



جامعة الفيصل
Alfaisal University

Alfaisal University
**Undergraduate
Student Guide**
Student Affairs

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1. Welcome to Alfaisal University

Dear Student,

As the president of Alfaisal University, I am so very proud to have the opportunity of leading a remarkable community of learners such as yourselves on the next phase of your academic journey.

As you begin this next phase of your journey here at Alfaisal you will be engaged, challenged, and presented with countless opportunities to broaden your depth of experience and to thrive - in classrooms and labs as well as through research, internships, extracurricular activities, and study abroad programs. Most of all, you will have unprecedented opportunities to serve our community locally, regionally, and globally. Though the opportunities that you choose to pursue are yours alone to make, you need only ask and you will never want for guidance and advice in making them at Alfaisal.

Student life at Alfaisal, as anywhere, can feel overwhelming at times. In these moments, always remember that at Alfaisal you have the support of both your faculty and your administration in all that you aspire to achieve during your time here as evidenced by the contents of this Handbook.

This Student Handbook in addition to the Rules & Regulations of Undergraduate Study & Examinations will serve as important resources for you throughout the year. They include information about Alfaisal's policies and procedures, co-curricular activities, and the lines of communication to address any questions and concerns that you may have. Remember that we are all invested in your success and well-being, and are committed to ensuring Alfaisal's excellence in teaching and learning while working with you to ensure a rewarding university experience. The exceptional experiences that you have at Alfaisal will provide a strong foundation for the future opportunities and challenges that await you upon graduation.

Once again, welcome to Alfaisal! I wish you all the very best during your academic journey.

Sincerely,

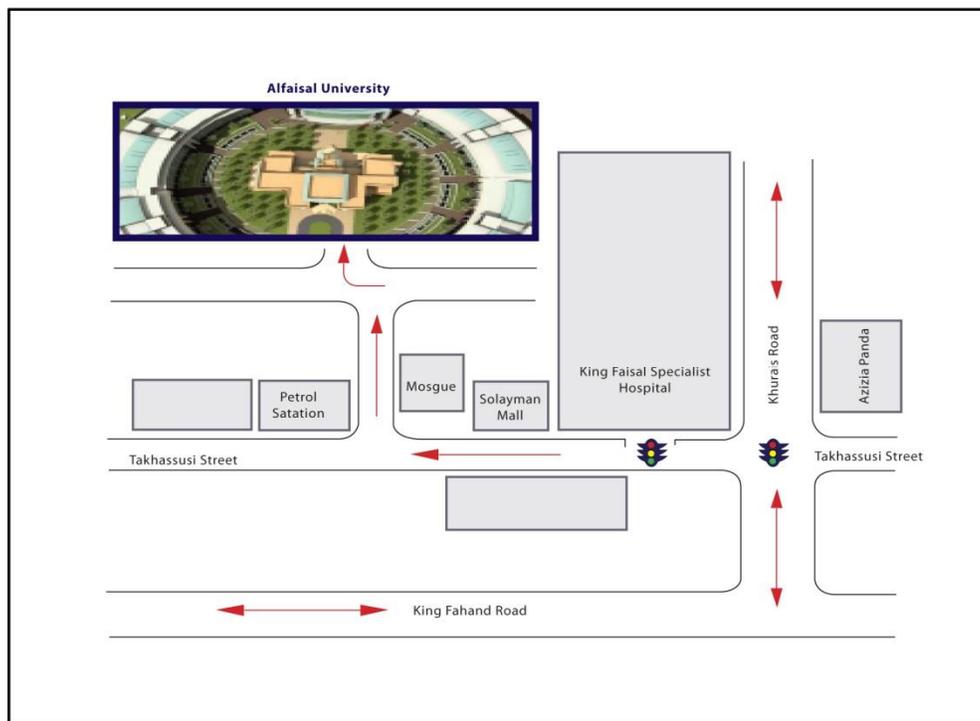
Prof. Mohammad A. Alhayaza
President, Alfaisal University

2. Registration guideline

	Semester		
	Fall	Spring	Summer
Adding	The First 2 weeks of the semester	The First 2 weeks of the semester	The First 2 weeks Of the semester
Dropping	The First 4 weeks of the semester	The First 4 weeks of the semester	
Withdrawal	The First 5 weeks after the dropping	The First 5 weeks after the dropping	

3. Campus Location

Alfaisal University is located in the middle of the Capital of Saudi Arabia, Riyadh city. The campus buildings surround the late King Faisal's palace and can be entered through the main gate. When you arrive at Takhassusi Street you will find King Faisal Specialist Hospital on your right facing the first traffic light just right next to the main gate of entering the hospital, go straight ahead after the traffic light until you find Siyahiah Mall on your right. Take the first right after Siyahiah mall and you will find the University in front of you at the end of the road.



4. Facilities

The Facilities Department's mission is to safeguard the Alfaisal community, to sustain Alfaisal's physical assets entrusted to us in a safe and environmentally friendly condition, and to perform quality campus and facility services in a cost effective manner. The Facilities Department consists of multiple business units providing professional and unique services to Alfaisal Students. The department can be reached at the following extensions and emails:

Services	Extension	E-Mail Address
Safety or security Issues	7853 7859 7857 7858	facility@alfaisal.edu
Building deficiencies or discomfort	7854 7861	facility@alfaisal.edu
Any facilities related issues or services	7856	facility@alfaisal.edu
Clinic	Male 7997 Female 7995	

To see in detail the functions and services provided by Facilities Department, check this link: http://www.alfaisal.edu/facilities_dept

5. IT Services (ITS)

ITS is the central facility at Alfaisal University responsible for providing IT services to support students, faculties, staff and business areas for quality learning, teaching and research activities. To see in detail the functions and services provided by IT Services Department (ITS), check this link: <http://www.alfaisal.edu/its>

6. Library

The Alfaisal University Hassan Abbas Sharbatly e-Library is accessed using highly developed computer labs furnished with the latest technological materials. The growth of electronic resources in the library will continue to support the library with up-to-date references from the most professional societies & publishers.

The myriad of resources available in the Hassan Abbas Sharbatly e-Library have been made possible by the generous support of the Sharbatly family and The Hassan Abbas Sharbatly Foundation. Their generous contributions are very much appreciated and will assist Alfaisal University in taking its place as one of the pre-eminent institutions of its kind in the country, the region, and internationally.

The University Library currently holds a solid collection of books and journals (primarily in electronic format) with both the print and electronic collections growing steadily. There are over 370,368 books and journals available in the Library. The 12,000 net square meters facility new University Library building is expected to be complete in early 2016.

The library is currently located on the ground floor of the CoSGS and CoB, rooms SG078, BG63 and BG065, and the third floor, room B3.074. Computers are available to readily access the library and other electronic resources, and the quite area tables are available to read in the print library. Library staff is available to assist you in any way possible.

The Library also provides students and faculty members with up to date technology in photocopying, printing, and scanning. The newly installed system in the Library allows students and faculty members to scan materials in the Library and sending them directly to their emails rather than printing them. This innovative service demonstrates the commitments of the University and the Library to the ongoing worldwide conservation initiatives.

Library hours from 8:00 am to 9:00pm Sunday through Thursday, closed on Friday and Saturday. The print library room (BG-063) is open from 8:00 am to 5:00 pm Sunday through Thursday, closed on Friday and Saturday and to facilitate faculty and students constant access to library resources, The Library implemented a remote access service for its resources which allows students and faculty members to access the library resources 7x24 from off the campus or anywhere around the world.

7. Student Rights and Responsibilities

7.1 Student Rights

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

- 1. Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion or sex.**
- 2. The teacher-student relationship within the classroom is confidential, and disclosure of a student's personal or political beliefs expressed in connection with coursework will not be made public without explicit permission of the student. It is understood that the teacher may undertake the usual evaluation of knowledge and academic performance.**
- 3. Students' records may be released to or examined by persons outside the University only upon request of the student or through compliance with applicable laws.**
- 4. Students are free, individually or in association with other individuals, to engage in all campus activities as long as they do not in any way purport to represent the University.**
- 5. Students are free to use campus facilities for meetings of student-chartered campus organizations, subject to regulations as to time and manner governing the facility.**
- 6. Students may invite and hear speakers of their choice on subjects of their choice and approval will not be withheld by University officers for the purpose of censorship.**
- 7. Students will have their views and welfare considered in the formation of the University policy and will be consulted by or may be represented on University committees that affect students as members of the University community on a case by case basis.**
- 8. Individual's religious and spiritual beliefs are respected.**
- 9. Students have freedom of research, of legitimate classroom discussion, and of the advocacy of opinions alternative to those presented in the classroom.**
- 10. Students will be evaluated on knowledge and academic performance for purposes of granting academic credit and not on the basis of personal or political beliefs.**
- 11. Students will be free from censorship in the publication and dissemination of their views as long as these are not represented as the views of Alfaisal University.**
- 12. Students' publications are free from any official action controlling editorial policy. Publications shall not bear the name of the University or purport to issue from it without University approval.**
- 13. Students are free, in abidance with University's regulations to form/join/participate in any group of intellectual, organizational, religious, social, economic, political, or cultural purposes.**

7.2 Student Responsibilities

- 1. Remaining a member of Alfaisal community requires students to comply continuously with rules and regulations governing student's academic progress, social interactions and personal behavior.**
- 2. Students must avoid and not get involved in any form of academic misconduct such as: cheating, plagiarism and other misappropriation of the work of another, falsification of data, improperly obtaining or representing laboratory or field data, dishonesty in publication, publication or attempted publication of collaborative work without the permission of the other participants, abuse of confidentiality, misuse of computer facilities, misuse of human subjects, illegally or carelessly obtaining or using dangerous substances or providing such substances to others, falsification or unauthorized modification of an academic record, obstruction of the academic activities of another, aiding or abetting academic misconduct, attempted academic misconduct.**
- 3. Students must be on a level of courtesy, civility and consideration that prevents them from any form of personal misconduct. They are expected to adhere to ethical standards in a variety of work places (e.g. classrooms, laboratories) within the explicit standards set by the University. Being physically or verbally threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work.**
- 4. Student must always present his/her Alfaisal Id at exams time.**
- 5. Students must not misuse or damage any of the University facilities and they should behave properly in the public areas inside campus.**
- 6. Students will be exempt from disciplinary action or dismissal from the University except for academic failure, failure to pay a University debt or a violation of a student or University rule or regulation. Rules and regulations shall be fully and clearly promulgated in advance of the supposed violation. The University has no legal authority over a student when outside University property, except where the student is on the property of a University-affiliated institution, where the student is engaged in a project, seminar, or class for academic credit or as otherwise provided in the University rules, regulations and procedure or on property that falls within the jurisdiction of University authority.**
- 7. By the end of their final year of academic study, students should meet professional and legal practice requirements. They must value intellectual engagement, research-based practices and life-long learning.**
- 8. Regular and punctual attendance is required of all students for all classes, labs, seminars and/or clinical experiences. A student who is constantly late and/or absent from classes, seminars and/or labs may be unable to meet the course requirements and may not be able to receive a credit for the course.**
- 9. The use of cell phones or other electronic messaging devices during class or lab is not permitted. Text messaging or e-mailing in class is prohibited.**
- 10. It is recognized that every member of the community has the responsibility to conduct him or herself in a manner that does not violate the rights and freedoms of others.**
- 11. A student or group of students cannot organize events inside Alfaisal University campus without written approval from Student Affairs Deanship (SA). In case there is an event/activity to be conducted inside University's campus, SA personal must be notified in writing at least one week ahead of event/activity date and specified form(s) must be filled out and approved before proceeding in event/activity.**
- 12. Also, a student or group of students cannot initiate and hold an event/activity outside campus by the name of Alfaisal University without having written approval from SA.**
- 13. Segregation policy is applied on all the campus, male and female students are not permitted to gather in one place.**

- For more information see (Alfaisal University Code of Student Conduct).

7.2.1 Dress Code for Women:

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

7.2.2 Dress Code for Men:

- 1. Formal outer Thoubes are appropriate for wear at the university.**
- 2. Men may wear casual/formal pants and shirts. Jeans are allowed, as well as dress pants, however low riding pants require a shirt that covers skin.**
- 3. Shorts are allowed if they are of knee-length.**
- 4. Shirts can be casual, but t-shirts with cartoons, political messages, or other inappropriate verbiage or art work is not allowed.**
- 5. Head wear is not to be worn in specific labs due to safety purposes.**
- 6. Shoes or sandals are required at all times but in labs, only shoes are permitted for safety reasons.**

8. Admission

Alfaisal University seeks to attract academically gifted students who will achieve, excel and contribute to the development of the University's community. To ensure these outcomes, as much information about student performance and aptitude as possible is needed.

8.1 Admission to the University Preparatory Program (UPP)

The University Preparatory Program provides high school graduates a rigorous academic preparation to succeed in higher education both in the Kingdom and abroad. The UPP offers English language training, skills development, and intensive academic coursework at the college preparatory level as well as the university level for students who qualify. The UPP curriculum is designed to provide all students with instruction in English language, study and learning skills, and computer skills. Math and science course options will depend on the specific UPP pathway that the student follows. The varying pathways prepare students for university study in engineering, medicine, science, and business. Alfaisal University strongly encourages all prospective students to attend the UPP. The UPP prepares students to be scholastically successful in the University's academically challenging instructional programs.

8.2 Direct Admission to Alfaisal

Students with exceptional performance can be admitted directly to Alfaisal University if they have the academic excellence and English language requirements needed, thereby bypassing the normally required UPP year. The requirements for direct admission are higher than those required for entrance into the UPP.

Admission Requirements

You can check the following link to view direct admission & admission to University Preparatory Program (UPP) requirements:

<http://admissions.alfaisal.edu/en/criteria>

Required Materials and Submitting Application

Students who would like to join one of Alfaisal University academic programs can apply only through the University's online application <http://admissions.alfaisal.edu/en/apply>. A student will find the suitable type of application according to his/her previous achievement (freshmen or transfer) and will see the list of credentials which he/she must provide and upload. After preparing all required documents, an applicant will start the process of filling out the online application form and completing all required elements.

*Enrollment is not guaranteed until the student pays his/her SAR 5000 tuition enrollment fee. This fee is a part of the overall tuition and NOT refundable.

9. Registration

Alfaisal University follows Ministry of Education (MOE) rules and regulations for course registration and grading. For more details, check MOE website.

9.1 Auditing Courses

If a student wants to register officially, the course may be scheduled as an audit. A student auditing a course may be required to participate fully in the class. Expectations should be clarified with the course instructor at the start of the semester.

Impact of an Audit

1. Determining full time or part time enrollment status.
2. Calculating semester standing.
3. Determining financial assistance and scholarship standing (consult with the Office of Financial Assistance and Scholarship for further clarification). The University may make changes in policies, procedures, educational offerings, and requirements at any time. Please consult an Alfaisal

University academic advisor for more detailed information.

9.2 Declaration of Majors

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

9.3 Guidance on Enrollment for Summer Courses

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

- 1. If a student wishes to improve an earlier grade by summer study, registration and payment of fees must be made by the first day of the summer session. One repeat is allowed if a passing grade was obtained on the first taking of the course. Attendance at all class meetings is compulsory, as is the completion of all course work if the student is to be allowed to sit the final examination for the course.**
- 2. If a student wishes to take a course over the summer from another university, this will be allowed only if that course is not offered during the summer session at Alfaisal University. The dean of the college in which the course is normally offered may, with appropriate justification, grant exception to the foregoing rule. In such cases, the college dean must give permission which will be based on information provided by the student. This information must demonstrate that at least 80% of the Alfaisal University course content and mode of evaluation is covered by the course at the university where summer study is proposed.**
- 3. A student is allowed to register a maximum of 9 credit hours in Summer Semester.**

10. Student Services

10.1 Administrative Services

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

10.2 Support Services and Student Counseling

Student Counseling

Student counseling aims to help students overcome any difficulties that may face them in their life in the University. It provides a space where students can feel comfortable and relaxed while talking with an

empathic listener and where the student has the opportunity to explore as much of his or her concerns as he or she chooses to bring.

For counseling assistance, we urge you to visit the office of Student Affairs Located at the ground floor of the Student center.

10.3 Student Activities

The Student Activities Office seeks to foster a community where students complete their education and develop into leaders through involvement in purposeful and innovative experience. Student Activities provides co-curricular opportunities that sponsor and recognize leadership, learning, athletic training and development while promoting a powerful connection to Alfaisal University.

11. Financial and Scholarship Services

11.1 Tuition and Fees

Alfaisal University applies several tuition and fees policies depending on the provided service. There are specified amounts and deadlines to fulfill required payments. You can find all information and guidelines about this regard on this link: <http://admissions.alfaisal.edu/en/tuition-fees>.

11.2 Scholarships

The mission of the scholarship program at Alfaisal University is to provide financial support to all eligible students who are interested in attending Alfaisal University. It is devoted to meet the financial needs related to the educational well-being and development of qualified students. Provision of financial assistance is based upon student financial need, merit and fund availability. Financial assistance is awarded through grants and scholarships which do not have to be repaid. Alfaisal University does provide several types of scholarships:

1. **Merit-based Scholarships:** These scholarships are granted partially and awarded to academically gifted students. Merit-based scholarships will cover all five years of study in all colleges, except for the College of Medicine which will cover six years.
2. **Financial Assistance (Need-based):** These are partial scholarships and they are awarded based on the need of students, contingent upon the fulfillment of the eligibility criteria initiated by the University.
3. **Dean's List:** These scholarships are available for tuition paying students who have achieved a minimum CGPA of 3.75/4.00 by the end of the academic year of study at one of the Alfaisal University colleges. If granted, they will cover up to 20% of a student's tuition fees.
4. **MOE Scholarships:** The Ministry of Education will provide number of scholarships that will not exceed 50% of the total number of students in the University.

Merit-based and financial assistance (need-based) are granted to new students, but the dean's list scholarships are for students who are already attending Alfaisal University. These scholarships are for both

Saudis and non-Saudis and can be applied for through the Office of Scholarship and Financial Assistance located at the ground floor of the Science Building. Students must maintain scholarship criteria every semester, especially those pertaining to academic achievement. Failure to maintain the required academic performance level required will result in termination of scholarship. Refer to the section related to grades and results in this guide for more details.

12. Academic Progress and Placement on Probation

The student is expected to maintain good academic standing throughout his studies by keeping his cumulative Grade Point Average (GPA) above 2.00 out of 4.00.

For more information click (Rules and Regulations of Undergraduate Study and Examination).

Enrollment in the Summer Internship Program

Depending on the major, a student may be required to spend a summer training.

The student should complete the summer training period prior to his/her last semester at the University. A student is qualified to enroll in this program, if he/she meets the following conditions:

- 1. Complete the required credit hours in the degree program in which he/she is registered. The program must be completed before the end of the last semester at the University.**
- 2. Complete all the courses required by the department. Earn a major GPA of 2.00 or above.**
- 3. Have not been suspended from the University.**
- 4. Studying in some colleges may be on a full academic year basis, according to the rules and procedures approved by the University Council. An academic year comprises two levels.**

13. Examinations and Grades

Students are expected to meet examination schedules as determined by registrar office. Retaking final exams is not permitted. For students who missed a final exam, however, the University recognizes that unforeseen circumstances do occur and have instituted the following policies for final exam make-ups, as well as for examinations scheduled during the semester.

13.1 Make-Up Exams

Make-up Final Examinations

Alfaisal University policies do not allow students who miss their final exam to request an alternate arrangement to make-up the exam except for one of the following reasons only – medical illness, or compassionate grounds. Alternate arrangements must be made prior to the scheduled examination date and time. Unless it is an extended illness, the missed final exam must be completed as soon as possible after the scheduled exam date. The following guidelines are to be followed:

- 1. The student makes the request in writing and in a timely manner before the scheduled exam, to**

request an opportunity to complete a makeup exam.

2. The student provides the Instructor with the required originally-signed documentation • regarding the reason he is not able to complete the test on the originally scheduled exam date. Without this documentation, the student will not be granted an accommodation to complete a makeup exam and will be assigned a zero grade for the exam. No incomplete (I) grade can be assigned in this situation.
3. The makeup exam does not have to be identical to the original final exam, but it must cover the same material.
4. All communications with the student must be via e-mail, with the University Registrar copied on each exchange.

It is the instructor's responsibility to:

- **VALIDATE** (approve or refuse) the student's request and include the final exam details if approving the student's request. The Instructor will copy the Registrar on all communication with students regarding their missed final exams.
- **RETAIN** documentation provided by the student with the course records.
- **E-MAIL** the University Registrar immediately, but no later than five business days prior to the date of the final exam, with the following information for each student approved for a final make-up exam:
 1. The student's name.
 2. The student's Alfaisal University ID number.
 3. The course and section number.
 4. The duration of the final exam.
 5. A list of all the aids/resources permitted the student during the taking of the final exam.
- **COORDINATE** with the University Registrar the due date of submission of the student's final grade.
- **ASSIGN** an incomplete (IC) grade to the student if unable to grade the final exam before the final grade deadline and submit a Grade Change Authorization Form to the College Dean for approval and processing to the Office of the Registrar.

Make-up Examinations (Other than Finals)

Alfaisal University requires that students be permitted to make up examinations missed because of illness, other unavoidable circumstances or University activities. Therefore, instructors must offer reasonable options without penalty to students who have missed examinations for legitimate reasons.

It is the student's responsibility to contact the instructor as soon as possible before the exams about the reasons for a missed exam and, if the Instructor so wishes, to provide appropriate documentation.

Makeup examinations will be scheduled at a reasonable time and location. The makeup examination, if

different, will be equivalent to the original in form, content, difficulty, and time limits, and the standards for scoring and grading will be equivalent to those used for the original examination.

Grade Re-evaluation Based On Exceptions to University Policy

In those cases in which the grade received by the student is the result of the University policy (e.g., an “F” resulting from failure to remove an Incomplete grade in the time allowed or failure to officially withdraw from a course) rather than a faculty member’s evaluation of performance in a course, the student’s written appeal must be directed to the Office of the registrar. Such appeals will be considered by registration Committee. This process cannot be used for students appealing a failing grade (F) assigned due to academic dishonesty.

13.3 Transcripts

Official transcripts will be released only with signed authorization of the individual student. Requests for transcripts must be submitted in writing to the Office of the Registrar. The charge for each Official Transcript is SAR 100. Forms are available in the Office of the Registrar and online. Unofficial transcripts may be obtained through Netclassroom.

14. General Education Requirements (GERs)

General Education Requirements (GER) are a set of courses designed to provide students with introductory level instruction in core disciplines that broaden a student’s education and are intended to develop critical thinking abilities. A student should check his/her major academic plan.

14.1 Major Field Requirements

A maximum number of designated hours will be required for individual majors, including the comprehensive examinations and/or projects and required courses offered by other departments. The requirements for majors are outlined in the University Catalogue. For established departmental majors, this authority resides with the Dean of the College. Substitutes in the general education portion of the degree requirements must be approved by the Vice Provost of Academic Programs.