

13. Students And Academic Affairs

Students And Academic Affairs Department

The Students and Academic Affairs Department contributes to the mission of KAU-AC by providing programs, extra-curricular activities and services for students and the College community. It is responsible for arranging class schedules and registration, maintaining records of students, developing their educational plans to meet their career goals, and preparing students for employment, informing students of the policies and procedures (i.e., add/drop, repeat policy, etc.), ensuring that students are knowledgeable about CORE Requirements as well as the basic requirements applicable to the particular major that they are interested in pursuing.

The Office of Students and Academic Affairs is headed by a supervisor who reports directly to the Vice-Dean.

Students

Duties and Responsibilities:

Students of KAU-AC are responsible for meeting the highest standards in their academic and personal conduct.

Students' responsibilities for meeting these standards are as follows:

- **Students' Academic Responsibilities:**
 - Attend classes regularly (**see attendance policy**)
 - Be prepared for class
 - Participate actively in learning activities
 - Complete all assessments on time
 - Fulfill assessment requirements fairly and honestly
 - Observe all regulations of KAU-AC
- **Students' Personal Responsibilities:**
 - Treat faculty, staff, visitors and other students with courtesy and consideration
 - Respect rights of others to learn in a safe and supportive environment free from harassment
 - Promote appropriate behavior, by example, at all times.
 - Provide accurate information
 - Be free from harassment, threats and assault
 - Respect and maintain all KAU-AC property
 - Respect other people's property
 - Use facilities of the College only if permission has been granted

Admission Requirements

Enrollment procedures for students entering KAU-AC are compiled from the third unit of the higher education study manual approved by the Saudi Arabian Council of Higher Education.

As a requirement for enrollment in the College the new student must fulfill the following conditions and criteria for admission:

- The student should hold a general Saudi secondary school (high school) certificate (natural sciences, or social and administrative sciences) or its equivalent from inside or outside the Kingdom of Saudi Arabia.
- The student should have earned his high school diploma within the past three years.
- Student must submit the official documents for enrollment.
- The student should be of Saudi nationality or born of Saudi mother.
- He should be a full-time student.
- The student should not be accepted or registered for another academic program at King Abdulaziz University or any other Saudi university.
- The student should not have been dismissed from any other university for disciplinary or educational reasons, and he should not be withdrawn from any college within 3 months prior to the date of the application.
- The student must satisfy any other conditions the University may deem necessary at the time of application.

Placement Test

The medium of instruction at KAU-AC is English. All the course materials, exams, and textbooks are in English. Good skills in the use of English are important for any new student at KAU-AC. After registration at KAU-AC, a placement test in Mathematics and English language is held. Based on the results of this placement test, students will be registered in Intensive English and Math courses to strengthen their English language competency and Math skills as a preparation for the main program.

Student Orientation

Student orientation is held at the college during the first week of the academic year. Students are introduced to the college and the staff and are provided with information about programs and services available. They are also informed about college policies and procedures.

Students With Special Needs

KAU-AC is committed to provide students with special needs with equal access and opportunity to its academic courses and activities. Any student with a disability can report to the Academic Affairs Office where appropriate measures are taken to accommodate the unique circumstances of each student.

Academic Advising

Academic advising assists students to plan their academic programs and career objectives. It is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation to define educational goals and objectives and to help students identify their learning-related needs and support to ensure their academic success.

Each new student is assigned an academic adviser at the start of the academic year. Advisers review student progress reports, assist students with their educational and career goals, and advise them regarding class schedules.

Specialization

Students are eligible for selection and admission to any active program at the college once they successfully complete the preparatory year requirements.

The courses of each program are spread over 4 academic semesters. This distribution of courses and credit hours is called “the Program outline”. The academic division/department regularly reviews and updates the Program outline in order to provide students with continuously updated programs. Students must successfully complete all of these courses in the degree plan in order to receive a degree in their major.

Enrollment Confirmation

All active college students must visit the Students and Academic Affairs Office to confirm enrollment for that specific semester. Students should check their enrollment and can make any changes if necessary, during the designated period. It should be noted that only the student himself can do the enrollment confirmation.

Courses will be dropped for those students who fail to confirm their enrollment by the end of the second week of each semester.

Course Load

- The minimum course load is 12 credit hours during a regular semester
- The maximum course load is 18 credit hours during a regular semester
- A student is permitted to register for 21 credit hours with the approval of his departmental Chairman.

Change Of Sections

Students can change the sections of a course(s) during the first week of the semester. A student is required to obtain the approval from the head of the department offering the course.

Adding And Dropping

A student, on the approval of the department head, may add or drop one course or more no later than the end of the first week from the beginning of classes in any semester. The course load must remain at or above the minimum allowable limit and should not exceed the maximum allowable limit.

Study Postponement

A student may apply for a postponement of his studies for a period of one semester. Approval from the vice-dean is required and it is applied only to those students who finished at least one semester in the program with the cumulative average of not less than 2.0.

Program / Course Withdrawal (Voluntary)

Students who request withdrawal from a program or course must obtain and complete the necessary form from the Students and Academic Affairs Office before the end of the seventh week of the semester. The exact deadlines for withdrawal of course(s) will appear in the academic calendar for that particular semester.

Program Change

Students wishing to transfer from one program to another must obtain and complete the necessary form from the Students and Academic Affairs Office and follow the procedure outlined by the college in order for the necessary records to be updated.

Academic Standards For Continuation As A Kau-Ac Student

Every KAU-AC student is required to successfully complete a course load (each semester) equivalent to at least 75% of the normal course load for that level.

A student who successfully completes 75% of the semester course load may proceed to the next level, except where program prerequisites for advancement have been specified in course outlines. All requirements for the incomplete semester must be fulfilled prior to graduation.

Academic Standards And Progress Policy

KAU-AC is committed to the academic success of students. The primary purpose of the Academic Standards and Progress Policy is to ensure that our students complete degree and certificate programs in a timely manner in order to make the most efficient use of instructional resources and provide capacity within the institution for additional students. Moreover, the policy is intended to quickly identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance.

Every KAU-AC student is required to successfully complete a course load (each semester) equivalent to at least 75% of the normal course load for that level.

A student who successfully completes 75% of the semester course load may proceed to the next level, except where program prerequisites for advancement have not been met as specified in course outlines.

Academic standing is reviewed at the end of each semester by the department head and the vice-dean as follows:

- **Good academic standing:**

A student remains in Good Standing by passing the courses in which he enrolls each semester and by maintaining a minimum cumulative grade point average of 2.00. Student progress is reviewed at regular intervals and appropriate action is taken where progress is not satisfactory.

If a student fails to pass enough courses in a semester and/or fails to maintain the minimum cumulative grade point average, he will be placed under one of the following restrictions:

- **Academic Warning:**

A student will be placed on Academic Warning at the end of any semester if his cumulative GPA falls below 2.00.

Students placed on Academic Warning will receive a letter from the Academic Affairs Office that offers effective study tips and strongly encourages students to take advantage of college support resources for educational planning.

- **Academic Probation:**

A student will be placed on Academic Probation at the end of any semester if:

- His cumulative GPA falls below 1.75 or,
- He fails to successfully complete at least 75% of the normal student course load in one semester.

A student placed on Academic Probation will be required to complete an **Academic Success Plan** that outlines steps for improving the student's academic performance. A student on Academic Probation will be required to submit this plan to a designated advisor and the advisor may adjust the student's plan. Enrollment will be blocked for a student on Academic Probation until the student secures advisor approval to enroll in specific classes. Students are expected to be aware of their academic status at all times and are responsible for knowing whether or not they are on academic probation.

- **Academic Suspension:**

A student will be placed on Academic Suspension at the end of any semester for any of the following reasons:

- If he fails to complete all the preparatory year courses within a maximum of three regular semesters.
- If he fails twice consecutively in the same course.
- If his cumulative GPA falls below 1.50 or
- If he fails to successfully complete at least 75% of the normal student course load in each of the two consecutive semesters.
- If he ceases (discontinues) his study for one semester without submitting a request for a postponement or
- If he violates requirements of ethical codes of conduct through repeated cheating in his course work.

Students placed on Academic Suspension will not be enrolled in any courses in the subsequent semester.

If a student is dismissed for academic reasons, a statement to that effect will be noted on the transcript.

Dean's Honor List

Outstanding academic achievement at KAU-AC is recognized by inclusion on the Dean's Honor List. In order for a student to be placed on the Dean's Honor List at the end of each semester, a student must

- Be carrying at least 12 credits
- Not be on probation
- Have not missed any class during the semester
- Have passed all courses and be ranked in the top 10% of the class, and have an overall average of at least 80%.

Class Attendance And Denial (Dn) / Reward Policy

Class attendance is the responsibility of the student. The student is expected to attend all classes and laboratories. It is the student's responsibility to complete all course requirements even if a class is missed. A student who finds it necessary to miss class assumes responsibility for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. The course instructor will determine the validity of a student's reason(s) for absences and will assist those students who have valid reasons.

Instructors will provide students with written statements of their policies with respect to absences. Excessive or extended absence from class is sufficient reason for the instructor to recommend that the student be dropped (denied) from the course according to the following policy:

- Students will receive a first verbal warning from his instructor and 5% deduction of the course total grade after missing cumulative classes equivalent to one week in that course.
- Students will receive a written warning from the instructor and 10% deduction of the course total grade after missing cumulative classes equivalent to two weeks in that course.
- Students will be given a "DN" grade for that course after missing cumulative classes equivalent to three weeks in that course.
- A "DN" grade cannot be removed from any student's record once it is given.
- Classes begin promptly at the times indicated in the schedule of classes. Arrival in classes after the scheduled starting time constitutes late coming. Two "late" (/) entries may, at the discretion of the instructor, amount to an official absence.
- Instructors must provide students on the first day of the semester with a copy of class attendance and denial (DN) / reward policy and ask them to read, discuss and sign.

Student Records

The Students and Academic Affairs Office is the repository of all official student records. "Student record" is defined as any information collected, assembled, and maintained by the College, including documents, writings, letters, memoranda, computer tapes, electronic messages, and other written, printed, typed, copied or developed materials which directly or indirectly contain the identity, or provide a method of determining the identity, of the student or students with which the record deals. Student records specifically include, but are not limited to, the following:

- Applications for admission
- Standard achievement test scores
- Attendance information
- Scores on standardized intelligence and placement tests
- Official reports, transcripts, grades
- Drop/Add history
- Request for transfer credit form
- Application for graduation
- Class rosters/course schedules

The college shall protect the right of students and their parents with respect to student records and reports containing student information. The College will regard each student record as a unique and private document, maintained in a secure, controlled environment.

It must be stressed that only students or their parents have the right to review and inspect these records. Students or their parents should submit to the Academic Affairs Office written requests that identify the record(s) they wish to inspect. The Academic Affairs Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College, students and their parents shall be referred to the correct University official to whom the request should be addressed.

Student Grievance Policy

The following represent the standard operating procedures for addressing grievances in the college:

1. Student-Student conflict:

Conflict between students on all matters should be addressed to the Vice Dean of Academic Affairs. Personal conflict may be reported to the Vice Dean of Academic Affairs.

2. Student - Staff Conflict:

All cases are referred to the Vice Dean for Academic Affairs.

3. Academic Conflict:

Conflict pertaining to Student's denial for exam (DN), exam assessments, grades, academic record, or any other related complaint.

In case of grievances, students can register their complaints to any of the following personnel: Dean, Vice Dean, Head of concerned departments, Concerned Instructor and Director of student's affairs, Academic Affairs Supervisor, Course Coordinators. Their contact information is available on the College campus and a web-based staff directory. Students usually lodge a verbal complaint to any one of the above-mentioned authorities. Concerned authority takes the remedial measure on Student's complaints by taking immediate action by appropriate measures. The College has an "open-door" policy regarding student grievances. Students can contact the Dean on Sundays from 13.00–15.00 to lodge their complaints. In addition, students can fill out a grievance form via their web page on ODUS plus which directs them to the concerned authorized personnel.

Complaint Procedures

There are two methods to register complaints; the first can be done electronically via KAU's website/email to competent authority and the second a written complaint submission on specified complaint form available in the office of the vice dean of academic affairs. Both anonymous and identified complaints are acceptable. The Vice Dean for educational affairs, who will acknowledge in writing receipt of the complaint and establish a file for the complaint within two working days, will review the complaint. The file will be kept separate from student academic records or faculty/staff personnel records. If a complaint is filed anonymously, it should be dealt with caution. We strongly encourage students to provide their personal and academic details without any fear. KAU-AC acts immediately and solves the student problems as soon as possible.

Students' complaint forms are available in the students' affairs department of KAU-AC and provide complete information on the process and requirements.

Students are also at liberty to contact the COE. The contact details of the COE are given here under:

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

Telephone (local) 3898-396-770

Telephone (Toll-Free): 2081-917-800

Fax: 3790-396-007

Web: <http://www.council.org>

Student Activities Office

The KAU-AC Office of Student Activities makes the educational program a rich, exciting, and enjoyable experience. The office is designed to provide a full schedule of traditional and special extra-curricular activities such as: student leadership workshops, cultural and Islamic programs, social and sporting activities, and volunteer program activities.

The goals of the Student Activities Office are to:

- support Islamic education and direct students to commit themselves to the Islamic code of conduct;
- provide opportunities for student leadership through student organization activities;
- improve communication and openness, support diversity and civil responsibilities;
- model the highest standards of professional and public service; and
- serve as an information resource for students affairs and future career planning.

For more information, please visit KAU's Deanship of Student Affairs at:

<http://studentaffairs.kau.edu.sa>

Examinations And Grades

Grading System

Courses' Grades Distribution

A student's performance in a course is evaluated by the teacher through assigned class work, assignments, homework, projects, quizzes and scheduled examinations. Courses usually follow the pattern shown in the table below. A letter grade, based on the aggregate numerical score, is given to students following the grade distribution policy of the University.

Class Activity	Final Grade Distribution
Exam I	20%
Exam II	20%
Final Exam	40%
Assignment / Quizzes / Participation ...etc.	20%
Total	100%

Final Examination Policy

- It is expected that all mid-semester examinations will occur during a regularly scheduled class period of the course.
- All examinations, excluding the finals, are scheduled by the instructors themselves.

- Final examinations are required in all classes during the period scheduled by the office of Academic Affairs at the end of each semester.
- There should be no deviation from the final exam schedule once it is authorized and announced.
- The final exam duration should not be less than one hour or more than three hours.
- No student is to be given more than two exams in one day.
- Any student who fails to attend the final examination without an acceptable excuse will be given a zero in that examination. In that case, his course grade will be calculated on the basis of his class work and other test scores he earned in the course.
- The Vice-Dean of Academic Affairs may allow the student to complete the requirements of any course during the next term if there are exceptional circumstances which are beyond the student's control. In such a case, the grade of IC will be given to the student.
- Instructors are required to use the incomplete (IC) grade form as a contract with the student as to what course work must be completed by the student for the IC grade to be replaced with a grade. Both the instructor and student should sign this agreement which must be submitted to the Vice-Dean of Academic Affairs.
- When the student completes the course requirements within the specified period, the instructor should assign the appropriate grade on a Change of Grade form and submit it to the Office of Student and Academic Affairs for processing.
- If the student fails to complete all the requirements in the following semester, the IC status will be changed to an F grade which will be included in the calculation of the cumulative GPA.
- The grade of IC is not to be awarded in place of a failing grade or when the student is expected to repeat the course.

Courses' Final Grade and Grade Point Average

Grades are based upon the quality of the student's work in classes within the framework of the college's philosophy, academic standards, and University regulations.

A student who feels strongly that he received inaccurate grades or the grading was unfair, must discuss the matter with the instructor of that course and/or the department chairperson.

A student's grade-point average (GPA) is the weighted mean value of all grade points he earned in a semester. It is computed on a scale of 0.00 to 5.00. The GPA is calculated by dividing all grade points earned into the total number of credits taken. A minimum grade point average of 2.00 is required for graduation.

The meaning of each grading symbol and its value in grade points is given below:

Grade	Descriptive Grades	Letter Grades	Points
95 -100	Exceptional	A+	5.00
90 – 94	Excellent	A	4.74
85 – 89	Superior	B+	4.50
80 – 84	Very Good	B	4.00
75 – 79	Above Average	C+	3.50
70 – 74	Good	C	3.00
65 – 69	High-Pass	D+	2.50
60 – 64	Pass	D	2.00
Below 60	Fail	F	1.00
	Incomplete	IC	---
	In Progress	IP	---
	Denial	DN	0.00
	No grade-Pass	NP	---
	No grade-Fail	NF	---
	Withdrawn	W	---

Make-up Examinations

If a student misses an examination or test, other than the final, the instructor will make an arrangement for a make-up examination. The student must submit to the instructor, immediately upon his return, the make-up exam form and a valid excuse for the absence which prevented him from taking the examination.

Reporting Grades

Faculty is required to submit the final grades to the office of Student and Academic Affairs by the deadline specified in the academic calendar.

Changing Grades

No grade shall be reviewed or changed after the submission of the final grades to the Academic Affairs Office without a written request from the course instructor explaining the reasons for the change. Such a request for a grade change must be endorsed by the department head and the Vice Dean of Academic Affairs.

Repeating a Course

A student who fails a course is permitted to repeat the course. The failed course and grade remain on the transcript as well as the repeated course and grade, but only the new grade will be included in the grade point average calculation.

A student will be dismissed from the program if he fails the course on the second attempt.

Cheating and Plagiarism

- Cheating or plagiarism in any form is considered a serious violation of student code of conduct and may result in disciplinary action. The instructor has primary responsibility for identifying and responding to clear instances of student plagiarism and/or cheating.
- Students are responsible for their own work and actions. All academic work or requirements assigned to a student must be carried out by him without any unauthorized aid of any kind.
- Faculty are expected to uphold and support the highest academic standards in this matter and explain clearly these principles including any qualifications which may be operative in the classes they are teaching so that honest effort on the part of the students will be positively encouraged.
- **Plagiarism** is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving appropriate acknowledgment.
- **Cheating** is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another student's test or examination; unauthorized discussion of answers or questions on an examination or test; and taking or receiving copies of an exam without the permission of the instructor. The instructor should complete a report about each incident of cheating or dishonesty and submit it to the department head.
- The student should receive a zero grade for any dishonest work (homework assignments), or cheating or attempting to cheat in any of the written examinations.
- The Vice-Dean may recommend placing the dishonest student(s) on the college disciplinary probation list.
- Repeated cheating and dishonest practices by a student may result in dismissal/ suspension from the college once approved by the dean of the College.

Grading Policies and Terminologies

The following definitions are provided to assist in student orientation:

- *Preparatory Year*: Two terms taken before specializing, where students study the fundamentals of English, Mathematics, and Computer Science. This qualifies students for choosing one of the majors that offer an Associate university degree.
- *Preparatory Term*: One term where students study fundamentals of English, Mathematics, and Computer Science. This qualifies students for choosing one of the majors that offer a Diploma degree.
- *Syllabus*: an academic subject of a certain level within the framework of the overall plan of each major.
- *Term-work Mark*: the aggregate of the student's marks for tests, research work, and activities pertaining to the syllabus.