exam.
  - f. Act dishonestly in any way, whether before, during or after the exam, so as to obtain an unfair advantage in the exam.
  - g. Act dishonestly in any way, whether before, during or after the exam, so as to assist another student to obtain an unfair advantage in the exam.
- **Suspicion of cheating during the exam.**

Should a student be suspected of cheating during the exam, the invigilator will confiscate any unauthorized material, indicate on the student's script that it has been confiscated due to suspected cheating, and remove the script. The student will then be given further exam books and permitted to complete the exam. The invigilator will seek an explanation from the student at the end of the exam, and submit an incident report to the chairman of the board of examiners.
- **Writing your answers**
    - a. Follow all the instructions on the front cover of the exam booklet.
    - b. Use only blue pen. Do not write in pencil unless instructed to do so.
    - c. Write neatly, so the marker can read the answers.
    - d. Cross out any work you do not want marked.
    - e. Do not write or draw anything that may be regarded as offensive.
    - f. Do not write to the marker or write in the part of the answer booklet 'For assessor's use only'.
    - g. Do not write your answers for one standard in the answer booklet for another. If you have filled up your answer booklet, you may request extra paper.
    - h. Fill in the details at the top of any additional sheets of paper provided and put them inside the answer booklet.

**At the end of the exam:**

- Stop writing when the supervisor tells you to. Hand all material to be marked to the supervisor before you leave. If you take any work outside the exam room, it will not be marked.

## APPENDIX B

### PARAMETERS OF UNSAFE AND UNPROFESSIONAL CONDUCT

Examples of unsafe practice include but are not limited to:

- Negligence in patient care.
- Substantiated act(s) of patient abuse, either physical or verbal.
- Ongoing unsatisfactory performance documented by the clinical instructor.
- Neglect of duty with actual cause or potential to cause patient harm.
- Demonstrated and/or documented incompetence.
- Exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients or agency personnel.
- Falsifying a client's record.
- Failure to adhere to principles of safe nursing practice (i.e. safe medication administration).
- Diverting prescription drugs for own or another person's use.
- Inadequate preparation for clinical responsibilities.
- Inability to recognize limitations and/or failure to seek appropriate help in time-sensitive situations.
- Dishonest communication with clients, families, faculty and/or agency staff.

#### **Unprofessional conduct shall include, but not be limited to:**

- Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
- Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- Abusing a patient/client verbally, physically, emotionally.
- Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
- Abandoning or knowingly neglecting patients/clients requiring nursing care.



- Delegating nursing care, functions, tasks, or responsibility to others when the nurse knows, or should know, that such delegation is to the detriment of patient safety.
- Providing one's license/temporary permit to another individual for any reason.
- Failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment.
- Misappropriating money or property from a patient/client or employee.
- Failing to notify, in writing, the appropriate party.

**Engaging in any of the above behaviors, or violating the University Standards may result in dismissal from the course, Nursing Program, or University.**

## APPENDIX C

### CODE OF ETHICS

National student nurses' association (NSNA). @code of academic and clinical conduct

#### Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

#### A Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.



10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

**Note:**

***First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX***

***National Student Nurses' Association, Inc. 45 Main Street, Suite 606, Brooklyn, New York 11201 [www.nsna.org](http://www.nsna.org) [nsna@nsna.org](mailto:nsna@nsna.org)***



## APPENDIX D

### ISLAMIC ETHICS

Ethics is the study of right and wrong choice made by a person. In Islam, the duty of every Muslim is to obey value system of The Holy Book Quran and Sunnah (The saying and acts of The Prophet Muhammad. Saying of Prophet Muhammad: I have been sent for the purpose of perfecting good morals (IbnHambal, No: 8595). People groomed through value system of Quran and Sunnah exhibit these qualities in their personal and professional lives. Islamic value based system provides comprehensive pattern of management which protect all stakeholders of the society. Islamic value based system focuses moral development of human beings, thereby making sure that people follow the rule of law through their own will, not through fear or force. The Islamic principle is based on individual enterprise in business and likewise individual's reward. It is essentially based on promoting the humanity while upholding God's orders. Islam firmly forbids any favoritism in business relationships, between people based on their religion or gender.

## APPENDIX E

### PATIENT'S BILL OF RIGHTS

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from doctors and other direct caregivers appropriate, current, and understandable information about diagnosis, treatment, and prognosis. Except in emergencies when the patient lacks decision-making ability and the need for treatment is urgent, the patient is entitled to the chance to discuss and request information about the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their risks and benefits. Patients have the right to know the identity of doctors, nurses, and others involved in their care, as well as when those involved are students, patients, or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.
3. The patient has the right to make decisions about the plan of care before and during treatment. The patient has the right to refuse a recommended treatment or plan of care to the extent allowed by law and hospital policy and to be informed of the medical consequences of this action. In case of refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfers to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
4. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy. Health care institutions must tell patients of their rights under law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.
5. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
6. The patient has the right to expect that all communications and records related to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will stress the confidentiality of this information when it releases it to any other parties entitled to review information in these records.



7. The patient has the right to review the records about his/her care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to a patient's request for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permitted, or when a patient has requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.
9. The patient has the right to ask and be informed of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to take part in research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to take part in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.
11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by doctors and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

**Note:**

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## APPENDIX F

### INTERNATIONAL COUNCIL OF NURSES' PLEDGE

In full knowledge of the obligations I am undertaking, I promise to care for the sick with all the skill and understanding I possess, without regard to race, creed, color, politics, or social status, sparing no effort to conserve life, alleviate suffering, and promote health.

I will respect at all times the dignity and religious beliefs of the patients entrusted to my care, holding in confidence all personal information entrusted to me and refraining from any action which might endanger life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and give loyal support and cooperation to all members of the healthcare team.

I will do my utmost to honor the international code of ethics applied to nursing and uphold the integrity of the nurse.

**Note:**

**International Council of Nurses 3, place Jean-Marteau 1201 Geneva, Switzerland Tel. +41 (22) 908 01 00 Fax +41 (22) 908 01 01 email: [icn@icn.ch](mailto:icn@icn.ch) [www.icn.ch](http://www.icn.ch)**

### Appendix G. Nursing Students' Clinical Uniform

#### Scrub Suit description

1. Purple
2. Wide not tight
3. Not transparent
4. Scrub shirt should cover the buttocks
5. Pants should be Long down to the ankle level



#### The lab coat description:

- 1- White.
- 2- Wide.
- 3- Long garment that has sleeves from shoulder down to the wrist.
- 4- Non-transparent.
- 5- Closed with buttons to the end.
- 6- Length up to 30- 40cm from the knee level.
- 7- Has two lower pockets and one upper. King Faisal University (KFU) logo added to the lower right side pocket.
- 8- Has small V -neck collar.



#### Shoes description

1. White
2. Leather
3. No shoelaces
4. Has broad heel, 3 cm high



<p><b>T-shirt</b></p> <ol style="list-style-type: none"><li>1. White.</li><li>2. Non-transparent.</li><li>3. Long sleeves.</li><li>4. Round neckline, no collar.</li></ol>	
<p><b>Niqab</b></p> <ol style="list-style-type: none"><li>1. White</li></ol>	



## APPENDIX G

### NURSING STUDENT HANDBOOK VERIFICATION FORM

The Nursing Student's Handbook is a resource used to assist you in becoming acquainted with the academic and clinical policies. It contains information that is important for your academic, clinical success and progression.

My signature below indicates that, I have access to the Nursing Student's Handbook either in hard or online copy and that I acknowledge my responsibility for knowledge of the contents and adherence to the policies, protocols, and guidelines contained there.

**Student's Name:** .....

**Student's ID:** .....

**Phone:** .....

**Email:** .....

**Signature:** .....

**Date:** .....



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