

- *Final Mark*: Total of the term-work marks + final examination mark for each syllabus.
- *Estimate*: Description of the percentage or the grade letter description of the Final Mark.
- *Incomplete (IC) estimate*: Tentative estimate for a syllabus the requirements of which have not been completed on time by the student.
- *In Progress (IP) estimate*: For a course that requires more than a term to complete.
- *Term Average*: The sum of the student's points in a term divided by the number of units for all subjects.
- *Accumulative Average*: The total number of points in all the subjects studied since a student joined KAU-AC multiplied by the total of subject units.
- *General Estimate*: Student's learning level throughout his study at KAU-AC.
- *Warning*: Notice given to the student at the end of a term because of an accumulative average of 2/5 or less.
- *Failed at End of Term*: Notice given to a student at the end of a term because of the student's failure in all subjects.

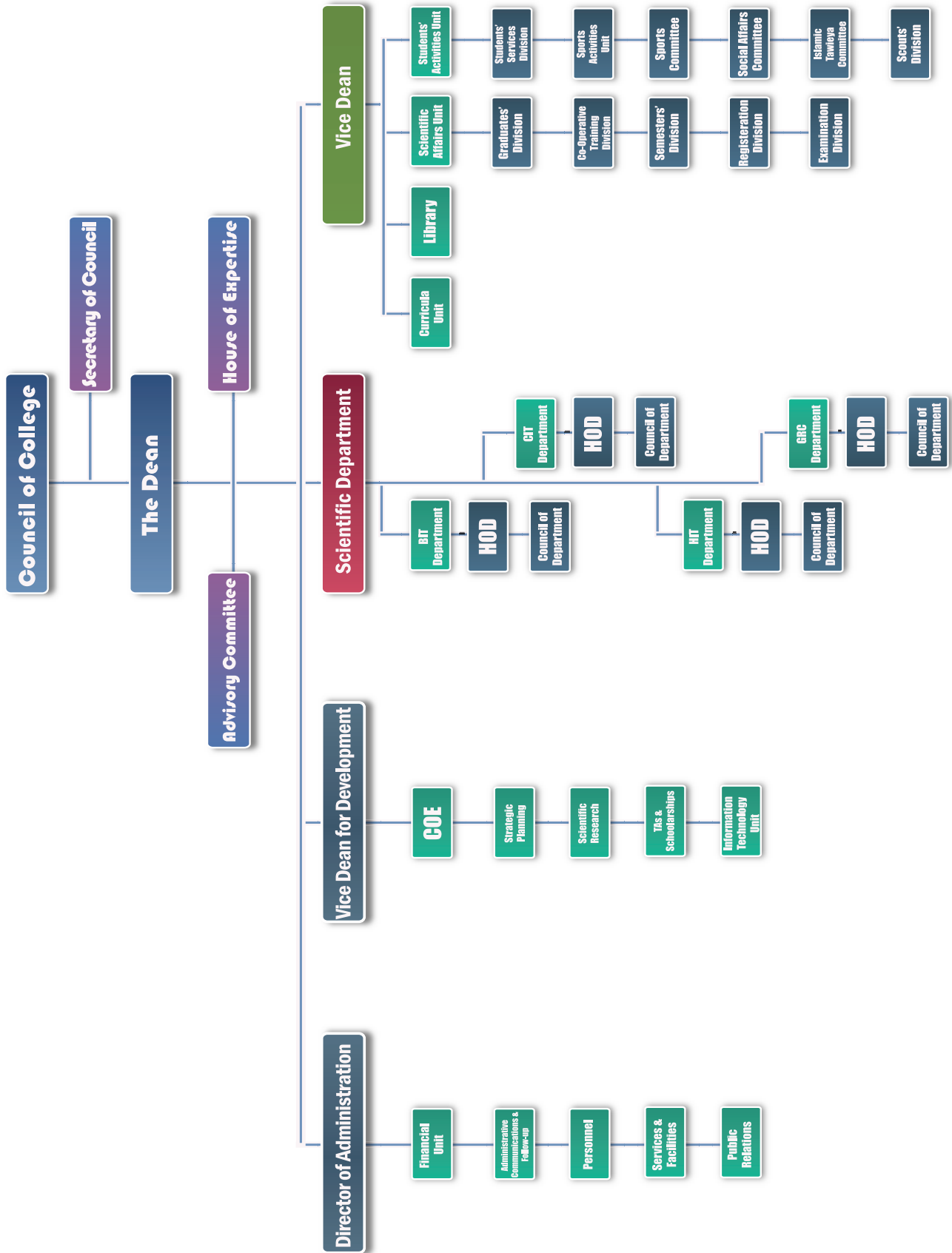
For more information, please visit KAU's Deanship of Admission and Registration at:
<http://admission.kau.edu.sa>

14. Administrative Services And Staff

The senior members of KAU-AC management and the administrative staff shall carry out the policies of the college and King Abdulaziz University, shall perform their duties assigned to them according to their job descriptions and/or their supervisor(s), and shall perform such duties and responsibilities with professional skill in order to ensure optimum utilization of the college and university resources for the implementation of the educational program.

The University has a classification system by which all regular employees (except faculty) are assigned to a job title and grade based on the regulations of the Ministry of Civil Services. Each employee should be supervised by only one supervisor according to the organizational chart below.

The Director of Administrative Services is responsible for overseeing all staff and administrative activities and should report directly to the Dean of the College.



Administrative Affairs Departments

Office Of Administrative Affairs

The mission of Administrative Affairs is to provide all essential support services necessary to achieve the teaching and public service goals of KAU-AC. The office of Administrative Affairs provides planning and business services to college students, faculty, and staff. These services include budget development and control, college facilities management, and maintenance and operations. It also oversees the operation of the library, personnel services, reception, maintenance of facilities, custodial needs, and safety and security of the college.

In addition, the Administrative Affairs office administers benefits, compensation, classification, organizational, and staff development programs. Other functions that are administered by the office are listed below:

- Employee Performance Evaluation
- Training and Career Development
- Promotions and Transfers

Finance Department

The Office of Finance attends to the financial management of the college. This office is responsible for financial transactions and record keeping for all activities of the College.

Specific functions of finance services include cash receipts and disbursements, and preparation of internal and external financial reports. The department is also responsible for the purchasing of materials, equipment, supplies and services essential to the operation of the College, maintenance of essential inventories, and vendor payments. Purchasing strives to ensure the best price and most beneficial terms and conditions in accordance with KAU policy and procedures.

Office Of Information Technology (It)

The mission of the Office of Information Technology (IT) is to provide an information technology environment that empowers and enables faculty, students, and staff to enhance the quality of teaching and learning, to re-engineer business processes, and to improve operating productivity.

The success of the IT office is determined by how consistently it provides quality services, how effectively it communicates with constituents, how timely it meets project goals and deadlines, and how well it aligns project delivery with customer expectations.

The IT office provides the following services:

- Day-to-day activities and support services
- Evaluate infrastructure needs
- Manage IT operations (including staff and faculty computing, Lab computing, Network, and Web Support)
- Equipment setups for media presentation
- Monitor network usage and performance analysis
- Manage system backups and data integrity
- Maintain, change or write new programs to support the Administrative data systems.

Requests For Equipment Setups

Requests for equipment setups and check-outs cannot be guaranteed unless there is at least 24 hours' notice. The IT office will endeavor to accommodate late requests but cannot guarantee service. Media should not be moved from their locations without first contacting the IT office. Before calling the office ensure that you have the following information at hand:

- Your name and office phone number.
- Department, building and room number where the media items are needed.
- The starting and end times of your class or event. IT&S will retrieve the equipment.
- If this is going to be a recurring request for the duration of the semester, you will need to advise the Help Desk at the time of the initial request.
- Make sure that the media request is read back to you to reaffirm the date, time, place and type of equipment needed.

Equipment Maintenance

Maintenance work is normally scheduled based upon written work orders. Faculty and staff shall request maintenance work for their computer equipment by submitting a "Request for Maintenance Form (Work Order)" via the department head.