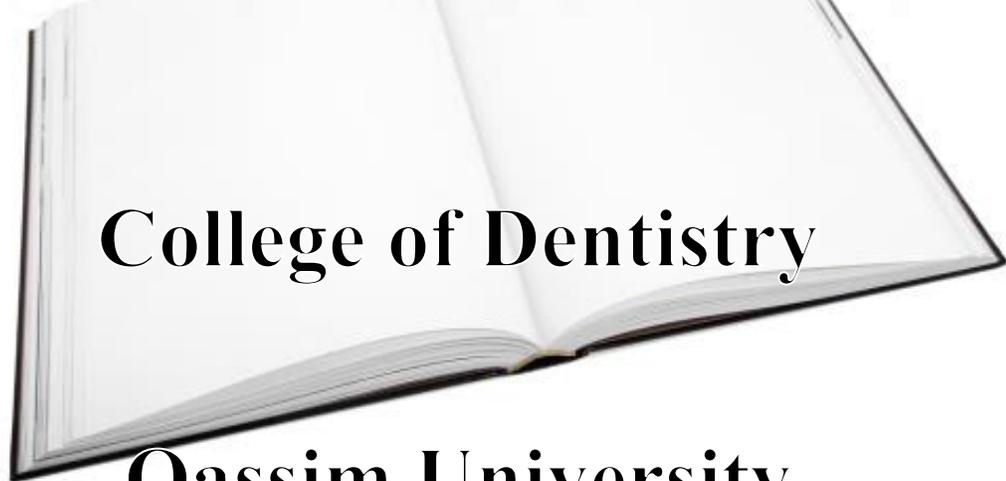


Student Manual



College of Dentistry

Qassim University

2021-2022

Prepared by

Quality Assurance, Information & Documentation Unit

College Council Approval (12th Session 21-22, 07/04/2022, Decision #03/12/36/43_44)

سُبْحَانَ اللَّهِ الْعَظِيمِ

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College of Dentistry

College of Dentistry, Qassim University is one of the modern colleges among Saudi Arabia. The Royal Decree to establish the college was issued on 18 / 1 / 1426 Hijri. The college had received its first batch of students starting from the academic year 1428-1429 Hijri.

Introduction

College of Dentistry is proud to present an updated and enhanced Student manual.

This manual has been prepared with the guidance of the Deanship of Development and Quality manuals.

The current Student manual is also prepared in accordance to the instructions of the National Center for Academic Accreditation and Evaluation.

We ask God that this manual acts as a guide for our students, answers their academic quires and gives our students encouragement to be an effective part of raising quality in our academic activities.

College Vision

National leadership in education, research and community services in the field of dentistry.

College Mission

Graduate dentists of high scientific, professional and research competency, committed to continuous education, developing the profession and fulfill the needs of the labor market.

College Values

- **Justice:** We seek to achieve the principles of fairness and equal opportunities for all.
- **Honesty:** We perform with loyalty and commit to morality and professional ethics.
- **Creativity:** We encourage innovative thinking and valuable creative initiatives.
- **Perfection:** We apply the highest quality standards to distinguish our outputs.
- **Transparency:** We are committed to disclosure and support requirements of accountability and integrity.
- **Belongingness:** We foster a sense of national belongingness and the spirit of initiative, giving and volunteering.
- **Institutionalism:** We establish a culture of intellectual and behavioral team work.

College Goals

- Assurance of the quality of education and achieving excellence in the educational programs.
- Raising the competence, competitiveness and professionalism of students.
- Enhancement of the research identity and improvement of applied research and innovation.
- Development of institutional governance administrative performance and enhancement of institutional satisfaction and loyalty.
- Completion, development and sustainability of infrastructure.
- Enhancement of partnership and knowledge exchange nationally and internationally.
- Enhancement of the role of the college in providing community services.

Dental Bachelor Program

Program Mission

Teaching dental students to become qualified in the general practice of dentistry by providing a distinguished educational program that meets the needs of the labor market, in accordance with the highest clinical standards to meet the professional needs, committed to continuous education, providing research and local community service programs.

Degrees granted by the Program

The college offers Bachelor of Dental Surgery (B.D.S).

Departments

Based on the decision of the Council of Higher Education No. 9/57/1431, college departments were restructured to be as follows:

- Basic Oral and Medical Sciences Department (BOM)
- Community Oral Health and Epidemiology Department (COE)
- Maxillofacial Surgery and Diagnostic Sciences Department (MDS)
- Conservative Dental Sciences Department (CDS)
- Prosthetic Dental Sciences Department (PDS)
- Orthodontics & Pediatric dentistry Department (OPD)
- Periodontology and Oral Medicine Department (POM)
- Dental Informatics and Dental Education Department (DIE)

The Program Study Systems

The Program Specifically Characterized by the following:

- Problem-based learning
- Team- based learning
- Community-based learning
- Competency- based learning
- Scientific Presentation Skills and Research

Admission Requirements

Based upon recommendations from the program of Dentistry councils and the stakeholders, Qassim University Council identifies the number of students that may be admitted in the new academic year.

The following requirements have been stipulated for the admission of the new student:

- Must obtain a secondary school certificate or equivalent from inside or outside the Kingdom of Saudi Arabia.
- The secondary school certificate should not be more than five years old and the University Council may grant exemption from this term if there are good reasons.
- Should be with good conduct and behavior.
- Should successfully pass the interview adopted by the University council.
- Should be medically fit.
- Should obtain approval from his employer allowing him to study if he is working in the private or public sector.
- Should fulfill any other terms fixed by the University Council, which should be announced in the time of application.
- Must not be dismissed from another university for disciplinary or educational reasons.
- Must not have a bachelor's degree, or its equivalent, to obtain another bachelor's degree; the President of the University has the right for exemption from this condition.
- Must not be enrolled for another bachelor's degree, or lower, in the same university or another university.

Specialization In The College of Dentistry

- Students are specialized in the College of Dentistry after passing the PYP according to the following rules:
 - Successfully passing all the courses of the study plan of the PYP.
 - The student's GPA should not be less than 2.00 out of 5.00.
 - Specialization in the college of dentistry is announced at the end of every semester.
- Specialization is executed among students competitively according to the following standards.
 - The sequence of the student's desired colleges.
 - The student's GPA in only the courses of the PYP study plan.
 - The number of vacancies available in the college of dentistry.
- PYP students in the core program and the other branches compete for the targeted college on its campus. No student (whether a core program student or a branch student) can compete for the college that are not on his/her PYP's campus.
- Students enter the college of dentistry on the university website during a certain period that is announced at the time. The students' desires are deemed final and impossible to change after the deadline.
- The Deanship of Admission and Registration announces the results of specialization on the university website.
- The Preparatory Year Program (PYP) is a prerequisite for enrolment in the BDS program, and its credit hours are counted among the approved hours of the program. Previously, the Grade Point Average (GPA) for the PYP was not counted within the student's final Cumulative Grade Point Average (CGPA), but recently 36 credit hours studied by the student in the PYP have been calculated within the student's CGPA, noting that the grading system for PYP courses is the same as that of the other courses all over the Program. Taking into account that the CGPA for the students is calculated centrally by the Deanship of Admission and Registration at the University Level and the BDS Program has nothing to do with.

Graduate Attributes

- 1.1 A graduate with in-depth knowledge in the provision of dental care and research, with the commitment to continuous learning and professional development.
- 2.1 A graduate with effective communication skills with others, in addition to the application of research methodologies to cope with the latest information concerned with dentistry.
- 2.2 A graduate with the ability to solve problems, apply diverse skills and knowledge to provide and apply different levels of oral/dental health care; in addition to have the ability to collect, analyze and organize quantitative and qualitative data, design and conduct research projects.
- 2.3 A Graduate possesses practical performance skills and technical and technological knowledge to analyze oral health and pathological conditions relevant to clinical dental practice with emphasis on their management and the required interactions that enable him to enter the labor market and develop in it.
- 3.1 A graduate with the ability to work independently and effectively in an oral health care team with maintaining high quality of care, take responsibility, and make appropriate decisions in the field of dentistry.
- 3.2 A graduate with professional integrity and commitment to contribute to solving oral health problems with knowledge of the relationship between environmental issues, oral health, and the health of communities and society.

Program Goals

1. Teaching the students the concepts, principles, basic theories, and research methodologies in the fields of dentistry.
2. Enabling students to apply the dental conceptual perception, skills of critical thinking, problem-solving and decision- making in the fields of dentistry to fulfill the requirements of the labor market.
3. Providing the students with the ability and competency in motor skills necessary for different methods in dentistry.
4. Providing the students with the essential skills to apply the information technology, basic quantitative skills and problems management skills, developing the student's competency in oral and written communications in the field of dentistry while considering the production and quality improvement of applied research.
5. Providing students with the basics of teamwork, applying ethical issues, personal and social responsibilities for the provision of community services.

Program Objectives

1. Provide the students with facts, theories and principles concerned with basic oral and biomedical sciences as well as clinical techniques.
2. Provide the students with knowledge of behavioral and communication skills, that enable students to work in the dental field and formulate the research projects in accordance with ethical principles and professional personality.
3. Stimulate the students' critical thinking and problem-solving principles, which enrich learning outcomes.
4. Acquire the skills to analyze the tools necessary for effective differential diagnosis and management of dental patients competently.
5. Facilitate the students' coordination between mental capability and dental motor skills which are essential for practicing dentistry.
6. Enhance the students' effective communication skills through updated communication tools and skillful use of information technology that serves dental profession.
7. Stimulate the self-evaluation of the level of learning and performance in the dental field, and encourage the decision-making to continuous self-improvement.
8. Implement principles of professionalism, ethics and behavioral sciences while adhering to the social issues that is related to dental practice, including effective teamwork and leadership values.

Program Learning Outcomes

- K.1** Recognize the basic medical and dental sciences sufficient to augment students in dental management.
- K.2** Describe the various clinical techniques, procedures and appropriate investigations related to the practice of dentistry.
- K.3** Outline knowledge about the oral and dental health structure and systems.
- K.4** Outline concepts, principles of law, ethics, leadership and teamwork, professionalism and research methodologies in dentistry.
- S.1** Develop clinical reasoning and decision-making skills using evidence based-knowledge based on problem-solving and critical thinking, in addition to carry out advanced research using specialized techniques of research and enquiry in the field of Dentistry.
- S.2** Analyze the clinical presentation and appropriate investigations, necessary for the differential diagnosis and management plan of dental patients.
- S.3** Perform high levels of manual dexterity and control over dental equipment, to achieve excellence in dental patient treatment.

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- S.4 Operate three-dimensional procedures with visual acuity and hand-eye coordination.
- S.5 Illustrate the methods associated with a good dental practice and effective dental communication.
- S.6 Operate information technology tools and develop essential numerical skills in the dental field including research.
- V.1 Demonstrate the scope of personal confidence and community responsibility concerned with the dental profession.
- V.2 Apply the behavioral sciences and the principles of professionalism related to the dental practice.
- V.3 Collaborate and participate effectively in research in addition to taking the culture of leadership and teamwork skills with colleagues and other dental health personnel in the delivery of oral health care.

Program Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	6	12	6.70%
	Elective	0	0	0.00%
College Requirements	Required	34	114	63.70%
	Elective	27	12	6.70%
Program Requirements	Required	7	35	19.55%
	Elective	0	0	0.00%
Capstone Course/Project				
Field Experience/ Internship				
Others			6	3.35%
Total			179	100.00%

Numbering and Coding the Courses

Course Code: is a significant set of characters that symbolize the scientific section that offers the course. It ranges between 2 and 4 letters with emphasis on the standardization of coding for similar scientific departments in all faculties of the university compatibility and compatibility with the methods of coding universally recognized.

Course Number: This refers to the course sequence within the courses of a department and consists of three numbers:

Course Code First digit Second digit Third digit

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***Hundred's column:** denotes the academic year in which the course is taught as follows: First: Diploma and Bachelor:

- Preparatory Year Courses 0
- First year 1
- Second year 2
- Third Year 3
- Fourth year and beyond 4
- Second: Masters stage 5
- Third: PhD stage 6

***Tens digit:**

- Integrated Courses
- Specialized Courses
- Dental Skills Courses
- Training Courses

***Ones:** Denotes the course sequence in a specialty.

* **Single digit:** The sequence of the course

illustration example

For DENT 423 it is written as follows:

The course "DENT" indicates that the course is subtracted from the College of Dentistry.

No. (4) indicates that the course is taught in the fourth year.

No. (2) indicates that the course continued to specialize in financial transactions in the Fiqh section.

No. (3) indicates that the decision is the third sequence within the decisions of financial transactions.

Program Study Plan

University Requirements

Course Symbol	Course Name	Units			Prerequisites
		Didactic	Practical	Total	
IC 101	Islamic Culture (1)	2	-	2	
IC 102	Islamic Culture (2)	2	-	2	IC 101
IC 103	Islamic Culture (3)	2	-	2	IC 101
IC 104	Islamic Culture (4)	2	-	2	IC 101
ARAB 101	Arabic Language Skills	2	-	2	
ARAB 103	Arabic Editing	2	-	2	
TOTAL		12 Units			

Program Requirements:

Compulsory Requirements

Course Symbol	Course Name	Distribution of Educational Units				Prerequisites	Co-requisites
		Didactic	Practical	Training	Total		
DENT 111	Dental Education	2	-	-	2		
DENT 114	Genetics, Growth, & Development	5	1	-	6		
DENT 121	Scientific Presentation Skills (1)	-	1	-	1		
DENT 122	Community Dentistry (1)	1	-	-	1		
DENT 131	Dental Skills (1)	2	2	-	4		
DENT 214	Principles of Dental Sciences	5	1	-	6	DENT 114 DENT 115	
DENT 221	Scientific Presentation Skills (2)	-	1	-	1		
DENT 222	Community Dentistry (2)	1	-	-	1		
DENT 223	Community Dentistry (3)	1	-	-	1		
DENT 231	Dental Skills (2)	2	3	-	5	DENT 131	
DENT 311	Introduction to Dental Practice	1	1	-	2	DENT 214 DENT 231	DENT 323 DENT 341
DENT 312	Restorative (1)	5	-	-	5		DENT 313 DENT 331
DENT 313	Restorative (2)	6	-	-	6		DENT 312 DENT 331
DENT 321	Scientific Presentation Skills (3)	-	1	-	1		
DENT 322	Community Dentistry (4)	1	-	-	1		

Quality Assurance, Information & Documentation Unit

Course Symbol	Course Name	Distribution of Educational Units				Prerequisites	Co-requisites
		Didactic	Practical	Training	Total		
DENT 323	Ethics in Dentistry	1	-	-	1		DENT 311 DENT 341
DENT 331	Dental Skills (3)	4	7	-	11	DENT 231	DENT 312 DENT 313
DENT 341	Dental Clinical Practice (1)	-	-	5	5	DENT 214 DENT 231	DENT 311 DENT 323
DENT411	Surgical Management	1	1	-	2	DENT 113 DENT 213	DENT 441
DENT412	Child & Adolescent Care	4	-	-	4	DENT 114 DENT 214	DENT 431
DENT413	Management of Oral & Maxillofacial Diseases (1)	2	1	-	3	DENT 113 DENT 213	DENT 441
DENT414	Management of Oral & Maxillofacial Diseases (2)	2	1	-	3	DENT 113 DENT 213	DENT 441
DENT415	Dental Implantology	1	-	-	1	DENT 312 DENT 313 DENT 411	
DENT416	Maxillofacial Surgery & Rehabilitation	2	1	-	3	DENT 312 DENT 411 DENT 412 DENT 413 DENT 414	
DENT421	Scientific Presentation Skills (4)	-	1	-	1		
DENT422	Community Dentistry (5)	1	1	-	2	DENT 122 DENT 222 DENT 223 DENT 322	
DENT423	Restorative (3)	1	-	-	1	DENT 313	
DENT425	Scientific Presentation Skills (5)	-	1	-	1		
DENT426	Problem Solving in Dentistry	1	-	-	1		DENT 445
DENT427	Orthodontic Treatment for	1	-	-	1	DENT 412	

Quality Assurance, Information & Documentation Unit

Course Symbol	Course Name	Distribution of Educational Units				Prerequisites	Co-requisites
		Didactic	Practical	Training	Total		
	Adults					DENT 431	
DENT428	Practice Management	1	-	-	1		DENT 445
DENT431	Dental Skills(4)	1	2	-	3	DENT 331	DENT 412
DENT441	Dental Clinical Practice (2)	-	-	12	12	DENT 313 DENT 331 DENT 341	DENT 411 DENT 413 DENT 414
DENT 445	Total Patient Care	-	-	15	15	DENT 441	DENT 426 DENT 428
TOTAL		55	27	32	114		

Outside Compulsory Requirements

Course Symbol	Course Name	Distribution of Educational Hours				Prerequisites	Co-requisites
		Didactic	Practical	Training	Total		
DENT 112	Cell Structure & Function	4	1	-	5		
DENT 113	Head & Neck: Structure & Function	4	1	-	5		
DENT 115	Principles of Diseases	5	1	-	6		
DENT 211	Body Systems in Health & Disease	8	3	-	11	DENT 112 DENT 115	DENT 224
DENT 212	General Surgery	2	-	-	2	DENT 112 DENT 115	
DENT 213	Neuroscience	3	1	-	4	DENT 113	
DENT 224	Emergency Medicine for Dental Students	1	1	-	2		DENT 211
TOTAL		27	8	-	35		

***Compulsory courses supplied by College of Medicine**

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Elective Requirements

Each student must select 12 units from the elective courses listed below in order to fulfill graduation requirements.

Course Symbol	Course Name	Distribution of Educational Units				Pre-requisites	Co-requisites
		Didactic	Practical	Training	Total		
DENT123	The Art of Sculpture in Dentistry	1	-	-	1		
DENT124	Development of Dental Students	1	-	-	1		
DENT125	Technology and Acquired Knowledge for Dental Students	1	1	-	2		
DENT126	Dentist – Community Communication	1	-	-	1		
DENT132	Digital Editing of Dental Record	-	2	-	2		
DENT133	Management of Scientific Meeting	-	1	-	1		
DENT225	Scientific Editing for Dental Periodicals	1	-	-	1		
DENT226	Alternative Dentistry	1	-	-	1		
DENT227	Laboratory Techniques in Oral & Maxillofacial Pathology	1	1	-	2	DENT 115	
DENT232	Photography in Dentistry	-	1	-	1		
DENT324	Management of Occupational Hazards	1	-	-	1		
DENT325	Nanodentistry	1	-	-	1		

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Course Symbol	Course Name	Distribution of Educational Units				Pre-requisites	Co-requisites
		Didactic	Practical	Training	Total		
DENT326	Comparative Dentistry	1	-	-	1		
DENT327	The Art of Dental Therapeutics	2	-	-	2		
DENT 328	Dental Technology	-	2	-	2	DENT 214	
DENT329	Dental Informatics	1	-	-	1		
DENT332	Principles of Dental Equipment Maintenance	-	1	-	1		
DENT333	Recent Trends in Oral & Maxillofacial Pathology	1	1	-	2	DENT 114	
DENT424	Biotechnology in Dentistry	1	-	-	1	DENT 313	
DENT432	Advanced Modalities in Oral Radiology	1	1	-	2	DENT 411	
DENT442	Advanced Periodontics Clinics	-	-	2	2	DENT 313	
DENT443	Advanced Endodontics Clinics	-	-	2	2	DENT 313	
DENT444	Advanced Cosmetics Clinics	-	-	2	2	DENT 313	
DENT446	Advanced Orthodontics Clinics	-	-	2	2	DENT 441	
DENT447	Advanced Implant Dentistry Clinics	-	-	2	2	DENT 441	

Quality Assurance, Information & Documentation Unit

Course Symbol	Course Name	Distribution of Educational Units				Pre-requisites	Co-requisites
		Didactic	Practical	Training	Total		
DENT448	Advanced Oral & Maxillofacial Surgery Clinics	-	-	2	2	DENT 441	
DENT 449	Advanced Pedodontics Clinics	-	-	2	2	DENT 441	
TOTAL		16	11	14	41		

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BDS Study Plan distributed by years:

First Year

Course Symbol	Course Name	Distribution of Educational Units				Pre-requisites	Co-requisites
		Didactic	Practical	Training	Total		
IC 101	Islamic Culture(1)	2	-	-	2		
IC 102	Islamic Culture (2)	2	-	-	2	IC 101	
ARAB101	Arabic Language Skills	2	-	-	2		
ARAB103	Arabic Editing	2	-	-	2		
DENT111	Dental Education	2	-	-	2		
DENT112	Cell Structure & Function	4	1	-	5		
DENT113	Head & Neck: Structure & Function	4	1	-	5		
DENT114	Genetics, Growth, & Development	5	1	-	6		
DENT115	Principles of Diseases	5	1	-	6		
DENT121	Presentation Skills (1)	-	1	-	1		
DENT122	Community Dentistry (1)	1	-	-	1		
DENT131	Dental Skills (1)	2	2	-	4		
TOTAL		31	7	0	38		

*Each student must finish 12 elective units and 6 free units

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Second Year

Course Symbol	Course Name	Distribution of Educational Units				Pre-requisites	Co-requisites
		Didactic	Practical	Training	Total		
IC 103	Islamic Culture(3)	2	-	-	2	IC 101	
IC 104	Islamic Culture(4)	2	-	-	2	IC 101	
DENT211	Body Systems in Health & Disease	8	3	-	11	DENT 112 DENT 115	DENT 224
DENT212	General Surgery	2	-	-	2	DENT 112 DENT 115	
DENT213	Neuroscience	3	1	-	4	DENT 113	
DENT214	Principles of Dental Sciences	5	1	-	6	DENT 114 DENT 115	
DENT221	Presentation Skills (2)	-	1	-	1		
DENT222	Community Dentistry (2)	1	-	-	1		
DENT223	Community Dentistry (3)	1	-	-	1		
DENT224	Emergency Medicine for Dental Students	1	1	-	2		DENT 211
DENT231	Dental Skills (2)	2	3	-	5	DENT 131	
TOTAL		27	10	0	37		

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Third Year

Course Symbol	Course Name	Distribution of Educational Units				Prerequisites	Co-requisites
		Didactic	Practical	Training	Total		
DENT311	Introduction to Dental practice	1	1	-	2	DENT 214 DENT 231	DENT 323 DENT 341
DENT312	Restorative (1)	5	-	-	5		DENT 313 DENT 331
DENT313	Restorative (2)	6	-	-	6		DENT 312 DENT 331
DENT321	Presentation Skills (3)	-	1	-	1		
DENT322	Community Dentistry (4)	1	-	-	1		
DENT323	Ethics in Dentistry	1	-	-	1		DENT 311 DENT 341
DENT331	Dental Skills (3)	4	7	-	11	DENT 231	DENT 312 DENT 313
DENT341	Dental Clinical Practice (1)	-	-	5	5	DENT 214 DENT 231	DENT 311 DENT 323
TOTAL		18	9	5	32		

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Fourth Year

Course Symbol	Course Name	Distribution of Educational Units				Pre-requisites	Co-requisites
		Didactic	Practical	Training	Total		
DENT411	Surgical Management	1	1	-	2	DENT 113 DENT 213	DENT 441
DENT412	Child & Adolescent Care	4	-	-	4	DENT 114 DENT 214	DENT 431
DENT413	Management of Oral & Maxillofacial Diseases (1)	2	1	-	3	DENT 113 DENT 213	DENT 441
DENT414	Management of Oral & Maxillofacial Diseases (2)	2	1	-	3	DENT 113 DENT 213	DENT 441
DENT421	Presentation Skills (4)	-	1	-	1		
DENT422	Community Dentistry (5)	1	1	-	2	DENT 122 DENT 222 DENT 223 DENT 322	
DENT423	Restorative (3)	1	-	-	1	DENT 313	
DENT431	Dental Skills (4)	1	2	-	3	DENT 331	DENT 412
DENT441	Dental Clinical Practice (2)	-	-	12	12	DENT 313 DENT 331 DENT 341	DENT 411 DENT 413 DENT 414
TOTAL		12	7	12	31		

Fifth Year

Course Symbol	Course Name	Distribution of Educational Units				Pre-requisites	Co-requisites
		Didactic	Practical	Training	Total		
DENT415	Dental Implantology	1	-	-	1	DENT 312 DENT 313 DENT 411	
DENT 416	Maxillofacial Surgery & Rehabilitation	2	1	-	3	DENT 312 DENT 411 DENT 412 DENT 413 DENT 414	
DENT425	PresentationSkills (5)	-	1	-	1		
DENT426	ProblemSolving in Dentistry	1	-	-	1		DENT 445
DENT427	Orthodontic Treatment for Adults	1	-	-	1	DENT 412 DENT 431	
DENT428	Practice Management	1	-	-	1		DENT 445
DENT445	Total PatientCare	-	-	15	15	DENT 441	DENT 426 DENT 428
TOTAL		6	2	15	23		

Sixth Year (Internship year)

Internship year : A clinical training year of 12 months period is required to be attained by the student in order to fulfill the requirements for graduation.

Introducing postgraduate programs

The College of Dentistry has submitted eleven postgraduate programs in the field of dentistry, and it was approved by the University Council in its eighth session on 30/8/1440 Hijri. The Council of the College of Dentistry approved the start of the Doctor of Science program in endodontics and endodontics, and the door for admission was announced and opened, provided that studies begin with it at the beginning of the academic year 1442 Hijri.

Grades and Graduation process

The grades obtained by the student in each course shall be calculated on the basis that the grading weight is (5) points as follows:

Percentage	Grade	Letter Grade	Point Grade from (5)
100 - 95	High Excellent	+A	5.0
94 - 90	Excellent	A	4.75
89 - 85	High Very Good	+B	4.5
84 - 80	Very Good	B	4.0
79 - 75	High Good	+C	3.5
74 - 70	Good	C	3.0
69 - 65	High Pass	+D	2.5
64 - 60	pass	E	2.0
Less than 60	Fail	F	1.0

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The overall grade point average when a student graduates based on his/her GPA is as follows:

1. (Excellent): If the GPA is not less than 4.50 out of 5.
2. (Very Good): If the GPA of 3.75 to less than 4.50 out of 5.
3. (Good): If the GPA is from 2.75 to less than 3.75 from 5.
4. (Acceptable): If the grade point average is from 2.00 to less than 2.75 from 5.

* **First class honors** are awarded to students with a cumulative GPA of (4.75) to (5.00) out of (5.00) upon graduation.

* **The second-class honors** are awarded to a student who has a cumulative GPA of 4.25 to less than 4.75 out of 5.00 upon graduation. For the first or second honors, the following conditions are required:

- The student should not have failed any course he studied at the university or at another university.
- The student must have completed the graduation requirements within a maximum period of twelve semesters.
- The student must have studied at least 60% of the graduation requirements.

* The student graduates after successfully completing the graduation requirements according to the study plan. GPA should not be less than the acceptable (GPA) which is 2.

College program has a set of implementation rules that ensure fair and highly organized administrative procedures for Student Affairs, with the existence of effective mechanisms to deal with conflicts, complaints, and appeals. The rules are as follows:

1. The student receives a warning if his GPA falls below 2.00 out of 5.00, and it is shown in his academic record.
2. If the student received three warnings in a row, he is academically suspended until a college council decision is issued as follows:

The College Council may grant the student a fourth chance; and if he was unable to raise his GPA after this chance, the College Council recommends him to the Standing Committee of Student Academic Problems.

- The Standing Committee of Student Academic Problems has to grant the student the fifth chance according to the recommendation by the College council, provided that there is improvement in the student performance in the previous term that his GPA is no less than 2.00 out of 5.00. If the student was unable to raise his GPA after giving

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- him the fifth chance, the committee may, if necessary, recommend an exception for a final sixth chance there on to the College Council.
- The College Council -as an exception – may grant the student the final sixth chance based on recommendation of the Standing Committee of Student Academic Problems.
3. The College shall collect all the cases it receives and present them to the councils concerned and notify the Deanship of Admissions and Registration of the decisions within a period not exceeding two weeks from the start of the study. In the event of delay, the student is eligible for registration in the following semester (Student Book).

Transferring from University

➤ First: From University to University:

A student from outside the University may be admitted according to the following rules:

1. The student must have studied at a college or university recognized by the Ministry of Higher Education for at least one semester.
2. The student should not be considered with a failing GPA.
3. The student should not to have been dismissed from the university transferred from for any disciplinary or academic reasons.
4. The transfer shall not be from a scientific degree to a higher degree.
5. The number of units required for transferring a student to study at Qassim University should not be less than 60% of the number of units required to obtain a Bachelor degree from the University.
6. The student can equalize 40% of the credit hours of the approved plan for the specialization that he is transferring to.
7. The grades obtained by the student in the courses equalized for him shall not be included in the calculation of his/her cumulative average. (The student is transferred during any semester from one university to another according to the procedures and dates announced in the university to which he is transferred to in light of the general rules of transfer)

➤ Second: Transfer from One College to Another within the University:

The transfer of a student from one college to another within the university is in accordance with the following controls:

1. Approval of the Deanship of the College referred to it in accordance with the rules set by the College Council.
2. The student should not have spent more than four semesters.
3. The transfer procedures should be completed during the first week of the semester according to the academic calendar.

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4. The student is not transferred until after at least one semester has passed in the college from which he was transferred.
5. A student is allowed to transfer once during his/her university studies or twice if one of them is in the preparatory year.
6. The student transferred to the preparatory year shall be returned to the division of the former in the event that he has not passed it only once.
7. Specializing after passing the preparatory programs shall not be considered in the transfer process. (All the courses that a student studied in his previous academic levels shall be included in his/her academic record when transferring from one college to another.

Program Regulations

The program provides a list of related program regulations, including their link to online version:

1. Quality System of Academic Programs
2. Study Plan for Bachelor of Dentistry
3. QU Faculty handbook
4. Policy of Admission, Registration, Study and Tests of Students
5. Student Admission, Registration & Examination handbook
6. Student Manual
7. Student Grievances and Complaints Manual
8. Policies manual including:
 - Grievance Policy for re-marking the final exam answer sheet
 - The policy of conducting final theoretical examinations for academic courses
 - Academic Advising Policy
 - Student Remediation Policy
 - Student narrative assessment policy
 - Exit Exam policy & procedures
 - E-learning Policy
 - Students' Excuses Policy
 - Students Attendance Policy
 - Students' registration Policy
 - Internship Policy

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- Faculty Award Policy
- Teaching Faculty Member Assessment Policy
- Plagiarism Policy
- Communication & Media Policy
- Community Service Policy
- Continuing Dental Education Policy
- Course organization and supervisions policy
- Course committee policy
- Recruitment Policy

Withdrawal Policy

Students of the College of Dentistry Qassim University can withdraw from the program only in accordance with the University regulations.

Compulsory Courses/Blocks:

Withdrawal from compulsory courses is not permitted as the College of Dentistry follows the annual system of study. Withdrawal from compulsory courses can result in schedule conflicts for the following academic years. Instead, students can apply for withdrawal from the Whole Academic Year, in which case, all of their progress in that specific academic year will be disregarded.

Elective and Free courses:

Students of the College of Dentistry, Qassim University, can withdraw from elective and free courses. However, the academic load must not be below 24 hours (According to the rules of the Qassim University). The rules of withdrawal from free courses are subjected to the rules and regulations set by the College giving the free course.

According to the rules of the University, students during their academic studies are permitted to withdraw once from a full academic year during their studies at the University.

Grievances and Student Complaints

Student appeal and grievance procedures are specified in regulations, published, and are widely known within the institution. The regulations are clear and the grounds on which academic appeals are based, the criteria for decisions, and the remedies available.

Appeal and grievance procedures protect against time wasting on trivial issues, but still provide adequate opportunity for matters of concern to students to be fairly dealt with and supported by student counseling provisions.

Appeal and grievance procedures guarantee impartial consideration by persons or committees independent of the parties involved in the issue, or who made a decision or imposed a penalty that is being appealed against.

Procedures ensure that students are protected against subsequent punitive action or discrimination following consideration of a grievance or appeal.

Appropriate policies and procedures are in place to deal with academic misconduct, including plagiarism and other forms of cheating.

A complaint or academic grievance relating to academic matters includes: admission, grades, academic suspension, misinformation, plagiarism, intentionally falsifying information, submission of work prepared for a course in another course, as well as copyright infringement.

Non-academic complaints also include, but are not limited to, harassment (verbal or physical), threats, subversive or abusive behavior on campus, fines, fees, or even exclusion from use of a particular service, discrimination, as well as access to records, policy violation.

College of Dentistry pursues a fair policy in dealing with its students and their relations with the administrators, faculty, staff or other members of the University community, aiming at establishing and implementing policies and procedures for students' academic or non-academic grievances. To achieve this, a student rights protection unit was established.

Academic Advising and Support

Academic counseling and advising for students

- The faculty member (Academic Advisor) specified to a selected group of students (Male / Female) always kept at their meeting on a regular basis (the fourth week of each month) at his/her office during office hours specified and declared for all.
- Discuss the students on an individual basis (Every student alone & not in front of the group) with respect to the academic process and to undergo scholastic obstacles.

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- The academic advisor will record students' problems and their observations during the meeting in a specific prepared as well as an Online form.
- The academic advisor raises periodic reports on its performance with the students to the relevant committee (Committee of Academic Advising)
- The Committee examines all reports received from members of the faculty (academic advisors) and what was stated by the study and look at some of the problems that could not have access to the academic advisor resolved and decision.
- The Committee in turn raises periodic reports to Dean College, including the recommendations of the concluded reports.
- Policies and regulations are established for fair and consistent processes of student management, with effective safeguards for independent consideration of disputes and appeals.
- There is adequate provision for academic advising and counseling services to assist students in planning their participation in the program and in seeking subsequent employment.
- Provision is made for academic counseling and for career planning and employment advice within the department. Adequate protection is provided, and supported by regulations or codes of conduct, to protect the confidentiality of academic or personal issues discussed with teaching or other staff or students.
- Effective mechanisms are well established for follow up to ensure student welfare and to evaluate quality of service.
- An effective student support system is available to identify students in difficulty and provide help with personal, study related, financial, family, and psychological or health problems.

Objectives of the Academic Advising and Support Unit

- Preparing students to know and adapt to university life.
- Provide students with correct information about the college, educational policies, resources and study programs.
- Enhancing the academic achievement of students, raising their abilities and overcoming obstacles encountered during their academic achievement.
- Reduced chances of academic failure (preventive counseling).
- Provide advice and assistance to students with academic problems of college students.
- Taking care of students with low and distressed academic attainment and taking care of them and following them up to their academic level.

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- Care and help students socially, physically, health, psychologically and functionally if necessary.
- Attention to outstanding and talented students and provide what will enhance their
- abilities and support their creativity.

Tasks of the Academic Advising and Support

- Develop a plan for academic supervision at the College.
- Supervise the implementation of the academic supervision plan.
- Spreading awareness among students about what is the unit and its importance and how to benefit from its services through meetings, pamphlets and the college website.
- Introducing students to the objectives and mission of the college, its educational programs, scientific departments, and the fields of work of its graduates; The care and services they provide to their students are also enlightened and guided to choose the appropriate disciplines that suit their abilities and capabilities.
- Distributing new students to academic supervisors and publishing lists on bulletin boards and the college's website at the beginning of each year.
- Periodically upload (mid-term) a report containing the work of the unit as well as a report on the levels of students to the college administration.
- Study the cases referred to it by the College Administration and prepare reports on them to be submitted to the competent authorities.
- Consider students' academic problems raised by mentors and seek to solve them with the college administration.
- Consider complaints of students of an academic nature and devise appropriate solutions or submit them to the college administration if necessary.
- Consider the students' complaints towards any course and find solutions and raise this to the college administration.
- Awareness of the importance of academic guidance and the importance of communicating with the academic advisor by publishing brochures and publications and using the college website for this purpose.
- Supervising orientation programs for new students to introduce the system of study and tests in the college.
- The Committee meets periodically every 4 weeks or as required to discuss periodic reports or exceptional reports from academic advisors.
- Contribute to solving the students' psychological, financial, social and functional problems and submit them when necessary to the Deanship of Student Affairs to take the necessary action.

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Student Responsibility and Role

- Take full responsibility for his academic performance as academic guidance is a mechanism of assistance.
- Undertake the college directory and website to learn about all the requirements of the department, college and university.
- Familiarity with the details of the academic calendar and critical dates related to registration, withdrawal, apology, etc.
- Knowledge of his academic advisor and office hours.
- Meet the mentor to consult on academic and professional goals, program and schedule, and inquire about all aspects of ambiguity.
- Implementation of the guide's recommendations and attendance of the guide as scheduled.
- Notify the advisor of any variables that may affect his program or academic performance.

Student Work Verification Policy

The College has two main pathways to verifying that students' work and assignments are their own:

1. The first track is that the college has an official policy for student academic misconduct, including plagiarism. The College of Dentistry at Qassim University is committed to eliminating plagiarism in all its forms. Any case of plagiarism is dealt with in accordance with applicable regulations.

To ensure fairness to students, regulations regarding plagiarism policy have been included in the Student Handbook. Furthermore, faculty members inform students of the consequences of plagiarism.

Plagiarism can be defined as copying or paraphrasing other people's works or ideas into one's own work without explicit acknowledgment.

Plagiarism is one of the most common actions which is an indication of lack of knowledge or misunderstanding on behalf of both students and teachers.

Examples of plagiarism:

- Using references such as books, newspapers, encyclopedias, the Internet and others without documentation.
- Present the work of other students as the work of the individual.
- Submit the same work to different classes.

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- Purchasing academic work or submitting work done by someone else.
- Presenting the work without taking into account the privacy when documenting quotations within the text.

Faculty members take specific steps to check plagiarism for any assignments/projects of 500 words or more. These assignments must be submitted through the program (Plagiarism Checker Program, provided by the Deanship of Library Affairs, Qassim University) to ensure that no more than 24% of the project consists of cited material

2. The second track verifies students' clinical work through Clinical Programs for Patient Management

All cases assigned to the student as part of their clinical experience cases are recorded in their account after referral from the student group student guidance. All case records, including photographs, radiographs, progress notes, and clinical procedures, are documented in the patient's electronic file, which can be checked at any time by the student's teacher, clinical supervisors, or the clinical course organizing committee.

Program's mechanism and procedures to ensure student regularity

There are a lot of program's mechanisms, procedures, and forms that are applied to ensure the regularity of students' attendance and participation in course and extra-curricular activities.

There is also student attendance policy, according to this policy it is ensured that students benefit from the educational process and reach the defined learning outcomes through attendance and participation.

It has following key procedures:

- A regular student is required to attend all of his or her classes (including lectures, Clinics, laboratory sessions, tutorials, seminars, field trips etc.).
- The duration of a lecture is only fifty (50) minutes.
- All students will have their attendance monitored at every lecture.
- The attendance sheet should be submitted to the block organizer/member the same day as the lecture.

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- Attendance should be checked daily by the organizer to notify any student who may have exceeded his or her allowed absence percentage.
- The block organizer should submit a periodic report (weekly) pertaining to student attendance to the Vice Dean of Academic Affairs.
- Two notifications from the block organizer should be delivered officially to a student when his or her absence percentage reaches 10 and 20%, respectively.
- Students who are unavoidably absent because of illness should bring official evidence substantiating their absence to the Students' Excuses Committee to allow him/her to return to classes and take examinations. However, according to the College Council, excuses are not valid when students miss 50% or more of lectures or laboratory sessions specified for a course.
- Any student who exceeds 25% absence will be prevented from continuing a course and will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given semester work grade and a grade DN in the course.
- After the College Council approve lists of students who have been dropped from courses (due to absences), these students are to be announced officially by the Vice Dean of Academic Affairs before final examinations.
- Attendance in the clinics is monitored by delegates of the (PCU) and submitted to the unit. Any Violation of the commitment to the attendance in the clinics is regulated by the rules set by (PCU) as described in details in the Professionalism in the Clinics Manual.
- It is students' responsibility to attend 100% all of his or her classes and to arrive on time for each Lecture, clinic and lab session of the block /course and also Observe College/ University Bylaws.

Learning Resources, Facilities, and Equipment

Learning Resources

The advisory board headed by the Dean of the dental program approved the criteria and guidelines of the textbooks and other learning resources needed for teaching courses and followed by the course directors.

- The textbooks support each course are classified as selected reading textbooks, which are essential books required for learning process and recommended textbooks used supplementary to the first category. The selected reading textbooks should be comprehensive widely used in international dental schools and can stand alone as learning resource for selected topics.
- The course directors start to communicate with all contributors assigned to the course to discuss the guidelines of textbook selection to fulfill the teaching topics and their learning outcomes.
- The course director start to collect the full list of textbook items required as well as other resource materials such as (web-based resources).
- The list is sent to learning resources unit to confirm the availability of such resources whether in the central library or in the college.
- If some of these resources are not available and after the advisory board permission, a request is sent to the deanship of library affairs using the book request template found on the deanship website included the book name, author, ISBN and publication data.

If the requested books are not urgent the list is prepared and sent on an annual basis arranged by the deanship of library affairs.

Blackboard: <https://lms.qu.edu.sa/>

Libraries

Libraries are a major source of information resources used in the process of teaching and learning. Learning resources are intended for all the materials that are included in the libraries of main campus, whether printed (books - periodicals - journals - manu- scripts - scientific messages - ...) or non-printed “electronic” (databases - books Elec- tronic, miniature, CDs, audio materials, ...) In addition to devices such as (computers, self-loaning devices, scanner devices ...) where provided by the university libraries in order to meet the needs of the program they provide and at the appropriate level.

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Saudi Digital Library

The Deanship of Library Affairs has re-activated access to electronic databases through the Saudi Digital Library. Considerable long-term knowledge accumulation. The library has contracted with more than 300 international publishers covering various disciplines that support the educational process and meet the needs of beneficiaries and organize electronic sources of information accessible to faculties, researchers, students and employees of higher education.

Periodicals Department

This department provides the library with specialized journals in various humanities and applied sciences in Arabic and English languages, conducts technical operations of these journals, cataloging, indexing and facilitates the photographic service of these journals.

Arrangements to Maintain a Healthy and Safe Environment

Faculty, staff, students and patients are responsible for taking reasonable care of their own health, safety and welfare (HSW), and that of others According to the nature of the program by following:

1. Infection control measures and regulations according to CDC & WHO.
2. Signs for emergency exits.
3. Also, obtaining suitable training & information as needed to carry out:
 - Evacuation Plan Policy
 - Medical Emergency Policy
 - Vaccination against hepatitis B Policy
 - Sterilization Policy
 - Student Attire and Dress Code Policy
 - Waste Management Policy
 - Receiving and Delivering Laboratory Tools and Supplies to Students Policy
 - Request and Exchange Medical Tools for Students Policy

Student Services

Student Orientation programs

Student Orientation programs when enrolling in the university are divided into university-level Orientation programs and program-level Orientation programs.

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- University Orientation program the Department of Guidance and Counseling in the Deanship of Student Affairs educates and informs newly accepted students at the university of the services and facilities available to them, their obligations and responsibilities. The student is provided with some important and necessary instructions that the student needs to understand before starting his studies. The program for receiving the new students since their admission to the University is arranged. The students are given an invitation to attend the reception with notice of admission to the University. In addition to some important and necessary instructions that the student needs to understand before starting their studies. The program aims to prepare the student for a new university life. Introducing the support systems for the students of the university, as well as introducing the students to the faculty they will be attending and what they offer them. The university's essential facilities, such as the library, restaurants, gyms, photographic centers, bookstores, laboratories, etc. The reception is organized over two days. The reception program starts on the first day of each semester and is graciously sponsored by the University Rector. Moreover, the Student advisors are also familiar with details of course requirements and are available to provide assistance prior to and during the student registration process .
- Program-level Orientation program of the Faculty of Dentistry, the academic advising committee of the program introduces the new students to their rights and duties by organizing a number of workshops and lectures under the sponsor of the committee and the student club of the college as well as introducing the student to dental clinics to get acquainted with the various departments of the college and use the latest technologies in the field of dentistry and how to interact with the structure of clinics and the receiving of patients.

The mechanism of Peer Education Program

The program sponsors all its students and takes care of their various segments. Among these segments are the students that are stumbling academically, the college established for them a program that is interested in this segment represented by the Department of Guidance and Counseling Deanship of Student Affairs.

The mechanism of Honoring Outstanding Students

The program aims to praise and encourage outstanding students to continue and motivate other students to excel. The Department of Guidance Counseling has developed the following criteria to identify outstanding students:

- The accumulated marks should not be less than 4.25 out of 5.

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- The student must have passed six semesters in the colleges where the system of study is eight semesters and eight semesters in the colleges where the system of study more than eight semesters.
- Must not have previously failed in any course.
- The ceremony is held at the beginning of each new academic year

Special needs

(low achievers, disabled, gifted and talented students)

- Special parking area
- Ramps in the entrance of the clinic buildings
- Widen doors
- Special units for left-handed

Transportation Services

- Offering organization and supervision for the transfer of female students. The college provides public and private transportation for them. In addition to bus transfer from the main campus to the dental clinics and vice versa
- Offering reductions on the fees of transportation by plane, mass transportation, train and issuing identification cards.

Medical Care

Medical care is one of the student rights. Therefore, the program presents free medical care to their students through its medical clinics in the University City in Mulidaa. These comprises general, surgery and specialized clinics, besides the dental clinic. These clinics offer medical care to the staff and officers of the college in addition to the students. Also, the governmental hospitals offer comprehensive medical care to the Saudi citizen including the students, and also they offer medical care to the international students.

Alumni and graduates' Affairs Unit

The mechanism of Career Guidance

Alumni's Affairs Unit, it responsible for Provide valued services to alumni and contribution in communication between alumni and the college.

The Alumni's Affairs Unit carry out many programs and mechanisms to prepare graduates to enter the labor market and refine their abilities and train them in the required skills.

The following actions has been executed:

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- Providing resources for employment & post graduate required exams
- A mock up interview exam was conducted on 12 graduate candidates who obtained an interview position as an aid towards better performance and raising chances of employment.
- Aiding graduates to apply for multiple programs through reminder emails of application opening dates.
- Emails of submission timelines and acceptance requirements for Saudi Specialty Certificate programs were sent to graduates.
- Honing newly graduates' clinical and academic knowledge & skills through further training.

The program aims to providing opportunities for students to earn specific jobs that demonstrate their inherent talents and to acquire practical skills through their practice and responsibility.

Areas of work of the graduates may include the following:

- University hospitals
- University academic education
- Ministry of Health hospitals
- Military hospitals
- Private hospitals
- Health care centers
- Private clinics
- Health units of the Ministry of Education
- Clinics of the Ministry of Social Affairs
- Centers of medical research

Intern's Affairs Unit

Responsible for the development of the professional activities of the students and graduates each of them organizes a lot of activities and workshops through which the student and graduates develops his skills and professional experience in proportion to the labor market.

Interns Affairs Unit empower interns to discover, develop, evaluate, and implement their unique professional goals as they prepare for careers in an evolving global workforce.

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The Intern's Affairs unit also responsible for:

- Coordinates with the Affiliated Health Institutions (AHIs) and provides them the interns training manual and the required forms.
- Receives interns' research proposals and forward them to the DRC.

psychological and social guidance

The mechanism and procedures of psychological and social guidance and counseling

Deanship of Student Affairs aims to provide services for male and female students including subsidies, financial loans, the student employment program and the peer education program. Moreover, the fund also supervises the service centers for students, such as bookstores, photography centers, and food services. All of this is done according to the tasks and programs assigned to the Deanship of Student Affairs. The fund put all its efforts for achieving everything in Student service including the facilitation for the progress in his university studies, and psychological stability.

The academic advising committee of the program is one of the most important committees related to the orientation of students and helping them in academic or even non-academic activities, with the aim of raising the student's level of achievement and graduating within the specified time period without delay or decline.

Extracurricular Activities

Student Clubs

As the student is the focus of activities, the Deanship decided to establish student clubs in the dental college. So students get to supervise and practice activities themselves. The board of directors of the club consists of 11 students, one of whom selects the director of the club and is fully responsible in front the staff member supervising the club. All the supervisors of the different clubs are associated with the general supervisor of the clubs in the Deanship of Student Affairs.

Athletic and Cultural Facilities

The university as well as the program cares for developing its athletic and cultural facilities, and it currently constructs "Assembly of Athletic Facilities", which most of its units have been finished. This Assembly contains group of athletic facilities of high standard, and have integrated combos of stadia, sport fields and services for University staff, students, employers and officers.

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Entertainment

This is done through the cultural, sporty and social activities, which is done through the student clubs. The program has high level facilities in which these activities may be practiced

Religious and Social Awareness Program

The Department is careful to select the materials of the awareness programs accurately, and in the public interest, which helps guide and guide students and educate them, and immunize them culturally, religiously and socially.

Community Services

It is an activity that render aid or perform volunteer service that directly benefits the local community in Qassim province, or anywhere in the Kingdom of Saudi Arabia, and for which the college does not receive financial compensation. These activities/Events must be separate from regular curricular activities, extracurricular activities (athletics, trips, etc.), and the regular college schedule. Community Service activity can be organized by the college or one of its units and academic departments or as a part of an event organized by the Qassim university's deanship of community service during any time in the academic year.

Purpose

The purpose of the Community Service Policy is to validate schemes by which the college can organize consistently, successful community service activities by which promote personal, social and civic development of students, faculty and staff of the college, achieving vision and mission of the college/ university and provide health, social, cultural and educational benefits to the Saudi society.

Events

Is one of the community service activities that the college organize or participate in.

Examples of events:

- Organizing and participating in Dental Convoyes.
- Organizing and participating in Oral Health Days.
- Organizing and participating in School Field Visits Programs.
- Therapeutic Services provided at the Dental Teaching Hospital.
- Advanced Radiology Departement provided by the Dental Teaching Hospital.

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