Student Affairs Deanship Policies and Procedures
2016 / 2017

Kingdom of Saudi Arabia
Ministry of Education
Alfaisal University

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Student Rules

Alfaisal University

Segregation of Males and Females on Campus Policy

Introduction

Alfaisal University is keen to follow MoE regulations. As mix genders meetings, activities and studying are against MoE regulations and therefore prohibited.

Policy

- Segregation policy is applied on all the campus, male and female students are not permitted to gather in one place.
- Mixed gender meetings, activities and studying are prohibited.
- Violators will be subject to a disciplinary action.

Alfaisal University

Student Harassment and Discrimination Policy

Introduction
Alfaisal University is committed to providing an educational-and working environment free from discrimination and harassment and to foster a nurturing and vibrant community based upon the fundamental dignity and worth of all of its students.

Discrimination: Discriminatory practices based on bias against a person's age, color, creed, disability, gender identity, national origin, race, religion or gender are prohibited.
Harassment: unwanted conduct that has the purpose or effect of intimidation and/or humiliation of a person.

Examples of Harassment:
- Sexual Harassment: unwanted and/or offensive physical, verbal or non-verbal sexual conduct.
- Racial Harassment: hostile or offensive behavior based on a person's race, color or appearance, ethnic group, nationality or citizenship.
- Harassment on Grounds of Disability: offensive or hostile behavior towards a physically or mentally disabled person that undermines dignity and self-respect.
- Harassment on Grounds of Sexual Orientation: is a behavior which is hostile or offensive towards people because of their sexuality, sexual preferences, or gender.
- Harassment on the Grounds of Age: is the hostile or offensive behavior towards people because of their age.

Policy
- Alfaisal University will not tolerate harassment under any circumstances. All members of the University community have a responsibility to ensure that they do not perpetuate, incite, conspire or condone any form of harassment within the University.
- Each member of the university community should be aware of, and share the responsibility for, creating and maintaining an environment free from discrimination and harassment.
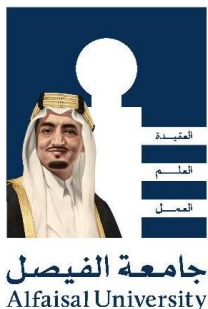
Procedure
Based on severity of the harassment the disciplinary committee will decide the punishment according to the student conduct.

Student Rights &Responsibilities

Alfaisal University

Student Grievance Policy (non-academic complain)

Introduction

A grievance arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary or capricious manner by a university department, faculty or a representative of the university.

* For academic grievance refer to Alfaisal Code of Student Conduct.

Policy

Students may initiate a grievance for any of the following actions:

* A grievance of personal misconduct towards the student by a faculty member or other university employee when a student believes he or she has been the subject of inappropriate behavior outside of the employee or student role and duties within the university.
* Act of threat of intimidation or harassment.
* Act or threat of physical aggression.
* Verbal abuse of any sort.

If a situation is to arise in which a student is unable to resolve his or her grievance informally, the university's formal grievance process may be employed. This process, outlined below, should also be initiated within 15 days of the incident.

Procedure

Step 1

A formal grievance is presented in writing to the Counseling Office. This written grievance must include the following:

* Name, address and phone number of the person submitting the grievance.
* A report of the incident.
* Identification of the office or individual against whom the grievance is brought.
* A description of the specific action or individual behavior resulting in this grievance.
* The date or period of time in which the behavior occurred and the location of the incident.
* A listing of all individuals who witnessed any part of the incident in dispute.

Step 2

- Upon receipt of the formal grievance, student affairs (counseling office) will inform the HR or SA about the case and will forward all the documents regarding the case.
- HR and Student Affairs Deanship are authorized to perform investigation or issue a penalty.
- Student Affairs (counseling office) must follow up the case and ensure that justice is met.
- The Counseling Office will inform the student about the results of the decision.
- If the student is not satisfied with the resolution and it is not convincing, the Student Affairs will carry on the case with the student to the provost office.
- The appeal committee will contain representative from Student Affairs Deanship, one faculty member and a representative from HR department.

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Email Use Policy

Introduction
Scope
Electronic mail (email) is a primary means of communication both within Alfaisal University and externally. It allows quick and efficient conduct of business, but if used carelessly or illegally, it carries the risk of harm to the University and members of its community.
Purpose
The purpose of this policy is to describe the permitted uses of University email. This policy is not meant to supersede or replace, but should be read together with, other University policies. Compliance with this Policy helps the University to achieve two goals:
- Improve the successful delivery of University communications to all faculty, staff and students, and
- Reduce the risk of University data classified as Legally Restricted or Confidential going through email systems that are not managed by the University.

Policy and procedure
Who Must Follow This Policy?
This policy applies to, but is not limited to, University faculty and visiting faculty, physicians, staff, students, contractors, volunteers, and guests who are provided email services managed by or for Alfaisal University.
Use of Email Accounts
- **Workforce**

Email services are primarily intended to allow faculty and staff to conduct University business. Personal use of email is allowed, provided that personal use (a) does not materially interfere with performance of work responsibilities, (b) does not interfere with the performance of the University networks and (c) is otherwise in compliance with this and other University policies. Even the most careful user will occasionally send an email to unintended recipients. Users have no control over the forwarding or alteration of emails once they are sent.
- **Students**

The University currently provides email services to all students. Student use of email is subject to the student conduct codes, as well as this policy, and other University's policies.

- **Official Email Address**

Students and University workforce members will be assigned an Official Email Address, which will include a mailbox assigned to the Official University email systems.

The Official University Email Address is the address from which, and to which, University business-related email is to be sent and received. The Official Email Address will be used for all University Email correspondence lists, for populating lists for classes, and for the official online directory.

Official communications from University Offices, such as the President's Office, Human Resources, the Provost, Student Affairs and others, will be directed to the Official Email Address.
Accordingly, users shall be presumed to have received all official University Email messages sent to their Official University Email Address.

- **Misuse**

As mentioned above, email is simply another communication technology. Any policy of the University that applies to communications also generally applies to Email. Use of Email in violation of other University policies is also a violation of this policy.
Examples of improper uses of University email:
  - Concealment or misrepresentation of names or affiliations (e.g., misrepresenting oneself as another user);
  - Use of email to send spam (unsolicited non-University commercial email);
  - Alteration of source or destination address of Email; and
  - Use of email to violate the law.
  - Promote commercial or private business;
  - Organize political activity or political solicitation; and

- **Retention and Disposal**

Users should avoid retaining large numbers of email (whether in the Inbox, Sent Items, Deleted Items or personal folders) for long periods of time, email box is not an appropriate place to retain University records; records that are in a user's email should be removed to other paper or electronic storage media intended for archival purposes.

- **Sanctions**

Violations of this policy will be handled under normal University disciplinary procedures applicable to the relevant persons or departments. In addition, a violation may result in:
  - Suspension, blocking, or restriction of access to information and network resources when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University resources or to protect the University from liability.
  - Disciplinary action up to and including separation from the University.

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جامعة الفيصل
Alfaisal University

Registration

Alfaisal University

Academic Calendar Policy

The academic year is divided into two regular semesters and if available, one summer session (8weeks) which is usually half of the time period of a regular semester.

Policy
Pre-registration: one month before the beginning of the semester extending one week.
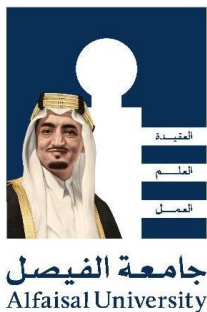**Adding:** the first 2 weeks of the semester.
Dropping: the first 4 weeks of the semester.
Withdrawal: starts the 5th week – 9th week of the semester.

Procedure
Student Affairs Deanship is responsible for publishing the academic calendar on October of each year for the year after.

Introduction
Alfaisal University follows Ministry of Education rules and regulations for course registration and grading.

Policy
- Student is responsible for registering for the correct courses on time after receiving an approval from the academic advisor.
- Student will not be allowed to attend classes without being officially registered for them; student cannot receive credit for courses in which he/she is not registered for.
- Student will not register or add individual courses retroactively.
- The University reserves the right to cancel or close a class, change instructor or time and classroom assignments and does not guarantee seats in any class.

Procedure
Student can register for a course through Netcalssroom, and withdraw from a class through student support portal. If a student faces a problem, he/she can contact the registration office through student support portal.

- **Pre-Registration:**
  - Student is required to pre-register during the pre-registration period; he/she is also required to double check his/her schedule at the begging of each semester.
  - Student can personally pre-register online for the courses through NetClassroom.
  - Pre-registration period will be announced to the students by email.

- **Add Classes:**
  - Student should register during registration period for each semester.
  - For more information about the credit hours see **Policy and Procedure of Full-time Undergraduate Student Course Load**.
  - A student may add a course as long as it's not full and does not conflict with a class or examination in his/her schedule and if he/she fulfilled its pre-requisite/s.
  - Student should check the academic calendar for add period.
  - Student can personally add classes online through NetClassroom.

- **Drop Classes:**
  - A course may be dropped during the first 4 weeks of the semester without affecting the student's academic record.
  - If the course to be dropped is a co requisite, the student either must drop both co requisite courses or complete both courses concurrently.
  - Student can personally drop classes online through NetClassroom

- **Withdraw from a Class or Program:**
  - Student can withdraw from a class or a semester without being considered as having failed in the classes.
  - Withdraw period starts by the end of 4th week until the end of 9th week.
  - Withdrawn courses will appear in the transcript but will not affect the GPA
  - Withdrawn courses will be counted financially.
  - Student can withdraw from a class by submitting a request via the student support portal (College of Medicine students must get the approval from their college).

- **Changing Section:**
  - Students should choose a section that will not create a time conflict with his/her current schedule.
  - Change of section only allowed during the Add period determined by the Admission and Registration Deanship.
  - Student can change the section through Netclassroom.

- **Course Closings and Cancellations:**
  Course sections may close without notice anytime during the registration period. Prepare for closings by selecting alternatives prior to your day and time of registration. The University reserves the right to cancel or close a class, change instructor or time and classroom assignments and does not guarantee seats in any class.

- **Student Responsibility:**
  Students are responsible for the accuracy and validity of all transactions through Netclassroom. In addition, students are responsible for selecting courses approved by their advisor and appropriate to their major or program of study. Unauthorized or improper use of Netclassroom, E-form or electronic services is prohibited. All individual transactions can be traced to the user.

- **Academic Calendar:**
  Students are responsible for checking the academic calendar for important dates and deadlines, such as the last day to add courses, drop courses with no grade, or withdraw from courses with "W" grades. The academic calendar may be viewed at this link:
  http://www.alfaisal.edu/academic_calendar

- **Reminder to All Students to Access University Email Accounts:**
  In accordance with University policy, all students are expected to access their University e-mail account on a daily basis to stay abreast of important time-sensitive information

- **Responsibilities of Advisees:**
  - Students should maintain a personal academic file.
  - Students should read the Undergraduate and Graduate Catalogues.
  - Students should allow adequate time for advising during registration.
  - Students should keep advisors informed of changes in their program.
  - Students should keep informed of deadlines within the University Calendar.
  - Students who have transfer credits need to make sure they do not take courses at Alfaisal University that duplicate courses for which they already have credit.

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Full-time Undergraduate and Graduate Student Course Load Policy

A student's course load is the total number of credit hours for which he/she is registered in a regular semester or a summer session. The course load varies from one major to another and is determined according to the following policy.

Policy
Undergraduate
- The maximum course load in a regular semester is 20 credits and minimum 12 credit unless it is his/her last semester.
- The minimum course load in a summer session is 2 credit hours and the maximum is 9 credit hours.
- The maximum course load for a student in his/her last semester 24 credit hour if the CGPA 3 and above.

Graduate
- The maximum course load in a regular semester is 9 credits and minimum 6 credit unless it is his/her last semester.
- The minimum course load in a summer session is 3 credit hours and the maximum is 6 credit hours.
- The maximum course load for a student in his/her last semester 12 credit hour if the CGPA 3 and above.
- Thesis or Dissertation credit hours are not counted as part of the over load.

Procedure
- Student can register through the registration portal after counselling their academic advisor, once they face a conflict, they must contact their college.
- If the sections are full, students can contact the registrar office after they get the approval from the instructor.
- The maximum credit hours to register is 20 CH for undergraduate and 9 CH for graduate per semester, any additional courses should be dropped if not, course/s will be dropped by registrar office.

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Late Registration Policy

Late registration starts after the end of the actual registration.

Policy
- Late registration opens only for a week after the end of adding period.
- Student must pay late penalty for each course (500 SR).
- Registration committee and the course instructor must approve the late registration.

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Prerequisites for Courses Policy

A prerequisite is a requirement that the student must fulfil prior to beginning a course for which there is a prerequisite.

Policy
- Registration in a course may be cancelled if the student does not satisfy all published pre-requisites.
- Students should check course pre-requisites in their program guides before registering for a course.

Procedure
- If there is an exceptional case in which the prerequisite might be waived, the instructor and the College Dean needs to send his/her approval to the registrar.
- Student must fill prerequisite form.
- Students must check with their instructor to ensure that his/her name is on the class roster.

Temporary Exemption of a Pre-requisite Form
https://portal.alfaisal.edu
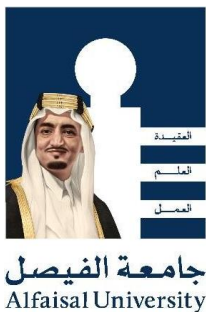
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Class Scheduling Policy

Alfaisal University is devoted to providing the best teaching and learning environment for both students and faculty members.

Scheduling Committee
Scheduling Committee members shall be as follow:
- Dean of Admission and Registration.
- The registrar.
- A faculty-member representative from each college that has been nominated by their college's dean before the beginning of each semester scheduling process.

The primary mandate of the committee is to prepare a schedule that optimally allows all students to register for their required courses as well as to explore a variety of elective courses to meet their graduation requirements on a timely basis (within the prescribed number of semesters). Moreover, the schedule should permit faculty members the opportunity to pursue research in their respective disciplines.

Policy and procedure
General Guiding Principles
Scheduling Committee members, faculty members and instructors are requested to keep the following guiding principles in mind when managing, supporting, scheduling or using classrooms:
- Departments must strictly adhere to the approved standard set of time patterns.
- Time patterns are the configurations of days and hours to be used in setting up the schedule of classes.
- All 100's and 200's level courses to be scheduled as one hour classes on STT exception is only allowed for the 2 credit hour courses
- At least 50% of the 300's and 400's level courses to be scheduled as one and half hours on MW
- The assignment of classrooms and labs to individual colleges or departments is not permanent; the assignment may change as the needs, priorities and demands of the colleges or university change.
- Final exams have scheduling priority over all other activities that require the use of classrooms.
- With appropriate notifications, the Office of the Registrar is authorized to reschedule classes and final exams in any available general purpose classroom to accommodate the broader academic needs of the university.
- The probability of a student obtaining a conflict-free schedule can be greatly increased when classes are planned equitably across all days of the week and all hours of the day. This also maximizes classrooms and laboratory utilization.
- Large classrooms will be assigned to classes that efficiently utilize the available seats.
- Departments are responsible for accommodating the special needs of faculty, instructors and students while not impinging upon the overall class schedule.

- Each college is responsible for appointing a scheduling representative to interact with the Office of the Registrar. All scheduling requests must be made through the representative only.
- College Deans and Office of Registrar approval must be obtained in order to do scheduling changes' requests.
- To provide conflict-free recourses environment (staff, space, and classes) for formal registration, potential conflicts should be outlined and corrected right after preregistration period ends.
- Schedule changes are not permitted once formal registration period starts.
- The scheduling process for fall semester will begin during the spring semester of the current academic year.
- The scheduling policy is not in effect for summer terms

Process Overview
The scheduling process for classes usually starts one week before the beginning of classes of the preceding semester as follows:
- The Office of the Registrar calls for a meeting that involves scheduling committee members to discuss related matters.
- All colleges communicate their needs to college of science for elective and general required courses.
- Colleges plan their overview schedules, and schedule classes in their assigned classrooms.
- Colleges' representatives are to submit their colleges' schedules to Office of the Registrar.
- Office of the Registrar verifies that the submission of colleges schedules adheres to the scheduling policy, and requests for the non-adhering classes to be changed.
- Office of the Registrar imports the schedules into the system. During this stage, no changes to be made to the schedules.
- Colleges review the imported schedules, and may request for necessary changes before the final schedule is out for students.
- Colleges, scheduling committee, and Office of the Registrar work together to resolve any remaining issues.
- All the above steps must be completed within the following specified times:

Scheduling Action	Day	Week No
Scheduling Committee Kick-off Meeting for each semester	Thursday	Before Classes Begin
Colleges to submit their requests to COS	Wednesday	1
All colleges to submit their schedules to SA	Tuesday	5
Final schedule check sent by SA to colleges	Monday	6
Schedule updates forwarded by colleges to SA	Sunday	7
Schedules posted to *BlackBaud*	Thursday	7
Copy sent to colleges for verification	Thursday	7
Colleges to submit final schedule changes	Wednesday	8
Final updates made to *BlackBaud*	Tuesday	9
Schedule sent to students	Tuesday	9

Agreements made during the scheduling committee's meetings are documented and shared with the committee members, the Dean of Admission and Registration and all college Deans.

Class Meeting Time

Each college and the UPP must distribute their classes over all possible days and hours while taking the below listed rules into consideration.

- All S T R classes are scheduled to start at the hour. M W classes are scheduled based on the following time slots [8:00-9:00, 9:00-10:30, 10:30-12:00, 13:00-14:30, 14:30-16:00, 16:00-17:30].
- Classes must fall in one of the following patterns:

Course Credit Hours	Meeting Sequences	Required Length of Each Class Meeting
4 CH	Two days of S T R	100 min
	M W (after 4 PM)	100 min
3 CH	S T R	50 min
	M W	75 min
2 CH	One day of S T R	100 min
	One day of M W (after 4 PM)	100 min
1 CH	One day of S T R	50 min
	One day of M W (after 4 PM)	50 min

* S=Sunday, M=Monday, T=Tuesday, W=Wednesday, R=Thursday

- Classes should be scheduled as follow:
  - 60% on Sun-Tue-Thu
  - 40% Mon-Wed
  - 10% from 08:00-09:00
  - 10% after 15:00
- A class start and end times should be the same for all days.
- Each college is kindly requested to utilize all days in a pattern to eliminate gaps. However, the gaps can be utilized for labs and tutoring sessions.
- A class that meets once a week should be not be scheduled during peak hours. Peak hours are between 9:00 AM and 3:00 PM. If it's a must, then the college is responsible for using the same block for other similar once a week classes.
- Because the standard meeting lengths are in 50- and 75-minute time blocks, non-standard sections should be offered in multiples of these times to avoid end times that preclude students from registering for courses that may follow the non-standard section.
- All Alfaisal University classes, must start between 8:00 am to 7:30 PM.

Good Scheduling Practices

- A course should be assigned a classroom which best meets the needs of the class to ensure the best teaching and learning experience for faculty and students.
- Review each classroom schedule to ensure that it is conflict free.
- Draft several student schedule scenarios to ensure that students can register for core courses and general required courses without any overlap.
- If a class is not needed or have low enrollment, kindly cancel it as soon as possible and inform the registrar so that concerned students can be notified in a timely manner.
- Available information regarding current semester enrolments, previous semesters' enrolments and the number of current students in a course can all be utilized in projecting the upcoming total enrolment for a course.
- Each college is strongly encouraged to plan for a reasonable number of classes that run simultaneously to maximize classes selectivity for students and to better utilize the available resources.

Laboratory and Tutorial

Lab and tutorial schedules must be designed and submitted with course schedules to eliminate unforeseen class overlaps. Lab assignments are prioritized as follows:

- COS approval must be obtained to use a COS lab.
- COE has priority utilization for computer labs (SG.064 and B3.065).
- COM has priority utilization for the computer lab (BG.079); followed by COB and subsequently COE and COS.

Tips for Common Issues

Scheduling issues can be eliminated when detailed reviews are conducted. Below are some common issues and their suggested solutions:

Issue	Solution
Missing course, class, meeting, tutorial, or lab	Review schedule thoroughly before submission and after publication
A class have a lab	submit class and lab schedules
Low enrollment in a class	Merge available sections
Male only or female only class	Specify the course gender if it's for one gender only

Classroom Reservation

Classrooms can be used for teaching, workshops, seminars, exams and various other activities. The following are the points to be considered when reserving a classroom:

- A classroom reservation for any purpose prior to term commencement is not considered until all classes and their required sessions, such as tutorials and labs, are scheduled.
- A reservation request must be submitted at least one full working day in advance.
- A request to reserve three classrooms or more must be submitted at least three working days in advance.

Exceptions

All classes are expected to conform to the above requirements. Requests for exceptions are subject to the approval of the dean of the college (or his or her designee) in which the department resides, with final approval of the Vice President and Provost (or his or her designee). Exceptions are specific to the reason for which they are requested and the specific class for which they are approved. Scheduling of a class for which an exception has been approved is subject to classroom availability.

Once approved, an exception will remain in effect until the approved end date. Any change in the nature of the exception or an extension of the end date will require submission of a new request.

Procedure for requesting exceptions

The department chair submits the exception request to the dean (or his or her designee) for review and approval.

Approved requests are submitted to the Vice President and Provost and must be received no later than two weeks before the final class schedule is due.

The Vice President and Provost (or his or her designee) reviews the requests and notify the Registrar Office.

The Registrar's Office notifies the dean (or his or her designee) whether the request has been approved or denied by the Vice President and Provost (or his or her designee).

Only in unusual and compelling circumstances such exceptions will approved

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Independent and Directed Study (IDS)

Independent and Directed Studies allow students to initiate, develop and complete courses under the supervision of a faculty member.

Independent Study
Is intended to be an extension of a traditional course. It provides the student with an opportunity to pursue/research a subject in more depth and in a more independent manner than would be possible in a traditional course. Independent study requires an outline form, developed through consultation between the student and the instructor/sponsor, which serves as the official course description.

Directed Study
Is designed to be a substitute for a traditional course that is not offered in the semester for which the student wishes to enrol. The material covered in such courses is essentially the same as that covered in the traditional course.

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

- Pursue learning outcomes that extend beyond those normally taught in the classroom.
- Pursue studies independent of the classroom schedule.
- Have prior learning recognized for a course they may not have completed.
- A primary goal is to encourage independent study under the supervision of faculty members. In addition to research projects, internships and practicums, the different programs use individual study, case studies and directed readings as the basis for various independent study offerings.

The student and the supervising faculty member develop the content and format of the Directed Study course. The program of reading, assignments and method of evaluation will be dependent on the subject under study. Supervision is also on an individual basis, and while there may not be regularly scheduled class sessions, the student is expected to schedule and maintain regular meetings with the IDS faculty member.

Policy
- An IDS course must be undertaken with a view to specified learning outcomes.
- The course may be taken for variable credit and not more than twice and for no more than 6 credit hours. One, two or three credits of selected studies may be earned for each IDS course reported. IDS courses should not be taken to replace required courses.
- The following requirements govern enrollment for credit in independent study:

  - The consent of the instructor and college dean must be obtained before enrollment.

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

Procedure
- Students wishing to take an independent directed study must complete the Directed Studies Application Form and have it approved by the faculty member most familiar with the topic of study and obtain further approval from the dean of the college in which the student is enrolled.
- The dean of the college may form a committee to recommend the approval at the college level.
- The faculty will work with the student to select a reading list, projects, and evaluations appropriate to the topic and the credit level chosen.
- All needed materials will be presented in a syllabus attached to the application form.

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Change of Major Policy

A student may change from one major to another within a college, in accordance with the policy below.

Policy
- A student first must apply to his/her collage of choice then he/she can change.
- A student changing a major will start the new major with the beginning of next semester.
- The changing must be approved by the college dean.
- A student is allowed to change majors only twice, as maximum.
- All courses that have been studied by a student who has transferred from one major to another are recorded in his/her academic record, including the grades and CGPAs obtained throughout his/her study at the University.

Procedure
- A student must fill the major change form.
- The form should be submitted during the 12th week of fall and spring semester.

Change of Major Form
https://portal.alfaisal.edu

Alfaisal University

Course Substitution Policy

If the student is unable to complete the requirements of any program (due to termination of a course, the changing of its content, or when accrediting new programs that are comprised of courses the student has not studied), he/she can substitute or compensate for these courses with other equivalent courses, in terms of level, content, and credit hours.

Policy

A student qualifies for graduation when he/she has fulfilled all the requirements for the degree program in which he/she enrolled in when admitted to the University.

Procedure

• The Admission and Registration Deanship must be informed of the substitution or compensation after the student has obtained the approval of the College Dean responsible for graduation requirements.

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Repeating a Course Policy

Student is allowed to repeat his/her course according to the below policy.

Policy
- Student must repeat a course if he/she fails a required course.
- The student may repeat any course in which he/she obtained a "C-, D, or D+" grade up to a total of 18 credit hours for COM and 12 for other collages.
- The highest grade reflects the student's final grade in that course. That is, if a student repeats a course in which he/she previously earned a D, and he/she subsequently receives an F, his/her grade for the course is an F, and he/she must repeat that course (if it is required in his/her degree plan) the more than one repeated course only one grade of the repetition is accepted. All grades, however, will be included in his/her academic record.

Procedure
After retaking the course, student must contact the registrar office to change his/her grade.

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Credits Transfer Policy

The number of transfer credits a student receives depends primarily on the educational quality of the work and the comparability of the courses taken in content, scope, and level to those offered by the University.

The transfer credits of a student from outside the University may be accepted under the following policy:

Policy

- Student must submit official transcript to the student affairs deanship.
- The department head, and/or college dean determine if and how credit transfer may be used to satisfy baccalaureate requirements.
- All courses that are approved and evaluated by the concerned college will be added to transfer database.
- New students should fill the transfer credit form and submit it with the admission form.
- A maximum of 40% of any program total credits may be applied toward the baccalaureate to be transferred.
- Credits Transfers must be approved initially by the prospective college in Alfaisal University, to which the student is joining and the total number of Credit Hours must not exceed 48 credit hours. The process of credit transfer will begin after the acceptance to the college.

- Undergraduate course work completed at regionally accredited degree-granting institutions that is comparable in character, content, and quality to courses offered by the University and in which a minimum grade of "C "has been earned (College of Medicine is exception as it accepts minimum B), will be considered for transfer credit.

- The student's quality point average at the University is calculated solely on the basis of work taken at Alfaisal University.

- Transfer credits are posted on the transcript and assigned the grade "CR"

- The number of transfer credits a student receives depends primarily on the educational quality of the work and the comparability of the courses taken in content, scope, and level to those offered by the University.

- Transfer course work is evaluated on an individual basis and assigned an equivalent University course number whenever possible. If no equivalent course can be designated, and the work is deemed to be comparable to University-level work, then general elective credits in the discipline may be awarded.

- If a student fails to indicate on the admission application that s/he has completed course work at another college or university and later requests to have that work evaluated for transfer, credit for such

work will be denied. Students can also be subject to dismissal for failure to disclose postsecondary institution enrollment.

- The Registrar Office requests that departments review and/or re-evaluate courses offered by public and private institutions so that Transfer Courses Data base may be kept up-to-date with new offerings, content change, etc. Colleges might also request additional review of Transfer Courses Database in accordance with College regulations and standards. In this regard, the Registrar Office makes students aware of regulations through the university website.

Non-Transferable Credit

- Credit earned in colleges and universities that are not regionally accredited.
- Courses on a transcript where no credit or grade is given.
- Career, vocational, or technical courses.
- Distance learning courses.
- Pre-collegiate/remedial courses; e.g., reading improvement, English/Math skills courses, developmental courses, or courses classified by as below freshman level or not applicable to the degree, etc.
- Personal development/self-improvement courses; e.g., career counseling, interpersonal relationships, college success courses, etc.
- Courses not offered at the undergraduate level by the University.
- Credit given by another college for life/work experience.
- Co-op, internship, and practicum credit.
-

Transfer Credit Evaluation

Official transfer credit evaluations are prepared only for students who:

- Have been admitted to a degree program and have paid the advance deposit fee.
- Are continuing students taking school work away while still enrolled at the University Continuing students are request to receive prior approval for school work to be taken elsewhere.

Procedure

- Transfer credit is administered by the Registrar.
- The Registrar Office works on a close and continual basis with one faculty member in each department, designated by the department head or dean of the College, who acts as liaison with the Registrar Office.

AU current student

- Student must fill the transfer form and submit it with the syllabus to the college, he/she must be sure the course planned to take at the other university is on Alfaisal syllabus and approved by the college. Student must take a course approval letter from registrar office containing the courses that he/she will take.

Transfer Credit form
https://portal.alfaisal.edu
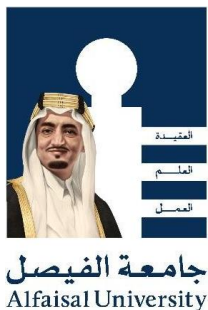
Alfaisal University

Incomplete Course Policy

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

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

Policy
- In certain cases, the student may not wish this documentation to be placed in his or her student file. In this case, the student should confer confidentially with the relevant faculty member, and with the agreement of the dean of the college, such material can be excluded from the student's file.
- The due date for completed work will be set at the time the extension is granted. For the fall and spring semesters it is expected that all written work and projects will be completed no later than four weeks from the last day of exams. Earlier deadlines may be set by the instructor. The Dean of the College and the student will agree on the specified deadline.
- An incomplete (I) grade will be given to the student if the instructor is unable to submit the final exam before the final grade deadline and submit a Grade Change Authorization Form to the College Dean for approval and processing to the Office of the Registrar.

Procedure
- Request forms for these extensions are available from the Office of Registrar.
- The Dean of the College will be required to receive and judge the validity of these requests.
- Documentation from a doctor, hospital or other appropriate institution is required in order to consider an extension. All documentation will be placed in the student's permanent academic record. This verification is required to document circumstances that have had an impact on a student's ability to finish course work or finals.
- Students must submit all requests before the last day of classes.
- Faculty will submit extension grades no later than the fifth (5th) week following the last day of exams, unless special arrangements are made with the College Dean and the University Registrar.

Academic Extensions
Academic extensions are appropriate when something non-personal interferes with a student's ability to complete work.

Policy
- "Normal" computer failures are not covered by this policy; it is expected that students will back up their files.
- Only rarely will extensions be granted for academic reasons.
- The due date for completed work will be set at the time the extension is granted. The Instructor, the College Dean, and the student must agree in writing on the due date.

Procedure
- If a student or faculty member wishes to request an extension on academic grounds, the instructor should submit a written request for approval to the Dean of the College for incomplete grade, explaining the circumstances in full and the student will receive an (I) as a grade in that course.
- The Instructor must submit a final grade for the course by the end of the fifth (5th) week of the following semester.

- **Incomplete Grade and Extension Form**
- **Grade Modification Request**

https://portal.alfaisal.edu

Alfaisal University

Hold Status Policy

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

Some typical reasons for holds are:
- Outstanding fees or other unpaid university fees.
- Outstanding library books and/or fines.
- Counselling.
- Outstanding transcripts or documents.
- Students records pending disciplinary action.
- Expired Iqama.

Policy
- No administrative or academic services (Netclassroom and Moodle) will be provided to students on Hold Status until the specific obligations have been met.
- Students who have not cleared their "Hold Status" from previous registrations will not be permitted to register again until the hold has been cleared.

Procedure
Registration office is responsible of changing the status according to the reasons above.

Alfaisal University

Grade Change Policy

Grade can be changed his/her grade according to the policies below.

Policy
- Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades. Students who have reasons which can be substantiated to request grade changes must:
  - Write a formal letter to the Instructor (or to the Dean of the College if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course.
  - Provide the following information in the letter: name and student ID, course number, title, and section; semester and year taken; name of the Instructor and a clear statement of the grade change request and reasons which justify the request.

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

- **Grade Modification Request**
https://portal.alfaisal.edu

Alfaisal University

Medical Drop/Withdraw During a Semester Policy

A student who cannot complete a semester due to illness may drop/withdraw the semester according to the policy below:

Policy
- A student who cannot complete a semester due to illness may apply for a withdrawal (W) for medical reasons.
- A medical withdrawal during a semester will be recorded as a "W" and medical documentation is required from certified hospital.
- No academic work completed at another institution during that semester can be transferred to Alfaisal University.
- In some cases drop will be applied.

Procedure
Medical documentation will be submitted to the University Registration committee for consideration and approval or denial.
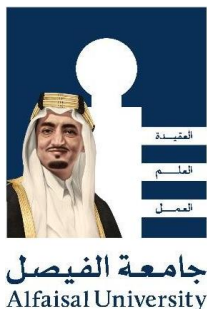
Alfaisal University

College Transfer Policy

Alfaisal University allows student who is on verge of dismissal to transfer to another college according to the below policy.

Policy

Allowing dismissed students to transfer to other college if they meet below requirements:

- Studied three semesters or less.
- Having 1.70 CGPA or more.
- Approval of new college's dean.

Student will be given two semesters to raise his/her CGPA above 2.0 otherwise he/she will be finally dismissed.

To achieve this, student also to maintain semester GPA above 2.5 otherwise he/she will be instantly finally dismissed by end of the first extra semester.

Procedure

Student must fill the change college major form and have it signed by the dean of the college which the student wants to transfer to.

College Change Form

https://portal.alfaisal.edu

Alfaisal University

Final Examination Policy

A final examination is a test given to students at the end of the semester. The purpose of the test is to make a final review of the topics covered and assess each student's knowledge of the subject.

Policy

- A final examination shall be given in every undergraduate course. Exceptions may be made with the written approval of the chair of the department or the dean.
- All final examinations must be held on the examination days of the Official Final Examination Schedule.
- No final examination shall be given at a time other than that scheduled in the Official Final Examination Schedule without written permission of the department chair and report to the dean.
- No student is not to be given more than two examinations per day.

Procedure

- The instructor posts the grades through online grading system using letter grades (ex. A, A- etc.).

Alfaisal University

Final Grade Appeal Policy

The Alfaisal University Academic Appeals Process is designed to maintain the integrity and quality of each College's programs within the University and to ensure that a fair and equitable learning and teaching environment is upheld for all students and faculty.

Policy
The student can appeal a negative decision of a faculty member; this policy is intended for students who believe that they have legitimate grounds for requesting a reassessment of their final grade on a course.

Procedure
- Present the appeal to the faculty member's College Dean who refers the appeal to a committee for hearing and decision.
- Based on committee decision, college dean will authorize a grade change, and must notify the involved individual of his action, i.e., the College Dean must notify the student, the faculty member and the registrar office of his decision.
- To appeal an attendance related grade reduction, the appeal process that is part of the Attendance Policy must be followed.
- Student who is not satisfied with his/her grade has one month after receiving the final grade to appeal for grade changing.
- The instructor must submit the Grade appeal form within a month of receiving the grade appeal form and should send the decision to the Office of Registrar.

Grade Appeal Form
https://portal.alfaisal.edu

Alfaisal University

Student Attendance Policy

Students expected to attend all classes. An excuse of absence is required for a student who does not attend in classes due to personal or family health reasons.

Policy

- Students are expected to attend all classes. They are allowed 15% absence without excuses and 25% absence with excuses.
- An absence for a non-acute medical service does not constitute an excused absence.
- Among the reasons of absences that are considered excused by the university are the following:
  - Death or major illness in a student's immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse's child, grandparents, legal guardian and should submit a death certificate.
  - Illness of a dependent family member.
  - Participation in legal proceedings or administrative procedures that require a student's presence.
  - Injury or Illness that is too severe or contagious for the student to attend class.
  - Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days, the student should obtain a medical confirmation note from his or her medical provider. The medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence and it must be from a certified hospital.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.
- The Vice dean for Student Affairs, counselor or the dean of the student's college may provide an email for the student to take to the instructor stating that the dean has verified the student's absence as excused.
- If needed, the student must provide additional documentation substantiating the reason for the absence with the filled form of absence that is satisfactory to the instructor, within one week of the last date of the absence.
- Each faculty member will refer to the attendance policy, which will be stated in the course syllabus and shared at the first class meeting. Certain courses may have more stringent attendance policies. Students should be aware of differences and plan accordingly.
- When the number of absences exceeds 15 % with no excuse of the scheduled classes, the faculty may issue a failing grade (DN) for the student.

Procedure

- The student is responsible for providing satisfactory evidence to the instructor concerning the reason for absence.
- If the instructor does not accept the student's excuse the student can take the case to the college dean. If rejected and the policy of absence is applicable the student may seek the Student Affairs help.
- Absences should not exceed 15 % of the lectures and laboratory sessions specified for the course.
- Faculty member will keep a weekly record of attendance for each student.
- When an absence is unavoidable, a student should contact the instructor or the College Dean. Documentation may be required. Students are liable for the work missed and must make arrangements to complete the incomplete work. Instructors are not required to make exceptional arrangements for students who have missed a class.

Absence Leave Form
https://portal.alfaisal.edu

Counselling

Alfaisal University

Counselling Policy

I**ntroduction**
The Counseling and Skills Development Unit (CSDU) is committed to promote a welcoming atmosphere at Alfaisal University which is conducive to the student's well-being, personal growth, and psychological health of. The CSDU offers workshops and awareness that help students overcome self-development obstacles and promote capabilities. Student Affairs counsellors are available to assist the students with any difficulties.

Policy and Procedure
- **Counseling sessions**

CSDU provides counseling sessions for students with psychological problems including: Upsetting events, normal developmental challenges, difficulty in adjusting with the college environment, emotional crises and mental health problems, also academic and health issues or any concern that the student might need help with. Students will be treated based upon short-term, time-limited counseling that emphasizes life skills enhancement. Students with more specialized counseling's needs will be provided with advice to consult professionals. If the student is referred to an outside resource, it's his responsibility to follow-up.

- **Confidentiality**

Each individual is entitled to privacy in his/her session with the counsellor. All contact methods with the counsellor are confidential to the CSDU. Written permission is required for Counseling Services to release information to others.
If it becomes clear in the counseling session that there is a real danger to the student or others, it is required to take action to help maintain safety. Counsellors are legally and ethically required to address these kinds of imminent safety risks, even if it involves breaking confidentiality.

- **Documentation**

A record is kept of an individual's work with Counseling Unit. It contains the student information that he/she provided to CSDU as well as counseling notes of each individual sessions. Records are kept in secure electronic and paper form. Counseling Services files never become part of the permanent Alfaisal educational record.

- **Academic probation**

Policy: If a student gets a CGPA under 2.00, he/she will invited to visit the counsellor and follow-up during sessions to help the student accomplish a better academic performance during next semesters.

- **Disability**

Students who face difficulties with their studies due to their disability (permanent or temporary disability / medical condition or mental and psychological disorder) are eligible to be treated as special need students based on their condition and their medical reports. Students must provide appropriate documentation (official medical report) within the proper period of time (at the beginning of each semester) to be eligible to arrange a support and assistance.

- **Readmission**

Returning dismissed student should visit the counsellor immediately after the readmission approval to discuss the dismissal reasons and how to avoid it to happen again.

- **Counseling Hold**

Student will be under counseling hold for the following reasons:
- If the student was under academic probation.
- Returning student from a dismissal.
- Fails to show for a scheduled period of time without cancelling or rescheduling the appointment.

- **Student Skills and Activities Record**

Student who participate in non-academic activities will be recorded under Student Skills and Activates Record. When the student graduate from Alfaisal University he/she will receive an official document issued by Alfaisal University (student Affairs) that includes all non-academic skills/activities in which a student participated in. It includes all skills and activities under the following:
- Volunteering and social service.
- Attending workshops and seminars.
- Participating in events and visits.
- Leadership role and event management.
- Sports.
- Tutoring.
- Awards and winning competitions.
- Organizing events.

Alfaisal University

Student Healthcare Policy

Introduction

Alfaisal University is committed to promote good health and meet the medical needs of its students.

Policy

- A student who is ill or experiencing chronic disease should inform the University before admission
- Non- Saudis students must be covered by a major medical health insurance.

Procedure

Student who suffers from disability, psychological or health issue must consider the following:

- Student who has a disability issue must submit official copy of his/her medical report to student counseling office & the college.
- Student who has a psychological issue must submit official copy of his/her medical report to student counseling office & the college.
- Student who has a physical illness must submit official of his/her medical report to student counseling office, the University clinic & the college.

Medical insurance card

Alfaisal University provides a medical insurance card to the students who are guaranteed under Alfaisal University.

Graduation

Alfaisal University

Graduation Requirements Policy

Introduction
A student graduates after successfully completing all graduation requirements according to the degree plan, provided that his/her CGPA is not less than 2.

Policy
- The student must follow the degree plan for his/her major and complete all the requirements before graduation.
- To be eligible for graduation, the undergraduate student must have earned a cumulative and major GPA of 2.00 or higher.
- If the student has passed the required courses but his/her CGPA is below 2, the College Council, on the basis of the recommendations of the council of the department concerned, is entitled to specify the appropriate courses that the student must complete in order to improve his/her GPA.
- Only those students who will complete all graduation requirements by the end of the summer will be allowed to graduate.

Procedure
In the fifth week of each semester, the registration office nominates students who satisfy University degree requirements (Completed courses credits + registered courses credits of ongoing semester equal or more than the minimum limit required (depending on the total credit hours of each academic program).

Student Part
- Students must attach an updated transcript and academic plan to the form.
- Student and Academic Advisor fill out the form and submit it along with the required documents to the registration office for approval

The Registration Office Part
The registration office will audit, review and ensure the following:
- Revise the records for the students concerning their remaining credits, making sure that they register for the remaining courses in order to finish the academic plan successfully within desired semester.
- Graduate students must meet the minimum degree GPA specified by the degree program in order to have the degree certified and to graduate. 2/4 for bachelor's degree – 3/ 4 for master's degree

- Print student's audit from the BB system, revise student's documents and attach with the rest of the graduation documents.
- Need to insure that students are not on any type of probation
- Complete the personal data, such as name in Arabic and English as it is written on identity card and passport.
- Send expected graduating student list to the Board of Trustees for approval along with the names of the students with low GPA, in order to make a decision concerning their case.
- After the approval of the Board of Trustees, send a list of expected graduating students to the public relations office at the university to begin preparations for the graduation ceremony.
- Inform students via e-mail to attend and receive a copy of the approved model graduation.
- Update student record in the BB system, final audit on graduate's records in terms of status, major, honor classification, date of graduation
- Add Honor classification if there is any (From 3.50 - 3.74 /4.00 second class honors, from 3.75-4.00 / 4.00 First Class Honors)
- Prepare a list of expected graduating students.
- Send an e-mail to nominated students stating the time period for applying - deadline, graduation form and guideline of applying

- **Graduation Request**
- **Complete Clearance Form**

https://portal.alfaisal.edu

Student Development

Alfaisal University

Student Employment Policy

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

Policy

Student compensation as following:

- An hourly rate:
  - 30 SAR (calculation is based on working a total of 2 semesters).
- The maximum allowed working hours is 15 hours/week.
- The contract duration is one semester only, and can be renewed for one semester each time.
- There should not be any conflict between the student classes and the working hours.
- A student can only be employed with one Department/College during the same semester.
- Student Requirements to be fulfilled:

  - The Student must be **enrolled** during the Employment semester.
  - The Student **Cumulative GPA** must be **2.5** and above.

Procedure
To employ a student at your Department/College please follow the steps below:
Step One Request

- Ask the requested student to:
  - Fill "**Student Employment Application (SA-SE02)"**
  - Attach a copy of his/her ID/Iqama and his Student ID.
- The requester must prepare the Student Contract and have the requested student sign it.

Step Two Approvals

- The requester **must submit** the above forms and documents to Finance for Approval.
- If approved By **Finance** Dept. (Request can be accommodated (within budget)) the request will be handed over to **Student Affairs**.

- If approved by **Student Affairs** (Student fulfilled the Employment requirements) the request will be handed over back to **Finance Dept.** and a confirmation email will be sent to the requester.

Step Three Payment

- After each employment month ends the employed student must fill a soft copy of the "**Student Employment Time Sheet (SA-SE03)"**

- They employed student must **print** and **sign** the Time Sheet, then submit it to Finance Department for the payment to be processed.

Step Four Extension

A contract can be extended for one additional semester each time, this form "**Student Employment - Agreement Extension Request"** must be filled and submitted to Finance Department.

Student employment forms:
- **Student Employement Agreement Extension**
- **Student Employement Agreement Application Form**
- **Student Employement Part Time Agreement**
- **Student Employement TimeSheet**

https://portal.alfaisal.edu/Pages/KnowledgeCentreList.aspx?cat=21

Student Activities

Alfaisal University

Associations and Clubs Policies

Introduction
Alfaisal University is keen in involving all students in every kind of activities through college's associations or clubs. It Allows students to participate in the Kingdom's national and international events in the campus. The clubs' events aim at serving the campus life and the international community in general. The activity department at Student Affairs Deanship support and sponsor all approved proposals.

Association: each college has one association established and supervised by the Student Affairs Deanship (activity office), the members must be from the same college.
Club: established by the students and supervised by Student Affairs Deanship, the club members can be from all the students in the campus.

Policy
- Must be approved by Student Affairs Deanship.
- All clubs should represent Alfaisal vision and mission.
- All events must be in compliance with MoE and Alfaisal regulations.
- No mixed gender clubs of female and male.
- Head of association or club must spend a year at Alfaisal as a student and be aware of all regulations.
- A head of a club and its members should have no conduct or academic warning.
- No racial or religious discussions or debates.
- Should not duplicate either in function or purpose an existing club.
- No event that may endanger the mental, physical health or safety of students or endanger a public property on campus.
- Any club that inactive for whole year will be cancelled.
- All recognized student organizations (association and club) will be held responsible by the University for abiding by Alfaisal, and governmental laws. The University is involved in the off-campus event of recognized student organizations when such event is under Alfaisal name.
- Only currently registered students shall be eligible for active membership status in student organizations.
- The purpose of student organizations must not conflict with the educational functions or established policies of the University.
- The University offers several ways for student organizations to market themselves to students who want to become involved.
- All recognized student organizations are given space on the sites. http://www.alfaisal.edu/

- The Office of Student Activities coordinates associations and clubs Fair at the beginning of the fall semester. All recognized student organizations are given an opportunity to register for the fairs during which they can set up a table with information about their groups.
- Student organizations can place flyers/materials on general purpose bulletin boards throughout campus after the approval of SA & PR.
- The Head of a club's responsibilities:
    - Represent the club.
    - Enforce the regulations on the club's activities.
    - Contact Student Affairs for any issues.
    - Submit all financial receipts to the activities office.
    - Submit comprehensive report for each event with pictures.
    - Must be enrolled full time student.
    - Must train the next president before he/she leaves.
- the University's recognition to a student association or club, the club is accorded a number of benefits, including:
    - Use of the University's logo and insignia is subject to University regulations.
    - Ability to book space for the activity.
    - Right to hold Events.
    - The use of the clubs' name on campus.
    - Access and ability to use university property and equipment.
    - Access to send email to all students.
    - Financial support for the activities.
    - Email address for the club.

Financial Support of Students' Organizations

In order to receive a financial support an organization should follow the following:
- Apply for approval of the event.
- Submit a budget with all details.
- Submit all original receipt of the Expenses to the activity officer or finance department.
- Each association is primarily entitled to 10,000 SR each semester.
- Each club is primarily entitled to 5,000 SR each semester.
- All events must go in hand with Alfaisal regulations.
- Any donation for activities must be submitted to the finance department with all information regarding the name of the donor/ amount /activity date.
- Sponsors should be approved by Student Affairs Deanship and development office.
- Any financial request must be submitted two weeks before the event.
- Any associations or club that represent Alfaisal officially should receive an official invitation to off campus events.
- Correspondence with sponsors is only through development office.

Clubs and Associations Procedures
- Submit a report at the end of each event.
- Fill a form for any event with its budget to secure approval from Student Affairs.

Procedures of establishing a club
- Clubs seeking recognition under this policy must supply the following:
  - Apply by filling the e-form.
  - The name of an academic advisor for the club.
  - The total number of at least five members, the size of the governing body.
  - A copy of the constitution of the student club.

Procedure to suspend a club
- If the club violates MOE and Alfaisal regulations or club polices, an email will be sent with the violation committed.
- If Student Affairs do not accept any explanation for the violation of the regulation, the club will be suspended for a year.
- As a condition of being a registered association or club, the following information must be submitted to Student Affairs at the time of original application and at the beginning of each year.
- A complete list of the names and addresses of all officers of the association or club as well as all person(s) authorized to speak for, represent, or receive official notices, directives or instructions from the university on behalf of the organization. The list must be kept current and accurate throughout the year.
- List of the intended activities must be submitted prior to the new academic year or at its beginning.

New club form
https://portal.alfaisal.edu

Alfaisal University

Use of University's Name and Logo in Students Associations and Clubs Policy

The name "Alfaisal University and its Logo" and how they are used affect both the University as a whole and the individual members of the University community. Appropriate use of the name and insignias can benefit all, while inappropriate use may reflect negatively on both the University and its individual members abiding by the University general use of logo.

Policy

The use of the university name or logo without having a written approval from Student Affairs Deanship and PR in any of the following ways is prohibited:

- To promote any business, social, political, religious, or other event.
- To display, advertise, or announce this name publicly at, or in connection with, any meeting, assembly, or demonstration, or any propaganda, advertising, or promotional activity of any kind.

Procedure

    Step 1: Activity officer approval.

    Step 2: Get PR department approval.

Alfaisal University

Student Publication Policy

Alfaisal University is committed to providing the students and campus community with quality publications that enhance the University and its image. Students' publications are not free from official action controlling editorial policy.

Student publication types: magazine, videos, websites, images, pamphlets and brochures….etc

Policy

- Publications shall not bear the name and the logo of the University or purport to issue from it without Student Affairs and Public Relations approval.
- All publications must respect religion, culture, and ethnic groups and comply with MOE regulations.
- The university shall not provide any student publication with financial support, editorial assistance, printing or other facilities without Student Affairs and Public Relations approval.
- The publication must not contain obscene or libelous materials or advocate disruption of university activities or violation of university regulations.
- The publication must not contain Female pictures without Student Affairs Deanship and Public Relations approval and female written approval.
- Female students must wear Hijab in the pictures.

Procedure

- A form must be filled and submitted to Student Affairs Deanship for approval with full information.
- Alfaisal logo must be added to any publications or banners after PR department approval.
- The publication draft must be approved by Student Affairs Deanship before printing or published on the net.

Advertising request Form

https://portal.alfaisal.edu/KnowledgeCentre/Advertising%20Request.jpg

Alfaisal University

Student Travel Policy for University Organized or Sponsored Events

An educational trip for students that will contribute in enhancing their knowledge and skills to supplement their own curriculum; in addition it will provide the students with the opportunity to observe, explore and engage in diverse experiences either organized by Student Affairs Deanship or Collages.

Policy
- only educational trip is allowed
- any student is eligible to participate as long as she/he fulfil the below criteria:
  - CGPA 2.5+

- Alfaisal University/College will not be responsible/liable for activities (shopping, diving, skiing, riding…etc.) carried out by students outside the scheduled educational trip program.
- the dean/the professor have the right to stop any student participation in the trip if it has been justified that the student will jeopardize the safety of the other students
- No student is allowed to join any educational trip if she/he is listed to an exam time.
- If the participant needs an entry visa for the allocated country/city she/he should provide the health insurance with the visa to the responsible office offering it .
- If a student becomes ill or is injured and is in need of assistance, appropriate health officials should be notified immediately. The parents must be notified immediately about the nature of the illness or injury.
- an advisor or assigned supervisor from the college should attend the trip with the students. At least one staff member is required
- Any student possessing or using alcohol or any narcotic drugs will be sent home immediately, at parental expense. No weapons of any sort are allowed.
- Mixed gender trip is not allowed.

Common Sense and Courtesy
- Student must be mindful of his/her own safety and well-being throughout the trip and use his/her own good judgment at all times. Student is responsible for his/her possessions as well as for his/her behavior and will be held accountable for himself/herself.
- Students must keep their identity cards always with them and shall show them on demand
- Every student must follow the laws and principles of Islam, fulfil the obligatory duties and refrain from wrong doings. Female students must wear Hijab during the whole trip.

- **HOTEL BEHAVIOR**: Treat your hotel room with respect. Keep it neat while you use it. You will be held responsible for any and all damage you cause. Be mindful of noise at all times.
- **STAYING TOGETHER**: It is imperative that you stay together at all times. No one may go anywhere alone for any reason whatsoever. It is important that your supervisor, knows where you are at all times. Remember you are part of a group. Always be on time for scheduled activities and departures. It is unfair to keep others waiting and you don't want to miss a thing!
- **TIME LIMIT:** All students are required to be in their hotel rooms at a time to be determined by the supervisor, which is 10:00 pm.

- **Student Educational Trip Form**
https://portal.alfaisal.edu

- **Parental Consent Form**
https://portal.alfaisal.edu/Pages/KnowledgeCentreList.aspx?cat=21

Alfaisal University

Event's Speaker Policy

All speakers that are invited to give Alfaisal Students a lecture need to follow the policies below:

Policy
- All external speakers must be approved by the Dean, Provost and the President.
- Speaker must not be known for being controversial.
- Speaker must focus on academic topics, comply with MoE guidelines regarding approval process and segregation requirements.
- All speakers must submit their CV before any approval
- Couples/spouse to abide by applied segregation rules.

Procedure
- A letter must be written by the owner of the college, reviewed by the Provost and signed by the President.
- There must be gender separation by physical dividers, Male/Females to enter from different entrances:
    - main auditorium (graduation format).
    - U-shape rooms (e.g. al Gusaibi), stage shared (only to give a speech and/or hand out awards).
    - Balcony format: default.

Event Speaker Form
https://portal.alfaisal.edu/Pages/KnowledgeCentreList.aspx?cat=21

Faculty Responsibilities

Alfaisal University

Academic Credit Hour Equivalencies Policy

Policy and procedure

These equivalencies represent minimum requirements.
One academic credit hour of classroom or direct faculty instruction is equivalent to 50 minutes of clock time, over 15-16 weeks of instruction (excluding the final examination period), for a total of 750-800 minutes of direct faculty instruction over the semester. Therefore, a 3 credit hour didactic, lecture class must meet 2250-2400 minutes during the 15-16 weeks of instruction in a typical semester, excluding the final examination period.

One academic credit hour for a laboratory class is equivalent to 2-3 scheduled hours of laboratory experience per week (total minimum of 100 minutes), typically delivered over a 15-16 weeks academic semester. One academic credit hour for a laboratory class shall consist of one thousand five hundred (1,500-1600) minutes of learning experience in the laboratory.

However, there are additional teaching/learning approaches that include, for example, clinical experiences, studio experiences, field studies, and individual lessons that may follow a modification of the equivalencies for credit hour assignment. Those equivalency models are approved by each College Dean, then submitted to the Academic Development Committee for approval. At least an equivalent amount of work in the traditional didactic teaching/learning approach is required for these additional types of academic learning activities.

For independent studies, practicum experiences, and internships, academic credit is determined by standards and requirements established in each College that is dependent on the discipline/field of study, scope of the planned educational experience(s) and the academic experience and preparation of the student(s). Minimally, these learning experiences follow the model of requiring the student to work in the placement or devote focused study for 3 hours per week, for 15-16 weeks during the typical semester, to earn one academic credit hour. This translates to an estimated 45-60 hours of experience per semester for one academic credit hour. If a consistent academic equivalency is not established by the College for these types of teaching/learning experiences, an individual written agreement must be developed for each individual student experience. This written agreement will outline the scope of the work to be achieved, learning objectives/outcomes and the academic assessment standard to be applied. This written agreement must be approved by the respective Department Chair and College Dean and submitted to the Dean of Admissions Office. The respective Dean's office will be responsible for retaining the appropriate documentation.

Any equivalencies below these minimum equivalencies must be submitted in writing for review and approval by the concerned College Dean, ADC, CoD, and the President Office.

Alfaisal University

Grades Submission Policy

Introduction
Faculty members must submit grades according to the policy below.

Policy
Grades must be submitted within 2 days following the exam:
- Any blank grade will be translated to [**F**].
- Grades must be submitted as letters only.
- If the student didn't attend the class, the instructor must contact the registration office.
- Final grades are due within 72 hours after the scheduled final exam date/time.
- Only the instructor with grade approval authority for the course will have access to approve the final grades for submission to be posted to the student's record.
- Grades will be available to students via NetClassroom.

NOTE: Late grade submissions create problems on students' records. They delay important reports and prevent registration for future classes when prerequisites are involved. They also create unnecessary processing issues requiring manual intervention.

Procedures
- Instructors must enter grades into the Final Grade Roster in **Faculty Access for the Web.**
- If you do not see your student listed in your course, report their names to the Registrar's.