

STUDENT COUNSELING HANDBOOK

2022-2023
VERSION-2

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Introduction

Academic support and guidance services are the pillars of higher education in the Kingdom. It aims to guide students to get the best results, adapt to the University environment, and seize the opportunities available by providing the students with skillful advisors that provide sufficient information and guidance for students' smooth sailing through their academic programs. Student Academic Counseling Service is an important activity in Universities and Colleges. The Student Counseling Service's primary purpose is to enable students to become more effective in their lives within and outside the College campus.

There are times in everyone's lives, including students, when they experience difficulties that the students cannot sort out. At such times students prefer talking to people close to them for help. However, some concerns may feel too difficult, embarrassing or painful to share with friends, family or teachers. It is then advisable to seek help to avoid things getting worse and a growing feeling of isolation and hopelessness. Thus, counseling is a process in which a person (student) talks about an issue they feel troubled about, with another person's skilled attention (the advisor). During this process, the student is likely to reflect on the issue or problem to clarify it. The advisor suggests an appropriate solution or encourages the students to create their own to deal with the situation in the counseling room's supportive environment.

The academic counseling began in College of Pharmacy-Qassim University during the academic year 2013-2014 by Dr. Kamal Said, Department of Pharmacology and Toxicology. During the current year, Dr. Yasser Saleh Almogbel, Dean of the College, established Student Counseling Unit under the supervision of Dr. Hussein Eldeeb, Department of Pharmacology and Toxicology. The Office of Student Counseling Unit is an important part of the College of Pharmacy with experienced and skilled faculty members to provide academic advising and counseling to the students. Thus the highly skilled and experienced advisors provide academic advising in general education and graduation requirements and clarify the various University academic policy and procedures to the students. The unit implements the student success goals outlined in the College's strategic plan and educates and empowers the students to become self-reliant for their educational and professional goals. We also enrich the development of academic advising for faculty members, staff and peer advisors. The staff in the student counseling unit's office builds relationships with advisors and administrators to improve the overall student performance.

Student academic advisors are essentially comprised of the same teaching faculty in the College. They conduct one-on-one and group workshops with their students. Thus, the first step for new students is usually to get the orientation program, including the College vision and mission and services and facilities provided to the students. After that, hold and converse with the new students with an academic advisor one on one regularly. These advisors help the students plan their academic calendars and ensure that the students are taking the classes they need to graduate and many other types of advice. The responsibilities of students and advisors are explained in detail in this booklet.

Vision

A national leadership in pharmacy education and research, and a supporter of effective partnerships

College Mission

Providing accredited pharmacy education to prepare qualified pharmacists and providing professional and research services to promote national development; in an inspiring, governance environment that stimulates innovation, technology and partnership.

Pharm D Program Mission

Providing advanced education to prepare professionally and research-qualified pharmacists to enhance healthcare through national and international partnerships with educational, health and research institutions

Values

- **Belonging:** We promote national loyalty, the spirit of initiative, giving and volunteering.
- **Justice:** We seek to achieve the elements of fairness and equal opportunities for everyone.
- **Honesty:** We perform our work sincerely and adhere to professional ethics and morals.
- **Transparency:** We are committed to disclosure and support accountability and integrity requirements.
- **Perfection:** We apply the highest quality standards to distinguish our outputs and services.
- **Innovation:** We stimulate creative thinking and innovative products of value.
- **Institutional:** We establish a culture of teamwork, in thinking and behavior.

Strategic Goals

- **Goal 1:** Emphasizing the quality of education and achieving excellence in the pharmacy specialty.
- **Goal 2:** Raising the merit, competitiveness and professionalism of college students.
- **Goal 3:** Strengthening research identity and improving applied pharmaceutical research and innovation to meet the requirements of sustainable development.
- **Goal 4:** Diversifying funding sources and improving spending efficiency.
- **Goal 5:** Completing, developing and sustaining the infrastructure.
- **Goal 6:** Enhancing partnership and knowledge exchange nationally and internationally.

Responsibilities of the student counseling unit include:

- ▶ Inform about the impact of course selection and academic performance.
- ▶ Information and explanations on academic policies and procedures
- ▶ Confidential discussions on personal, some academic, medical or religious issues that affect performance and search for remedies
- ▶ Discussions on course load
- ▶ Discussions on transfer students and credits
- ▶ Permission requests for off-campus courses at another university
- ▶ Scholarship or other monetary inquiries
- ▶ Advisors should recommend students to register only in one level and avoid extensive registrations in different levels.
- ▶ Students missing quizzes are advised to present a written and acceptable reason for doing.

Target groups:

Students and faculty members.



The student academic counseling unit plan during a semester:

- **The first week:** The academic Counseling Unit will notify the academic advisors about new male and female students' names. The unit will also approach faculties concerned with teaching the courses for students to give them the necessary guidance during their studies.
- **Second week:**
 - ▶ An open meeting will be held with the new students to explain the objectives of counseling and communication.
 - ▶ The committee will review the general model of academic counseling and recommendations of the amendments with the Vice-dean.

- **The third and fourth week:** The unit will determine low GPA students and help them elevate their academic performance by cooperating with their advisors and writing a report about helping the students with difficulty to the Vice-dean of academic affairs.
- **At the end of the academic year,** the unit will monitor academic advisors' reports about the various guidance methods used for students. Later interrogate the applicants with the students to obtain feedback and write a report to the vice dean.

General Academic counseling skills

The success of academic counseling depends on effective communication between the advisor and the student. The academic advisor needs to understand students' problems by listening to them to effectively counsel.

The academic advisor should have the following skills:

Leadership

They should positively influence the students by leading them towards their goals.

Empathy

The advisor is being asked to empathize with the students. He/she should develop a good relationship, then understand their strengths and limitations and later advice.

Planning

Academic advisors must set goals and take steps to achieve them.

Organization

Academic advisors must work in an organized manner which includes the organization of student files.

Listening

Academic advisors must listen to his/her students: identify their strengths and weakness then positively encourage them.

Functions of student academic counseling unit:

Academic guidance and counseling mechanism and procedures in the program

- The Academic Advising Unit of the College works in coordination with the Vice Deanship of Guidance and Counseling at the Deanship of Admission and Registration at the University.

- ▶ The Academic Advising Unit distributes students to academic advisors. Training and guidance are also provided to students through continuous follow-up through meetings with their academic advisors to discuss their study schedule, their grades to develop their academic skills, encourage them for academic creativity to graduate on the required period and find opportunities for work, also the academic advisor help in solving any psychological and health problems. Career planning and counseling mechanism in the program · Career guidance and counseling is provided to students through academic advisors to increase their awareness about future career and work opportunities after graduation. Program mechanism for psychological guidance and counseling
- ▶ Students were assisted socially and psychologically if necessary through academic advisor as stipulated in the student's guide and the faculty's guide to identify the cause of the problem and help in solving it by organizing individual meeting with student.
- ▶ The academic advisor coordinates with the academic advising unit in the college to refer students to a psychiatrist to treat students' psychological problems if necessary. Program mechanisms for identifying talented, creative, outstanding and failing students
- ▶ The program includes a mechanism for identifying outstanding and distinguished students in academics and research by discussing them in classrooms by faculty members on scientific tasks and research projects. The college organizes a research day annually, evaluates research and gives prizes for the best research.
- ▶ Students receive publication incentive rewards from the university for their research papers published in journals with a high impact factor. These mechanisms are consistent with the functions of centers and units at the university level, such as the Guidance and Counseling Department at the Deanship of Admission and Registration, the Innovation and Talent Center at the Deanship of Student Affairs, and the Innovation and Intellectual Property Center at the university.

▶ Academic advisors encourage students to discover their talents and register their creativity and innovation in various fields by registering in the link of the Innovation and Talent Center to discover talents of the Deanship of Student Affairs at the university: : <https://forms.qu.edu.sa/dsa/form-122/>

- ▶ The program includes a mechanism for identifying stumbling students by monitoring students whose cumulative average is less than 2.25 by the Academic Advising Unit.
- ▶ They communicate with their academic advisors to fill out their form to find out the reason for their stumbling, and then help solve the reason for their academic stumbling through academic advisors in coordination with the unit. This mechanism is consistent with the mechanism of the Vice Deanship of Admission and Registration for Academic Advising Affairs. Procedures for following students' progress according to academic counseling procedures
- ▶ The academic advising unit in the college supervises the implementation of the academic supervision process in the college under the supervision of the Vice Dean for Educational Affairs and the Agency for Guidance and Counseling of the Deanship of Admission and Registration at the University.
- ▶ All faculty members participate in the activities of academic supervision of students by assigning the member by the Academic Advising Unit to carry out the task of academic guidance for a group of male or female students of the college and follow up their academic level and their progress in the program through periodic meetings with them in the office hours allocated for this subject and solve their academic problems and motivate them to be creative and excel as described in the faculty members guide and the academic advising guide
- ▶ An electronic platform for academic advising has been created at the College of Pharmacy - and thus students can visit their academic advisor, either directly or electronically, in an easy and accessible way to facilitate students' follow-up and motivation by academic advisors and help find solutions to their academic, social and psychological problems. The mechanism of employing the outputs of student advisory councils in quality, and developmental processes
- ▶ The College Student Advisory Council is elected from all student levels in the College. The Student Advisory Council for the College of Pharmacy was formed based on the Student Advisory Councils document of Qassim University. The Council represents part of the support for male and female students in the college, communicating with them, and identifying their requests and academic problems such as the schedule, study schedule, exam schedule and training places in community hospitals and pharmacies and work to solve them in communication and coordination with the college administration.

- ▶ Topics are discussed in the Student Advisory Council and recommendations for improvement and development are submitted to the College Council for discussion and adoption of what it deems appropriate after discussion and dialogue with representatives of the College Student Advisory Council.
- ▶ The college student club cares about extra-curricular activities and encourages students to participate in sports, cultural, creative and religious activities, as well as participate in community service programs and activate international days and awareness programs in cooperation with the community service unit in the college.
- ▶ The Student Club discusses issues related to extra-curricular activities and community service and submits proposals and recommendations for improvement to the Community Service Unit and the College Council for approval and application of the recommendations contained therein.

DUTIES OF ACADEMIC ADVISORS

Academic Responsibilities

- ▶ Advisors are expected to be well versed with College's academic policies concerning students' registration, cancellation, adding or dropping of courses. Important dates and deadlines as announced by the Deanship of Admission and Registration.
- ▶ Must familiarize students with College's objectives, mission, academic program, and academic departments.
- ▶ At the beginning of the academic year, the advisor should confirm that students' list appears in his/her University account.
- ▶ The steps required to log in:
 - Go to the University website
 - Log in to your personal University account
 - Point the cursor on the "Academics" button located on the right side.
 - Please scroll down to the Academic Advisor tab and click on it.
 - A list of students will appear
 - Clicking on the student's name will display the details of the student's records

- ▶ Should have templates containing study schedule, registered courses, student's grades, initial performance, and other forms that should be completed at the beginning of every semester. This completed form would serve as a portfolio file for each student. As the student progresses in each level, this file becomes a permanent portfolio that includes student's GPA, regular meeting minutes, regular monitoring and achievement reports, warnings, or any other issues.
- ▶ Should have information of the student's study plan, graduation requirements for students, and ensure the student table's approval with the study plan for College.
- ▶ Must explain the students' requirements for the Pharm D program and the expected outcomes.
- ▶ Counseling is a continuous process for the students from the time of their admission till the time of their graduation.
- ▶ Should keep each student's study schedule, registered courses, grades, performance and all the other information entered from the beginning of every semester.
- ▶ As the student progresses through the levels, GPA, achievements, warnings, details of the meetings, any other issues must be summarized in the portfolio file.
- ▶ Must encourage the students to participate in academic and extra-curricular activities and discover their talents.
- ▶ The advisor must try to understand the student's social circumstances in order to befriend him/her and to make him comfortable to discuss any issue
- ▶ Must advise the students to fully utilize the educational resources available to the students, including e-learning resources
- ▶ Bring to the notice of the student academic counseling unit or the College administration any problems the students face.
- ▶ Discuss the appropriate options for the student in the next semester, such as deletion or recording decisions, raising GPA, choice of specialty, etc.

- ▶ Assist the student in case of difficulty in registering subjects.
- ▶ Arrange an introductory meeting with students to know each other.
- ▶ Organizing interviews periodically (at least three in each semester) with every student under supervision.
- ▶ Follow up closely on the students' achievements during the program.
- ▶ Discuss your strategies and time plan for them.
- ▶ Decide about the time for supervision and consultation.
- ▶ Show your willingness to help whenever needed in academic issues under the purview of College rules and regulations.
- ▶ Let the students be aware of the consequences of any non-punctuality or irresponsibility in academic activities.
- ▶ Agreement on a common mode of communication to contact at any time in the College.
- ▶ Bring to the notice of students any deadlines, important dates, course loads, credit hours, eligibility criteria for promotion to the next level.
- ▶ Prepare the report on the students' performance before the end of the semester and compare the performance with the previous one, including remedial measures in case of poor performers.

Coaching for good conduct

- ▶ Trying to break the social boundaries for students to interact clearly and frankly and express any difficulties they may face in academics.
- ▶ Try to gain their trust, and use it to introduce a positive attitude in society.
- ▶ Be vigilant for some of students' behaviors and try not to rush to conclusions.
- ▶ Take your time to analyze the situation and plan strategies to overcome the situation. If your plan does not work, seek help from the student academic counseling unit or College authorities.
- ▶ There will always be issues you cannot solve; be frank and let them know that you will seek answers.
- ▶ If you have students with special needs, provide all the means you can and seek help for all that you cannot.
- ▶ Be firm that as much as you want them to succeed in their program, you will never help them illegally in any type of examinations.

Student Motivation

- ▶ At times discussions of "Success" stories and examples may help lift up enthusiasm. Use your experience to motivate students to counteract and work hard.
- ▶ Discuss their future; let them know that you'll be there for them at all stages of their career.

- ▶ Encourage them for extra curriculum activities in the University and outside
- ▶ Reward successful students and send their names to Student Council
- ▶ Suggest activities they can do at spare times

ACADEMIC MEETINGS

Meeting of the Dean with the students:

Dean/ of the College meets with the old and new students at various educational levels, in order to engage them, in a dialogue, consult and discuss the special things of the College, students and faculty members, and these meetings are at the beginning of each new semester of every year.

Meeting of the academic advisor with the students:

The academic advisor meets the students in each new semester, and these meetings are to engage in dialogue and consult them on the student's educational matters.

Feedback from students:

The academic counseling unit distributes questionnaires to the students about academic counseling in the College and academic advisors' role in the counseling.

The committee analyzes these questionnaire's, takes advantage of these analyses and develops the counseling process based on these questionnaire's.

Office hours of academic advisor:

Each academic advisor determines office hours for the students through the announcement of these office hours by putting paper on his/her office and send announcement messages to his student's emails.

Responsibilities of the student:

- ▶ Assumes all responsibility for his academic performance
- ▶ Viewing the College and the College website's guide to know the department, College and University requirements.
- ▶ Knowledge of the details of the academic calendar and important appointments which are necessary for registration, withdrawal, apology etc.
- ▶ Knowing about the academic advisor and his office hours.
- ▶ Meeting the academic advisor for a consultation about the study and career goals, programs, study schedule and inquiry about all ambiguous aspects.
- ▶ Implementing academic advisor recommendations and attending meetings at agreed times
- ▶ Notify the academic advisor of any changes that may affect the student's program or his academic performance.

STUDENT PORTFOLIO

Preparation of Student's portfolio:

Each student should dedicate to file preparation in cooperation with his academic advisor. The file is maintained by the academic advisor and delivered to the student after graduation. The file should be updated at the end of each semester. **It should contain the following:**

- The student 's CV
- Copy of academic record of the student
- Any achievement by the student or any other activity with proof (such as: exams-projects etc.).
- A report of any skill or knowledge acquired through training, workshop or conference.
- D-+9evelopmental activities (such as participation in training and developmental sessions).
- Report of any service rendered for the University (social service, medical convoys, lectures, seminars etc).
- Hobbies and extra-curricular activities- awards obtained by the student can be added, whether sports or scientific.
- Report the names of the scientific and professional bodies that have already dealt with them during the study or can sign up with them.
- A write-up by the student expressing his future ambitions and aspirations (at least two pages).
- Other templates of student counseling file.

CONTENTS OF ACADEMIC COUNSELING FILE

- Data of Student
- Student's CV
- A copy of a student's academic record for all semesters studied by the student
- Proof of any course addition or deletion by the student
- Samples of deprivation
- Any warnings received by the student for any misconduct
- Minutes of meetings with the student describing the topics discussed, description of assistance or guidance provided to the student in case of any difficulties
- Any other relevant information about the student

ACADEMIC COUNSELING REGULATIONS AND PROCEDURES

The academic counseling unit in the College is responsible for all activities related to students' counseling. Academic advisors are informed to encourage, help, advice, and direct students to ensure smooth sailing in their academic program in the College. Advisors can use various means to contact students and remain in touch with them throughout their program length.

The main responsibility lies on students toward any matter related to their studies in the program. For this reason, students are advised to be very well versed in all of the regulations governing their study in the College. Therefore, they are urged to notify their advisors of any foreseeable constraints that may hinder any of the routine academic processes. If a student is not satisfied by decisions on any issue, he/she can make a request letter, with the consultation and permission of his advisor, explaining his case to the academic council. Specific application forms are available for students. Each form is designed for a different purpose. Students are informed to first discuss with their respective advisors on any academic matters before filling application forms. They are then allowed to fill out the form signed, get it signed by the advisor and endorse it by the Dean. All of the forms can be obtained from students' affairs offices, websites, or the Student academic counseling unit or their advisors.

The forms include:

- ▶ Primary registration forms into College
- ▶ Specific forms to Freeze Study temporarily: There are online forms available through the University web site "Student Account"
- ▶ Specific forms to provide reasoning for absenteeism in class-students affairs office
- ▶ Specific Forms for re-marking exam papers- students affairs office
- ▶ Withdrawal from University – students affairs office

Student Service related forms – all available in student affairs office

- ▶ Bonafide certificates
- ▶ University ID cards – admissions office – University Administration
- ▶ Visits to University health units
- ▶ Summer internship training programs
- ▶ Discounted tickets
- ▶ Student employment programs
- ▶ Other templates of student counseling file

Programs of the College

Doctor of Pharmacy (Pharm D) program:

► The Pharm D is a clinical professional degree granted by the College of Pharmacy, Qassim University. It is a patient-oriented program with an emphasis on pharmaceutical care. This program is designed to meet the accelerating need for such specialty in Saudi Arabia. Pharm D program is a key area of the pharmacy profession. Pharm D students undergo extensive training in educational courses covering biomedical, pharmaceutical, socio-behavioral, and clinical sciences during the program. Within the healthcare system, clinical pharmacists are the specialized experts in the therapeutic use of medications.

► Upon graduation and internship training, students of the Pharm D program become clinical pharmacists who provide patient care, optimizations of the medicine used to promote health, wellness, and disease prevention in all practice settings. As part of the health care team, they routinely collaborate with physicians and other healthcare professionals.

They routinely provide medication therapy evaluations and recommendations to patients and other health care professionals. Clinical pharmacists are a primary source of scientifically valid information and advice regarding the safe, appropriate, and cost-effective use of medications. In the past, access to a clinical pharmacist was limited to hospitals, clinics, or educational institutions. However, clinical pharmacists are making themselves available through a medication information hotline and reviewing medication lists, all to prevent medication errors.

College of pharmacy has four academic departments:

- Department of Pharmacy Practice
- Department of Pharmaceutics
- Department of Pharmacology and Toxicology
- Department of Medicinal Chemistry and pharmacognosy

Registration into the College of Pharmacy

It is the main responsibility of the student to follow these regulations carefully

- All students entering the College (level1) should register online for all semester courses before the registration deadline for that semester
- Students successfully passing one level can add courses for the following levels, and so on until he/she finishes all levels. For example, students passing level1 can add courses for level 2, and so on for level 3, 4 etc.

- ▶ If a student fails one course, he/she can add it with courses of the following level, provided it should not overlap or interfere with the final exam schedule or requirement(s).
- ▶ Students can add failed courses to the following levels for a maximum of 20 credit hours, provided it should not overlap or interfere with the final exam schedule or requirement(s).
- ▶ Students are allowed to drop courses within the first two weeks of the study start date
- ▶ Students are allowed to register for general preparatory courses (Salam, Arab etc.) until the equivalent of not more than 20 credit hours in other Colleges, provided this should not overlap with the College class schedule.

Type of Courses

- ▶ Courses with pre-requisites: Students are not allowed to register for these courses until proof of meeting the requirements for the pre-requisite is presented
- ▶ Courses without pre-requisites: Students can register in these courses without proof of any pre-requisite
- ▶ Preparatory courses: Admissions to these courses are dependent on the fulfillment of the University entry regulations and College interviews. Once accepted, students can enroll in the preparatory courses.

General Regulations

Attendance

Students must attend lectures starting from the first day from the start of study as shown in the University academic calendar.

First: Early registration:

Early registrations are possible according to the Deanship of Admission and Registration and in co-ordination with the Colleges

Second: official registration

Students can add or drop desired courses as follows:

- Students can register for the courses one week before the start of the semester and until the end of the first week in the semester.
- Students can drop courses until the end of the 2nd week from the start of the semester
- Course loads should not exceed the maximum allowed loads, as shown below
- Students are highly advised to consult academic advisors and students' affair's offices ahead of time before registration into courses. Failure to do so will make the student responsible for any registration errors or conflict situations. Students must register for courses by themselves, and no one is allowed to register on their behalf.

If students do not register during active registration time, their registration record will be considered inactive.

Third: confirmation of registration

- Students registering online should confirm their registration schedule through their accounts on the University system during an active registration time.
- Unconfirmed registrations will remain inactive with the computer phrase “interrupted due un-registration” in the system, and the student will not be allowed courses

Fourth: AcademicLoad

The academic load is the sum of the number of credit hours (units) for the courses taken per semester:

- Minimum Load: The minimum load is 12 credit hours per semester
- Maximum Load: The maximum load is 20 credit hours per semester

Fifth: Warnings

Students achieving a cumulative grade point average of 2 in a 5 point system will receive a warning

Attendance:

- ▶ Students who record a 20% shortage in their attendance without acceptable reasons will not be permitted to enter the final examinations.
- ▶ The above students will be given the grade “failed, DN” in the corresponding courses
- ▶ Attendance based prohibitions from examinations are determined by the
- ▶ College Council will determine the list of students prohibited before the start of final examinations
- ▶ Students recording more than 50% absence are advised to make their case to the University Council.

Acceptable reasons for absenteeism:

- ▶ A written or documented evidence must be submitted within a week
- ▶ Replacement examinations and markings must be finished before the end of the second semester

Withdrawals

- ▶ Students are permitted to withdraw from a semester with the provided information that s/he informs in writing and completes all required documentation during the allotted time.

- ▶ The specified time frame for completing all requirements for withdrawals from a semester is three weeks before the final examination date for that semester based on the University academic calendar.
- ▶ Students receiving grade (E) must finish all requirements to graduate by the end of the current semester
- ▶ Students withdrawing from a semester are required to re-register by the end of their time-off
- ▶ With the permission of the students are allowed to drop courses within eight (8) weeks from the start of the semester
- ▶ Female students are required to present written consent from their parents or guardians when applying for withdrawal.

Dropping courses/Freezing registrations

- ▶ Students are allowed to drop a maximum of two consecutive semesters or a total of three-semester courses from the whole academic program at the University unless the Senate or College Council recommends upon exceptional cases.
- ▶ Married female students accompanying their husbands can freeze registrations for a maximum of five (5) years. They may re-register to continue studies as follows:
 - They must make any changes in their previous curriculum and academic planning of the University or College and complete all graduation requirements.
 - If there are no changes, she may resume registration to continue her studies normally.
 - Female students who were absent for more than five (5) years will have their seats reserved to continue their studies as new students.
 - The period spent during freeze registrations is excluded from the maximum time allowed for graduation from a program.
 - Returning students from withdrawals must activate their registrations. Otherwise, their accounts will remain inactive.
 - Female students are required to present the consent of their parents or guardians.

Rechecking of Examination Papers.

- ▶ Under certain circumstances, students with valid justifications and written pledges may apply for checking of their answers in exam papers within a week from the calculations of cumulative grade point averages.
- ▶ The College Council will look into the rechecking applications and determine.

- ▶ Rechecking should be completed within two weeks from the commencement of the ongoing semester.
- ▶ Upon agreement on remarking, the College Council forms a committee to remark and report the results.

Transfers:

Firstly: Transfers within University Colleges:

- ▶ Students can apply online through their accounts on the University website to transfer to a different College within the University.
- ▶ Transfer to another College must be during the four semesters of their registration in the old College.
- ▶ A student must obtain old and new College's permission to transfer.
- ▶ Transfers occur online after granting permission.

Secondly: Transfers during transitional programs within the University:

- ▶ Bachelor students are not allowed to transfer to transitional programs.
- ▶ Transferring students are required to finish all transitional programs with a minimum grade of 2 in a 5 point system
- ▶ Students who finished 50% of their total credit hours required for a transitional program with a grade of 4 in a 5 point system can transfer to their new Colleges.
 - ▶ Students who have finished transitional programs but have six (6) credit hours will be allowed to transfer provided his/her cumulative grade average should be not less than 2.5 in a 5 point system.

Requirements for Graduation

- ▶ A student should have successfully obtained 12 credit hours required by the University
- ▶ A student should have successfully obtained 8 credit hours of elective courses required by the College
- ▶ A student should have successfully obtained 6 credit hours of free courses required by the College
- ▶ A student should have successfully obtained 154 credit hours required by the College
- ▶ A student should have successfully obtained a clinical internship (equivalent to 30 credit hours)

Definition of important terms

Academic year

Two semesters and a summer semester

Semester

A 15-week study-period, excluding registration and examination times

Summer semester

An intensive 8-week study period, excluding registration and examination periods

Level

According to the academic plan in place, it indicates one of the 8 levels required to complete the program

Study plan (Program)

The study plan includes all the preparatory, compulsory, and optional courses, training and internship. The students are required to complete the plan in order to claim the Pharm D degree in our College.

Syllabus

Details of a course in a program. It is specified by a code, name, number, and specifications that differentiate it from other courses. At the same time, some course has pre-requisites while others do not. Courses in the program are routinely evaluated for their outcomes in the programs.

Study Unit (lecture)

A 50-minute lecture or clinical study or a 100-minute practical session

Academic warning

If a student scores a grade less than 2 in a semester will be issued an academic warning. After the 4th warning, students are asked to withdraw from the University.

Semester grades

They are the grades of a single semester work that comprises exams, research, and all the courses' academic activities in that semester.

Final exams

Annual exam one/per semester according to the academic plan of the University

Final exam grade

Is the result of the final exam of each course at the end of each semester, and results are shown in terms of percent only (%).

Final grade

Results of semester activities plus the result of the final exam and final grades are shown in percent (%)

Grades

Is the result expressed in percent or letter grade of the final exam in any course

Incomplete grade

An incomplete grade is shown as “L” or “IC” grade that the requirements were not completed at specific timeframes

GPA

Grade Point Average: is a measure of a student's academic achievement at a College or University; calculated by dividing the total number of grade points received by the total number attempted

CGPA

A Cumulative Grade Point Average is a calculation of the average of all of a student's grades for all semesters and courses completed up to a given academic term

For more definitions, please refer to the University web site at:
www.qu.edu.sa

Calculation of Grades:

The grades, which the student obtains, are calculated in each course based on the grade points from (5) as follows:

No	Grade points	Grade Symbol	Grade	Percentage
1	5.00	A+	High excellent	95-100
2	4.75	A	Excellent	90- <95
3	4.00	B	Very good	80- <85
4	3.50	C+	High good	75- <80
5	3.00	C	Good	70- <75
6	2.50	D+	High acceptable	65- <70
7	2.00	D	Acceptable	60- <65
8	1.00	F	Fail	<60
9	1.00	H (DN)	Denied	Denial of exam entry

(1)

The most important reasons for student failure

- ▶ The student lacks a sense of responsibility toward his/her study.
- ▶ The student lacks knowledge about the University regulations and systems.
- ▶ Lack of communication with the academic counseling committee, academic advisor and student affairs unit.
- ▶ Frequent absences and irregularity in the lectures and practical lessons.
- ▶ Do not comply with activities related to the course which the course instructor imposes.

Curriculum Structure of the Pharm D program.

Total ratio	Ratio	No. of unit	Requirements	
96.6	7%	12	University requirement	
	85%	147	Mandatory hours	College requirement
	4.6%	8	Elective courses	
3.4	3.4%	6	Free courses	
100	100	173	Total hours	

(1)

