



Academic Advising Handbook for the Bachelor of Information Technology Program

2024



Prepared by the Graduation Projects Committee 2024



Preface:

Academic Advising plays a vital role in supporting student success throughout their academic journey at the College of Computer, Qassim University. It serves as a structured framework through which students receive continuous guidance on course selection, academic planning, career pathways, and personal development. Academic advising bridges the gap between institutional requirements and individual student goals, helping students make informed decisions and navigate challenges effectively.

Aligned with the Vision and Mission of the Information technology (IT) Program, these guidelines have been developed to assist both students and academic advisors in maximizing the benefits of the advising process. They aim to ensure a consistent, student-centered advising experience that promotes academic excellence, fosters responsibility and engagement, and contributes to the achievement of learning outcomes and future career success.



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1. THE CONCEPT OF ACADEMIC ADVISING

Academic advising is an organized and planned process to help students face the challenges they may encounter in their university life and overcome the difficulties that reduce the effectiveness of the educational process. The key participants in this process are faculty members. They introduce students to the academic system and guide them throughout their academic journey

2. ACADEMIC ADVISING AT THE COLLEGE OF COC

The university provides resources that vary from dedicated platforms and services to a robust organizational structure. It starts with the Deanship of Admission and Registration and ends with the academic advising committees and academic advisers at academic departments.

The Academic Advising Unit at the COC manages the academic advising processes in the college. An academic advising committee is assigned in each department to oversee managing academic advising with the academic advisors within the department.

2.1. COMMITTEE COMPOSITION

- Chair (Academic Advisor Coordinator within the College's Unit)
- Deputy chair: Academic Advisor Coordinator for Females section.
- Member: Two Academic Struggling Students Coordinators, one for Males and one for Females section.
- Member: Two Academic Outstanding Students Coordinators, one for Males and one for Females section.
- Member: Two Student Club Coordinators

2.2. DUTIES OF THE ACADEMIC ADVISOR COORDINATOR

1. Prepare the academic advising lists.
2. Distribute new students to academic advisors.
3. Provide the Vice Dean for Student Affairs and the Head of the Academic Advising Unit with the lists of advisors and their assigned students.
4. Ensure that all students are linked to their advisors in the system.
5. Provide the academic advisor with the following advising tools through the Academic Advising Kit:
 - Study plan
 - Course equivalency information (obtained from the Vice Dean for Educational Affairs)
 - Academic procedures calendar
 - Course schedules and reference numbers for each section (obtained from the College's Student Affairs)
6. Monitor the academic advising process in the department and ensure it is conducted properly, reporting any issues to the department head if necessary.
7. Record the academic issues faced by students in the department.
8. Organize workshops for new advisors in the department to train them on academic advising tasks and tools.
9. Prepare for the next semester by requesting lists of graduates, struggling students, and faculty members.
10. Perform any other tasks assigned within the field of specialization.

2.3. DUTIES OF THE ACADEMIC STRUGGLING STUDENTS COORDINATOR

1. Meet with students and diagnose the cause of their academic struggles (psychological, social, health-related, academic, or other reasons).
2. Develop a remediation plan and ensure the student adheres to its implementation.
3. Monitor the student's progress after implementing the plan.

4. Identify students eligible for exceptional opportunities and communicate with them to encourage them to apply, while preparing a report on their academic status.
5. Prepare a report on the academic status of students given exceptional opportunities.
6. Compile statistics on struggling students.
7. Perform any other tasks assigned within the field of specialization.

2.4. DUTIES OF THE ACADEMIC OUTSTANDING STUDENTS COORDINATOR

1. Identify outstanding students based on their cumulative GPA.
2. Record the achievements of students, including academic and professional certificates, participation in academic or non-academic events, and involvement in sports, cultural, and social activities.
3. Encourage and support outstanding students by gathering feedback from academic advisors, involving them in research projects, encouraging participation in internal and external competitions, and motivating them to attend training courses.
4. Develop a program to honor outstanding and talented students.
5. Supervise the participation of program students in sports, cultural, and social activities.
6. Leverage the high skills and abilities of outstanding students in various areas (helping struggling students understand and succeed in academic courses, assisting in organizing conferences and academic events, holding workshops to showcase their talents and share their experiences).
7. Determine the needs and gifts for recognition and awards.
8. Prepare the committee's annual report.
9. Perform any other tasks assigned within the field of specialization.

2.4. DUTIES OF THE STUDENT CLUB COORDINATOR

1. Prepare the semester plan for the student club's activities in the department.
2. Create and update a database for the student club in the department.

3. Implement the approved activities in the plan according to the guidelines set by the Deanship, without introducing new activities.
4. Coordinate with relevant entities within and outside the university regarding the student club's activities.
5. Prepare reports after each student club event, supported by statistics and photos and submit them to the Deanship of Student Affairs using the designated template.
6. Attend and supervise the meetings held by the student club.
7. Supervise the organization of events in an innovative and competitive manner.
8. Perform any other tasks assigned within the field of specialization.

3. STUDENT AND ACADEMIC ADVISOR ROLES:

3.1. THE ROLE OF THE STUDENT IN THE ADVISING PROCESS

Students are the focus of the academic advising process. Through their interaction with the process, the wheel of achievement accelerates towards achieving their goals. Students may engage in the advising process as follows:

1. Understand the program study plan and the requirements of the specialization, college, and university.
2. Get in touch with the academic advisor to solve issues hindering the student's progress.
3. Build and set social, academic, and career goals.
4. Conform to the regulations and bylaws related to student activities at the university.
5. Follow up on important dates in the academic calendar, such as registration, deletion, and addition of courses, exam dates, transfer requests, and official holidays.
6. Ensure that registration requests follow the program study plan and the recommendations of the academic advisor.

3.2. ACADEMIC ADVISOR TASKS

The academic advisor is a faculty member in the program, appointed by the academic advising coordinator of the department, to undertake academic guidance tasks previously specified by the university towards a group of female students, following their academic career from the time they enter the college until they graduate from it, the most important of which are:

1. Review the student's academic record, including the academic subjects that the student has passed and her academic plan, in order to ensure that each student is proceeding according to the study plan and that the student is not delayed in graduating from the university.
2. Build and establish a good relationship with the student and the rest of the parties in the advising process.
3. Encourage students to visit the university's website to stay informed about regulations, rules, and guidance forms and to follow the university's news, activities, and announcements.
4. Guide the student to obtain academic services based on the university calendar (registration, deletion, addition, withdrawal, postponement, assignment, transfer, course equivalency, etc.).
5. Answer the student's inquiries within the limits of the advising process.
6. Identify female students' academic and non-academic problems and submit them to the academic adviser coordinator.
7. List the names of students who are struggling academically, who excelled academically, who are gifted, and who have special needs, and submit them to the academic advising coordinator.
8. Help the student understand herself, the nature of the problems that affect her academic achievement, and how to solve them.
9. Help the student participate in student activities and join meetings and training programs.

10. Help the student monitor her academic record until she fulfills graduation requirements on time.
11. Help the student to comprehensively develop all aspects of her personality.
12. Help the student prepare and plan for her academic and professional future.
13. Determine the academic advising hours and inform students of them.

4. THE PROCESS OF ACADEMIC ADVISING:

4.1. WHEN DOES THE ACADEMIC ADVISING PROCESS TAKE PLACE?

- During academic advising hours throughout the semester.
- During the first academic week, the guidance process continues from 8 a.m. to 2 p.m., except for lecture times and prayer breaks.
- During the early registration period.
- Request a meeting through the Academic page on the student profile in MYQU.

4.2. HOW ARE COURSES REGISTERED IN THE FIRST AND SECOND LEVELS?

- By the Deanship of Admission and Registration.
- The student must review his schedule and compare it with the plan.

4.3. WHAT ARE THE MEANS OF COMMUNICATING WITH THE ACADEMIC ADVISOR?

- Direct communication can be made during the advising hours specified in the academic advisor's schedule or through a scheduled meeting.
- Communicate via university email.
- Communicate via messages via self-service in MYQU.
- Communication via virtual classrooms

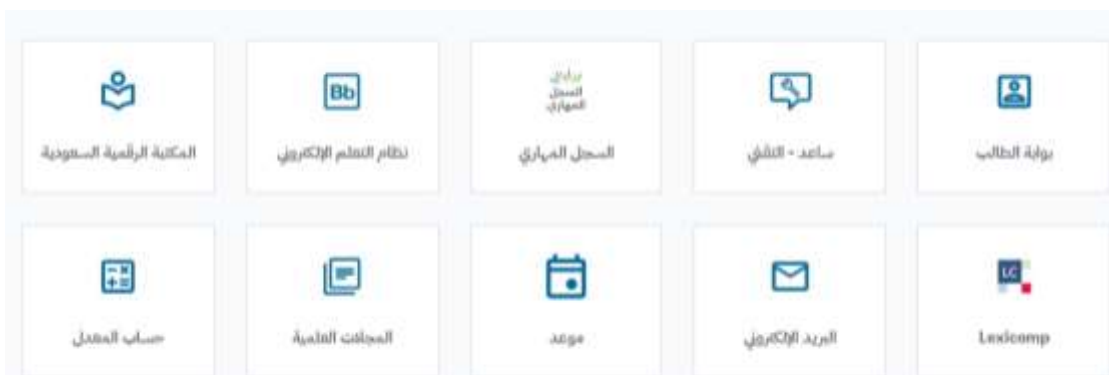
4.3. HOW DOES THE STUDENT KNOW HIS ACADEMIC ADVISOR?

The student can find his academic advisor through the self-service in the academic system for students MYQU. To access it, follow the following steps:

1. Step1: Enter to MYQU:



2. Step2: Enter the Student gate:



3. Step3: go to the Academic advising service:

الطلبات
البرشاد الأكاديمي
مواعيد البرشاد الأكاديمي
إرسال بريد إلكتروني
استعراض الإنذارات و مواعيد اللقاء
استعراض تقييم المرشد
أكاديمي
التسجيل الإلكتروني
شخصي
نظام إدارة السفر

Notice: If the student does not have an academic advisor in the academic system, or when it is not possible for the student to communicate with the academic advisor, he must go to the academic advising coordinator at the department.

5. IMPORTANT TERMS

5.1. ACADEMIC YEAR:

The academic year usually starts in August and ends in June. It consists of two main semesters and a summer semester if available.

5.2. SEMESTER:

A period of time of no less than fifteen weeks during which the academic courses are taught, not including the registration and final examination periods.

5.3. SUMMER TERM:

It is a period that does not exceed eight weeks without the registration and final exam periods, during which the weekly assigned contact hours are doubled for each course.

5.4. ACADEMIC LEVEL:

It indicates the stage of study, according to the approved study plans. The IT program study plan consists of tenth academic levels, which should be completed in five years.

5.5. IT PROGRAM STUDY PLAN:

The IT program study plan consists of 57 courses that fulfill the university, college, and program compulsory and elective requirements, which constitute the information technology graduation requirements. The student must pass all courses successfully to obtain a bachelor's degree in IT specialization.

5.6. COURSE:

The course is the building block of the study plan. It is an organized knowledge unit that is designed to enable students to acquire a set of outcomes in the knowledge, skills and value learning domains. Each course has the following attributes: course name, course code, course number, description, credit hours, contact hours, level of practice. Some courses may have a pre/co-requisite(s).

5.7. STUDY UNIT:

The weekly theoretical lecture, which is no less than fifty minutes long, or the practical or field lesson, which is no less than one hundred minutes long.

5.8. ACADEMIC WARNING:

The notice sent to the student due to his cumulative GPA falling below the minimum specified in these regulations.

5.9. SEMESTER GRADES:

The grade awarded for work that shows the student's achievement during the semester in tests, research, and related educational activities in the course.

5.10. THE FINAL EXAM:

An in-course exam is held once at the end of the semester.

5.11. FINAL EXAM GRADE:

The grade that the student obtains in each course in the final exam of the semester.

5.12. THE FINAL GRADE:

Semester work grades plus the total final exam grade for each course, and the grade is calculated out of 100.

5.13. APPRECIATION:

A description of the percentage or alphabetical code of the final grade obtained by the student in any course.

5.14. INCOMPLETE ESTIMATE:

A grade assigned temporarily for each course for which the student is unable to complete the requirements on the specified date and is symbolized in the academic record by the letter (L) or (IC).

5.15. ONGOING APPRECIATION:

A grade assigned temporarily for each course whose nature of study requires more than one semester to complete and is symbolized by the symbol (M) or (IP).

5.16. SEMESTER AVERAGE:

The result of dividing the total points obtained by the student by the total units assigned for all the courses she studied in any semester. Points are calculated by multiplying the assigned unit by the weight of the grade she obtained in each course the student studied.

5.17. CUMULATIVE AVERAGE:

The result of dividing the total points obtained by the student in all the courses she has studied since joining the university by the total units assigned for those courses.

5.18. OVERALL RATING:

Describe the level of the student's academic achievement during his studies at the university.

5.19. ACADEMIC LOAD:

The total number of academic units that a student is allowed to register for in a semester. The maximum and minimum academic load is determined according to the university's executive rules.

5.20. STUDENT COVENANT:

A set of university regulations and instructions. The student's account is not opened through the university's website until she agrees on them.

5.21. DEANSHIP OF ADMISSION AND REGISTRATION:

It is one of the deanships affiliated with the University Vice Presidency for Educational Affairs, the lifeblood of the university and one of its most important supporting deanships.

It is the main channel of communication between the university and its students from their admission until their graduation, as well as between the faculty member and the students. It is responsible for many services related to admission, registration and academic guidance in accordance with the approved policies, rules and regulations.

The Deanship of Admission and Registration includes many departments, including: (admission, scholarships, registration, academic services, rewards, documents, academic advising, support and assistance).

The deanship also allocated a special e-mail address to receive all students' inquiries, which is :[ard@qu.edu.sa].

5.22. STUDY SYSTEM (LEVELS SYSTEM)

An academic system in which the academic year is divided into two main semesters, and the graduation requirements for obtaining an academic degree are distributed into levels according to the study plan approved by the College Council.

5.23. ACADEMIC YEAR: TWO MAIN SEMESTERS.

Semester: A period of time of no less than fifteen weeks during which academic courses are taught, not including the registration and final exam periods.

5.24. UNIVERSITY CARD:

It is the identity of the university student, and the means of identification of the registered student at Qassim University. Obtaining the university card is mandatory for all enrolled students at the university, as well as studies by the visiting system.

The importance of the university card:

Each student admitted to the university is granted a university card for use in the following cases:

1. Proof of identity in the university city.
2. Borrowing from the library.
3. Enter the exam room.
4. Obtaining an accredited academic record and identification.
5. Entering the conference hall and sports club.

To get your card please refer to this guide: [link](#).

5.25. UNIVERSITY ID

It is the identity number of the university student, and distinguishes each student from the other, and depends on all university procedures for the student, as it is considered a substitute for the name of the student.

The university number at Qassim University consists of 9 numbers , and the first two numbers (from the left) denote the university year (Hijri) in which the student was accepted at the university, and the third number is the semester in which the number was extracted, as it denotes (1) On the first semester, and (2) denotes the second semester, the last five

numbers denote the serial number of the student in that year, for example, "431XxxxxX" indicates that the student started studying in 1434 AH, the first semester.

The official e-mail is the student's digital ID, which can be identified when contacting authorities within the university

5.26. UNIVERSITY E-MAIL [.....@QU.EDU.SA]

The university's official means of communicating with the student, and he is responsible for everything sent to his university email, so it is very necessary to activate it, taking into account activating the university email on the mobile phone, opening it constantly, organizing the inbox, and the necessity of maintaining the password.

- The student must correspond with all authorities at the university through her official university email.
- If you forget your password, please contact: it-sup@qu.edu.sa
- Important instructions for the student to follow:
 - Activate university mail on mobile.
 - Maintain the password.
 - Organize your inbox.
 - Neglecting the university mail and not opening it for three months will lead to its closure, and the student will bear responsibility for what he receives in the mail.

5.27. COURSE REGISTRATION (DELETION AND ADDITION)

Important notes when registering for courses:

1. View the certificate evaluation to identify the remaining courses in the study plan.
2. Review the study plan to understand the relationship between courses and determine priority in registration.

3. It is necessary to register for the lower-level courses first, then the higher level.
4. The necessity of registering for the faltering courses first (if any), in a way that guarantees them the minimum teaching load in each semester.
5. Considering the minimum and maximum number of registration hours per semester.
6. Registering students who are struggling academically in courses.

For more information, please refer to this guide: [link](#).

5.28. WHAT IS THE ELECTRONIC SCHEDULE MODIFICATION SERVICE?

A service available after deletion and addition to submit a request to “amend the schedule electronically” after the end of the deletion and addition period on the academic system for female students through the registration tab of the student list. In the event that the student is unable to register courses during the drop and add period, either due to the sufficiency of classes, or a conflict in the exam schedule.

For more information, please refer to this guide: [link](#).

5.29. ACADEMIC STATUS

The student’s academic status is according to the average she obtained. Each semester has an academic status that is written in the academic record. The academic status is as follows:

- Stable.
- Warning.
- Academic warning.
- Academic dismissal.
- Opportunity after academic dismissal.

Academic status according to cumulative and semester GPA:

Stage	College	stable	Warning	Academic Warning	Academic dismissal.	An exceptional opportunity
BSC	Computer	Cumulative GPA 2.5 - 5	Cumulative GPA 1 - 2.49 OR Semester GPA 1 - 2.49	Cumulative GPA 1 – 1.99	If the student receives 3 consecutive warnings	The expelled student who can raise his GPA after the third warning to (2) by studying (14) academic units is granted.

5.30: SEMESTER GPA:

The semester GPA is the result of dividing the total points obtained by the student by the total units assigned for all the courses she studied in any semester. Points are calculated by multiplying the assigned unit by the weight of the grade he obtained in each course the student studied.

5.31. CUMULATIVE GPA:

The result of dividing the total points obtained by the student in all the courses he has studied since joining the college by the total units assigned for those courses.

5.32. GENERAL GPA:

Describe the level of the student's academic achievement during his studies at the college.

5.33. ESTIMATES AND GRADES

Semester and cumulative GPA (out of 5) and course grades (out of 5).

English grade	Arabic grade	Points /4	Points /5	Grade limits	English code	Arabic code
Exceptional	ممتاز مرتفع	4.00	5.00	95-100	A+	أ+

Excellent	ممتاز	3.75	4.75	90 and less than 95	A	أ
Superior	جيد جداً مرتفع	3.50	4.50	85 and less than 90	B+	ب+
Very Good	جيد جداً	3.00	4.00	80 and less than 85	B	ب
Above Average	جيد مرتفع	2.50	3.50	75 and less than 80	C+	ج+
Good	جيد	2.00	3.00	70 and less than 75	C	ج
High Pass	مقبول مرتفع	1.50	2.50	65 and less than 70	D+	د+
Pass	مقبول	1.00	2.00	60 and less than 65	D	د
Fail	راسب	0	1.00	Less than 60	F	هـ
In-Progress	مستمر	-	-	-----	IP	م
In-Complete	غير مكتمل	-	-	-----	IC	ل
Denial	محروم	0	1.00	-----	DN	ح
No grade-Pass	ناجح دون درجة	-	-	60 and above	NP	ند
No grade-Fail	راسب دون درجة	-	-	Less than 60	NF	هد
Withdrawn	منسحب بعذر	-	-	-----	W	ع
Pass Reset	نجاح في الدور الثاني	1	2	60	D2	د2
Equivalent	معادلة مقرر من خارج الجامعة	0			EQ	مع

6. MAKING AN EXCUSE

6.1. POSTPONE THE STUDY

The student may, before attending his academic level, apply for postponement of the study for an excuse accepted by the College Council. This happens providing that the period of postponement does not exceed two consecutive semesters or three non-consecutive semesters as a maximum during his stay at the University. The period of postponement will not be counted within the period required to complete the graduation requirements

6.2. REGULARITY AND PREVENTION OF STUDY

- A regular student must attend lectures and practical lessons, and he/she is forbidden to enter the final exam if the attendance rate is less than (75%) of the lectures and practical lessons specified for each course during the semester. A student who has been deprived of taking the exam due to absence is considered that he failed the course.
- A student who is absent from the final exam shall have a grade of zero on that test. In that regard, his total mark is calculated based on the quarterly grades obtained.
- If the student is unable to attend the final exam for any of the courses based on a compulsory excuse, the College Board may accept his excuse in case of extreme necessity, and allow him to be given an alternative test provided that the student submits his excuse on his test absence from the time of the excuse until the end of the second week of the end of the tests. The student is given the grade he/she receives after taking the alternative test.

Credit Hours	Contact Hours	25% of the hours (if the student exceeds this, he will be deprived of taking the final exam)
1	2	8
2	3	12
3	4	15
4	5	19

6.3. WITHDRAWAL FROM A COURSE

Upon the approval of the Dean or his authorized representative, the student may withdraw with an excuse from a decision in the semester within eight weeks of commencement of

the study and four weeks for the summer semester provided that the study load is not less than the minimum.

6.4. DROPPING A SEMESTER

- The student may apologize for continuing to study a semester without being considered a failure if he submits an acceptable excuse to the College Board. From the beginning of the semester until at least three weeks before the start of the final exams, and this chapter is calculated from the time required to complete the graduation requirements.
- If the apologized or deferred student returns to resuming his studies on time, he shall apply to the Dean of Admission and Registration for a decision.
- The semesters dropped should not exceed two semesters during the student's university study otherwise the student's enrollment will be canceled.

6.5. SUSPENDED STUDENT

- If a regular student drops out of the study without an acceptable excuse for a semester without requesting a postponement to be entered from the university. The University Council may suspend the student if he interrupts his studies for less than that as well.
- If the student has not resumed his study at the specified time or the Dean of Admission and Registration did not issue a decision to enroll him.
- The student enrollment is cancelled for those students who didn't register if he did not address his academic status before the end of the seventh week of study.

6.6. REENROLLMENT

The applicant can apply for re-enrolling with the Dean of Admission and Registration with his ID number and his record that he had before his absence according to the following controls:

- a. To apply for re-enrolment to the Dean of Admission and Registration within four semesters from the date of registration.

- b. The College Board and the relevant authorities must approve the re-enrollment of the student.
- c. If the student has been enrolled for four semesters or more, he/ she can apply to the University as a new student without reference to his/her previous record provided that all the admission requirements stated in time are met.
- d. Re-enrollment of the student is not allowed more than once.
- e. Re-enrollment of the student who has cancelled his enrolment shall not be registered if he is dismissed academically.
- f. The student shall not be re-enrolled in the semester which he has entered.
- g. A student who has been dismissed from the university for educational or disciplinary reasons or who has been dismissed from another university for disciplinary reasons may not be re-enrolled.

6.7. DISMISSAL FROM THE UNIVERSITY

The student shall be dismissed from the university in the following cases:

- 1. If he receives three consecutive alarms for his cumulative GPA being below (2.0 out of 5).
- 2. If he does not complete the graduation requirements within a maximum period of half of the period prescribed for graduation in addition to the duration of the program.
- 3. If the student does not complete the graduation requirements within a maximum of eight semesters, the College Board may give an exceptional opportunity.
- 4. If it becomes apparent that the student is not serious about his failure to do so, the College Council may terminate his registration.

7. GRADUATION

The student graduates after the completion of the requirements of success according to the study plan provided that the cumulative average is not less than acceptable (rate 2).

8. DEPRIVATION OF REWARD

The student shall be deprived of the reward in the following cases:

1. In case the student's GPA is less than (2) for non-scholarship students.
2. If requested to postpone the study.
3. If the statutory period of study expires for non-scholarship students.
4. If he withdraws or is dismissed from university.
5. If working in an official job.

9. STUDENT OFFENSES THAT DESERVE DISCIPLINE

- Any statement or act that affects honor and dignity or violates good conduct, conduct and integrity in religion and ethics inside and outside the university.
- The masterminded refraining from attending lectures, lessons, or other work at the college.
- Any cheating in the test, attempts to cheat, planning to cheat, or carrying material related to cheating even if not used.
- Misuse of college premises and accessories.
- Any organization formed within the college without a previous license from the competent authorities in the university.
- Any breach to the testing system, or to its required environment by causing noise and a like stuff.
- Issuing or distributing brochures or collecting funds or signatures before obtaining a license from the competent authorities in the university.

- A student taking a test in place of others or others taking a test in place of himself whether inside or outside the college.
- Smoking inside the university or not maintains hygiene.
- Not sticking with decency in dealing with colleagues, employees, faculty, or workers of companies operating within the university or encroaching on them by word or deed.

10. DISCIPLINARY PENALTIES FOR STUDENTS

- A written notice.
- A Warning.
- Depriving the students from enjoying some or all the university benefits of the students.
- Denial of enrollment in one or more courses for one or more semesters.
- Cancellation of the student registration for a semester and his failure in the courses recorded.
- Cancellation of the student's test in one or more courses and failure in the course or courses that have been canceled.
- Depriving the student of taking the exam in one or more courses.
- Suspension from the University for one semester or more.
- Permanent suspension from the university.

In all cases, the student shall bear the cost of the damage, plus the cost of repair or installation and the consequences thereof. It is not allowed that the student argues that he was not aware of the University's regulations and loyalty and the instructions it issues.

11. 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.

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's 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.

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 at his previous academic levels shall be included in his/her academic record when transferring from one college to another.

Third: Transfer from one Specialty to another within the College:

1. After the approval of the dean of the college, the student may transfer from one major to another within the college in accordance with the rules set by the dean.
2. The remaining period of his university years should be sufficient to complete the graduation requirements.
3. Transfer procedures should be completed during the first week of the semester according to the academic calendar.
4. The student is allowed to transfer once during his university studies.

12. VISITING STUDENT

A student who studies some courses in another university or college or in a branch of the university to which he belongs.

First: A student from the college who wishes to study as a visitor at another university or college:

1. The student must have an academic record (cumulative grade point average) for at least one semester at the university before applying for studying as a visiting student.
2. The student should have been studying in a recognized university or college.
3. The student should bring a description of the courses to be studied from the other university to be equated by the college and after determining the equivalent materials to be submitted by an official letter to the Deanship of Admission and Registration to address the university where he would like to study as a visiting student.
4. The course to be studied by the student outside the university should be equalized in the vocabulary and the number of units of study.
5. The maximum number of credits that can be calculated from outside the university for a visiting student is (20%) of the total graduation units from Qassim University.
6. Course rates that are equivalent to a visiting student at another university are not counted within their cumulative GPA, and the courses are recorded in their academic record.
7. The student must provide the Deanship of Admission and Registration with the results obtained within a week of the start of study in the first semester following the period of study as a visitor.
8. The maximum number of semesters a student is allowed to study as a visitor is two semesters.

Second: Another university student who wishes to study as a visitor in the college at Qassim University:

1. The student should take a description of the courses that he would like to study from the college within the university to be equated by his university.
2. The course to be attended by the visiting student is equivalent or (equivalent) in his vocabulary and the number of units of study.

3. To obtain the approval of the College to study these subjects.
4. The courses should be registered for the student by the competent authority in the Deanship.
5. At the end of his studies, the student shall be provided with a letter explaining the results of the courses he/she has studied.

13. GRADES AND GRADUATION

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

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

14. STUDENT SERVICES AT THE QASSIM UNIVERSITY

14.1. GUIDANCE AND COUNSELING SERVICES

Guidance and counseling are an important process that a university student needs in all stages of his university studies. The undergraduate level is quite different from what a student is used to in general education. It is an important stage in building the student's scientific and social personality, it is considered a different paradigm shift from general education. The university student manages his scientific, personal and social affairs, and makes his own decisions, it may be a stage of excellence or distinction or may be otherwise. To help the student adapt to a new university life that needs some support and guidance. The Department of Guidance and Counseling at the Deanship of Student Affairs works hard to stabilize students and adapt them to the new university environment.

The administration is keen to follow up the students' scientific, psychological and material issues, especially in this age where there are many sources of knowledge, so it is important to lighten the path for them, protect them and help them solve any problems and obstacles that stand in their way of success.

The guidance and guidance unit is followed by a guidance and guidance unit in the building of the College of Sharia and Fundamentals of Religion and the College of Arabic Language and Social Studies and the guidance and guidance unit in the Center for University Studies for female students. The administration also seeks to open units in the new colleges, as well as in the colleges of education for girls, and Teachers College in Al-Rass, which joined this year 1428 e to Qassim University.

a. Reception of New Students

The Department of Guidance and Counseling at the Deanship of Student Affairs recognizes the importance of the quality of the definition of newly admitted students to the University). The new program for receiving new students since their admission to the university will be arranged and arranged for the new students since their admission to the University, the student will be given an invitation to attend the reception and the venue 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 students for a new university life, introducing the support systems for the students at the university, as well as introducing the students to the faculties they attended and what they offer them. The university's essential facilities, such as the library, restaurants, gyms, photographic centers, bookstores, laboratories, etc.

The reception was organized over two days. The reception program started on the first day of each semester and was graciously sponsored by the University Rector.

b. 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.

c. Exhibitions

The administration aims to hold some exhibitions to make students aware of the negative effects that hinder their academic career and future and opens the way for the positive things that help him build a bright future for him.

d. Student Services

1. Such as offering reductions on the fees of transportation by plane, mass transportation, train, issuing identification cards and following medical reports.

e. Social Study and Special Needs Services

The Department of Guidance and Counseling is keen to assist the student with its educational, educational, material and social benefits, in coordination with the Student Funding Department. As some students have social and physical conditions that may cause them to be left behind or absent from school. Therefore, the administration was keen to provide financial assistance after conducting a personal interview for the student or needy student and determine the amount of the subsidy and raise it to the student funding department for approval.

By examining the conditions of some of the stuttered students and studying their academic, social and psychological situations, which may have a significant impact on the student's academic stumbling. The Department of Guidance and Counseling has developed a program to study student cases. It prepared a form with the names of many disabilities, which is filled out by the social workers. It also sets a timetable to be followed up by the specialist in which the student will execute according to his instructions.

The Guidance Unit organizes an introductory booth and dialogue sessions at the beginning of each academic year to familiarize new students with the available psychological and social counseling services, as well as the registration procedures. The unit offers comprehensive support, including individual psychological counseling, social guidance, and training courses aimed at developing students' social and interpersonal skills.

Services are delivered through multiple flexible channels, allowing students to access support either in person or remotely, ensuring convenience and inclusiveness. The unit operates with a strong commitment to ease of access, flexibility, and strict confidentiality, prioritizing the protection of students' personal information.

To request a counseling session, students can submit a request via the designated [\[link\]](#) or using this e-mail: <mailto:tawjeh.sad@qu.edu.sa>, specifying their preferred date and time. A follow-up call is then made to confirm the session details. The guidance unit provides training workshops, introducing students to the concept of stress, its causes, and the ability to confront and deal with it, raising the level of mental health promotion and activating the campaign to prevent the harms of drugs and activating the World Human Health Day.

f. Program for finding Jobs for the Students(males/female)

This program aims to:

1. Providing students with the opportunity to demonstrate their inherent talents and to acquire practical skills through their practice and responsibility and increase their self-confidence.
2. Providing opportunities for students to earn a financial income to overcome the financial problems that hinder the completion of university studies due to the interruption of the university reward to help him continue his education or the existence of financial obligations that require the provision of other income.

The Department has prepared an information leaflet for this program.

g. Peer Education Program

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

Therefore, the administration was implemented in the second semester of the academic year 1427/1428 in an experimental form for the students of the faculties of Economics and Management and the College of Computer for students and the results have been fruitful as they benefited students in general.

The program aims to:

1. Assisting troubled students who need to strengthen their educational attainment.
2. Create positive relationships between students.
3. Reward outstanding students and publicize their excellence in front of others.
4. Develop the skills and abilities of outstanding students and use them to help other colleagues.

h. Honoring Outstanding Students Program

This 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 in university colleges:

1. The accumulated marks should not be less than 4.25 out of 5.
2. 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 is more than eight semesters.
3. Must not have previously failed in any course.

The ceremony is held at the beginning of each new academic year.

14.2. ENTERTAINMENT

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

14.3. STUDENT CLUBS

Since students are at the center of all activities, the Deanship has established student clubs within the colleges to allow students to take the lead in organizing and participating in various initiatives. Each club is managed by a board of directors composed of 11 students. One member is elected as the club director, who assumes full responsibility and reports directly to the faculty member supervising the club. All club supervisors coordinate with the General Supervisor of Student Clubs at the Deanship of Student Affairs.

14.4. ATHLETIC AND CULTURAL FACILITIES

The University 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 groups of athletic facilities of high standards, and have integrated combos of stadia, sport fields and services for university staff, students, employers and officers. These include:

- Bowling and entertainment sports hall
- Multi-sports hall (football, basketball, volleyball, etc.)
- Hall services building
- Swimming pool building prepared for holding championships
- Social buildings equipped with social sitting rooms and cafeterias
- Group of outdoor stadia

The total area of this assembly is about 89800 meters square, and the total cost of it is 89 million SR. The Academic Advising plays a vital role in supporting student success throughout their academic journey at the College of Computer, Qassim University. It

serves as a structured framework through which students receive continuous guidance on course selection, academic planning, career pathways, and personal development. Academic advising bridges the gap between institutional requirements and individual student goals, helping students make informed decisions and navigate challenges effectively.

Aligned with the Vision and Mission of the Information Technology (IT) Program, these guidelines have been developed to assist both students and academic advisors in maximizing the benefits of the advising process. They aim to ensure a consistent, student-centered advising experience that promotes academic excellence, fosters responsibility and engagement, and contributes to the achievement of learning outcomes and future career success. The assembly is constructed according to the most recent styles, and well equipped to serve the staff, students and all University related people.

Also, the University has many well-equipped halls for conferences, meetings and celebrations. These are distributed all over the University in its main building and the branches. The courtyard of the University main building is prepared for establishing the big activities and encounters such as graduation parties, public conferences.

14.5. MEDICAL CARE

Medical care is one of the rights of students. Therefore, the University presents free medical care to their students through its medical clinics in the University City in Mulidaa. These comprise general surgery and specialized clinics, besides the dental clinic. These clinics offer medical care to the staff and officers of the University 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.

The University currently constructs and prepares the University Hospital in its main site, which is a comprehensive medical project. It is a part of the Medicine City which will serve all the University related persons and the society people as well.

15. ACADEMIC ADVISING PACKAGE OF INFORMATION TECHNOLOGY PROGRAM

The academic advising package includes everything that serves the student and the academic advisor, and it contains the following:

- Study plan for the Information technology program
- Student Handbook
- Faculty Handbook
- Advising lists
- Study schedules
- Final exam schedule
- Evaluating academic procedures and the academic calendar
- Forms of postponement and excuse
- Graduation projects guide
- Internship guide

