

Undergraduate Student Handbook



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Undergraduate Student Handbook

The Deanship of Student Affairs, Admissions, and Registration

The Undergraduate Student Handbook is a compendium of student policies. Each policy is governed by the applicable University office, college, department, or division which has administrative authority over that policy. The policies contained in the Undergraduate Student Handbook may be amended during the course of the academic year, as deemed appropriate. If so, the full and updated policy takes precedence over this Handbook. Please refer to the most current materials and communication from the applicable University office, college, department, or division /or the [Deanship of Student Affairs, Admissions, and Registrations](#) website, for any updates, additions or amendments.

For questions regarding the Student Undergraduate Handbook, please contact the [Deanship of Student Affairs, Admissions, and Registrations](#).

1. General Information

1.1 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.

1.2 Student Rights and Responsibilities

1.2.1 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.

1.2.2 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 workplaces (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 Deanship of Student Affairs, Admissions and registration (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.

1.2.2.1 Dress Code Policy

1. Introduction

Alfaisal University is committed to creating learning, research and working environments that are inclusive and support the needs of all members of the university community.

This University welcomes the diversity of appearance which students and visitors bring to the campus. However, there may be occasions where health and safety or professional considerations restrict certain modes of dress and the wearing of jewelry items, footwear such as, for example, when working in labs.

The Dress Code policy aims to ensure health and safety standards are met, best practice is followed, and obligations required by wearing decent respectful clothes that goes with Saudi traditions, customs, and social norms are applied and implemented.

2. Key Principles of the Dress Code Policy

The University does not prescribe a formal dress code for students, except for students who are required to wear protective clothing, for example in laboratories and workshops. The University supports students to wear appropriate clothing. The University expects students to practice appropriate standards of personal hygiene. Students on placement visits may be required to follow dress codes as applied by the external agency, such as clinical placements in the hospitals. In the case of the latter, any professional requirements of external organizations must be followed. The University does not permit the wearing of clothes or display of badges, screensavers etc. which show obscene material Any breach of this policy may be subject to disciplinary action.

3. Identity and Visual Checks

All staff and students are expected to always carry University identity cards while on campus. The University is aware that some potential applicants and

visitors may wish to wear niqab– however the University reserves the right to ensure that appropriate photo identity is received, and which can be verified. A private room will be made available, where possible in order to undertake such visual checks (through the temporary removal of the niqab) by a local female member of staff. Any person asked to remove their face covering for identification purpose may be denied entry if they refuse to do so. Similar visual checks will take place on key occasions such as prior to student examinations. It is the student’s responsibility to provide appropriate photo identification (e.g., University identity card or passport if the identity card is not applicable).

4. Health and Safety

Health and safety requirements may mean that, for certain tasks, specific items of clothing such as overalls, protective clothing, uniforms, footwear etc. need to be worn or other items removed. The University is responsible for the health, safety and welfare of students and others who may be affected by its work activities. Where this is compromised by the wearing of certain dress (including footwear and jewelry items) or where this is likely to enhance the risk to other persons, a risk assessment for the activity will be carried out between the wearer and the supervisor/faculty. The responsibility for the final decision will rest with the Dean of Student Affairs, Admissions, and Registrations.

5. Medical Emergency

It should be noted that whenever possible medical intervention will take account of religion and cultural sensitivities. However, removal of any religious or cultural symbol, or face covering may be required. It is preferable that a female member of staff is present when a female requires medical assistance and similarly for men. All first aid staff will be made aware of this preference.

6. Placements and External Agencies

Students should dress according to both the University’s and the appropriate local guidelines and regulations. However, it should be noted that the University is not responsible for setting the dress code and/or wearing of symbols required by external

institutions. The external dress code can include removing jewelry/symbols and making an individual's face visible to ensure effective communication.

7. Policy Implementation

All students are expected to comply with this Policy. Colleges or other units hosting industry or other high-profile events at the University are responsible for advising about this Policy and compliance. All faculty and staff are responsible for implementing this policy within their area of responsibility. The University reserves the right to take appropriate action where any breach is identified.

8. Complaints & Advise

If students believe they have been unfairly treated regarding the implementation of the Dress Code, they are asked to bring this to the attention of the contact the Deanship of Student Affairs, Admissions, and Registrations. For further advice and support please contact the Deanship of Student Affairs, Admissions, and Registrations.

1.3 Supporting Services

1.3.1 Facilities Department

The **Facilities Department** 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	facility@alfaisal.edu
	7857 7858	
Building deficiencies or discomfort	7854 7861	facility@alfaisal.edu
Any facilities related issues or services	7856	facility@alfaisal.edu
Clinic	Male 7997	
	Female 7995	

1.3.2 Information Technology Services (ITS)

The **Information Technology Services (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).

1.3.3 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. Computers are available to readily access the library and other electronic resources, and the quiet 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.

1.3.4 The Academic Success Center

Students who need assistance studying for an exam, understanding key concepts in their courses, or getting feedback on papers can find the help they need at the **Academic Success Center (ASC)**. The Center primarily

exists to extend and support the work of Alfaisal's classes by offering free tutoring sessions, in which learners are paired with student consultants who provide academic support for over 30 different courses here at Alfaisal. The students who work at the Center have excelled in the courses they support and have been trained in teaching. Appointments are booked through our [online scheduling system](#) for a maximum of 60 minutes, and students may book up to 4 appointments in a week. Students have the option of booking sessions in person or online, and they may attend sessions as a small group or individually. ASC student consultants also hold workshops that students may attend to review key concepts in various courses. The Center is located on the third floor of both the men's and the women's libraries. The ASC currently supports more than 30 different courses including:

- Mathematics courses
- Chemistry courses
- Physics courses
- English courses
- Anatomy & Physiology courses
- Business courses
- Engineering courses

1.3.5 Alfaisal University Enrichment Programs (AUPEP)

Alfaisal University Enrichment Programs (AUPEP) is an entity that was started in January 2020. It aims to bridge the gap between high school and university and provide our youth with the needed tools to make sound career choices that align with the labor market needs and national/global trends.

AUPEP offer programs in a wide range of fields including medicine, business, engineering, language, science, cybersecurity, artificial intelligence, and others in an interactive and challenging manner. At AUPEP, students get exposed to trending fields and are stimulated to fine-tune their interpersonal and social skills through AUPEP's dynamic approach. The following objectives facilitate fulfillment of the vision of Alfaisal University Enrichment Programs (AUPEP):

1. Conducting high-quality enrichment programs that are in-line with Alfaisal University vision and mission.
2. Conducting multidisciplinary programs and target hot and trending topics in the market.

3. Recruiting expert professionals in their fields to deliver the programs.
4. Creating a space for Alfaisal University faculty, graduates, and students to present their ideas in an innovative way and participate in disseminating knowledge to the youth.
5. Advocating for life and education at Alfaisal University.

1.4 Tuition and Financial Aid

1.4.1 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.

1.4.2 Financial Aid

The mission of the [Financial Aid](#) 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 funds 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 provides number of scholarships to Saudi students.

Merit-based and financial assistance (need-based) are granted to new and continuing students, 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 Financial Aid. Students must maintain the required scholarship criteria detailed in their letter award 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.

2. Admissions

2.1 Introduction

Within the University, the Dean of Student Affairs, Admissions and Registration reports formally to the President of the University. The University operates a centralized admissions structure with initial decisions on applications made by the Dean of Student Affairs, Admissions and Registration. All decisions are made in accordance with the University Regulations and the University Admissions Policy. The University Council determines the number of students to be admitted each year based on the recommendations presented to the Council of Deans by the respective university colleges.

The work of the Deanship of Student Affairs, Admissions and Registration in recruiting and admitting new students supports the goals and ambitions set out in its Mission Statement and Strategy. The University aims is to attract the most talented students, irrespective of background, and prepare them to be confident citizens and potential leaders in an increasingly globalized work environment, further, it aims to:

1. Attract applicants who enjoy the challenge of forward thinking, the excitement of research-led teaching, and the high standards of learning and teaching which we set ourselves.
2. Recruit students from a wide range of backgrounds who we believe have the potential and motivation to succeed on our challenging programs and who can make a valuable contribution to University life.

3. Foster a diverse learning community in which our students will meet people from different cultures, thereby enhancing their skills of critical reasoning, teamwork, and communication.

2.1.1 Admissions Criteria

1. The University's general entry requirements are published annually in the [Deanship of Student Affairs, Admissions and Registration website](#).
2. The University will publish annually the typical academic admissions criteria for all its programs of study. This information will be included in both its print and digital prospectuses and on all its social media accounts.
3. Typical academic admissions criteria are set by the relevant College and approved by the University Council. Reporting to the President, the Deanship of Student Affairs, Admissions and Registration will additionally consider the strategic and cross-college implications, which may arise as a result of a proposal to alter typical academic admissions criteria.
4. Colleges will periodically review these criteria in consultation with the Deanship of Student Affairs, Admissions and Registration. Such criteria will not normally be changed during an admissions cycle. The criteria published on the University web site will be the most up-to date and will always take precedent over that contained in hard copy publications, and/or third-party web sites.
5. Typical academic admissions criteria represent the usual level of academic attainment an applicant is expected to achieve prior to being admitted to that program. These criteria are not intended to provide a guarantee that all applicants who satisfy the criteria may be offered a place, nor that all applicants to be made an offer will receive an identical offer to one another.
6. The Deanship of Student Affairs, Admissions and Registration have the discretion to vary the weight they give to examination results and other indicators of achievement and potential (for example, extra-curricular activities, motivation for the subject, work, or voluntary experience) and, therefore, to vary the offer they make provided this remains consistent with the principles of fair access and with this policy
7. The University is committed to giving full and fair consideration to all relevant academic

qualification information presented by each applicant. Whilst the University expresses its typical academic admissions criteria in the terms of a range of the most presented qualifications, the University welcomes applications from candidates who have (or who will) achieve an equivalent standard in a range of other qualifications, including those offered internationally.

8. The University receives many more applications than it has places available and as such, the admissions process is competitive. Achievement (or predicted achievement) of relevant qualifications does not itself guarantee an offer of admission. The University may consider any, or all, the applicant's academic achievements, research proposal, references, performance at interview (or similar), and test results.
9. The criteria published on the above web page will be the most up-to-date and will always take precedent over that contained in hard copy publications, and/or third-party web sites.

2.2 English Language Proficiency

2.2.1 All programs at the University are delivered in the medium of English.

2.2.2 The University requires successful applicants to demonstrate that their ability to understand and to express themselves in English (including in reading, writing, speaking, and listening) is sufficient to enable them to achieve the full benefit from studying at the University.

2.2.3 The University will publish annually its minimum [English language proficiency criteria](#) for all of its programs of study along with a list of those tests of English which it recognizes as satisfying (when passed at the appropriate level) this requirement.

2.2.4 The published information identifies the minimum level of proficiency in English that successful applicants must demonstrate in advance of being admitted to the University.

2.2.5 The selection process is competitive and individual offers may be made which require an applicant to achieve a standard higher than the minimum.

2.2.6 The University's [Academic Success Centre](#) provides a range of English language tutoring services for students during their studies in the University.

2.3 Assessment and Selection

2.3.1 Admission to Alfaisal University is a competitive process with the University receiving many more applications than it has places available.

2.3.2 In the interests of fairness and transparency, all applications are assessed on their own merits, in competition with each other, and according to the relevant criteria for the program applied to, by designated staff of the University.

2.3.3 Wherever possible, the University aims to acknowledge receipt of applications within 24 hours.

2.3.4 The Deanship of Student Affairs, Admissions and Registration will consider all the information provided on the application form in order to assess the application against the relevant criteria. This assessment will normally include, but not be limited to, existing academic achievements and the context in which they have been achieved, any predicted academic achievements, English language proficiency, and academic/professional references.

2.3.5 The Deanship of Student Affairs, Admissions and Registration may choose to interview candidates, and may also set admissions tests in order further to assess their suitability for the program applied to.

2.3.6 The University permits colleges to recognize credit gained from other institutions and to exempt suitably qualified applicants from courses of study in their chosen program if it is deemed to be of equivalent standard according to [University's Transfer Policy](#).

2.3.7 The Deanship of Student Affairs, Admissions and Registration staff may, at their discretion and in accordance with the relevant criteria, make a candidate an offer for a different program to the one applied to. Such decisions may be made where it is determined that the applicant would be better suited to the alternative program, or where the applicant has already covered some of the content of the program originally applied to.

2.3.8 Where an applicant is made an offer by the University, the offer will set out clearly if it is

conditional upon the applicant achieving a stated academic or other standard, and/or on the provision of suitable references, and/or on evidence demonstrating the applicant has satisfied all non-academic conditions. In all cases, where evidence required by the University to inform its decision whether or not to admit an applicant is written in a language other than English, the applicant will be responsible for providing a notarized translation of the same into English and for arranging the submission of both the original and translated copies to the University.

2.3.9 Applicants made an offer will be informed as to how they should accept or decline the offer, and by when.

2.3.10 Applicants made a conditional offer may not enroll with the University, nor embark upon their program of study, with their program of study, until all conditions have been satisfied in full and the applicant is in receipt of an unconditional offer and not until the stated commencement date of the program of study.

2.3.11 Applicants in possession of an unconditional offer of a place cannot request that it be deferred to the next semester. The decision of The Deanship of Student Affairs, Admissions and Registration in relation to requests to defer is final in relation to requests to defer is final

2.4 Fraudulent and Misleading Information

2.4.1 The University expects that applicants will have provided full, honest, and accurate information on their application form and in all subsequent communications with the University. Where the University has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully.

2.4.2 Cases referred to The Deanship of Student Affairs, Admissions and Registration will be investigated.

2.4.3 If, during such an investigation, the University finds that an applicant has made fraudulent or misleading claims in their application, the University reserves the right to withdraw any offer it has made. Where an applicant has omitted to provide all relevant information on their application form (including, but

not limited to, qualifications commenced but not completed, qualifications resulting in a failure grade, exclusions) it similarly reserves the right to withdraw any offer it has made. If an offer is withdrawn for the reasons set out above, the University may also, where appropriate, inform any other relevant professional bodies and/or third parties about the withdrawal.

2.4.4 In cases where the fraudulent and/or misleading information is discovered at any time after the applicant has enrolled as a student at the University, the University reserves the right to carry out its own investigations. If, after the completion of the investigation, it is found that there has been a deliberate attempt to use fraudulent and/or misleading information, or relevant information was withheld, to obtain a place on one of the University's programs, the University may act to permanently exclude the student. If a student is permanently excluded for the reasons set out above, the University may also, where appropriate, inform any other relevant professional bodies and/or third parties about the exclusion.

2.5 General Right to Refuse Admission

The University reserves the right to reject an applicant or withdraw any offer made based on an applicant's behavior during any part of the application process if such behavior is deemed to be unacceptable in accordance with the University's policies and procedures or the University values.

2.6 Feedback, Complaints, and Appeals

2.6.1 Alfaisal University is committed to providing applicants with appropriate feedback within resource constraints upon request. The Deanship of Student Affairs, Admissions and Registration will document appropriately the decision it has reached on each application and will respond to requests for feedback in that context. Such requests should be directed to The Deanship of Student Affairs, Admissions and Registration. Requests for feedback must be submitted by the applicant. Requests for feedback from third parties on the behalf an applicant are not permitted.

2.6.2 Applicants do not have the right to appeal against the academic or professional judgement made by The Deanship of Student Affairs, Admissions and Registration in respect of their application.

3. Registration

Students are responsible for registering on time and for the correct courses. Students cannot attend classes without being properly registered for them, they cannot receive credit for courses in which they are not registered, and students may not register or add individual courses retroactively.

3.1 How and When to Register

There is a "scheduled early registration" period each semester during which current Alfaisal University students register for the next semester's courses. Each student is assigned a registration time within this period and may not register before this time. Registration times are assigned based on the credit hours earned (and, when applicable, special circumstances).

The Deanship of Student Affairs, Admissions, and Registration urges all students to consult an academic advisor before they register or make changes to their registration.

Students who wish to drop or withdraw from a course should carefully note the [drop and withdraw deadlines](#) since the University rigorously enforces these deadlines.

3.2 Cross-enrolling and Taking Cross-referenced Courses

Sometimes Alfaisal University students take courses that belong to colleges other than their original college, or they take "cross-referenced" courses (courses that are listed under more than one department). Because registration policies and other academic practices vary among the different colleges at Alfaisal, students who cross-enroll or take cross-referenced courses need to be aware of which college—the one they are enrolled in, or the one that

is listed as on Student Information System (SIS) as "Admin" of the course—governs that course's policies and procedures.

3.2.1 In general, for issues that involve transactions between the professor and the student in the context of the student's course participation (e.g., grading, academic misconduct, add/drop dates), the rules of the college offering the course will govern.

3.2.2 For issues that involve how a course applies (or doesn't apply) to a student's academic standing and degree requirements (e.g., whether a course counts toward graduation, regression and duplication issues, Retake Option, probation, and dismissal), the rules of the college in which the student is enrolled will govern.

3.3 Prerequisites and Corequisites

A prerequisite is a course or other educational requirement that must be completed prior to registering for another course or before proceeding to more advanced study. Prerequisites define the knowledge or skills for successful performance in a course and advise students of the minimum requirements in order to enroll. Colleges specify the minimum satisfactory grade or test score for completing the prerequisite.

Students may attempt a course without having a prerequisite only if the instructor has consented to give an override, he/she must fill out a prerequisite form through [e-form](#). If consent is not obtained, students who have not fulfilled a prerequisite will be disenrolled from the course.

A course that can only be taken at the same time as another course is considered a corequisite. Both prerequisites and corequisites display in the Academic Catalog.

3.3.1 Prerequisites/corequisites cannot be:

3.3.1.1 Added or changed without an approved proposal, subject to the Academic Development Committee (ADC) and the Deanship of Student Affairs, Admissions, and Registration.

3.3.1.2 Courses or test codes from other institutions

3.3.1.3 At a level more advanced than the course (e.g., a 100-level course cannot have a 300-level prerequisite)

3.3.1.4 At an undergraduate level for a graduate level course (e.g., a 500-level course cannot have a 400-level prerequisite)

3.4 Registration Restrictions

Some classes may be restricted by campus, degree, program, or class standing, or require departmental approval. These are considered registration restrictions, not prerequisites. Registration restrictions may apply to different sections while prerequisites apply to all sections of the same course. Registration restrictions are therefore indicated in the Schedule of Classes, not the Catalog.

3.5 Adding Courses

Students may add courses after the semester has begun, but only until the deadline for adding courses. Please see the University's [Academic Calendar](#) for the final day for undergraduates to add courses each semester. During the registration period, students must adhere to the following guidelines:

3.5.1 Student should register during registration period for each semester.

3.5.2 A student may add a course as long as it's not full and does not conflict with a class or examination in 5.3. his/her schedule and if he/she fulfilled its prerequisite/s.

3.5.3 Student should check the University Academic Calendar for add period.

3.5.4 Student can personally add classes online through [Netcalsroom](#).

3.5.5 Student must adhere to the maximum course load for his/her college.

3.6 Changing Section

Students can change course sections during the registration period, and they 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, and student can change the section through [Netcalsroom](#).

3.7 Full-Time/Half-Time Student Status

Full-Time and Half-Time Student Status for undergraduates are defined as:

Percentage of Time	Definitions
Full-time student	12 credit hours per semester during the academic year. 6 credit hours during Summer Session.
Half-time student	6 credit hours per semester during the academic year. 3 credit hours during Summer Session.

3.8 Maximum Course Load

The recommended schedule for students who wish to complete a degree varies each semester and it depends on student's college. However, some students may want or need to take coursework more than the recommended hours.

Maximum course loads vary by session and are as follows:

Semester	Credit Hours
Spring or Fall semester	The maximum permitted registration is 18 credit hours for the College of Business and 20 credit hours for the other colleges. Students wishing to register for more than 18 or 20 credit hours must have special permission.
Summer session	6-9 credit hours.

3.9 Placement for Arabic and Islamic Courses for Non-Native Speakers

Placement Criteria:

Non- native Arabic

3.9.1 Students whose native/first language is not Arabic; or

3.9.2 Students who have studied 3 years or less of regular academic Arabic.

Intermediate Arabic

3.9.3 Students who have studied 4 – 6 years of regular academic Arabic; or

3.9.4 Students who have not studied Arabic after the 6th grade.

Eligibility Criteria for Enrolment

3.9.5 ARB 101 (NN)

3.9.6 ARB 101 (Intermediate)

3.9.7 ISL 101 (non-native)

Policy

3.9.8 Students who are placed in ARB 101 (NN) can upon completion automatically join ARB 112 (NN).

3.9.9 Students who are placed in ARB 101 (intermediate) can join upon completion ARB 112 (intermediate).

3.9.10 Students admitted to either ARB 101 (NN) or ARB 101 (intermediate) can automatically join ISL 101 (non-native) and then complete ISL 112 (non-native).

3.9.11 Student can register for the course through The Deanship of Student Affairs, Admission, and Registration after the Department of Humanities and Social Sciences approval.

3.10 Late Registration

Late registration starts after the end of the actual registration. No late registration will be allowed without proper justifications, any late registration must be reviewed by the Registration Committee. All late registrations are subject to late registration fees (500 SR).

3.11 Course Closings and Cancellations

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.

3.12 Student Responsibilities

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.

3.13 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.

3.14 Definitions of Undergraduate Student Class Standing

For undergraduate day students, freshman, sophomore, junior, and senior class standing are systematically calculated by earned semester credit hours (CR) and cannot be adjusted:

- **Freshman:** fewer than 30 CR
- **Sophomore:** at least 31 CR but fewer than 60 CR
- **Junior:** at least 60 CR but fewer than 90 CR
- **Senior:** at least 90 CR

3.15 Course Drop and Withdrawal

Students can drop from a course until the last day of the 4th week of a standard term. Withdrawal from a course will be allowed after the end of the 4th week until the end of the 9th week and will be shown as a W

on the transcript. After that point withdrawals will not be allowed and students will be graded according to their performance in the course. For the summer semester, students should follow the published Academic Calendar.

3.16 Definitions

16.1 Course Drop: is the removal of a class from a student's transcript to show no record of enrollment. Course drop deadlines are established each term in accordance with [Alfaisal Academic Calendar](#).

16.2 Course withdrawal: is the removal of a class they do not intend to complete. Withdrawn courses remain on a student's transcript with a grade of W but will not affect the student GPA. However, they will be included in the tuition fees. To request a course withdrawal, student must submit an [E-form](#) named Course Withdrawal. Course withdrawal deadlines are established each term in accordance with [Alfaisal Academic Calendar](#). It follows the course drop period. Alfaisal University Preparatory Program (AUPP) students are not allowed to drop or withdraw from a course.

16.3 Late-term Withdrawal Due to Extenuating Circumstance

When a student requests withdrawal from the classes after the end of the withdrawal period according to the University Academic Calendar, the student must provide documentation establishing an "extenuating circumstance" that prevents the student from fulfilling their academic responsibilities. An extenuating circumstance is a situation that is beyond the control of the student. It may have developed after the end of the withdrawal period, or it may have become more serious since the end of the withdrawal period. Poor academic performance alone is not an extenuating circumstance. To request a late-term withdrawal the following steps are required:

16.3.1 Contact/meet with the primary academic advisor to discuss withdrawal, as well as other possible options.

16.3.2 Complete the Course **Withdraw form**

16.3.3 Write a petition explaining the extenuating circumstance and asking permission to withdraw.

Appropriate documentation of the extenuating circumstance must be provided in addition to the student's statement.

16.3.4 Submit the petition, documentation, and the completed **Request for Withdrawal Form**.

16.3.5 Requests must be submitted prior to the beginning of the final exam period each term.

16.3.6 No request will be approved during the Examination Period

16.3.7 For the Colleges that use the block system, all block grades in which the student sat for exam must be recorded.

16.3.8 The College and the Deanship of Student Affairs, Admissions, and Registration will determine whether to approve or deny the request for late term withdrawal.

16.3.9 Undergraduate students on academic probation who are granted late withdrawal will be subject to academic dismissal at the end of the term, if their CGPA remain below the University required CGPA.

3.17 Financial Implications of a Course Drop or Withdrawal

3.17.1 A student who drops a course/s will not be charged for dropped course/s.

3.17.2 A student who withdraws from a course is obligated to pay the cost of the class/s that they withdraw from.

3.17.3 Withdrawal or a drop of a course may affect a student's scholarship status and inquiries should be directed to the Financial Aid Office at the Deanship of Student Affairs, Admissions, and Registration.

3.18 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 enroll. 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 enrolment for credit in independent study:
 - The consent of the instructor and college dean must be obtained before enrolment.
 - 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.

3.19 Incomplete Course Policy

Students are expected to complete all course work by the end of a semester. When this is not possible because 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 personal circumstances can be granted.

3.20 Personal Extensions

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

3.20.1 Policy

1. 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.
2. 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.
3. An incomplete (I) grade will be given to the student if the instructor is unable to submit the final grade must be assigned before the final grade submission deadline.

3.20.2 Procedure

1. 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 and must be submitted to the college for approval. This verification is required to document circumstances that have had an impact on a student's ability to finish course work or finals.
2. Students must submit all requests before the last day of classes.
3. All incomplete grades must be cleared before the end of the following semester through Grade Change e-form, otherwise they will be converted to F.

3.21 Repeating a Course Policy

A student may repeat a course to replace a failing grade, or to seek to improve the student's record when the student's first enrollment resulted in a passing grade below B.

A student may twice self-enroll into a course for which a grade other than 'W' (withdrawal) has been earned. Any further repeat enrollment in that course, i.e., a third or subsequent enrollment, requires the approval of the academic unit offering the course. The academic unit offering the course may require the student to consult with an academic advisor.

These conditions apply:

1. When a course is repeated, the grade and credits of the first enrollment will be marked as R and will no longer count towards general degree requirements and are excluded from the student's grade point average (GPA), even if the repetition grade is lower than the initial grade, but not if the grade for the repetition enrollment is 'I', or 'W'.
2. When a course repetition (second attempt) results in a passing grade, i.e., a grade of 'D' or higher, the grade and credits of this repetition count towards general degree requirements and are included in the student's credits attempted, credits completed, and GPA.
3. Whenever a course repetition results in a passing grade, the course may not again be repeated.
4. Whenever a course repetition (second attempt) results in a grade of 'F', the course may be repeated, subject to the permission of the department and advisement requirement specified in this policy. The credits and grade for each failed course repetition are included in the student's credits attempted and GPA.
5. When a course is repeated more than once and the last repetition results in a passing grade, the grade, and credits for this last repetition count towards general degree requirements and are included in the student's credits attempted, credits completed, and GPA, all previous attempts will be marked as R and will not be counted toward student's GPA.
6. All courses taken and all grades earned are included in the student's Alfaisal University transcript. Repeated courses appear on the Alfaisal University transcript with a note indicating they have been repeated (R).

3.22 Limit to the Number of Credit Hours that a Student May Repeat

Student may repeat any course in which he/she obtained a grade below B grade up to a total of 18 credit hours for the College of Medicine and College of Pharmacy and 12 credit hours for other colleges.

3.23 Course Repetition in Other Universities

1. Repeat Policy applies only for courses taken at Alfaisal University
2. Failed courses in Alfaisal University may not be repeated in other universities
3. Passed courses in Alfaisal University may not be taken in other universities for grade improvements.

3.24 Course Substitution

A student qualifies for graduation when he/she has fulfilled all the requirements for the degree program in which he/she enrolled when admitted to the University. If he/she 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 comprise 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. The Admission and Registration Deanship must be informed of the substitution or compensation after the student has obtained the approval of the Admission and Registration Deanship for graduation requirements.

3.25 Undergraduate Students Taking Graduate Courses

An undergraduate student who is pursuing a baccalaureate degree at Alfaisal University may be granted permission to take one or more (maximum of nine credit-hours) graduate courses if the student meets all the following conditions:

1. The student must have completed at least 90 credit hours.
2. The student must have an overall grade point of 3.00 or better.
3. The student must have a 3.00 or better grade-point average in the major field.
4. The student must obtain permission from his/her adviser, college Dean, the instructor of the course, and Office of Research & Graduate Studies via signature on the *Undergraduate Request for Graduate Course form*.

An undergraduate student who is deficient in any of the above respects may not take a graduate course. Undergraduate students may not register for 600- to 800-level graduate courses.

Credit for these courses, up to a maximum of nine credits for courses where the grade received is B or above, may be applied at a later point to a graduate degree program provided that the credits were not used to satisfy baccalaureate degree requirements. Internal transfer of credits is subject to the Office of Research & Graduate Studies transfer credit regulations.

3.26 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:

1. Student must submit official transcript to the Deanship of Student Affairs, Admissions and Registration.
2. The Department Head, and/or college dean determine if and how credit transfer may be used to satisfy baccalaureate requirements.
3. All courses that are approved and evaluated by the concerned college will be added to transfer database.
4. New students should fill the transfer credit form and submit it with the admission form.
5. A maximum of Credit Hours must not exceed 48 credit hours may be applied toward the baccalaureate degree.

6. Credits Transfers must be approved initially by the prospective college in Alfaisal University, to which the student is joining. The process of credit transfer will begin after the acceptance to the College and filling the assigned e-form.
7. 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.
8. The student's Cumulative Point Average at the University is calculated solely based on work taken at Alfaisal University.
9. Transfer credits are posted on the transcript and assigned the grade "CR"
10. 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.
11. 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.
12. 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.
13. 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.

3.27 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.
- Courses graded 'P.'

3.28 Transfer Credit Evaluation

Official transfer credit evaluations are prepared only for students who:

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

Procedure

1. Transfer credit is administered by the Registrar.
2. 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.

3.29 Declaration of Concentration, Track, Minor and Major

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

1. A student must meet the college requirements for the requested concentration, track, minor and major.
2. A student first must apply to his/her collage of choice then he/she can change.
3. A student changing a major will start the new major with the beginning of next semester.
4. The changing must be approved by the college dean.
5. All courses that have been studied by a student who has transferred from one concentration, track, minor and major.
6. To another are recorded in his/her academic record, including the grades and CGPAs obtained throughout his/her study at the University.
7. Student must submit the Declaration of Concentration, Track, Minor and Major e-form.
8. The form should be submitted during the 12th week of fall and spring semester.

3.30 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.

3.30.1 Policy

- 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.
- 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), the student can use the retake available hours to replace the DN with R.

3.30.2 Procedure

1. The student is responsible for providing satisfactory evidence to the instructor concerning the reason for absence.
2. If the instructor does not accept the student's excuse the student can take the case to the Department Head.
3. Faculty member will keep a weekly record of attendance for each student.
4. When an absence is unavoidable, a student should contact the instructor or the Department Head. Documentation may be required. Students are liable for the work missed and must plan to complete the incomplete work. Instructors are not required to make exceptional arrangements for students who have missed a class.

3.31 Final Examination Policy

Instructors administering final examinations are required to use the date, time, and location, if applicable, as assigned by the Deanship of Student Affairs, Admissions, and Registration. While examination periods are scheduled for a specific duration, the Deanship of Student Affairs, Admissions, and Registration does **not** require instructors to use the full specified period. Students should be notified well in advance of the exam if the exam period will be shortened. Students should be prepared to be on campus until the last exam period of final exam week. Students and instructors must adhere to the following guidelines during the examination period:

1. No student is to be given more than two examinations on one day. The University Council may make exceptions for this rule, as it sees fit.
2. No student is allowed to enter the examination venue more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have elapsed.

3. Cheating in examination or attempting to cheat, or violating instructions, and examination regulations shall render the student to punishment in accordance with the Student Disciplinary By-Laws as issued by the University Council.
4. Based on the recommendation of the relevant department council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.
5. Academic evaluations of students' performances will be conducted in a manner which assures fairness. Students who disagree with a grade given for a test, formal paper, or final grade who believe a grade to be deficient or unfair should initially pursue an appeal with the instructor according to Alfaisal Grade Appeal and Change Policy.

3.32 Examination Special Accommodation Policy

Overview

It is the policy of Alfaisal University to administer examinations in a manner that does not discriminate against an otherwise qualified student. Alfaisal University offers reasonable and appropriate accommodations for the testing and examinations for those persons with documented disabilities, as required. Students requesting any accommodation must submit such requests with their admission application or when the diagnosis are made, if the diagnosis are made after been admitted to the University to provide adequate time to the University to resolve any documentation or examination logistical issues that may arise. Alfaisal University will review each request on an individual basis and make decisions relative to appropriate accommodations based on the following general guidelines:

1. To be considered for an accommodation under Alfaisal **University Examination Special Accommodation Policy**, student must present adequate documentation demonstrating that his/her condition substantially limits his/her ability to take exams on the regular university set up.
2. Requested accommodations must be reasonable and appropriate for the documented disability or

special circumstances and must not fundamentally alter the examination's ability to assess the essential knowledge and competency, which the test is designed to measure. A typical accommodation is to allow extended time on exams or take the exam individually, and/or an environment in which distractions are minimized to complete the examination.

3. Professionals conducting assessments, rendering diagnoses of specific disabilities or special circumstances and/or making recommendations for appropriate accommodations must be appropriately qualified and licensed to make such assessments (Alfaisal University reserves the rights to refer student to specific doctors or specialists for further evaluation or second opinion).
4. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to Deanship of Student Affairs, Admissions, and Registration staff only to the extent necessary to evaluate the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the student.

3.33 Deanship of Student Affairs, Admissions, & Registration Responsibilities

1. Identify the specific testing accommodations the student is eligible to use.
2. Provide appropriate test in alternate format or testing space, when not available in the academic department.
3. Consult and/or problem solve with the instructor and/or student when appropriate.

3.34 Student Registration Responsibilities

1. The student must submit the report to the Counselling Unit one month before the exam.
2. Request special accommodation for the exam in timely manner.
3. Follow the *University Examination Special Accommodation Policy*.

4. Plan with the instructor for special accommodation for the exams after obtaining the approval of the Deanship of Student Affairs, Admissions, & Registration.
5. Notify the instructor and/or Deanship of Student Affairs, Admissions, & Registration of any changes in the arrangements.
6. Discuss any concerns with the instructor and/or Deanship of Student Affairs, Admissions, & Registration, so appropriate steps can be taken to correct the situation.
7. Adhere to the *University Rules and Regulations of Undergraduate Study and Examinations*.

3.35 Faculty Responsibilities

1. Provide the testing accommodations recommended by the Deanship of Student Affairs, Admissions, & Registration or negotiate a reasonable alternative with the student.
2. For example, work with the student to find a mutually agreed upon testing time, suitable testing room.
3. Plan to deliver and pick up the test, when DSS is providing the testing space.
4. Consult with Deanship of Student Affairs, Admissions, & Registration when appropriate.

Students are responsible for following the Deanship of Student Affairs, Admissions, & Registration *Examination Special Accommodation Policy* and taking appropriate steps to correct any problems.

This accommodation may be suspended if a student does not follow the *University Examination Special Accommodation Policy* or violated the *University Rules and Regulations of Undergraduate Study and Examinations*.

3.36 Grades Policy

Alfaisal University uses the 4.0 grade point average system. The following grades are approved for use in Alfaisal University and are included in the determination of the grade point average:

Grade Code	Grade Points	Percentile Range	Grade Points
A	4.0	95%-100%	Excellent

Grade Code	Grade Points	Percentile Range	Grade Points
A-	3.67	90%-94%	
B+	3.33	86%-89%	Very Good
B	3.00	83%-85%	Good
B-	2.67	80%-82%	
C+	2.33	76%-79%	
C	2.0	73%-75%	
C-	1.67	70%-72%	Fair
D+	1.33	66%-69%	
D	1.0	60%-65%	
F	0.0	0%-59%	Fail

The transcripts of graduating students show honors categories based on the following scale:

1. First Honor 3.75 through 4.0 GPA
2. Second Honor 3.5 through 3.74 GPA

These honors categories are based on a student's cumulative average at the end the graduation semester.

3.37 Examinations and Grades

Students are expected to meet examination schedules as determined by the Deanship of Student Affairs, Admissions, and Registration. 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.

3.38 Make-Up Exams

3.38.1 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.

3.38.2 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.

3.39 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.

3.40 Grade Appeal and Change Policy

3.40.1 Grade Appeal

Students are responsible for fulfilling the academic requirements for a course, as established by the instructor in the course syllabus. The instructor is responsible for evaluation of student performance and for determining a student's course grade. The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious, or based on clerical error. In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

Prejudice: The grade awarded was motivated by ill will and is not indicative of the student's academic performance.

Error: The instructor made a mistake in fact.

3.40.1.1 Definitions

Arbitrary and capricious grading means the assignment of a course grade that:

1. Was not based on that student's performance in the course, or
2. Was based on standards different from those which were applied to other students in that course, or
3. Was made after a substantial, unreasonable, and unannounced departure from the instructor's previously articulated standards outlined in the course syllabus.

A clerical error is an error in the calculation of grades or an inaccurate recording of the final grade.

3.40.2 Grade Appeal Procedure

The burden of proof in challenging a grade rests on the student. The initial step of the student grade appeal procedure is for the student to seek resolution or redress through discussions with the course instructor within two weeks after the start of the following semester. Due to typical academic calendars and faculty workload expectations, the appeal process will be conducted only during the fall and spring academic semesters. In rare circumstances, and with the permission of the Dean (or designee) of the academic unit where the appeal resides, a grade appeal may be initiated in a summer term.

If the faculty member determines that the grade was based on clerical error, a grade change report will be issued by the faculty member to the Office of the Registrar. The changed grade can be verified on *Netclassroom* as soon as it is made available.

If the student feels that a satisfactory solution or relief has not been obtained the student should discuss the grade appeal with the college dean. The college dean will investigate the allegation by speaking to the student and the involved faculty member. If the college dean finds in favor of the faculty member, the grade is upheld, and the process ends. If the College Dean finds that the instructor may have graded in an arbitrary or capricious manner, the case will be referred to an Ad Hoc Grade Appeal Committee within the college.

This committee is comprised of three ranked faculty members selected by the appropriate college dean. Whenever possible, at least one individual will be selected with teaching experience or professional expertise in the subject or discipline which is the source of the appeal; the other two committee members may be selected from other areas within the University.

Upon convening, the committee selects a chair from the group and will review the facts of the case, interview the involved faculty, student, and dean, and gather pertinent data. The committee will communicate their decision to the student, the faculty member, and the college dean.

The decision of the Ad Hoc Grade Appeal Committee is final and submitted to Student Affairs Dean and Vice Dean within 5 working days of the final decision.

3.40.3 Grade Change

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:

1. 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.
2. 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.

3.40.3.1 Procedure

1. 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.
2. The Grade Change Authorization Form should be sent to in a confidential way to the registrar office.

3.41 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. Unofficial transcripts may be obtained through NetClassroom.

3.42 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.

3.43 Graduation

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative GPA is not less than what is specified by the University Council for each major, and in any case is not less than "pass". Following the recommendation of the department council, the college council may determine certain additional courses the student should take to improve his cumulative GPA if he has passed the required courses, but his graduation GPA is not satisfied.

All graduation requirements must be satisfied by the end of the final semester, or the student will be required to register for an additional semester or term. Students requiring additional time to complete a degree will be required to appeal for an extension through the Dean of the College in which they are enrolled. The student must notify the Dean in writing of the necessity to extend enrollment for purposes of graduation and cite reasons for the need. (Notification will be hand delivered and sent by email).

3.44 Hold 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:

1. Outstanding fees or other unpaid university fees.
2. Outstanding library books and/or fines.
3. Counselling.
4. Outstanding transcripts or documents.
5. Students' records pending disciplinary action.
6. Expired Iqama.

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.

3.45 Semester Withdrawal Policy

Students may apply to withdraw from a semester without academic penalty from the first day of classes until the end of the 4th week of the semester according to the published [University Academic Calendar](#) in the respective semester. Students are responsible to meet with their Academic Advisors in a timely manner to discuss the implications and complete the necessary Semester Withdrawal Form. Withdrawn semesters are counted towards the maximum period of completing a Program under the College progression rules. The deadline for submitting a [Semester Withdrawal Form](#) is published [University Academic Calendar](#).

3.45.1 General Guidelines

1. A student cannot withdraw for more than two consecutive semesters or three non-consecutive semesters. Those who do not resume their studies after two consecutive semesters, or three non-consecutive semesters will be **dismissed**.
2. Freshman and AUPP students are not allowed to withdraw the first semester of their enrolment. It will be considered as "cancellation of enrolment" and students will be required to apply for new admissions if they wish to return.
3. Any "**Incomplete**" grade from a previous semester is changed to **fail** if not completed within the required timeframes announced by the College and according to the University policies.
4. Students acknowledge that withdrawal from a semester may impact their ability to complete their studies within the required time frames.
5. Withdrawn semesters are counted towards the maximum period of completing a program under the College progression rules.
6. A student is not eligible to withdraw from a semester if there is an ongoing disciplinary investigation involving him/her.
7. Withdrawal from a semester may affect a student's scholarship status and inquiries should

be directed to the Financial Aid Office at the Deanship of Student Affairs, Admissions, and Registration.

8. Student accounts are disabled, returning from a semester withdraw, students are required to file *Resume Study Form* available at the University e-Form system. It is a student's responsibility to check the with the Deanship of Student Affairs, Admissions, and Registration to ensure that the student account is active, and he/she is eligible for the registration before the end of the registration period for the perspective semester.

3.46 University Withdrawal

There are several reasons why you might choose to withdraw from the University. You may plan to:

3.46.1.1 Transfer to another institution.

3.46.1.2 Leave the University without a definite plan to return.

3.46.1.3 Take a break in your studies

3.46.2 Withdrawal Guide

Use the following list as a guide to help you through the withdrawal process. Note that not all items may apply to your situation.

3.46.2.1 Before you withdraw or drop your classes, speak with your advisor.

3.46.2.2 If you are withdrawing, cancel your enrollment.

3.46.2.3 Check with the Finance Department to clear all your outstanding balance

3.46.2.4 Return any materials on loan from the University.

3.46.2.5 If you are transferring to another institution, send official transcripts to your new school.

3.46.2.6 File for Complete Clearance Form through the University e-Form system.

3.47 College Change Policy

Alfaisal University allows student to another college according to the below policy if they meet below requirements:

3.47.1 Studied three semesters or less.

3.47.2 Having 1.00 CGPA or more.

3.47.3 Approval of Dean of Student Affairs, Admissions and Registration.

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

3.47.5 Student must submit the College Change e-form at the end of the semester.

3.48 Dismissal Policy

A student will be dismissed from the University in either of the following situations:

3.48.1 The student receives a maximum of two consecutive academic probations for having a cumulative GPA lower than 2.00 out of 4.00 and did not appeal to the College Council the **Recommendation for Dismissal Letter** sent by the Deanship of Student Affairs, Admissions & Registration or if the College Council and the University Council rejected the appeal.

3.48.2 Based on the recommendations of the College Council, the University Council may grant a third chance to a student who can improve his/her cumulative GPA by studying the courses available.

3.48.3 Students who have earned 60 credits or more will be dismissed from the University in the event their cumulative GPA remains below 2.0 at the end of their probationary semester.

3.48.4 Students on academic probation and have earned fewer than 60 credits will be permitted to continue academic probation if a minimum semester GPA of 2.0 is achieved in each semester of probation.

3.48.5 A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period. The

University Council at the recommendation of College Council may make an exception and award the student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation.

3.48.6 The University Council may make an exception and give students falls under (1) or (2) the opportunity to complete their studies within an additional period of two semesters.

Appeal Process against Dismissal

A student who has been academically dismissed from the University may appeal the decision. That appeal should include explanatory information and any new evidence not previously considered by the College Committee. The appeal for the dismissal must be submitted in writing to the Dean of the College.

4. Student Records Retention

Introduction

Alfaisal University is committed to meeting its obligation to protect the rights of students with respect to their education records. Education records generally include any personally identifiable records maintained about a student by the institution, including academic, disciplinary, and administrative records. The Student Records Retention Policy is designed to establish procedures to ensure compliance the country and the university governing student education records.

This policy also implements the recommendations of American Association of Collegiate Registrar's and Admissions Officers (AACRAO)'s *Student Records Management: Retention, Disposal, and Archive of Student Records* to ensure industry best practices.

Proper retention of student education records is essential to conducting the business of the institution; to protecting the legal interests of the institution and students. In addition, the institution is obligated to preserve records when litigation is threatened or pending. For the purposes of efficiency and management of physical and digital storage resources, it is also important that unneeded records be disposed

of in a timely manner. This applies to student education records and information resources in all formats, including but not limited to paper records, electronic records, and information management system data.

This policy has been developed to:

1. insure vital academic records retention
2. protect and maintain student privacy
3. assist academic departments with appropriate student record storage
4. ensure that student education records meet established record keeping requirements
5. ensure that records are retained for a sufficient period in order to meet administrative, audit, legal and historical needs

This policy applies to all departments, divisions, offices, and employees of the institution who utilize student records. University personnel are required to be familiar with and to adhere to this policy, as it pertains to the types of records/documents in the academic Document and Data Retention Schedule.

The Deanship of Student Affairs, Admissions, and Registration is the custodian of student education records; and is responsible for the management, retention, disposal, and archiving of these records. The institution will take the following actions to assure student education records are protected:

1. meet legal standards for protection, storage, accessibility, and disposition
2. provide students with an annual notice of their rights
3. regulate access to education records in accordance with law and policy
4. maintain records as required by law and policy
5. provide students with the right to request amendment to their education records and the
6. right to a hearing concerning their education records, and
7. provide complete records, from all departments at the institution, in response to a student's request that records be provided.

4.1 Admissions Applicant Records

Admissions records and applicant materials are collected, reviewed, and used for the purposes of

granting student applicant admission to Alfaisal University. The Deanship of Student Affairs, Admissions, and Registration maintains all student applicant materials through the admission process prior to the student entering Alfaisal University. The Deanship of Student Affairs, Admissions, and Registration will work with and assist academic departments who maintain student education records to maintain consistent record retention procedures. Documents that are removed will be destroyed by appropriate means.

4.2 Student Education Record

A student education record is created when the student enters the institution. It contains information such as biographical data, address data, gender, race, marital status, etc. Student Education Records are associated with student semester records, created each semester the student has a valid enrollment status.

A student record is any record maintained by the institution that contains personally identifiable information. The custodian of a student education record is the Deanship of Student Affairs, Admissions, and Registration. Academic departments may maintain a student academic record for their students. These records may contain additional academic materials (student surveys, graduation requirements, etc.) that should be destroyed when according to the retention schedule. After a student's separation from Alfaisal University (either by graduation or withdrawal), the academic record will be retired to permanent storage according to the retention schedule. Documents that are removed will be destroyed by appropriate means.

4.3 Access to Student Records

University officials with a "legitimate educational interest" may have access to student information, if their responsibilities reasonably require access to that information for educational, administrative, or research purposes in the performance of their job duties. A University official also may include a volunteer or contractor outside of Alfaisal University who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of personally identifiable information (PII) from education records, such as an attorney, auditor, or

collection agent or a student volunteering to assist another university official in performing his or her tasks. University employees who have access to student education records are obligated to carefully protect them and will be held accountable for safeguarding them. Policy or procedure violations may result in disciplinary action, including possible termination of employment, and applicable civil and criminal sanctions.

4.4 Who May Receive Information without Student Permission?

Student education records, other than publicly available directory information, are private and will not be disclosed except, to the extent applicable to the following:

1. Persons within the institution who have a legitimate educational interest, defined as having responsibility for one or more of the following functions: provision of academic or personal advice and counsel to students; creation and maintenance of student educational records; supervision and certification of student educational progress for university or government purposes; enforcement of the student conduct code; appropriate law enforcement; demonstration of the university's compliance with governmental regulations; representation of the university's legal interests in matters where a student record is relevant; planning, review, and conduct of research related to institution educational programs; conduct of individual research projects that are designed to protect the privacy of subjects of the research.
2. Other educational institutions in which the student seeks to enroll. Information that can be provided without written permission is limited to official university transcripts.
3. Organizations conducting educational research studies, provided the researching organization gives written assurance that such information will not be used in such a way that students may be personally identified, and the information will be destroyed when it is no longer needed for the purpose for which it was obtained.
4. Persons in compliance with a judicial order or lawfully issued subpoena, provided a reasonable effort is made to notify the student of the order

or subpoena prior to compliance. Immediately upon receipt of the order or subpoena, custodians should contact the Vice President of Academic Affairs who will contact Alfaisal University legal counsel.

5. Persons in connection with an emergency, provided the appropriate university officials determine that release of the information is necessary to protect the health or safety of the student or other persons. Factors to be considered in determining whether information may be released for emergency purposes are:
 1. The seriousness of the threat to health or safety whether knowledge of the information is necessary to meet the emergency
 2. The extent to which the parties obtaining the information are in a position to deal with the emergency
 3. Whether time is of the essence in dealing with the emergency
6. Accrediting organizations and country education authorities when the information is needed for monitoring, auditing, or evaluating educational programs, or for enforcement of country legal requirements related to educational programs.
7. Appropriate persons or agencies in connection with a student's application for or receipt of financial aid to determine eligibility, amount, or conditions of financial aid, and to enforce the terms and conditions of the aid.
8. Parents of a dependent student as defined under the Saudi laws. These requests should be referred to the Deanship of Student Affairs, Admissions, and Registration.

4.5 Procedures and Guidelines for Student Record Storage

The Deanship of Student Affairs, Admissions, and Registration must maintain student records in a safe, stable, and secure manner that supports their timely and accurate retrieval and applies appropriate controls on their accessibility. To do this the Office of the Deanship of Student Affairs, Admissions, and Registration:

1. Develop consistent and accurate filing, classification, and/or indexing systems for records that all employees understand and follow. Such systems must enable the efficient finding of appropriate records.

2. Store their records in secure and stable environments, including electronic records storage on stable media and in accessible software formats.
3. Determine the confidentiality and privacy status of all their records and ensure that security measures are appropriate to meet the needs of the records.
4. Document their records organization system, storage locations, and security procedures in existing policies and procedures.

4.6 Records Disposition and Destruction

All the staff of Deanship of Student Affairs, Admissions, and Registration must know what to do with records once the records are no longer in active use. Typical disposition of records include:

1. Confidential destruction.
2. Transfer to the Deanship of Student Affairs, Admissions, and Registration archives for permanent retention.
3. To determine and undertake the appropriate disposition of their student records in compliance with the Alfaisal University Records Policy, departments and offices should:
 1. Consult the institution's records retention schedules to determine the disposition of their records.
 2. Contact the Deanship of Student Affairs, Admissions, and Registration for assistance in interpreting the records schedules or developing or modifying schedules as needed

4.7 Litigation Hold for Records

University departments and colleges must ensure that they not destroy records that are currently part of, or are likely to be part of, any legal action or proceeding, litigation, audit, investigation, or review, even if the records retention schedules or other policies or procedures indicate that the records are eligible for destruction. For more information, contact the Vice President who will contact Alfaisal University legal counsel.

4.8 Electronic Records, E-mail, and Web Records

Records created, managed, and stored in electronic format constitute the majority of information at Alfaisal University. While this Records Retention Policy applies to all records, regardless of format, additional detailed information on the management, storage, and disposition of electronic records will be forthcoming.

4.9 Office Copies and Duplicates

Most records will eventually have multiple copies in several offices and departments at the institution. Please note, there is only one official copy and the custodian in the office holding the official copy is the official custodian. The official custodian is responsible for its retention and possible classification as an archival record. Copies may be kept if they are useful and until the academic need is satisfied. All other copies should be destroyed when no longer needed. Whenever another office is designated as the official custodian of a document, all other offices should consult with the official custodian before destroying records that the custodian is maintaining.

4.10 General Record Retention Rules

1. University personnel are required to check the student record retention schedule before disposing of materials generated during university business.
2. If a particular type of document does not appear to be covered by the schedule, consult with the Deanship of Student Affairs, Admissions, and Registration.
3. Only one copy of a document should be retained, by the party or department responsible for it.
4. Drafts and notes concerning a document should be destroyed unless they are important to documenting official business or an action of the institution, in which case they will be stored with the document.
5. Except as noted in the retention schedule, the retention period runs from the date the record was created or received.
6. In the case of pending or reasonably anticipated litigation, the institution will impose a litigation hold, which will be communicated to all persons whom the institution has reason to believe may

be in possession of documents that are either relevant or may lead to the discovery of admissible evidence pertaining to the case. The imposition of a litigation hold means that all retention periods are suspended for applicable documents and no such documents shall be destroyed or altered until notification that the litigation matter has been concluded.

7. E-mails are computerized documents that should be treated like any other record and are subject to the same retention schedule.
8. Documents stored in electronic format should be treated like any other record and are subject to the same document retention schedule.
9. Any questions as to whether a particular type of document that is related to students can be destroyed should be directed to the Deanship of Student Affairs, Admissions, and Registration.

4.11 Record Retention Information

In keeping with regulations and standards, the retention schedules for Alfaisal University student records are as follows:

1. Items removed from student file upon graduation or withdrawal include:
 1. Add/drop forms
 2. Correspondence not related to academic progress
 3. Letters of recommendation and admission materials not removed by Admissions
 4. Scheduling forms
 5. Transcripts from other colleges or universities
 6. Transfer credit requests that are rejected
2. Items retained permanently in student file:
 2. Correspondence related student consent for disclosure
 3. Final transcript
 4. Grade change forms if in student record
 5. Graduation application
 6. Information pertaining to academic honesty or violations of academic honesty policy
3. Information and reports retained permanently:
 3. Catalogs
 4. Degree statistics
 5. Enrollment statistics
 6. Graduation lists
 7. Schedules of classes

4. Items retained in student file for five (5) years after graduation or date of last attendance:
 4. Acceptance letter
 5. Application for admission or readmission
 6. Entrance exams, test score reports, placement tests
 7. Military documents (Registrar related)
 8. Name change authorizations
 9. Advanced placement, waivers, transfer credit approvals
 10. Degree audits
 11. Requests for withdrawal
 12. Academic actions unrelated to academic honesty
 13. International student documents (I-20, employment authorization, passport, I94, statement of financial responsibility, statement of educational costs). If a student wishes, they may be returned to him/her.
5. Information and reports retained for four (4) years:
 5. Financial aid documents
 6. Scholarship forms
6. Information and reports retained for one (1) year:
 6. Add/drop forms
 7. Enrollment verifications
 8. Registration forms

4.12 Document and Data Retention Schedule

Core institutional database records are retained indefinitely. The retention schedule below applies to paper records, electronic records, and any ancillary files. Ancillary files including documents on personal computers, and other servers. This is the recommended minimal retention period as identified by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Type of Record/ Document	Type Retention Period
Academic Transcript (WJC)	Permanent
Academic Dismissal	Permanent
Academic Integrity Violations	Permanent
graduation lists	Permanent
Course catalogues	Permanent
Degree Statistics	Permanent
Thesis/ Dissertations	Permanent
Enrollment Statistics	Permanent

Internal Transfer Form	Permanent
Gender/Nationality Reporting	Permanent
STUDENT ELECTRONIC ACADEMIC DATA	
Data Change Logs	10 years after graduation or last date attendance
Email data/information	Until administrative need is satisfied
Enrollment Data	10 years after graduation or last date attendance
Grade Data	Permanent
Student Demographic Information	15 years after graduation or last date attendance
FORMS	
Type of Record/ Document Type	Retention Period
Academic Actions (dismissals, change of status, etc.)	10 years after graduation or last date attendance
Academic Transcript (other institutions)	7 years after graduation or last date
Academic Warnings (CANs/NODs)	10 years after graduation or last date attendance
Academic Withdrawal Forms	5 years after graduation or last date attendance
Admissions Application Records (matriculated students)	5 years after graduation or last date attendance
Admissions Letters (acceptance, denial, or waitlist) (matriculated students)	5 years after graduation or last date attendance
Admissions Letters of Recommendation (all students) *	1 semester after admission
Letters of recommendation not accompanied by waivers must be destroyed after admission and field placement of the student	
Admissions Application Records (nonmatriculated students)	2 years after receipt
Admissions Application Records (re-entry)	7 years after graduation or last date attendance
Admissions Information Change Form	5 years after graduation or last date attendance
Authentication Form	5 years after graduation or last date attendance
Audit Course Form	5 years after graduation or last date attendance

Concentration/minors/majors Declaration Forms	5 years after graduation or last date attendance
Correspondence (related to academic record)	5 years after graduation or last date attendance
Course Add/Drop Form	1 year after date submitted
Course Prerequisite Waiver Form	5 years after graduation or last date attendance
Course Substitution Form	5 years after graduation or last date attendance
Course Waiver Form	5 years after graduation or last date attendance
Course Withdrawal Form	5 years after graduation or last date attendance
Degree Audit Records	5 years after graduation or last date attendance
Demographic Information Change Form	5 years after graduation or last date attendance
Disciplinary action records (academic probation, sanctions related to personal conduct)	10 years after graduation or last date attendance
Doctoral/Thesis Project Form	10 years after graduation or last date attendance
Enrollment Change Status Form	5 years after graduation or last date attendance
Entrance Exams Reports/ Test Scores	5 years after graduation or last date attendance
External Transfer of Credit Form	10 years after graduation or last date attendance
Grade Sheets	Until administrative need is satisfied
Grade Change Form	Until administrative need is satisfied
Graduation Application	5 years after graduation or last date attendance
Grievance/complaint (by student not related to grades disputes)	Until administrative leave is satisfied
International students visa documents	5 years after graduation or last date attendance
Internal Transfer of Credit Form	10 years after graduation or last date attendance

Leave of Absence Form	5 years after graduation or last date attendance
Name Change Form	5 years after graduation or last date attendance
Petitions (academic- exceptions to rules)	5 years or until administrative need is satisfied
Program Transfer Petition Form	5 years or until administrative need is satisfied
Reinstatement Request Form	5 years or until administrative need is satisfied
Student Course Schedule	5 years after graduation or date of last attendance
Student Complaint Files	5 years after closure of complaints
Student Disciplinary Records	5 years after graduation or last date of attendance
Transfer of Credit Petition Form	5 years after graduation or last date of attendance

4.13 Terminology

4.13.1 Copy Types:

Official Copy

The single official copy of a document maintained by an administrative office.

Record Copy

The record copy is usually, but not always, the original and may be held by either the creating office or another office of record. Record Copies are identified in the Record Retention Schedules, and these materials must be maintained in accordance with existing Record Retention Schedules.

Unofficial Copy

A duplicate copy of an official record created for ease of access and use. Also called “convenience copy” or “working copy,” these materials may be destroyed when no longer needed by the office that holds them.

Directory Information

Information contained in an education record that that is generally not considered harmful or an invasion of privacy if disclosed.

Disposition of Records

The terminal treatment of records, either through destruction or permanent storage with the institutional archives.

Legitimate Education Interest

An interest in student records for the purpose of performing stated job duties.

Non-Records

These informational materials possess a solely operational value for the office which holds them and should not be maintained by that office after the active use of them has ceased. Such items may be destroyed at any time when no longer needed by the office that holds them. Examples include:

- All duplicate/convenience copies of "Official Records"
- Information (whether produced by the institution or not) used for reference purposes only
- Notes or working drafts of a completed project (unless they provide more complete information than the final report)

Record

Information reflecting academic, business, and related activities, and transactions. Records may exist in any format (paper, electronic, information management system, photographic, recordings, etc.). Records are created, received, used, and/or maintained during typical business operations and may hold operational, legal, fiscal, vital and/or historical value.

4.13.2 Types of RecordsActive Records

Records that are referred to regularly and/or are needed to support current or ongoing business activities of a department or office. Unless these records have been defined as permanent or archival, they should be destroyed in accordance with the Student Records Retention Schedule.

Critical /Vital Records

Records determined to contain information essential for the operational continuity of the institution following a catastrophic event. The Deanship of Student Affairs, Admissions, and Registration will work with senior staff and administration to identify vital records and to develop procedures to ensure their accessibility after such an event.

Inactive Records

Records that have not been referenced for at least one year or for which the designated active period has passed. Unless these records have been defined as permanent or archival, they should be destroyed in accordance with the Student Records Retention Schedule. If needed, inactive records may be placed in storage until the end of their defined retention period.

Permanent /Archival Record

Records which are determined to contain historical, administrative, and/or research value to the institution and which the institution maintains indefinitely. The institution is responsible for the identification and transfer of these records, provides for their secure long-term storage, and ensures their accessibility in accordance to established access policies.

Record Custodian

Everyone who creates records is responsible for managing those records while they are using them. Maintaining records in a safe, secure, and retrievable way is the primary responsibility of the creator while the record is serving its useful purpose. Sometimes the creator of the record will also be the official custodian.

Retention Period

Minimum length of time for which an office or department within the institution is responsible for maintaining records. Retention periods are determined through consultation with state and federal law and industry best practices and are to be adhered to by all institutional employees during their general business activities.

Retention Schedule

An internal document describing categories of records, stating their retention period, and providing instructions for their disposition. The Records

Retention Schedule lists the most common records at the institution and provides retention and disposition guidelines.

University Officials

University officials are those members of the institution whose responsibilities reasonably require access to student records for educational, administrative, or research functions and may include faculty, administration, clerical and professional employees, and other persons who manage student record information.

Student Education Records

Records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a party acting for the agency or institution.

5. Counseling & Skills Development

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. The Deanship of Student Affairs, Admissions, and Registration counsellors are available to assist the students with any difficulties.

5.1 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.

5.2 Confidentiality

Everyone 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.

5.3 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.

5.4 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 (at the beginning of each semester) to be eligible to arrange a support and assistance.

5.6 Student Skills and Activities Record

Student who participates 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:

1. Volunteering and social service.
2. Attending workshops and seminars.

3. Participating in events and visits.
4. Leadership role and event management.
5. Sports.
6. Tutoring.
7. Awards and winning competitions.
8. Organizing events.

5.7 Student Wellbeing

Alfaisal University is committed to promote good health and meet the medical needs of its students. A student who is ill or experiencing chronic disease should inform the University before been admitted to the University. Student who suffers from disability, psychological or health issue must consider the following:

1. Student who has a disability issue must submit official copy of his/her medical report to student Counseling Office.
2. Student who has a psychological issue must submit official copy of his/her medical report to student Counseling Office.

6. Student Activities & Employment

6.1 Student Activities Policy

6.1.1 Associations and Clubs Policies

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 Staff at Deanship of Student Affairs, Admissions, and Registration support and sponsor all approved proposals.

1. **Association:** each college has one association established and supervised by the Deanship of Student Affairs, Admissions, and Registration (Activity Office); the members must be from the same college.

2. **Club:** established by the students and supervised by Deanship of Student Affairs, Admissions, and Registration, the club members can be from all the students in the campus.

6.1.2 Clubs and Associations

1. Must be approved by the Deanship of Student Affairs, Admissions, and Registration.
2. All clubs should represent Alfaisal vision and mission.
3. All events must follow MoE and Alfaisal regulations.
4. Head of association or club must have finished at least 30 credit hours at Alfaisal as a student and be aware of all regulations.
5. A head of a club or association and its members should have no conduct or academic warning.
6. Should not duplicate either in function or purpose an existing club.
7. No event that may endanger the mental, physical health or safety of students or endanger a public property on campus.
8. Any club that inactive for whole year will be cancelled.
9. 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.
10. Only currently registered students shall be eligible for active membership status in student organizations.
11. The purpose of student organizations must not conflict with the educational functions or established policies of the University.
12. The University offers several ways for student organizations to market themselves to students who want to become involved.
13. All Associations and Clubs must maintain on up-to-date website.
14. 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 fair during which they can set up a booth with information about their groups.

15. Student organizations can place flyers/materials on general purpose bulletin boards throughout campus after the approval of the Deanship of Student Affairs, Admissions and Registration.

6.1.3 The Head of a Club's Responsibilities:

3. Represent the club.
4. Enforce the regulations on the club's activities.
5. Contact Student Affairs for any issues.
6. Submit all financial receipts to the Activity Office.
7. Submit comprehensive report for each event with pictures.
8. Must be enrolled full time student.
9. Must train the next president before he/she leaves.

The University's recognition to a student association or club, the club is accorded several benefits, including:

1. Use of the University's logo and insignia is subject to University regulations.
2. Ability to book space for the activity.
3. Right to hold Events.
4. The use of the clubs' name on campus.
5. Access and ability to use university property and equipment.
6. Access to send email to all students.
7. Financial support for the activities.
8. Email address for the club.

6.1.4 Clubs and Associations Procedures

1. Submit a report at the end of each event.
2. Fill a form for any event with its budget to secure approval from the Deanship of Student Affairs, Admissions, and Registration.

6.1.5 Procedures of Establishing a Club

Clubs seeking recognition under this policy must supply the following:

1. Apply by filling the required forms through the [e-form](#).
2. The name of an academic advisor for the club.
3. The total number of at least five female members and five male members, the size of the governing body.
4. A copy of the constitution of the student club.

6.1.6 Procedure to Suspend a Club

Clubs could be suspended permanently or temporary for the following reasons:

1. If the club violates MOE and Alfaisal regulations or club polices, an email will be sent with the violation committed.
2. If Student Affairs do not accept any explanation for the violation of the regulation, the club will be suspended for a year.
3. 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.
4. 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.
5. List of the intended activities must be submitted prior to the new academic year or at its beginning.

6.1.7 Financial Support of Students' Organizations

To receive a financial support an organization should follow the following:

1. Apply for approval of the event.
2. Submit a budget with all details.
3. Submit all original receipt of the Expenses to the Activity Office.
4. All events must go in hand with Alfaisal regulations.
5. Any donation for activities must be submitted to the Finance Department with all information regarding the name of the donor/ amount /activity date.
6. Sponsors should be approved by Deanship of Student Affairs, Admissions, and Registration.
7. Any financial request must be submitted two weeks before the event.
8. Any associations or club that represent Alfaisal officially should receive an official invitation to off campus events.
9. Correspondence with sponsors is only through the Development Office.

6.1.8 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.

6.1.8.1 Logo Policy

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

1. To promote any business, social, political, religious, or other event.
2. 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.
3. Activity Office approval.

6.1.9 Event's Speaker Policy

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

1. All external speakers must be approved by the Deanship of Student Affairs, Admissions, and Registration.
2. All speakers must submit their CV before any approval.
3. A letter must be written by the Dean of the college, reviewed, and approved by the upper management.
4. Main auditorium (graduation format).

6.1.10 Student Publications 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 include but not limited to, magazine, videos, websites, images, pamphlets, and brochure, etc.

1. Publication Guidelines

1. Publications shall not bear the name and the logo of the University or purport to issue from it without the Deanship of Student Affairs, Admissions, and Registration.

2. All publications must respect religion, culture, and ethnic groups and comply with MOE regulations.
3. The university shall not provide any student publication with financial support, editorial assistance, printing or other facilities without the Deanship of Student Affairs, Admissions, and Registration and Public Relations approval.
4. The publication must not contain obscene or libelous materials or advocate disruption of university activities or violation of university regulations.
5. The publication must not contain Female pictures without the Deanship of Student Affairs, Admissions, and Registration and Public Relations approval and female written approval.

2. Procedure

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

6.1.12 Alfaisal University Student Travel Policy

An educational and volunteer trip for students that will contribute to 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 the Deanship of Student Affairs, Admissions, and Registration or the Colleges.

1. Travel Policy

1. Only educational or volunteer trips are allowed
2. Any student is eligible to participate if she/he fulfil the below criteria:
 1. Minimum CGPA of 2.00
 2. No prior disciplinary actions
3. Alfaisal University/College will not be responsible/liable for activities (shopping,

diving, skiing, riding...etc.) carried out by students outside the scheduled educational or volunteer trip programs.

4. The dean, professor or university administrator 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.
 5. No student is allowed to join any university sponsored trip if she/he is listed to an exam time.
 6. 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.
 7. If a student becomes ill or is injured and needs assistance, appropriate health officials should be notified immediately. The parents must be notified immediately about the nature of the illness or injury.
 8. An advisor or assigned supervisor from the college should attend the trip with the students. At least one staff member is required.
 9. Any student possessing or using alcohol, or any narcotic drugs will be sent home immediately, at his own.
 10. No weapons of any sort are allowed.
2. **Common Sense and Courtesy**
1. Student must be mindful of his/her own safety and well-being throughout the trip and always use his/her own good judgment. Student is responsible for his/her possessions as well as for his/her behavior and will be held accountable for himself/herself.
 2. Students must keep their identity cards always with them and shall show them on demand
 3. Every student must follow the laws and principles of Islam, fulfil the obligatory duties and refrain from wrong doings.

6.2 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. The following are the guidelines for students' employment in Alfaisal

1. An hourly rate is 30 SR
2. The maximum allowed working hours is 15 hours/week.
3. The contract duration is one semester only.
4. There should not be any conflict between the student classes and the working hours.
5. A student can only be employed with one Department/College during the same semester.

Student Requirements to be fulfilled

2. The student must be enrolled during the Employment semester.
3. The Student Cumulative GPA must be 2.75 and above.
4. The student must complete 30 credit hours (UPP credit hours will not be calculated)
5. The student should have no disciplinary actions in his/her record.

Procedure

1. To employ a student, Department/College must fill the Student Employment [e-form](#)
2. After each employment month ends the employed student must fill the Student Employment Time Sheet [e-form](#)

7. Confidentiality of Student Records Policy

7.1 Confidentiality of Student Records Policy

PURPOSE

1. The education records of current and former students at Alfaisal University are maintained as confidential records.
2. Students have the right of access to their own education records as hereinafter set forth, and personally identifiable education records of students are not released to persons, agencies, or organizations without the consent of the student unless release is authorized by law and by this university.

II. DIRECTORY INFORMATION

1. Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student.
2. "Directory information" includes the following:
 1. the student's name,
 1. address,
 2. email address,
 3. telephone listing,
 4. date and place of birth,
 5. class schedule,
 6. full-time/part-time status,
 7. major field of study,
 8. nationality
 9. participation in officially recognized activities and sports,
 10. dates of attendance,
 11. the most recent previous educational agency or institution attended by the student, and
 12. the degrees and awards received by the student.
 3. At the time a student registers for courses, the student may request in writing that any or all directory information concerning the student not be released as public information.
 4. This request shall be made each semester to remain in effect.
 5. If the student does not wish directory information to be released, the student's name will not appear in public listings released by the college such as Dean's List, or Graduation list.

III. STUDENT RIGHTS

1. A student's right to access his/her education records includes the right to inspect and review content of such records.
2. A request by a student for access to his/her education records should be directed to the Dean of Student Affairs, Admissions, and Registration and will be granted within a reasonable period of time not to exceed 45 days after the request has been made.
3. The student has the right to seek amendment of the records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

4. Any student who believes that information contained in the education records is inaccurate or misleading or violates the privacy rights of the student may request that the records be amended.
5. After a reasonable period of time, if the university decides to refuse to amend the education records, the student shall be informed in writing and shall be advised by the Dean of Student Affairs, Admissions, and Registration of his or her right to a hearing and the procedures for the hearing.

IV. RELEASE OF INFORMATION TO OTHERS

1. Information concerning education records which is personally identifiable with a particular student, other than directory information shall not be released to persons, agencies, or organizations other than those hereinafter described unless:
 1. There is written consent from the student specifying the records to be released, the reason for the release, and to whom the information is to be released, with a copy to the student if requested; or
 2. Such information is furnished in compliance with a judicial order or subpoena, provided that advance notice of the receipt of the order or subpoena shall be provided to the student prior to compliance, if possible. Personally identifiable education records may be released to other college officials of the university, including members of the faculty who have legitimate educational interest.
2. In addition, such information may be released to the following described persons, agencies, and organizations:
 1. Alfaisal University officials — A university official is a person employed by the university in an administrative, supervisory, academic, or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agency); a person serving on staff at the Alfaisal University Board of Trustees; or a student serving on an official committee or assisting another college official in performing his or her tasks excluding access to student grades and Student Information related systems. A university official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;

2. Officials of other colleges in which the student seeks or intends to enroll;
3. Auditors or evaluators of compliance with educational programs, including accrediting agencies;
4. Those involved in connection with a student's application for receipt of financial aid;
5. Organizations conducting studies on behalf of the university;
6. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person;
7. Law enforcement officials in compliance with a judicial order or subpoena;
8. Directory information;

A record of access shall be maintained by the university reflecting all individual agencies or organizations having requested or obtained access to a student's education records and specifying the legitimate interest of the party obtaining the information; this record shall be available to the student.

8. Faculty Responsibilities

8.1 Grades Submission Policy

Faculty members must submit grades according to the policy below:

1. Grades must be submitted maximum within 2 days following the exam.
2. Any blank grade will be translated to [F].
3. Grades must be submitted as letters only.
4. All final grades are due within 72 hours after the scheduled final exam date/time.
5. 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.
6. Grades will be available to students via [Netclassroom](#).

NOTE: Late grade submissions create problems on students' records. They delay in importing grade reports will delay the student CGPA calculations and

will prevent students from registering for the next semester classes especially when prerequisites are involved.

1. Procedures

2. Instructors must enter grades into the Final Grade Roster in [Faculty Access for the Web](#).
3. If you do not see your student listed in your course, report their names to the Registrar.

8.2 Class Scheduling Policy

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

8.2.1 Scheduling Committee

Scheduling Committee members shall be as follow:

1. Dean of Admission and Registration.
2. The registrar.
3. 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.

8.2.2 Policy and procedure

1. 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:

1. Departments must strictly adhere to the approved standard set of time patterns.
2. Time patterns are the configurations of days and hours to be used in setting up the schedule of classes.
3. 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

4. At least 50% of the 300's and 400's level courses to be scheduled as one and half hours on MW
5. 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.
6. Final exams have scheduling priority over all other activities that require the use of classrooms.
7. 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.
8. 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.
9. Large classrooms will be assigned to classes that efficiently utilize the available seats.
10. Departments are responsible for accommodating the special needs of faculty, instructors and students while not impinging upon the overall class schedule.
11. 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.
12. College Deans and Office of Registrar approval must be obtained to do scheduling changes' requests.
13. To provide conflict-free recourse environment (staff, space, and classes) for formal registration, potential conflicts should be outlined and corrected right after preregistration period ends.
14. Schedule changes are not permitted once formal registration period starts.
15. The scheduling process for fall semester will begin during the spring semester of the current academic year.
16. 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:

1. The Office of the Registrar calls for a meeting that involves scheduling committee members to discuss related matters.
2. All colleges communicate their needs to college of science for elective and general required courses.
3. Colleges plan their overview schedules, and schedule classes in their assigned classrooms.
4. Colleges' representatives are to submit their colleges' schedules to Office of the Registrar.
5. 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.
6. Office of the Registrar imports the schedules into the system. During this stage, no changes to be made to the schedules.
7. Colleges review the imported schedules and may request for necessary changes before the final schedule is out for students.
8. 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 <i>BlackBaud</i>	Thursday	7
Copy sent to colleges for verification	Thursday	7
Colleges to submit final schedule changes	Wednesday	8
Final updates made to <i>BlackBaud</i>	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 Student Affairs, 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 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 undergraduate 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

8.3 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:

1. 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.
2. A reservation request must be submitted at least one full working day in advance.
3. 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

1. The department chair submits the exception request to the dean (or his or her designee) for review and approval.
2. 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.
3. The Vice President and Provost (or his or her designee) reviews the requests and notify the Deanship of Student Affairs, Admissions, and Registration.
4. The Deanship of Student Affairs, Admissions, and Registration 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).

5. Only in unusual and compelling circumstances such exceptions will be approved.