



جامعة الفيصل
Alfaisal University

Alfaisal University

Counselling Policy

Introduction

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 Activities 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.