

 **PSU** PRINCE
SULTAN
UNIVERSITY
College for Women
جامعة الأمير سلطان، كلية البنات

FACULTY HANDBOOK 2007-2008

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INTRODUCTION

Welcome to Prince Sultan University (PSU). We are delighted that you have joined our organization as a new faculty member. PSU enjoys a national reputation for its commitment to service and excellence in teaching and research. Your active involvement, creativity, support, contributions and accomplishment are critical in fulfilling the mission of our University.

PSU is located in Riyadh city, the capital of the Kingdom of Saudi Arabia. Riyadh, which lies in the Central Region, rivals any modern city in the world when it comes to the splendor of its architecture. Broad highways sweep through the city, passing over or under each other in an impressive and ever-growing road network. Trees now bedeck the broad streets and avenues, giving pleasure to passers-by and shade to those who linger beneath them. Riyadh was selected as the Arab Cultural Capital for the year 2000. Today the city extends for some 600 square miles (1,600 square kilometers) and has a population of more than 4.7 million.

The name Riyadh is derived from the Arabic word meaning a place of gardens and trees ("rawdah"). With many wadis (former water courses, now dry) in the vicinity, since antiquity Riyadh has been a fertile area set in the heartland of the Arabian Peninsula.

The kingdom's religion is Islam and the official language is Arabic. Local time is 3 hours ahead of GMT. The Hijra calendar is in use.* The official weekends are Thursday and Friday, however for some companies you can expect to work some of Thursday. The currency is the Saudi Riyal (SR. = 100 Halala) US\$1= SR. 3.75.

People new to the Middle East naturally ask themselves how their family will adapt to life in the Kingdom. They will immediately notice that although local customs, such as the segregation of males and females, put certain constraints on them, this is more than offset by the sense of safety and security that prevails here. There is no fear of personal assault, or of neighborhood or street crime fuelled by drugs and alcohol. The freedom that this gives undoubtedly contributes to family well-being.

For more information on the Kingdom of Saudi Arabia, visit the following link:

<http://www.saudinf.com/main/010.htm>

This handbook is prepared especially to acquaint you with the University's policies, regulations, practices and services. Although the information contained in this handbook is up to date at the time of its publication, one should still check with the Faculty and Personnel Affairs office to verify the current information.

Our responsibility is to provide the best service and support to achieve the University's mission. We hope that all members of the University, regardless of the nature of their work, will foster an atmosphere of cooperation and trust that will engage and enrich our students.

* The Islamic religious or hijra **calendar** followed by Muslims of all branches of Islam, throughout the world, is a pure lunar **calendar** of 12 months, based on the actual sighting of each new moon. The Islamic (Hijri) calendar year is usually abbreviated A.H. in Western languages from the Latinized "Anno Hegirae" or more commonly known as "After Hijrah."

1. AN OVERVIEW

1.1. Background

Prince Sultan University (PSU) is a newly established institution of higher education, founded in 1990. The business community of Riyadh first developed the idea of founding the university. They dedicated PSU to HRH Prince Sultan bin Abdul Aziz to celebrate his homecoming after his successful medical treatment abroad. HRH Prince Sultan Abdul Aziz congratulated the community on this initiative, and he gave a generous donation to express his personal support for this important undertaking.

HRH Prince Salman bin Abdul Aziz has been the Chairman of the Board of Directors of the Riyadh Philanthropic Society for Science since the very beginning, and in this capacity, he was instrumental in the establishment of Prince Sultan University, of which he is an enthusiastic patron.

PSU is a premier non-profit institution dedicated to life-long learning opportunities for men and women in Saudi Arabia. It is the first private university established in the kingdom of Saudi Arabia.

PSU has been established to:

- Provide high academic standards
- Meet the students' needs, expectations and goals for the future
- Foster creative thinking and active learning in the areas of English and Computer skills
- Develop graduates who are competent in their chosen fields and prepared to strive for the betterment of their society
- Maintain exceptionally high academic standards
- Offer exciting majors relevant to tomorrow's needs
- Provide a preparation program designed to strengthen students' skills to the levels required for the college's academic programs
- Offer Individual attention
- Supply state-of-the-art computer technical support
- Offer instruction from highly qualified, international faculty
- Provide state-of-the-art teaching technology
- Students' activities
- Furnish job opportunities
- Offer academic cooperation with international universities in the United States and United Kingdom.

PSU received its first enrolment applications at the beginning of the 1999/2000 (1420/1421 AH) academic year, and the University has a number of current academic programs, each run by an independent department.

1.2. Vision Statement

Prince Sultan University intends to become the leading private university in the Middle East, providing a quality education equal to other universities in the world. The institution focuses its efforts on student success, life-long learning and personal responsibility for the good of humankind.

1.3. Mission Statement

Prince Sultan University aims to provide the Middle East with quality education to the highest international standards. In its efforts towards successful and responsible life-long learning, PSU integrates modern technological, pedagogical and human values for the advancement of scientific research, productivity and leadership, towards a more meaningful social life.

PSU is committed to effective management of the institutional resources to optimize its multiple roles as a catalyst for new learning opportunities, national and international partnerships, continuous studies, professional growth, community service and diversity in educational horizons, for the good of humanity.

1.4. Values Statement

PSU strives to uphold:

- A quality academic environment that nurtures excellence in learning, teaching and research
- Academic and personal integrity
- Respect for individuals in the community
- Quality of management operations
- High-quality service and efficiency
- The fostering of life-long learning among students as they pursue personal and professional goals
- Professional development and personal growth among members of the community
- Positive interpersonal relationships among members of the community.

2. ORGANIZATION AND FUNCTION

2.1 *Organizational Structure*

The organizational structure and function of Prince Sultan University has been established on a number of basics and principles appropriate to the University's general and special objectives, its future aspirations, its present circumstances and environment.

However, PSU is a part of the Higher Education System in Saudi Arabia. The Ministry of Higher Education supervises the rectors of all Saudi universities. It ensures that all operations of universities are carried out in accordance with the Charter of the Council of Higher Education and Universities, and the Law.

According to the University's organization chart and functions, the Rector is the chief academic and administrative executive officer of the university. He undertakes the supervision of implementing the University's administrative, financial and academic plan and represents the University with various authorities.

The Rector is assisted by two Vice-Rectors: the Vice-Rector of Academic Affairs and the Vice-Rector of Financial and Administrative Affairs. He is also assisted by several academic and administrative deans and directors. They all cooperate in running and settling educational, academic and administrative affairs, policies and regulations.

2.2 *Academic System*

- Undergraduate study follows the academic level system.
- Undergraduate study comprises a minimum of eight academic levels.
- The student gradually progresses from one academic level to another in accordance with approved promotion rules.
- The duration of each academic level equals one regular semester.
- The duration of an academic year is two regular semesters and a summer session, if necessary.
- Each semester is a term of not less than fifteen (15) weeks of instruction. This does not include the registration and final examination periods.
- A summer session is a period of instruction not exceeding eight (8) weeks, not including the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.(e.g., If the total number of the contact hours of a course is 3 hours a week during the regular semester, then the total number of the contact hours of the same course during the summer session is 6 hours a week.)

The academic year, consisting of two semesters, normally starts in September and ends in June, and is followed by an eight-week Summer Session, which is optional for both students and faculty members. There is an inter-semester break between the semesters. Normally, the first day(s) of the semester is the registration day(s). Classes begin the day following the registration day and last for fifteen (15) working weeks, followed by the final examinations period.

Designated dates for academic events are clearly stated in the annual Academic Calendar, upon the Rector's approval.

2.3 Academic Programs

PSU started with three Colleges, which are:

2.3.1 The College of Computer and Information Systems (CIS)

The college comprises the following departments:

- **Computer Science (CS)**

The Computer Science Department offers a Bachelor of Science (B.S.) degree in Computer Science.

- **Information Systems (IS)**

The Information Systems Department offers a Bachelor of Science (B.S.) degree in Information Systems.

2.3.2 The College of Business Administration

The college comprises the following departments:

- **Finance**

The Finance Department offers a Bachelor of Science (B.S.) degree in Finance.

- **Accounting**

The Accounting Department offers a Bachelor of Science (B.S.) degree in Accounting.

- **Marketing**

The Marketing Department offers a Bachelor of Science (B.S.) degree in Marketing.

2.3.3 The College for Women

The college comprises the following departments:

- **Computer and Information Systems (CIS)**

The Computer and Information Systems Department offers a Bachelor of Science (B.S.) degree in Computer Science (CS) and in Information Systems (IS).

- **English**

The English Department offers a Bachelor of Arts (B.A.) degree in Applied Linguistics (AL) and in Translation (TR). It also offers a Bachelor of Science (B.S.) degree in Computational Linguistics (CL).

- **Interior Design Engineering**

The Interior Design Engineering Department offers a Bachelor of Science (B.S.) degree in Interior Design Engineering (ID).

- **Law**

The Law Department offers a Bachelor of Arts (B.A.) degree in Law.

The expected duration of each program is four years. Admission to these programs is based on the successful completion of required orientation courses in the Preparatory Year Program. Among the programs included at Prince Sultan University is the cooperative education program (CO-OP), which aims to associate modern academic studies with the business sector.

The program takes place over a period of 27 weeks of practical training (equal to 10 credit hours). The student should complete the program before his/her last semester at the University.

2.3.4 The Orientation and General Sciences Center

PSU established the Preparatory Year Program (PYP) as part of its college degree curriculum. All newly admitted students are required to complete the PYP before starting undergraduate study. The aim of the program is to prepare students in English, Mathematics, Computer Studies, and Health and Physical Education before they embark on degree courses. All courses are taught in English. High-school graduates gain admission to the College program through a placement test. **(Appendix (1) - The PSU PYP)**

The General Sciences Center encompasses all the University's general courses that all students, irrespective of their major, are required to study as part of their degree, such as Islamic and Arabic courses, Communication Skills courses, etc.

3. FACULTY AFFAIRS

3.1. *The Faculty and Personnel Affairs Office*

The Faculty and Personnel Affairs Office oversees the policies and procedures related to faculty appointments and promotions for Prince Sultan University. The Office also advises faculty members, department chairs and administrative offices on policies regarding recruitment of new faculty, retention of faculty, compensation, leaves of absence, etc.

Additionally, the Office coordinates and develops a number of services and benefits designed to aid newly hired, as well as established, faculty, such as orientation processes, payment of salaries and compensation, allowances and benefits, dependents' educational grants, annual repatriation tickets, employment certificates, contracts, salary increments, residence permits, visas, and so on.

It also maintains the official personnel records. These records are confidential. A file is maintained for each faculty member. The faculty file includes personal data and information related to his/her appointment, pay, benefits, and institutional employment history. Since these files are the official personnel records, it is important that faculty members provide the Office with accurate and up-to-date personal data, and advise that office of any subsequent changes.

The main services offered to all faculty members by the Faculty and Personnel Affairs are as follows:

3.1.1. **Recruitment**

The Faculty and Personnel Affairs Office makes all necessary arrangements related to faculty recruitment, including: announcing open positions, forwarding applications to departments for evaluation, arranging interviews, processing job offers, answering inquiries regarding applications, processing Employment entry visas and tickets, distributing information about the newly appointed faculty arrival status to all concerned departments and Faculty Orientation*.

3.1.2. **Issuance of visas, residence and work permits**

According to Saudi Labor Law, any employer must obtain work and residence permits (Iqama) for employees and eligible dependants. The Faculty and Personnel Office makes all necessary arrangements with respect to issuing and renewing visas and residence and work permits for the University's faculty and their dependants. It also arranges transfers of sponsorship for faculty who are hired locally, as well as their dependents.

Faculty should always be aware of the date of expiration of their visas and residence and work permits to avoid any penalties. (***Appendix (2) - Instructions and Procedures for Obtaining Residence Permits and Visas***)

3.1.3. **Payroll**

The Faculty and Personnel Office handles all employees' financial matters, including payment of salaries, benefits (if any), compensations, deductions, and monthly pay slips.

* Faculty Orientation includes: Employee Orientation Checklist that assists new faculty in understanding the procedures, and receivables they have to go through when they join PSU, as benefits, work policies, department orientation, office supplies, email accounts, class environment training sessions, etc.

3.2 Faculty Benefits

The University provides all faculty members with a valuable package of financial incentives. This package, which includes direct and indirect benefits and privileges, encourages faculty members to enjoy academic life. Vacations, holidays, and different types of leave are also considered to be complementary elements of this valuable package. The University grants a faculty member the following benefits against executing and completing his/her job duties and responsibilities:

- **Monthly Base Salary.** Faculty members shall receive monthly base salaries and annual merit increments* defined on the basis of the University's pay scales, in accordance with the faculty members' qualifications and experience. The merit increments are considered at their contract renewals. The percentage of increment applies to the evaluation grade of their overall performance. **(For more information, refer to article 4.6).**
- **Transportation Allowance.** Faculty members shall receive a fixed monthly transportation allowance against local transportation expenses to facilitate their travel to and from the University.

Non-Saudi faculty members who are sponsored by PSU will also grant the following additional benefits:

- **Housing Allowance.** The University shall provide faculty with annual housing allowance as per indicated in employment contract.
- **Tuition Fees.** The University shall provide faculty members with tuition fees, if needed, for his/her authorized dependant children of school age as indicated in Employment Contract. Any expenses other than tuition fees, such as transportation charges or the cost of schoolbooks, are not the responsibility of the University. The tuition fees are paid directly to the schools concerned upon receipt of their invoices.
- **Air Tickets.** The University shall provide the faculty member and his/her eligible dependents with air tickets as indicated in Employment Contract upon hiring outside the Kingdom, from the faculty member's official point of origin by the least cost route to Riyadh, Saudi Arabia. The University shall also provide similar round-trip passages, from Riyadh to the faculty member's point of origin and return to Riyadh every year, when the annual vacation is due, during the period of the faculty member's employment. A similar one-way passage will be provided for final repatriation upon completion of the final contract and termination of employment.
- **Health Insurance.** The University shall provide the faculty members and their family members, as indicated in Employment Contract, with health care. Such insurance shall cover the cost of medical examination and treatment, including the cases of surgery, internal disease, chest disease, urology, ENT, eye disease, neurology, dermatology, pediatrics, gynecology, obstetrics, lab analysis and X-ray examinations of all types. The insurance shall not include periodic and preventive medical check-ups that are not related to a certain disease diagnosis, nor include spectacles, hearing devices, or plastic surgeries, unless caused by an accident or disease due to

* The percentage of the annual increment is decided by PSU Board of Trustees' and could be changed any time without prior notice or notification. In spite, no changes shall affect current salaries.

the performance of University work. It shall also not include telegrams, telephone calls, telexes, or simple hotel services resulting from hospitalization.

- **Retirement and End-of-Contract Indemnity.** The retirement benefits are limited to Saudi faculty members only, and governed by the rules and regulations of the General Organization for Social Insurance.

Saudi and non-Saudi faculty members (only if sponsored by PSU) will receive end-of-contract indemnity equals to a half-month's salary for each full year of service. If a faculty member completes five (5) years of service or more, he/she will be eligible for one (1) full month's salary for every following completed year, paid upon end of contract and based on the rate of the last salary received.

- **Official Administrative Appointment Benefits.** A faculty member who assumes an official administrative job of a chairpersonship or a deanship shall receive a monthly remuneration.

3.3 *Holidays and Leaves*

Faculty member shall be entitled to the following leaves and holidays:

- **Weekends.** These take place over Thursdays and Fridays in Saudi Arabia.
- **Official holidays.** Eid Al-Fitr*, Eid Al-Adha*, and the National Day* holidays.
- **Annual leave.** A paid annual leave of a maximum of 60 days, upon completion of the academic year. All compensations, benefits and perquisites, including vacation time, will be prorated for any period of service, depending on the joining date.

The official start and end of the above holidays are announced upon the Rector's approval.

- **Sick Leave.** A paid sick leave for the first 30 days of a faculty member's sickness and then three-quarter ($\frac{3}{4}$) pay for the following 60 days in one academic year, upon sickness and inability to discharge his/her duties, certified by an authorized medical report. However, a faculty member shall not be entitled to sick leave in case of sickness outside the Kingdom.
- **Emergency Leave.** Ten (10) days' paid emergency leave in one academic year.
- **Exceptional Leave.** In exceptional cases, and upon the Rector's approval, a faculty member may be granted an exceptional leave with full 3 salary for 3 months, or half basic salary for the following three months, and such leave may be extended without pay for an additional six months only.
- **Sabbatical Leave.** By a resolution from the University Rector and according to a recommendation by the College Board or the University Academic Council, a faculty member who holds the professor or associate professor or assistant professor rank

* Fast-Breaking Festival that is celebrated at the end of the 9th month of the Hijra Calendar (Ramadan).

* The Festival of Sacrifice which commemorate the end of Muslims' Pilgrimage to Kaaba in Macca Al-Mukarramah (Hajj)

* Corresponding to September 23rd.

may obtain a full-time sabbatical leave, according to the rules and regulations of the University.

- **Maternity Leave.** A maternity leave of 6 weeks, commencing 4 weeks before the expected date of delivery for female faculty members. She will be entitled to full-pay leave if she has already completed 3 years of service and half-pay leave if she has not completed 3 years of service.

All faculty members in the University are allowed to apply for the above types of leave after seeking official approval from the University administration.

4. FACULTY POLICIES

University policies and regulations related to faculty members are formed in accordance with the “*The Administrative and Financial Structure of PSU*” .

4.1. Faculty Academic Rank

Faculty members are appointed or promoted* based on their professional and academic qualifications. The following sub-sections introduce the titles that are used to describe a faculty member’s rank, taking into consideration his or her academic qualifications:

• Professor

A faculty member who is appointed in the post of Professor should:

- hold a Ph.D. Degree in the specialization required by the concerned academic department unless such specialization is not considered among the specializations for which a Ph.D. Degree is not awarded.
- have an experience in the teaching field for not less than six years at any academic institution acceptable by the University Research Council.
- be promoted academically to the position of associate professor by any university or academic institution recognized by the competent educational authorities in the Kingdom and by the University Research Council.

• Associate Professor

A faculty member who is appointed in the post of Associate Professor should:

- hold a Ph.D. Degree in the specialization required by the concerned academic department unless such specialization is not considered among the specializations for which a Ph.D. Degree is not awarded.
- have an experience in the teaching field for not less than four years at any academic institution acceptable by the University Research Council.
- be promoted academically to the position of associate professor by any university or academic institution recognized by the competent educational authorities in the Kingdom and by the University Research Council.

• Assistant Professor

A faculty member who is appointed in the post of Assistant Professor should:

- hold a Ph.D. Degree in the specialization required by the concerned academic department unless such specialization is not considered among the specializations for which a Ph.D. Degree is not awarded.
- have an experience in the teaching field for not less than two years at any academic institution acceptable by the University Research Council.

• Lecturer

A faculty member who is appointed in the post of Lecturer should:

- hold a Master Degree in the specialization required by the concerned academic department, with a general grade not less than “Very Good” by an academic institution acceptable to the University.

* PSU follows the policies and procedures of promotion approved by the Saudi Ministry of Higher Education.

- have an experience in the teaching field for not less than two years at any academic institution acceptable by the University Research Council.

- **Instructor/ Language Instructor**

A faculty member who is appointed in the post of Instructor should:

- hold a Baccalaureate Degree and an additional diploma in the specialization required by the concerned academic department, with a general grade not less than “Very Good” by an academic institution acceptable to the University.
- have an experience in the teaching field for not less than two years at any academic institution acceptable by the University Research Council.

- **Teaching Assistant**

A faculty member who is appointed in the post of Instructor should:

- hold a Baccalaureate Degree in the specialization required by the concerned academic department, with a general grade not less than “Very Good” by an academic institution acceptable to the University.

4.2. *Faculty Rights*

Faculty members at the University shall enjoy within the scope of their work at the University full liberty of thoughts, expression, publication and exchange of opinions in connection to teaching, academic research and other University activities, within the limits of the applicable law and with strict compliance with the University rules and regulations.

Faculty members shall enjoy the following rights:

- Accept or reject hours that exceed his/her teaching load.
- Accept or reject an assignment to carry out administrative activities or participate in committees carrying out administrative tasks.
- Request reduction of his/her teaching load when carrying out an administrative activity.
- Participate in deliberations related to the development of departments and submit proposals in this respect.
- Receive any possible assistance, supporting him/her in conducting field, estimative and statistical researches, according to his/her field specialization, in coordination with the Research and Publication Center.
- Publish his/her studies and researches, in the University periodicals.
- Participate in conferences, symposia and seminars held in and outside the Kingdom. The University shall bear the cost of his/her participation* for a maximum of two conferences annually. However, this shall not affect his/her other teaching and research obligations.

4.3. *Faculty Job Description*

A job description identifies the duties, responsibilities and essential functions assigned to a specific position. The job description of a faculty member can be summarized as follows:

- To teach the assigned courses
- To adhere to the course syllabus and specifications
- To perform all of the responsibilities of a teacher, including lesson planning, devising tests, evaluation, etc.

* Participation is considered only if a faculty member is presenting a paper or project.

- To develop teaching techniques, to use teaching aids, and to foster a creative learning environment
- To keep accurate records of student performance in order to give parents and/or guardians and the administration easy access to information on student's performance and progress
- To use computer technology in educational and administrative tasks
- To adhere to scheduled lecture and office hours
- To adhere to work regulations and policies
- To participate in the selection or suggestion of references for the courses or the library
- To give opinions and insights on syllabi and academic plans
- To keep accurate records and track students' absence and attendance
- To attend departmental staff meetings
- To participate in the testing process by invigilating, grading, and entering test scores
- To participate in the process of academically advising students
- To take part in extracurricular activities, students' associations and clubs
- To participate in conferences and lectures, inside and outside the college
- To participate in different committees, inside and outside the college
- To maintain healthy and professional relationships with colleagues and students

4.4. Work Contract

Before starting work, a faculty member should obtain a work contract signed by him/her and the representative of the University. As stated in the Labor Law, the employee should obtain a copy of his/her contract. The contract should detail the terms of work agreed upon between both parties.

4.4.1. Contract Duration

The duration of faculty contracts shall be for one year effective as of the actual commencement, joining date, of the faculty member with the University.

4.4.2. Probationary Period

A faculty member's contract may state that he/she will be subjected to a probationary period. Probation is an extension of the selection process, in which the faculty member's fitness for a position is assessed for a period of time to determine whether he/she will continue his/her employment at PSU. The length of the probationary period is three months.

4.4.3. Contract Renewal

It is the intention of the University to encourage the faculty member to maintain continuity of service. Therefore, appointments and contracts are renewed automatically on an annual (1-year) basis, depending on the faculty member's overall performance and departmental recommendations.

4.4.4. Contract Termination

As per Employment Contract, the faculty member is granted an automatic contract renewal every year. Otherwise, the second party should notify the first in writing of the desire to terminate the contract two (2) months before the end of the semester.

The University reserves the right to terminate the contract without prior notice, and the faculty member will not be entitled to any end-of-employment benefits in any of the following cases:

- If the faculty member does not fulfill the assigned responsibilities
- If he/she performs an action that affects honor, trust, or morals
- If he/she is absent without a justified reason for ten (10) consecutive days or twenty (20) non-consecutive days during one year.

4.5. End-of-Employment

Both the faculty member and the University have the right to end the employment. The forms of this action are: resignation, retirement, and contract termination.

4.5.1. Resignation

A faculty member can voluntarily terminate his/her employment with the University. He/she should notify the University in writing of the desire to terminate the contract two (2) months before the expiration date of the contract. To resign, a faculty member should follow these procedures:

- The faculty member addresses a letter of resignation to the head of his/her academic department.
- The head of the department forwards the letter to the college dean or a higher authority, together with his/her recommendations and comments.
- The Rector officially declares the acceptance or temporary delay of the resignation.

4.5.2. Retirement

A Saudi faculty member is exempted from his/her position in the University when he/she reaches the age of 60. However, the University Rector has the authority to extend a faculty member's services on a temporary basis. If there is a significant need for the services of a Saudi faculty member, his/her retirement may be delayed.

In addition, a Saudi faculty member is entitled to apply for early retirement, upon his/her request, if he/she completes 20 years of service. The procedures for this action are similar to those mentioned in section 4.4.1.

4.5.3. Contract Termination

Refer to Section 4.3.4

4.5.4. Clearance Procedures

A faculty member should contact the Faculty and Personnel Office prior to the last working day to complete the necessary exit clearance procedures. Prior to leaving, all accounts and obligations to the University must be settled. University property, keys, identification, etc., must be returned to the appropriate offices. University Clearance Forms must be completed on or prior to the last day of employment. Failure to complete the necessary forms may result in a delay of the faculty member's final paycheck.

4.6. Faculty Conduct

4.6.1. Professional Ethics

All faculty members are expected to perform their jobs efficiently and effectively and to act with judgment, discretion, and integrity. They should strive to maintain a high standard of personal conduct and become a member of their department team. Each faculty member is encouraged to treat students, colleagues, the administration and the community with respect, honesty, consideration, and cooperation.

The following are some of the PSU guidelines for appropriate professional conduct:

- Faculty members will avoid situations with the potential for conflict of interest and conflict of commitment.
- Faculty members will not seek or accept any personal or financial advantage, such as gifts, loans, etc., that might reasonably be interpreted as an attempt to influence the employee in the conduct of his/her duties.
- Faculty members will not engage in activities outside the University that conflict with his/her required hours of work, job performance or obligations and responsibilities to the University.
- Faculty members will exercise care in the use of personnel, property, and funds entrusted to them. They will not use University time, facilities, or property for other than officially approved activities.
- Faculty members will treat fellow employees, students, and the general public with courtesy and respect for their personal dignity. They are also required to avoid discrimination against any individual for reasons of race, color, religion, age, national origin, or disability, in the use of the facilities and services of PSU.
Moreover, the PSU community embraces many groups, i.e., faculty, staff, students, alumni, parents, visitors and other groups. Each employee has a responsibility to represent the University over the telephone, by letter, and in person in a manner that is pleasant, courteous, and professional.
- PSU stationery and mail services are to be used only for official University business.
- Unauthorized solicitations of any kind on PSU time and property are not permitted. Requests to conduct solicitations, other than PSU-sponsored activities, must be submitted in writing to the University Rector.
- Faculty members are encouraged to improve their performance, to find more efficient ways of accomplishing their work, and to use opportunities to increase their skills and expand their work-related knowledge for their own improvement and that of PSU.
- Chairpersons, Directors, and Supervisors are expected to provide effective leadership for those they supervise; to set an example by their own conduct, attitude and work habits; and to have concern for the rights, privileges and general welfare of their employees.

4.6.2. Attendance and Punctuality

In order to provide the highest possible degree of education, faculty members are expected to be punctual and to maintain a good attendance record. In addition to normal teaching and related academic duties, the faculty member is expected to carry out productive research in the area of his/her specialization, and to be available for professional duties for approximately forty (40) hours per week.

On the occasion of any absence from or lateness due to illness or emergency, it is the faculty member's responsibility to notify the department head as soon as possible, to explain the reason, and to state the expected report to work. The use of any form of leave must be requested in accordance with University procedures and receive the appropriate approval. It is also the faculty member's responsibility, in the event of prolonged periods of absence due to illness, to notify the department head at regular and reasonable intervals. This will enable him/her to properly schedule the work force and to ensure that the faculty member's duties are covered during the period of absence.

4.6.3. Personal Appearance

In order to maintain an appropriate public image for PSU, faculty members are expected to be attired and groomed in clothing appropriate to their positions. Exotic clothing or grooming is considered unacceptable by the University administration.

Female faculty members are expected to dress conservatively (long sleeves and long skirts).

4.6.4. Public Ethics

The faculty members should be aware of and should observe some legal and social restrictions:

- Public (including classroom) discussions of political or religious issues, preaching, and group worshipping—other than Islam—are prohibited.
- The use and/or importation of drugs or alcohol are criminal offenses, with very serious penalties in the courts.
- Smoking is prohibited in all buildings on campus.
- Female faculty members are expected to dress conservatively (i.e., abayas and scarves) in public places.
- Women are not allowed to drive cars or operate any motor vehicles in the Kingdom.

4.7. Faculty Performance Evaluation

The University expects every employee to strive for performance excellence and quality of service. Annual evaluations are required for all faculty members to provide feedback on performance, which helps achieve excellence in their jobs and to determine their eligibility for merit increase, increments, or adjustments. The University uses a very structured program based on well-recognized criteria and guidelines for evaluating and appraising performance. It involves feedback, coaching, evaluation and development planning.

The criteria for evaluating the faculty member's performance fall under the following three categories:

- **Teaching and Academic Proficiency**, (preparation and organization of course materials, teaching activities, etc.)

- **Professional Activities**, (participation in, professional activities, administrative responsibilities, departmental staff meetings, student activities, associations, and clubs, etc.)
- **Professional Ethics**, (maintaining professional relationships with all University staff and students, adhering to work regulations and policies, etc.)

The faculty member is informed about his/her overall performance on a periodical basis after the department chairperson has evaluated his/her performance, with strict confidentiality. Comments and points of strength and weakness are typically recorded in the faculty annual report.

4.8. Faculty Discipline

Faculty members are expected to perform and conduct themselves in a manner that is consistent with PSU and departmental policies, rules, and procedures. In situations where a faculty member's conduct or performance warrants disciplinary measures, the department chair will report all complaints raised against him/her to the Dean of the College, who in turn shall present the same to the University Rector. The University Rector will then determine the appropriate action to be taken. The disciplinary action that may affect the faculty member's career and record could be one of the following:

- Official warnings,
- Disciplinary suspension,
- Demotion, and/or
- Termination from employment.

Disciplinary measures may be taken for the following acts:

- Failure to perform assigned duties,
- Misconduct that includes, but is not limited to, creating a hostile work environment, or other inappropriate behavior or action that affects honor, trust, or morals,
- Falsification of records.

Disciplinary actions should be documented in the faculty's official personnel file. A faculty member may appeal disciplinary actions through the appropriate grievance procedures.

4.9. Faculty Grievance

A grievance is any cause or complaint arising between an employee and employer on a matter concerning discipline, alleged discrimination, promotion, assignment, or interpretation and application of rules and procedures.

PSU recognizes that problems and differences of opinion may develop between faculty members and their department heads. Faculty members are encouraged to work out differences through the appropriate communication channels. When these matters cannot be resolved informally a faculty member may turn to the formal grievance procedures.

If the complaint pertains to general level of wages, wage patterns, benefits, broad areas of financial management and staffing, or performance evaluations other than procedural and

as it relates to denial of merit increase, it is not a grievance issue. A policy or regulation itself cannot be the subject of a grievance unless it can be shown to be contrary to law.

However, if a faculty member believes that a possible instance of unjust treatment or dispute is hurting him/her or his/her profession, he/she may file a grievance request to the Dean of the College. The Dean investigates different aspects and circumstances and arguments related to the problem in order to reach to a rational conclusion. He/she then addresses a report on the situation, together with his/her recommendations, to the Rector of the University for further arbitration or legal action.

5. FACULTY DUTIES AND RESPONSIBILITIES

PSU is looking for high-caliber faculty members with good qualifications and strong motivation. They must be able to adapt not only to a new environment, but also to the challenges and difficulties of working at a new college. Moreover, they must take full advantage of the available technology and facilities in order to enhance student learning.

Strong classroom management skills are definite assets. Students' customs and study habits in Saudi Arabia are different from what might be expected in Western educational establishments. Faculty members must be prepared to enforce college policies on absence and tardiness with some firmness.

Moreover, new faculty members will be expected to become involved in those other tasks that run parallel to the job of teaching and ensure the smooth running of the department.

The Faculty member's responsibilities fall into three distinct categories: teaching, research, and university and public services.

5.1. Faculty Work Loads

To maintain a high level of instruction, research and service, a faculty member is expected to spend up to 40 hours per week executing University duties. However, he/she has the freedom to distribute these hours among teaching, research development and creative work, office attendance, and committee services.

The department chair assigns the teaching load, academic advising, and other teaching-related tasks to the faculty members. The teaching load may vary from semester to semester, depending upon the requirements of the department and the number of teaching staff available. The teaching load includes teaching preparatory year, undergraduate and graduate courses, if any. Moreover, a faculty member is expected to be available for a daily obligatory office hour for consultation with his/her students. He/she is required to post his/her scheduled office hours for the students and the department.

Faculty members holding professorial ranks as assistant professors, associate professors, or professors are expected to cover a teaching load not less than fourteen (14) contact hours per week. If the faculty member holds a lecturer or instructor position, then he/she is expected to cover a teaching load not less than eighteen (18) hours per week. The teaching hours include each of the weekly lectures, or laboratory sessions or field study, with duration of not less than fifty (50) minutes.

Additional load, over and above the normal teaching load, might result from supervising co-op reports and senior projects; coordinating multi-section courses, if appointed as a course coordinator; and holding office hours for consultation with students, special assignments, approved research, lab development, and development of new course materials. However, the workload may be reduced where a faculty member has one of the above administrative responsibilities.

5.2. Teaching

The primary responsibility of a faculty member at PSU is to teach. Teaching excellence is given priority over all other criteria in the evaluation of a faculty member. Faculty members

are expected to possess up-to-date pedagogical skills and long-term abilities and strategies to integrate technology meaningfully into the curriculum, in a manner that supports the curriculum, student outcomes, and student learning objectives. However, technology must be considered a learning tool, and not merely treated as a subject area in itself.

In discharging his/her teaching duties, a faculty member has the responsibility to observe the rules and regulations of the University regarding course objectives, course content, conduct of classes and examinations, office hours, course evaluations and other applicable provisions, as and when introduced. He/she is also expected to comply with the academic regulations prescribed in the “***By-Laws of Undergraduate Study and Examinations.***”

5.2.1. Class Management

5.2.1.1. Course Scheduling

All courses are scheduled by the Admission and Registration Deanship. The schedule of all classes, showing the class location and duration, is distributed to all faculty members prior to the beginning of a semester. The request for a change of venue for a course due to inconvenience resulting from lack of equipment, inadequate size or any other reason should be submitted to the Registrar by the course instructor through the chairperson of the department, citing the reasons behind the request.

The request for a change in a scheduled class time can also be made only if there is conflict and/or a strong justification. The request must be submitted to the Registrar's office through the chairperson of the department, citing the reasons.

However, the schedule is subject to numerous changes during the registration period due to technical or academic reasons (e.g. students' registration, unexpected shortage of faculty members, lack of equipments, etc.) Updated versions of the schedule can be accessed through the college Intranet shared folder.

5.2.1.2. Prayer Breaks

Instructors should aim to avoid prayer times or to allow for prayer breaks, as much as practicable, in scheduling make-up classes and examinations.

5.2.1.3. Hours of Instruction and Conduct of Classes

The duration of each lecture and laboratory session is indicated by the schedule. An instructor is responsible to the department offering the course and to the college dean for orderly and competent conduct of classes and all teaching activities. Faculty members are expected to start and finish their scheduled classes promptly on time.

5.2.1.4. Class Roster and Attendance

It is the responsibility of the instructor to ensure that all names of students who are officially admitted to the course are registered in the official class roster supplied by the Admissions and Registration Deanship. Any discrepancy between the actual class list of attendees and the official registry must be brought to the attention of the Admissions and Registration Deanship.

Instructors will receive three class lists in order to verify registrations: (i) at the commencement of classes (initial registration), (ii) within two to three weeks, showing changes in registrations due to adds and drops and late registration (revised

class list) and (iii) after about four weeks, with all drop-outs (final class list). Upon receipt of the class lists, the instructor must report to the Admissions and Registration Deanship any registration anomaly by verifying with them the actual class attendees.

A course instructor should keep a record of the class and laboratory attendances of all students in both an appropriate attendance record and the electronic attendance program, which will automatically generate students' absentee reports. A hard copy of the attendance records is to be submitted to the Student Affairs Office at the end of every four weeks. Accurate recording of absences by the teacher guarantees fairness and confidence in the teachers and the college. *

5.2.1.5. Cancellation of Classes and Make-up Classes

An instructor may cancel a class due to sickness, emergency leave, official business trip or assignment or any other events. In such cases, he/she must inform the department of the cancellation with justification, submit the requested form to Personnel Affairs, and also notify the class. **(For more details, refer to article 3.3).**

For all cancelled classes, make-up classes must be scheduled to complete the course coverage. It is the responsibility of the instructor to make arrangements for the extra class meetings at a suitable time, free of conflict with students' academic engagements. The department should be informed of the scheduling of all make-up classes.

Make-up classes, as indicated by the University, may also be needed as substitutes for class meetings lost due to special holidays, and a change may be made in the academic calendar under special circumstances.

5.2.1.6. Substitute Instructor

The department may appoint a substitute instructor as a temporary replacement for the designated instructor when a prolonged absence is expected due to illness or unfortunate events, and when the anticipated loss of regular classes cannot be compensated for through make-up classes.

An instructor may also request the department chairperson to substitute a teacher for a short absence necessitated by an official trip, domestic or abroad, for conference attendance, professional meetings or special assignment.

5.2.1.7. Mid-term Grades for Students

The University maintains a policy of reporting mid-term grades whereby the students are notified of the courses in which they are performing poorly in a semester. The mid-term warning serves as a timely notice for a poorly performing student to review his/her academic situation and takes necessary action. The latter may include dropping the course with a W-grade.

By the deadline specified by the Admissions and Registration Deanship, the instructor of a course indicates the names of the students who, in his/her opinion are performing poorly in the course, as judged from the classwork, homework, quizzes and examinations completed up to that point. The number of unexcused absences from class meetings should also be considered in evaluating the performance of the students. The Registrar serves a warning to all poorly performing students.

* User Manual and User Name and Pass-word of the electronic Attendance Program will be provided by Student Affairs Office.

5.2.1.8. Student Performance Records

All academic work or requirements assigned to a student must be carried out by him/her independently, without any unauthorized aid of any kind. If any instance of cheating by a student in homework assignments, exams, or any other requirements of the course is discovered by an instructor, it is his/her responsibility to take appropriate action. Based on his/her judgment of each particular case, he/she should, for instance, give a zero grade for that particular assignment or homework. The instructor will notify the department chairperson about the incident in writing; in turn, the department chairperson will submit the case to the attention of the Dean of the College. After deliberating the case, the College Council may approve the instructor's decision(s), or else, if further action is required, refer it to the appropriate academic disciplinary committee for review, and submit its recommendation to the Rector of the University for appropriate action. A student has the right to appeal to the Dean of the College within one week of notification of a disciplinary decision.

It is essential that all faculty members keep a record of every student's classwork and homework, in order to have easy access to the class profile of any student. He/she should avoid any form of discrimination and bias and seek to provide an effective learning and teaching environment.

Non-graded workbooks, homework, or classwork, and poorly kept records in general, reflect badly on the University's image and standards.

5.2.2. Course Management

Instructors are fully responsible for the administration of all course work, which includes preparation of lecture notes, distribution of notes and other reading materials, preparation of homework or other assignments for the students and their grading, conduct of examinations and grading of examinations and forwarding the final grades to the Admission and Registration Deanship.

5.2.2.1. Course Syllabus

The instructor of a course shall adopt, if available, a detailed syllabus of a course developed and approved by the department. In the event of a first-time offering of a course, the instructor shall develop the course syllabus on the basis of the approved course description, and seek approval for it prior to the offering of the course.

It is obligatory on the part of an instructor to ensure that the adopted course syllabus is up to date, and he/she should propose and implement, with the approval of the department, an updated syllabus reflecting the recent advances in knowledge in the field.

Every faculty member should be familiar with the course requirements in relation to the curriculum and graduation requirements of the program. They should also be aware of learning outcomes and teaching strategies that are consistent with the National Qualifications Framework, which can be accessed through the college Intranet shared folder.

The instructor must distribute to his/her class a course guide that provides students with comprehensive information about the course, its title, the text(s) and reference books, its objectives, expected learning outcomes, the sequential coverage of the materials

lecture by lecture, the schedule of examinations and tests, the grading policy, the attendance policy and important deadlines, if any. It should also include specific course requirements (e.g. projects, reports, oral tests, quizzes, field trips*).

Instructors in the same section or at the same level in a program should collaborate on the distribution of course work to avoid exam conflicts and excessive work load in non-core courses.

5.2.2.2. Course Assignments

The University requires all courses, other than research-oriented courses, to include a number of assignments (e.g. homework, term papers, lab reports, etc.), which the students should complete individually or in groups as part of their coursework, as this type of exercise enables students to better understand and learn a course. The course instructor will decide on an appropriate number of assignments, and these are given to the students periodically as the course progresses. He/she will set up policies regarding the submission of all written assignments, the return of the corrected and graded assignments to the students and the weight of such course work in the final grade.

The instructor will also schedule and conduct all in-class quizzes or tests, if they are planned in addition to the major examinations scheduled in the course syllabus.

5.2.2.3. Course Textbooks and Materials

Wherever necessary, a scheduled course has a designated textbook, which has been adopted by the department. As all students registered in a course will have a copy of this book, an instructor may freely refer to the textbook as and when necessary. The adoption of a textbook does not restrict the instructor from using this book exclusively in his/her teaching, and therefore he/she may freely adopt other references to supplement teaching material, which may include his/her own prepared lecture notes.

To receive a copy of the course-designated textbook, an instructor must fill in the "Textbook Request Form" and submit it to the Textbook Center. Resources and teacher's manuals are to be obtained from the department.

Where there is no designated textbook, an instructor must rely on his/her own collection of materials and, whenever necessary and appropriate, he/she should distribute the course materials to the students in his/her class.

An instructor can propose a new textbook, either as a replacement for an existing one or as a new addition for a course where there is no designated textbook, by following the procedure of the University, which requires approval of the department, the college and the University.

5.2.2.4. Course Portfolio

The University maintains a policy on course portfolios, according to which an instructor is required to prepare a course portfolio with necessary documentation and submit it to the department on completion of the course. The course portfolio should contain materials in

*For field trips a faculty member should confirm receiving the parents' permission from all students, and take attendance before leaving campus, and same number should return to campus with faculty.

accordance with the department's policy and include the course syllabus, the instructor's report, copies of homework, projects and examinations, samples of students' work, etc. For more information on the required reports and documents for course management, kindly contact the **Academic Assessment and Planning Centre**.

5.2.2.5. Course Coordinator

A faculty member may be selected by the department chairperson to act as a course coordinator for a multi-section course, in which capacity he/she performs the duties of the course coordinator prescribed by the department. Generally, the duties include preparation of a common syllabus and grading policy, which are to be followed by all instructors teaching the same course, and maintaining a basic coordination for uniform course coverage.

5.2.3. Examination Management

A student's performance in a course should be evaluated by the course instructor through assigned classwork, homework, and assignments, and through scheduled examinations. A letter grade, based on the total numerical score, is given to students following the grade distribution policy of the University.

5.2.3.1. Examinations

According to the "**By-Laws of Undergraduate Study and Examinations**," a course is evaluated either by (i) all or some combinations of oral and practical examinations, research, term papers and other activities, plus at least one written test, or (ii) at least two written examinations.

Special courses involving symposia, research, field work or work of a practical nature may be excluded from the above requirements of evaluation of grades.

5.2.3.2. Examination Scheduling

All examinations, excluding the finals, are scheduled and conducted by the instructors themselves. It is recommended that at least one test be conducted and the results disclosed before the last day of dropping courses without permanent record, so that a student can decide whether to drop the course or not.

Final examinations, which are mandatory for all courses, are scheduled by the Admission and Registration Deanship at the end of each semester during the "*examination period*". The schedule indicates the date, time and location of all examinations. In general, the day and time of a final examination should be strictly adhered to and, only in exceptional cases, with justifiable reasons, may a faculty member request a rescheduling of a final examination, with the approval of the department chairperson. The College Council, in conjunction with the Admission and Registration Deanship, decides on such cases. The recommended new date and the time of the final examination of this course must fall within the final examination period.

The duration of a final written examination should not be less than one hour and not more than three hours.

5.2.3.3. Make-Up Examination

If a student misses an examination or test, other than the final, an instructor will make an arrangement for a make-up examination, if the student submits to the instructor, immediately upon his/her return, an approved excuse by the chairperson for the absence that prevented him/her from taking the examination.

If a student fails to attend the final examination, he/she will be given a zero in that examination. In that case, his/her course grade will be calculated on the basis of his/her class work and other test scores he/she earned in the course.

However, if the failure to attend the final examination was due to circumstances beyond his/her control, the student may request a make-up examination. In such a case, the instructor submits his/her report to the department chairperson for presentation to the Departmental, and then to the College Council. The Dean of the College informs the student of the council's decision. If the petition is accepted by the council, the student will be informed of the date of the make-up examination.

5.2.3.4. Conduct of Final Examinations

Instructors should prepare examinations in strict confidentiality. The instructor alone is responsible for having the examination papers printed and photocopied.

No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. In addition, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination. (***Appendix (3) – Final Examination Procedures***).

5.2.3.5. Cheating in Examinations

A course instructor or a supervisor of a course examination who discovers that a student is cheating, or attempting to cheat, in any of the written examinations must give the student a zero grade in that examination. He/she should also submit a report containing his/her recommendation to the chairperson of the department offering the course. Based on his/her judgment of each particular case, the course instructor may additionally choose to take further action, such as give the student an F grade in that course. The department chairperson should submit his/her report on the case to the Dean of the College. After deliberating the case, the College Council may approve the instructor's decision(s), or if further action is required, refer the case to the Academic Disciplinary Committee for review, and submit its recommendation to the Rector for appropriate action.

5.2.4. Grades Management

Among the accepted responsibilities of each faculty member is that of reporting grades in accordance with the University grading system and regulations.

Student performance is evaluated at the end of each semester, to identify those who have fulfilled the course requirements. The grades earned by the student in the registered courses are recorded in his/her transcript, together with the semester GPA and cumulative GPA. Any student who fulfills the course requirements will be eligible to register for the next assigned course.

The University adopts the following grading code:

<u>Grade Code (English)</u>	<u>Grade Code (Arabic)</u>	<u>Mark Range</u>	<u>Points</u>	<u>Descriptive Grade (English)</u>	<u>Descriptive Grade (Arabic)</u>
A+	أ+	95 to 100	4.0	Exceptional	ممتاز مرتفع
A	أ	90 to less than 95	3.75	Excellent	ممتاز
B+	ب+	85 to less than 90	3.50	Superior	جيد جداً مرتفع
B	ب	80 to less than 85	3.0	Very Good	جيد جداً
C+	ج+	75 to less than 80	2.50	Above Average	جيد مرتفع
C	ج	70 to less than 75	2.0	Good	جيد
D+	د+	65 to less than 70	1.50	High Pass	مقبول مرتفع
D	د	60 to less than 65	1.0	Pass	مقبول
F	هـ	Less than 60	0	Fail	راسب
IP	م	-	-	In Progress	مستمر
IC	ل	-	-	In Complete	غير مكتمل
DN	ح	-	0	Denial	محروم
NP	ند	60 or above	-	No Grade - Pass	ناجح بدون درجة
NF	هد	Less than 60	-	No Grade - Fail	راسب بدون درجة
W	ع	-	-	Withdrawn	منسحب
WP	ع ج	-	-	Withdrawn with Pass	منسحب بأداء مرض
WF	ع هـ	-	0	Withdrawn with Fail	منسحب بتقدير راسب
AU	ع م	-	-	Audit	مستمع

5.2.4.1. Grades

- **The Grade A+ to F**

A student's final grade in a fully completed credit course will be one of the nine levels of grades indicated in the table above. Although guidance with regard to the range of scores applicable for each of the nine levels of grade is given in the above-mentioned table and in the By-Laws, an instructor may judiciously adopt a similar breakdown of numerical score for grade distribution with acceptable variations, which are reflective of the standard of the examinations and the grading policy of the instructor. The course instructor may consider both the average numeric score and the standard deviation in determining the student's final grade, which reflects his/her achievement.

- **The grade IC**

In the case of a student not being able to complete all requirements of a course in the semester due to exceptional circumstances beyond his/her control, the course instructor, as an exception, may allow the student to complete the course requirements during the following term. In such a case, the instructor recommends an **IC** grade for the course, after identifying the work and the time needed to complete the course requirements. For an IC grade, the instructor must submit a report to the department chairperson indicating the reasons and justifications for assigning the IC grade, and the work and time needed to complete the course. The department chairperson may allow the student to complete the course by the end of the next regular semester at the latest.

Students with an IC grade in a course before registering for the co-op program may be allowed to complete the incomplete course within a maximum period of one semester after completing the co-op program, upon the recommendation of the co-op advisors and with the approval of the department chairperson.

An IC grade must be removed by the instructor within the following regular semester by assigning the final grade earned by the student. Failure to report the final grade within the semester following the semester in which the IC grade was given will result in the grade being changed automatically to **F** by the Admission and Registration Deanship.

- **The grade IP**

If a course of a research nature requires more than one semester for its completion, the student will be assigned a temporary **IP** grade, and after the completion of the course, the student will be given the final grade. However, if he fails to complete on time, the department council may approve the assignation of an IC grade for this course.

- **The grade DN**

The grade **DN** is applicable to courses in which a student exceeds the permissible limit of unexcused absences and total number of absences from the lecture and laboratory sessions scheduled for the class.

- **The grade NP and NF**

The grades of **NP** and **NF** are assigned to courses that are offered on the basis of Pass or Fail.

- **The grade W**

A student who desires to drop a course from his/her academic program may do so with the approval of his/her academic advisor within the deadline specified in the academic calendar. Courses can be dropped *without any permanent record* only before the first deadline, which is normally about two weeks from the beginning of the semester. Courses dropped thereafter, but before the expiry of the second deadline—which is about six weeks from the beginning of the semester—will be recorded *permanently* with a **W-grade**. A student will not normally be allowed to drop a course after this second deadline has expired.

- **The grade WP or WF**

The grade **WP** or **WF** in a course is given to a student who officially withdraws from all courses after the permitted withdrawal deadline has passed. The grade **WP** is given upon the instructor's confirmation that the student's performance in the course was satisfactory and that his/her unexcused absences in the course comprised less than 20% of the lecture and laboratory sessions scheduled prior to the withdrawal. This grade does not affect the student's cumulative or semester GPA.

The grade **WF** is assigned to a student in a course if his performance in the course, according to the course instructor, was unsatisfactory. A student who receives such a grade is considered to have failed this course.

- **The grade AU**

A student who registers for and attends a course as an auditor will be assigned this grade regardless of his/her performance in the course. The effect of the grade AU on a student's cumulative or semester GPA is the same as the grade NP (no grade, pass). The instructor informs the Admission and Registration Deanship if such a student is absent for more than one-third of the classes, in which case the course is removed from the student's record.

5.2.4.2. Submission of Final Grades

All final grades must be submitted by the instructor to the Admission and Registration Deanship by the deadline specified, following the instructions for grade submissions. The procedure involves the submission of grades through grade rosters duly signed by the course instructor and the department chairperson. It is the responsibility of the instructor to ensure that the final grades are submitted without any violation of the procedures.

It is highly recommended that an instructor should be available in his/her office during the office hours (preferably longer) for at least two days following the submission of final grades. This allows students to discuss the grades, and review the final, if the need arises.

5.2.4.3. Change of Grade

No grade shall be reviewed or changed after the submission of the final grades to the Admission and Registration Deanship without filling in the "Grade Alteration Form" from the course instructor, explaining the reasons for the change. Such a request for a grade change must be endorsed by the department chairperson. The Admission and Registration Deanship should be informed of these changes no later than the beginning of the final examination period for the next semester. The corrected grade will appear on the student's record.

5.2.4.4. Request for a Review of Final Grades by a Student

A student who feels strongly that he/she has received a grade that is demonstrably inaccurate, or that the grading was unfair, must promptly discuss the matter with the instructor of the course. If the student and his/her instructor are unable to arrive at a mutually agreeable solution, the student may forward an official appeal by filing in a "Request for Review of Final Examination" to the chairperson of the department offering the course, no later than the end of the fourth week of the next semester. If necessary, the department chairperson will investigate through an ad hoc committee

whether the appeal is justified by reviewing the instructor's evaluation of the student, based on the student's classwork and final examination scores. The department chairperson will then take appropriate action, if he/she deems it necessary, by submitting the student's appeal to the College Council.

5.2.5. Student Management

Apart from the classroom assignments, a faculty member has to develop a relationship with students in which he/she should act as an advisor and intellectual guide.

5.2.5.1. Student-Faculty Relationships

As a new faculty member, you will soon come to see how courteous, friendly and humorous students generally are. In return, students expect their teachers to be well informed, well prepared, enthusiastic and approachable. The faculty members need to stress promptness, attention to detail, and other standards of academic good conduct with students who come from a variety of backgrounds. In the Middle East, the teacher is a model and a somewhat parental figure. Thus, if a faculty member performs his/her job in a professional manner, demands proper student behavior, and shows the students that he/she is genuinely interested in them and in their academic success, they will follow his/her lead. Faculty members are expected to maintain healthy teacher-student relations and to resolve student issues in a fair and just manner.

5.2.5.2. Student Academic Advising

At PSU, the academic advising of students is considered to be one of the essential components of sound teaching. Advising is not limited to ensuring that a student is properly registered in courses each semester. Intellectual curiosity, critical analysis, and trust should be encouraged. The advisor should have an open and friendly attitude towards each student, to develop mutual trust and confidence. Moreover, he/she must be ready to answer any queries from or concerns of parents, whenever necessary and/or as may be required.

It is also the duty of an advisor to assist his/her advisees in interpreting and understanding the academic regulations, in verifying the degree requirements for graduation, and in improving academic performance. He/she should also assist the students in the pre-registration and registration processes in choosing the required and elective courses in the desired sequence. (**Appendix (4) - Registration Procedures and Regulations**)

Each student will be assigned a permanent advisor during the periods of his/her stay in the University. The Admission and Registration Deanship supplies the list of assigned advisees. The advisor shall make sure that each of the students under his/her advisory group knows his/her working schedules and office hours.

5.2.5.3. Student Attendance

A regular student is expected to attend all classes and laboratory sessions. A student who does not attend any given class meeting will be counted absent. To discourage students' absenteeism from class, the University enforces a policy on class attendance, in which a regular student will not be allowed to continue in a course and take the final

examination, and will be given a grade of **DN**, if his/her absences exceed 25% of the lecture and laboratory sessions scheduled for the course.

The College, Department, Division, or instructor may use a policy that gives an absence for other infractions, but this policy must be clearly stated and every student must be so informed. For example, tardiness exceeding 15 minutes will be counted as an absence. **(Appendix (5) - Warning and DN System)**

5.2.5.4. Student Discipline

Students are responsible for complying with policies, standards, rules and requirements for academic and social behavior formulated by the University. An instructor should also report to the department chairperson any incident of misconduct by a student in his/her class for investigation and disciplinary action. The University also has clear, strict rules regarding penalties for cheating. The consequences for students are severe; they range from receiving a zero on a given assignment to immediate dismissal from the University.

5.2.5.5. Student Activities

Extracurricular activities are those activities that a student does, which are not a formal part of his/her degree course. They include club activities, voluntary work, project work, etc. Club activities will be determined at the beginning of the academic year. These activities take place during breaks.

Faculty members are encouraged to organize clubs for student activities. Their main responsibilities in this area include giving support and coordination to the activities of existing clubs and societies, as well as being responsible for the growth of new clubs, societies, and extra-curricular initiatives. Getting involved will enhance teachers' university experiences beyond the academic realms.

There are currently about ten associations and clubs at PSU, covering a wide range of diverse interests. These interests range from computers to language to painting, etc. This is by no means an exhaustive list. It can, and hopefully will, be extended by you in the coming year, and beyond. If you think there is room for a new club or activity, or even if there is room for improvement in a current one, then do not hesitate to contact us to discuss your idea.

5.3. Research

A faculty member, as part of his/her academic duties, should become involved in research activities that promote creative scholarship and innovative ideas. He/she is evaluated in part on his/her ability to demonstrate creative and productive work through published research and related activities.

The Prince Salman Research and Translation Center* provides support services for research in the form of space, funds, compensation, well-equipped laboratories, computing facilities, reduced teaching load and hiring of research assistants.

* For more information, visit: <http://www.psu.edu.sa/psrtc/index.html>

5.4. University and Public Services

A faculty member's active involvement in campus life through participation in meetings, committees and activities, offers opportunities for developing and enhancing their academic experiences and personal attributes.

Faculty members are expected to participate and contribute with ideas and actions in meetings, committees, ceremonies, social events and extracurricular activities.

They are also expected to perform public service by conducting continuing education courses or workshops, and make contributions to professional organizations by participating or organizing symposiums or conferences. Prior approval from the University is required for such participations.

6. ACADEMIC SUPPORT UNITS

In addition to the academic colleges and departments, the University has several administrative units that offer fundamental and critical support to the academic process. These units provide a wide range of administrative and academic services and resources, including student registration, research support, library resources, and computer facilities.

6.1. Admission and Registration Deanship

The Admission and Registration Deanship is responsible for all activities related to the admission and registration processes. The main services offered by the Admission and Registration Deanship include:

- Implementing the criteria and guidelines for admission of high school students
- Scheduling of courses and exams
- Early Registration, registration and grading activities
- Providing transcripts and analysis of degree progress of each student during graduation period
- Providing various customized reports, such as enrollment reports, class rosters, grade rosters, schedules of classes, exam schedules, graduation lists, etc.
- Providing lists and transcripts of students liable to be dismissed to the university Academic Standing Committee.
- Providing graduation certification for all students
- Preparing statistical reports and analyzing them for the use of academic and administrative departments.
- Providing Web services to students, faculty, advisors, and University through the University's website: www.psu.edu.sa
- Providing official transcript services to the students.

6.2. Student Affairs Deanship

The Student Affairs Deanship provides the following services:

- Issuing letters of identification to students on request
- Issuing identification cards (ID); a student's ID is necessary for routine student identification while a student is on the University's premises, and is also mandatory in order to attend examinations, use the library facilities, etc.
- Issuing authenticating medical and official excuses to students, when they are absent from classes or exams
- Supervising and documenting the establishment, success, and funding of numerous student extracurricular activities
- Communicating with parents/guardians of students in matters related to their academic progress
- Familiarizing newly admitted students with university life and regulations
- Monitoring academic advising.

6.3. *Library*

The PSU Library was established to provide services and facilities in order to fulfill the information needs of its users. The library is equipped with the latest computers, with full and free access to the Internet.

The Library has books and periodical collections in both Arabic and English. As the PSU library is an institutional library, not open to the public, its collection focuses on University academic programs, such as Computer Science, Physical Education, English, and Interior Design, etc. Daily Arabic and English newspapers are available for reading. Borrowing and photocopying services are also available.

All registered users are entitled to borrow books. Lending privileges differ for various categories. Renewal and reservation services are also available.

Since the University library is new and growing, the library welcomes suggestions from faculty regarding new, relevant books to enrich it. However, the library has a very ambitious and state-of-the-art plan to improve, develop and increase its services.

6.4. *Community Service and Continuing Education Center*

The center organizes symposia, seminars and training courses for the community members, establishes and promotes relationships between the University and society, provides various available services, and spreads cultural, social and scientific awareness. Faculty members are encouraged to activate and participate in its programs.

6.5. *Prince Salman Research and Translation Center**

The center encourages and motivates researchers to undertake scientific and translation tasks, provides them with technical assistance to accomplish their tasks and helps them overcome any administrative obstacles that may hinder the accomplishment of such tasks.

6.6. *Academic Assessment and Planning Center*

The center supports the Rector in planning and developing matters. It also proposes suggestions and recommendations to enhance the standard of performance and work procedures.

The center also attempts to establish clear and accurate quality assurance criteria for faculty, students and others, in order to assist in the evaluation and development of teaching, learning and research activities. In addition, it arranges for academic quality reviews and audits of new and existing academic programs and courses.

6.7. *Information Technology Center (IT)*

The IT Center's mission is to provide Information Technology services, support, and guidance to the University students, faculty, and staff who use technology to fulfill the institution's missions of teaching and learning, research, and community.

* For more information, visit: <http://www.psu.edu.sa/psrtc/index.html>

The IT Center seeks to develop, implement, and support excellent services, products, and tools that make it easy to use the information technologies available on campus, effectively and efficiently. It also provides a safe and secure environment, with security controls to reduce potential exposure.

Major accomplishments have been achieved through this center, including: establishment of the network, authentication, e-services, setting up the University's network infrastructure, and launching the University website. Current projects include enhancing e-services, wireless services, data center improvements, Intranet & Extranet, administrative system and network upgrades, security strategies, and the continuing coordination of IT efforts across a distributed computing environment.

All faculty and students at PSU are provided with Internet and e-mail services. A faculty member needs a login *User Account* for these services. Fully equipped computer labs are available on campus. All terminals are linked to the University's Local Area Network (LAN) and equipped with direct line Internet access and the Microsoft Windows operating system. In addition, the University offers free wireless connectivity in common areas of the campus. IT Center has installed access points around campus, and these access points are connected to the Internet and the University network.

IT provides support services to faculty using smart classrooms and smart board classrooms. Smart classrooms create new opportunities in teaching and learning by integrating networking, computers, and audiovisual technologies. Currently there are more than 12 smart classrooms on the PSU campus available for faculty use. Additional smart classrooms will be added. It also provides assistance to faculty members regarding hardware and software purchasing, installation and support.

Ongoing workshops and orientation guidelines, tips and newsletters for faculty and students at PSU increase campus awareness regarding important IT issues.

7. ACADEMIC SERVICE UNITS

7.1. *Communication*

Each member is assigned a private mailbox, account number and e-mail address. Faculty members are asked to check their e-mails and mailboxes on a daily basis for notices, requests, memos, and announcements. Please check the department's bulletin boards and plasma screens as well for notices and announcements.

To encourage the foundation of a paperless environment, faculty members can view electronic copies of all academic-related documents (course syllabi, schedules, grade sheets, exam regulations, forms, etc) by accessing the college's Intranet shared folder(electronic shared folders) on the following link <http://psu-cw.edu/>. For further assistance with this matter, please contact the **IT Center**.

Faculty members can have multiple copies of their handouts or lecture material to be given to students made in the Student's Photocopying Center

7.2. *Textbook Center*

Faculty members can obtain their copies of the course textbooks from the Textbook Center. Instructors' manuals are obtained from the department. Faculty can get free personal copies of the textbooks for the courses they teach from the bookstore, with Departmental approval. The textbook center also supplies faculty and students with their stationery and equipment needs.

7.3. *Office and Class Supplies*

Office Services are the responsibility of the Warehouse Office. These services include the supply or relocation of furniture and equipment for offices, classrooms and labs.

Faculty members are furnished with office supplies upon their arrival. Each classroom is equipped with a whiteboard, and a screen. Further supplies, such as colored markers, dusters, overhead projectors, transparencies, audiovisual sets and other office or classroom supplies, are available upon request. A faculty member can ask for supplies by submitting the material-supplier request form to the Warehouse Office.

7.4. *Operation and Maintenance Services*

The Operation and Maintenance Office offers its services to the entire campus; this includes carpentry, masonry, painting, plumbing, electrical repairs, maintenance of A/C systems and appliances.

A faculty member can ask for assistance by submitting a maintenance request form to the Operation and Maintenance Office. He/she is expected to give his/her feedback on the job done.

7.5. *Recreation and Fitness Center*

The Recreation and Fitness Center offers many activities and services to encourage healthy participation in a variety of activities. It is equipped with the most extensive, current and easy-to-use fitness equipment. Well-trained, certified staff are available to assist the participant in becoming familiar with the facility and equipment.

7.6. Medical Services

A doctor is available for consultation and emergency medical services in a fully equipped clinic at the Women's campus only.

7.7. Prayer Hall

Faculty, staff members and students may perform their prayers during breaks in the Prayer Hall.

7.8. Cafeteria

The cafeteria provides healthy hot meal services daily to faculty, staff and students.

APPENDIXES

Appendix (1) - The PSU Preparatory Year Program PYP

PSU established the Preparatory Year Program (PYP) as part of its college degree curriculum. All newly admitted students are required to complete the Preparatory Year Program before starting undergraduate study. Students may be exempted from part or the entire program according to the implementation rules of the promotion exam. The majority of the newly admitted students join the PYP, which aims to prepare students for their undergraduate study. It also aims to achieve the following objectives in particular:

- Improving students' English language proficiency ;
 - Furnishing students with computer application skills and making personal computers available to every student in computer labs. These applications include: word processing, spreadsheets, presentations, data base management, and graphics;
 - Exposing students to, and acquainting them with, the various academic opportunities available at the University and the future careers that these opportunities may lead to;
 - Shaping students' study habits through emphasizing discipline, organization, time management, as well as other useful studying habits and skills that will facilitate their academic success;
 - Enhancing students' physical fitness and stamina through various athletic activities
 - Familiarizing students with the offered majors and the requirements of undergraduate study.
- The duration of the PYP is one academic year, divided into two semesters, as well as a summer session, if necessary. The PYP represents the first and second academic levels of all the undergraduate programs. The English program is the major component of the PYP courses. In addition to the 20 hours of English per week, students take 4 hours of mathematics—or 4 hours of communication skills or law terminology—3 hours of computer skills, and 2 hours of health and physical education, in order to cope with the English-medium studies at university level. The following courses are offered each semester:
 - English language
 - Mathematics
 - Computer science
 - Health and physical education
 - Other courses deemed necessary by the university

PYP STRUCTURE

FIRST SEMESTER				SECOND SEMESTER				Program
Course	Course Title	Credit Hours	Contact Hours	Course	Course Title	Credit Hours	Contact Hours	
ENG 001	Prep. English I	8	20	ENG 002	Prep. English II	8	20	All Programs
CMP 001	Prep. Computer I	1	3	CMP 002	Prep. Computer II	1	3	All Programs
HPE 001	Prep. Health & Physical Education I	1	2	HPE 002	Prep. Health & Physical Education II	1	2	All Programs
MATH 001	Prep. Mathematics I	4	4	MATH 002	Prep. Mathematics II	4	4	All Programs except ENG & LAW
ENG 011	Prep. Communication Skills I	4	4	ENG 012	Prep. Communication Skills II	4	4	ENG Dep. Only
LAW 001	Legal Terminology in English I	4	4	LAW 002	Legal Terminology in English II	4	4	LAW Dep. Only
<i>Total</i>		14	29	<i>Total</i>		14	29	

- The grades earned by the student in the PYP are recorded in his/her academic transcript, along with the semester and cumulative GPA. These grades are not taken into account when calculating the cumulative GPA for the undergraduate program. The student's academic standing in the first semester of the university level remains as it was in the last semester of the PYP.
- A student may be exempt from the PYP if he/she achieves excellent grades in English, mathematics, and computer science in the promotion examination, and if he/she has excellent grades in his/her submitted credentials, according to the rules pertaining to promotion examinations stated in the ***“By-Laws of Undergraduate Study and Examinations.”***
- If a student passes the promotion exam in English, mathematics, or computer science, in accordance with the rules pertaining to promotion examinations stated in the ***“By-Laws of Undergraduate Study and Examinations,”*** he/she will be partially exempt from the PYP, but will be required to fulfill any remaining PYP requirements during the same year.
- **Final evaluation of the PYP students**
Students' performance is evaluated at the end of the PYP to determine if they have fulfilled all its requirements. The general grade of all the courses taken in that year, and the results of the comprehensive exams organized by the University at the end of the PYP, will be taken into consideration when evaluating the student's performance. The levels of evaluation in the PYP are classified as follows:

Fully Passing the PYP

Any student is eligible to register for the third academic level after having completed the following requirements:

- successfully completes all the courses offered in the PYP, with the grades required in items (b) and (c), below;
- earns a C grade or better in the first *and* second level English courses of the PYP;
- earns a C grade or better in the first *or* second level mathematics course of the PYP.

The promotion of a student to the first university academic level, after completion of all preparatory year requirements, takes place at the beginning of the semester immediately after he/she has completed these requirements. The student may select any of the majors offered by the university, provided he/she satisfies the required criteria for that major.

Partially Passing the PYP

If a preparatory year student passes only the requirements of either the English or mathematics courses, he/she will be eligible to study some of the third-level courses, provided he/she fulfills the remaining PYP requirements during a single semester; otherwise he/she will be obliged to dedicate his/her time exclusively to the PYP coursework only.

- **A student will be dismissed from the PYP if either:**
 - The student receives a DN twice consecutively in the same course, regardless of his/her academic standing in other courses;
 - He/she fails any of the PYP courses three times*;
 - He/she fails to complete all the PYP courses within the maximum period of four academic semesters.
- **Grades required to complete the PYP courses**
 - ENG 001/002 — C grade and above
 - MATH 001/002 — C/D (or D/C) grade and above
 - All other 001/002 — D/D grade and above
- **The PYP English Program**

The main objective of the program is to raise the English-language proficiency of students to a level that enables them to begin their college studies in the offered majors; this involves:

 - Building students' vocabulary;
 - Developing skills in reading/ writing/ listening/ speaking, inclusive of stimulation and improvement of grammatical competence.
 - Teaching basic library skills
- Teaching takes place “back to back”: two instructors share the responsibility for two sections (classes) of students—i.e. two instructors teach two skills to two sections. This gives the students exposure to more than one English-language teacher, as well as giving the instructors the variety afforded by working with two separate groups. It also enables him/her to sort out any problems when the lesson is taught the second time.

- Each faculty member prepares two lessons per day, and then teaches each lesson twice—once to his/her own section of students, and once to his/her partner's section. Partners share vocabulary and speaking instruction. It is essential to adhere as closely as possible to the day-by-day schedule, or student confusion may result, as the development of the different skills is interrelated.

Faculty members need to prepare each lesson carefully, even though all the materials are provided in the course textbooks. Any extra materials must be checked for (cultural) suitability by the Chairperson/Coordinator before they are used in the classroom. Instructors are also encouraged to integrate technology into their curriculum, and to use CALL labs to enhance students' language skills.

Each language lab has between twenty and twenty-five computers to enhance English-language skills. The labs offer exercises for the practice of all language skills; these have been developed by Prince Sultan University faculty. In order to allow all classes to participate in CALL activities, faculty should sign up for lab hours with the CALL coordinator.

Faculty members are encouraged to develop exercises for the lab using available software. At the moment, the college has licenses for Clarity, Wida, and Hot Potatoes software. The CALL coordinator can assist in training faculty on the use and implementation of various software programs and available internet programs.

- If any faculty member has suggestions for software purchases, please inform the CALL coordinator. Do not download educational software that is available on the Internet. The college will purchase licenses according to copyright regulations
- Instructors need to be made aware that each one of them will be expected to contribute materials towards the mid-term and final exams for their skill area.
- **Skill Coordinators**
The Skill Coordinators in PSU-CW facilitate communication, material development, examination contributions and grading among teachers.
Each skill area has a coordinator. Members can contribute material to all skill areas besides the skill area that the member has been assigned to teach.
- **The Exam System**
Each English exam comprises sections in reading, writing, listening, vocabulary, and grammar. An oral grade is awarded for the final exams only. Students with a total final grade of C or better are promoted to next level. Students with a grade of D or F must repeat the PYP English course.

Appendix (2) - Instructions and Procedures for Obtaining Residence Permits and Visas

• **Residence Permit (Iqama):**

Procedures for Obtaining a New Residence Permit for the First Time:

- Filling out the form, checking information against the information in the passport, and signing it;
- Furnishing of expatriate's passport, with the entry visa issued by the embassy of the Custodian of the Two Holy Mosques in the country from which he came;
- Furnishing 6 size 4x6 recent color or black and white photos;
- Payment of SR 500, i.e. the fee for issuing separate dependents' Iqamas;
- Payment of SR 2000, i.e. the fee for adding dependents to an Iqama;
- Payment of SR 75, i.e. the broker's charges for issuing each Iqama.

Procedures for Renewal of Residence Permit:

- Filling out the form, checking information against the information in the passport, and signing it;
- Furnishing the expatriate's valid passport;.
- Furnishing the expired residence permit;
- Payment of SR 500, i.e. the fee for issuing separate dependents' Iqamas;
- Payment of SR 75, i.e. the broker's charges for issuing each Iqama.

Procedures for a Lost Residence Permit:

- Informing the respective passport or police authority, in places where no passport departments exist, of the loss of the residence permit;
- Submitting a letter, from the employer or the resident, to the passport department, showing the reasons for the loss of the residence permit and the place where it was lost;
- Furnishing the valid passport of the expatriate, the beneficiary, together with a copy of the lost residence permit, if any;
- Filling out the Iqama loss forms, which are available at the passport department;
- Filling out the form by typewriter or computer and checking the information against the information in the passport, signing and stamping the form with the employer's stamp;
- Paying of SR 500 for granting a residence permit in lieu of the lost one. If the period remaining on the lost Iqama is one year or less, the Iqama fee will be for one year and shall be paid at a branch of an authorized bank. Receipt shall be furnished;
- Furnishing of 2 size 4x6 recent color or black and white photos.

Important Instructions Concerning Residence permits:

- Employer shall hand over the residence permit to the resident expatriate to enable him to move in the city in which he works, and he shall keep his passport with him and refrain from giving it to the resident expatriate except in the event of his travel;
- Employer shall keep the residence permit during the travel of the holder on an exit/reentry visa and he shall return it to him when he comes back. In the event of final departure, the residence permit shall be given to the passport department along with the form;

- The nearest passport or police department shall be notified immediately when the residence permit or passport is lost. Notification shall be within a period of 24 hours at the most after the loss. Anyone who violates this shall be penalized in accordance with the provisions of the regulations;
- **The passport department shall be visited in order to renew a residence permit or entry visa at least three days prior to its expiry.** Any person who violates this requirement without a valid reason that is acceptable to the respective authority shall be fined double Iqama fees, on the first occasion. If the violation is repeated, the penalty shall be doubled. The third time, he shall be deported from the country in accordance with the provisions of the regulations in force;
- The residence permit of the head of the family includes his wife or wives and his sons who have not yet reached the age of eighteen. Those who have passed the age of eighteen, both males and females, shall be granted separate residence permits for a prescribed fee and according to the passports issued to them by the government of their country;
- Every resident expatriate shall, during his residence in the Kingdom, furnish his residence permit to the passport personnel whenever they ask him to do so, in order to avoid the statutory penalty. The residence permit is very important for proving identity and the legality of the residence;
- A resident expatriate shall not pawn and mortgage his resident permit with hotels and furnished apartments, etc., and he shall not give it to others, as this document is important for proving the legality of his/her residence. He shall protect it from loss, damage or alteration;
- Every resident expatriate in the Kingdom shall not allow his dependents to work, whether paid or unpaid, prior to the approval of the respective authority, in order to avoid the penalties prescribed;
- All private companies and establishment and individuals shall obtain residence permits for the people they are sponsoring, and renew them on time;
- The photo of the dependent shall be affixed to the passport of his/her guardian who is resident in the Kingdom;
- A lost or damaged Iqama shall be replaced by a new one, starting with the initial date of the lost or damaged Iqama and expiring with its expiry. The phrase "in lieu of lost or damaged Iqama" shall be noted on it.

• Visas

Procedures for Granting a Multiple Exit Re-Entry Visa:

_Filling out the form, checking information against information noted in the passport, and signing and stamping the form with the employer's stamp;

- Furnishing the applicant's valid passport, together with a copy of his valid residence permit that covers the visa period;
- Payment of SR 500, i.e. the fee for granting a multiple exit re-entry visa;
- Payment of SR 75, i.e. the broker's charges for issuing each visa.

Procedures for Granting a Single Exit Re-Entry Visa:

- Filling out the form, checking information against the information noted in the passport, and signing it;
- Furnishing the applicant's valid passport, together with a copy of his valid residence permit that covers the visa period;

- Payment of SR 200, i.e. the fee for granting a multiple exit re-entry visa;
- Payment of SR 75, i.e. the broker's charges for issuing each visa.

Procedures for Granting an Exit Visa:

- Filling out the form, checking information against the information noted in the passport, and signing it;
- Presenting the visa applicant's passport;
- Presenting the valid residence permit. If the Iqama is not valid, SR 600, i.e. the Iqama fees, shall be paid for each year including the work permit.
- If the visa was for a domestic helper, a quittance paper proving he/she received all of his/her dues shall be submitted.
- If the visa beneficiary was a divorced wife of a citizen, the divorce document must be furnished.

Important Instructions Concerning Expatriate Visas:

- Nobody unauthorized officially may follow up an application that does not concern him personally. If the application is submitted by the head of the family, his presence and signature on the application form will suffice for finalizing procedures for members of his family, so long as they originally reside with him as dependents.
- Owners of service offices may not sign and stamp exit reentry or exit visa in place of the employer or his official representative who shall himself, or whoever he authorizes, sign the form. The service office shall stamp the application after getting all the required signatures and stamps from the employer.
- When a resident expatriate in the Kingdom gets an exit re-entry or exit-only visa, he may stay for two months from the date of issue. If he does not leave during this period, he will report to the respective passport department for cancellation prior to expiry thereof. Should he want a new exit visa, he shall be given one as per the usual procedures and fees.
- If the resident expatriate is granted an exit re-entry or exit visa as per the request of the employer, and should he or the employer wish to cancel the exit visa, and if that period had expired before making the application then the visa will be cancelled and the applicant fined. If he wishes to have a new visa issued, he shall be issued one as per the usual procedures and fees.
- Should the head of a family who is a resident in the Kingdom want to travel abroad with an exit re-entry visa and his sons were added to his passport, he must obtain separate passports for them from the embassy of his country.
- Persons who follow up formalities for governmental bodies, private establishments and individuals may not follow up applications that do not belong to the parties they work for.
- All documents and data submitted for obtaining a visa must be correct and true.
- An exit re-entry visa shall be granted on the basis of a request by the employer and for the period he specifies, provided that such period does not exceed six months. Students studying abroad and their wives will be granted single exit re-entry visas based on the request of the head of the family for a period of 9 or 12 months, provided that the Iqama is valid and covers the visa period.

For Further Information on the above topics visit the following link:

<http://www.gdp.gov.sa/english/procedures-for-expatriates/pro2.html>

Appendix (3) – Final Examination Procedures

Faculty members are expected to participate in several final examination tasks during the last weeks of a semester. The following defines the responsibilities of each task:

1. Instructors' Responsibilities

- Instructors must provide a copy of the final examination - **before** the final examination date - to the Department Chairperson for approval. Please **do not** e-mail the final exams or leave them outside the office door. They must be hand-delivered to the Chairperson.
- Instructors must ensure that the final exam constitutes at least 30% of the student's total grade.
- Instructors/coordinators are responsible for photocopying their own exams in accordance with the University Policy on Photocopying Exams, which states that:
 - Exams should be copied in Office #w254.
 - No other person should be allowed in the room during the photocopying process.
 - No copies of the exam should be left inside the photocopying room.
 - Exam papers meant for disposal should be shredded.
- Instructors must arrange with the department administrative assistant if student answer booklets are required.
- Instructors must include a standard cover sheet with their exams. This is available on the department electronic shared folder
- Instructors/coordinators are responsible for distributing and collecting the exam papers on the day of the exam.
- ARO forms will be available on the department electronic shared folder before the beginning of final exams.
- Instructors must check the Examination Review Committee document, provided by the department administrative assistant, for their exam reviewer's name.
- After completion of the exam, instructors must submit to the department administrative assistant an A3 envelope labeled with the course code and title, section number, semester and academic year, and instructor's name. This envelope must contain the following:
 - The graded final exam papers
 - The graded major exam papers
 - Final exam student signature lists
 - A hard copy of the ARO forms for relevant courses, signed by the marker and the reviewer, turned in no later than 36 hours after completion of the exam
 - A hard copy of the detailed grades signed by the instructor
 - Course academic folder (for English, Interior Design and General Courses)
- In the event that a student's grade must be changed, the instructor must complete the Grade Alteration Form. This form must be submitted to the Department Chairperson for approval.

- Instructors must update the shared folders with the following before the end of the semester:
 - ARO forms
 - Detailed grades
 - Course material
 - Faculty Personal Information Form
- Instructors must not allow students to see their final exam papers or know their grades. Final grades are to be announced by the Admission and Registration Office only.

2. Invigilators' Responsibilities

- a. Invigilators must check the final examination schedule for invigilating dates, times and locations.
- b. Invigilators must be in the examination hall 15 minutes prior to the scheduled start of the exam.
- c. Invigilators must not bring any of their own work into the examination hall.
- d. Invigilators must ensure that the room and desks are tidy and free of papers or writing on the desk.
- e. Invigilators must not leave the examination hall during the exam.
- f. Invigilators must ensure that the department administrative assistants have provided them with the following before the beginning of the exam:
 - A copy of the signature list to be posted on the door of the examination hall
 - A copy of the signature list to be signed by each student as confirmation of her attendance
 - An envelope containing copies of faculty evaluation forms. (See item "h" for details)
- g. Invigilators must not allow the following students to enter the examination hall:
 - A student with a status of DN on the signature list.
 - A student with a status of W on the signature list.
 - A student whose name is not on the signature list.
 - A student who enters the examination hall after 30 minutes have elapsed since the beginning of the exam.
 - A student who has no ID. She must be sent to Office #153 to receive a replacement ID on the day of the exam to be able to enter the examination hall and take the exam..

Any student that matches the above descriptions must be sent to her department chairperson's office.
- h. The invigilator's role when handling instructor evaluation forms will be as follows:
 - The invigilator will receive the evaluation forms from the department administrative assistant before the beginning of the exam.
 - The allotted time for the evaluation will be the first five minutes of the final exam.
 - Students must be informed that these five minutes will be added to the end of the exam.
 - The invigilator must assign one student to distribute and then to collect the completed instructor evaluation forms. The student must place the completed evaluations in a sealed envelope and hand it to

- the invigilator. The department administrative assistant will pass by to collect this sealed envelope before the end of the exam.
- The invigilator/instructor must leave the room during the evaluation.
- i. Invigilators must ensure that all students:
 - Place all cell phones/ personal audio equipment and other electronic devices in bags.
 - Place **all bags** and **personal belongings** in a designated area in the room. No personal belongings can be brought to the **exam** desk.
 - Have no pencil cases on desks only writing utensils.
 - Have no materials on the desk other than those designated by instructor (i.e.: formula sheet, calculator, etc...)
 - Have no food or drink during the exam unless medically required.
 - Remove **hats, sunglasses, and abayas** while writing the **exam**.
 - Conduct the **exam** in **silence**. No communication is allowed with other students once entered the exam venue.
 - Raise their hands to ask a question, or request additional supplies.
 - j. Invigilators must accompany any student who needs to temporarily leave the examination hall for any emergency reason.
 - k. In confirmed instance cheating, the invigilator must inform the Exam Supervisor and fill in the "Student Cheating Report". The Exam Supervisor is only to ask the student to withdraw from the examination.
 - l. Invigilators must remain in the examination hall after completion of the exam and until the course instructor/coordinator collects the examination papers.
 - m. Invigilators must submit the following at the end of the exam:
 - The Signature list to the course instructors.
 - The completed exam paper ensuring their number equals the number of signatures on the signature list.
 - The sealed instructor evaluation forms to the department administrative assistant.

*** Absence from invigilating duties will result in the assignment of three additional future invigilation.**

3. Exam Reviewers' Responsibilities

- Reviewers must check the Examination Review Committee document (provided by the department administrative assistant) for the course and instructor for whom they will be reviewing.
- Reviewers must coordinate a suitable time with the marker to conduct the reviewing procedure.
- Reviewers must review each examination paper thoroughly for accuracy of the markers' calculation of the totals for each question.
- Reviewers must confirm that the totals for each question match the totals on the cover sheet.
- Reviewers must confirm that the cover sheet totals match the totals on the ARO form.
- Reviewers must confirm that the ARO totals match the letter grade on the ARO form.

4. Department Administrative Assistants' Responsibilities

a. Prior to Final Examination:

- Prepare student lists indicating Ws and DNs. (Arrange with the academic affairs coordinator – Vice Dean's Office.)
- Conduct the ARO forms of relevant courses indicating Ws and DNs. (Arrange with the academic affairs coordinator – Vice Dean's Office.)
- Ensure that examination halls are prepared to host exams (equipped with chairs, light, AC, etc.)
- Provide instructors with student answer booklets if requested. (Contact Warehouse Office.)
- Prepare the Examination Review Committee document and approve it from the Chairperson.

b. During Final Examination:

- Ensure that invigilators have attended their allotted exams and coordinate with the Chairperson for a substitute when an invigilator is absent.
- Ensure that:
 - Student lists are posted on the exam hall door a day before the exam.
 - Invigilators are provided with the following items before the beginning of the exam:
 - ✓ A copy of the signature list to be signed by each student as confirmation of her attendance
 - ✓ An envelope containing copies of faculty evaluation forms
- Collect the sealed envelope containing faculty evaluation forms from the invigilators before the end of the exam.

c. After Final Examination:

- Provide the Chairperson with the ARO forms of all relevant courses after they are signed by the instructor and the reviewer for final approval.
- Keep hardcopies of the ARO forms and detailed grades of all relevant courses after they are approved and signed by the Chairperson.
- Receive the following items from instructors. Classify and store them as follows:

Item Received	Action
The graded final exam papers	Store in Warehouse
The graded major exam papers	Store in Warehouse
Final exam student signature lists	Attach to ARO Forms Folder
The original hard copy of the ARO forms signed by the marker, the reviewer and the chairperson	Send to the Admission and Registration Office
A photocopy of the ARO forms signed by the marker, the reviewer and the chairperson	Attach to ARO Forms Folder
The original hard copy of the detailed grade sheets signed by the instructor	Attach to ARO Forms Folder
Course academic folder (for English, Interior Design and General Courses)	Attach to the department relevant Course Box

- Complete the following templates:
 - The final exam result report (the statistical analysis of course results) and send a hard copy to the Vice Dean's Office after Chairperson's approval.
 - The statistical analysis of instructor evaluation results by students and immediately e-mail reports to the chairperson for final approval.
- Ensure and follow up on the updating of the following items in the shared folder:
 - ARO Forms
 - Detailed grades
 - Course material
 - Faculty Personal Information Form

*** Do not photocopy, distribute, or collect final exam papers.**

*** Do not allow students to see their final exam papers or know their grades. Final grades are to be announced by the Admission and Registration Office only.**

Appendix (4) - Registration Procedures and Regulations

This guide contains the basic regulations and procedures to be followed with regard to the registration process. It will be periodically reviewed and updated with the most current instructions regarding registration regulations and procedures.

The regulations and procedures described below apply equally to all phases of the registration process, including Early Registration, Formal Registration, and all courses added or dropped.

1. Registration Phases:

▪ **Early Registration:**

- a. Early registration is required of all students enrolling in that semester to plan for the courses to be offered, sections to be opened, schedules of classes, and other requirements of the following semester.
- b. **A student must confirm her registration during the formal registration period at the beginning of each semester.**
- c. Early registration for the courses taken in the second semester starts at the mid-point of the first semester; early registration for the courses in the summer and the first semester of the coming year starts at the mid-point of the second semester.
- d. A student must **fill out the required form.**

▪ **Formal Registration:**

- a. Formal registration is mandatory for all enrolled students at the beginning of each academic or summer session, as specified in the academic calendar.
- b. A student must personally confirm her registration. The registration will be cancelled if it is confirmed by someone other than the student herself.
- c. A student must **fill out the “Registration Form”.**

▪ **Late Registration:**

- a. Any student who initiates course registration after the close of the Formal Registration period will be assessed late registration. A student can register until the last day of late registration during the period specified in the academic calendar, upon payment of a fine.
- b. A student who fails to register during the registration period is not allowed to register for that semester. However, she is required to **fill out an “Application for Postponement of a Semester”** to avoid dismissal from the University.

2. Preparatory Year Program (PYP) Registration:

- a. All newly-admitted students are required to complete the preparatory year program before starting their undergraduate study.
- b. Preparatory year students must finish all preparatory year curricula.
- c. A student may be exempt from the PYP if she achieves excellent grades in English, mathematics, and computer science in the promotion exam, and if she has excellent grades in her submitted credentials, according to the rules pertaining to promotion exams.

- d. If a student passes only the requirements of English or mathematics, she will be eligible to study some of the university's general courses, provided she simultaneously fulfills the remaining preparatory year requirements during a single semester; otherwise she will be obliged to dedicate her time exclusively to the preparatory year.
- e. If a student would like to register for any of the university's general requirement courses, she may do so, as long as the total number of registered course hours does not exceed 10 hours. If, however, the student has a GPA of (3.00) or more, she may register for 13 hours of general requirement courses that are not linked to any specific major.
- f. A student who has not passed the first level of the preparatory year program may register for courses from the second level, with the exception of the courses that are a series of linked levels. In addition, the total number of registered hours must not exceed 14.
- g. If the student has not finished the preparatory year Health and Physical Education(HPE) course, she can register for university courses so long as the total number of registered course hours does not exceed 14 hours, including Physical Education
- h. A student is not allowed to register for any university courses before she finishes the first level of the preparatory year program.
- i. A student on academic probation is not allowed to register for any university courses.
- j. Grades required for completion of the PYP courses:
 - a. ENG 001/002 — C grade or above
 - b. MATH 001/002 — C/D (or D/C) grade or above
 - c. All other 001/002 courses — D/D grade or above

3. Registration Regulations and Procedures:

▪ Adding Courses:

- a. A student may add courses, if necessary, during the announced designated period only. (During the first week of the semester and the first three days for the summer session).
- b. The course load must remain at the allowable limit, when adding courses.
- c. A student must **fill out the "Add & Drop Courses" form.**
- d. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.

▪ Dropping Courses:

- a. A student may drop courses, if necessary, during the announced designated period only. (During the first two weeks of the semester and the first week for the summer session).
- b. The course load must remain at the allowable limit, when dropping courses.
- c. If the course to be dropped is a co requisite, the student either must drop both co requisite courses or complete both courses concurrently.
- e. Courses dropped within the designated period will not appear on the student's transcript.
- f. A student must **fill out the "Add & Drop Courses" form.**

- g. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.
- **Changing Sections:**
 - a. A student may change sections, if necessary and upon the approval of the Admission and Registration Office, during the announced designated period only. (During the first two weeks of the semester and the first week for the summer session).
 - b. A student must fill out the “**Section Change Form**”.
 - c. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.

 - **Pre-requisite /Co – requisite Requirements:**
 - a. A student should ensure that she has completed the prerequisite or co-requisite requirements for newly registered courses.
 - b. A student’s registration is cancelled for any course(s) whose prerequisite or co-requisite course(s) has not yet been taken or which the student failed or from which she withdrew in the previous semesters.

 - **Repeating Courses:**
 - a. If a student fails a required course, she must repeat that course.
 - b. A student wishes to improve her academic standing; she may repeat any course in which her final grade was a D.
 - c. The most recent grade will be the student’s final grade in that course, regardless of which grade is higher.
 - d. If a student repeats a course in which she previously earned a D, and she subsequently receives an F, her grade for the course is an F, and she must repeat that course (if it is required in her degree plan).
 - e. All grades will be included in her academic record.

 - **Transferring from One Major to Another:**
 - a. A student may transfer from one major to another, provided she has fulfilled the prerequisite requirements for entry to the specific major.
 - b. A student must submit an “**Application for Transfer of a Major**”, during the announced designated period only.
 - c. A change of major should be requested before the student completes her sixth semester.
 - d. A student is allowed a maximum of two transfers from one major to another.
 - e. The academic record of a student transferring from one major to another will include all the courses the student has taken, including grades and the semester and cumulative GPA obtained throughout her period of study at the college.

 - **Co-OP Registration:**
 - a. Early Registration is mandatory for all students on Co-Op training.
 - b. A student is allowed to register in the cooperative program if she meets the following conditions:
 - has completed more than 90 credit hours in the degree program in which he/she is registered.

- has completed all the courses required by the department.
- has earned a major GPA of 2.00 or above.
- has not been suspended from the University.

▪ **Registration Schedule:**

Procedures	Semester	
	Fall / Spring	Summer
Early Registration	mid-point of the second /first semester	mid-point of the second semester
Transferring Major	mid-point of the second /first semester	-
Formal Registration	A week before classes begin	A week before classes begin
Late Registration	During 1 st Week	During the first three days
Adding Courses	During 1 st Week	During the first three days
Dropping Courses	During 1 st and 2 nd Week	During 1st Week
Changing Sections	During 1st and 2nd Week	During 1st Week

A student must adhere to the exact dates and deadlines for any of the above procedures, as specified in the academic calendar for that particular semester.

▪ **General Rules:**

- a. A student should pay the tuition fees to be able to proceed with the registration process of that semester.
- b. A student is not allowed to register in more than one section of an offered course.
- c. A student who passes all courses is registered in the appropriate academic level, progressing from the lower level, according to the relevant degree study plans.
- d. A student who has failed one or more courses is registered with the minimum allowable course load in each semester, taking the following points into consideration:
 - b. She should have no conflict in her schedule.
 - c. She should complete prerequisite requirements for the new courses.
 - d. She is not allowed to register for any courses from the next academic level unless it is required to complete the minimum course load.
- e. Registration priority is given a student who is in her designated academic level. For example, if a first-semester freshmen student is interested in registering for a second-semester freshman course (having completed the pre-requisites for this course), the student must come during the second week of registration to add this course, after confirming the availability of seats in that course.
- h. A student is responsible for her own registration and schedule. She must refer any conflict or error to the Admission and Registration Office.
- i. A student who is not listed in the class rosters should contact the Admission and Registration Office immediately and fill out the “***Missed Name from Class Attendance List Form***”.
- j. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.

4. Course Load:

A course load is the number of credit hours for which a student is registered in a regular semester or a summer session. The course load varies from one major to another and is determined according to the student's academic status.

- **Academic Standing Report:**

- a. **Good Academic Standing:** To be in good standing, a minimum cumulative and semester GPA of 2.00 out of 4.00 is required.
- b. **Academic Warning:** A student is given an academic warning status if her cumulative or semester GPA is less than 2.00 out of 4.00.
- c. **Academic Probation:** A student is given an academic probation status if her cumulative or semester GPA is less than 1.00 out of 4.00.
- d. A student is suspended from the University for at least one semester if any of the following two cases applies:
 - She was on an academic warning or probation in a semester and achieved a semester GPA less than 1.50 (out of 4.00) in the following semester.
 - She receives three consecutive academic warnings.

- **The minimum and maximum course load limit for students in good standing:**

- a. The minimum course load in a semester is 12 credit hours.
- b. The maximum course load in a semester is 19 credit hours.
- c. A student must register for a total of at least 28 credits in any two consecutive semesters, unless it is her last semester.
- d. A student may register for 21 credit hours, however, with the approval of the department chairperson, if her cumulative GPA in the semester in which she earned her last 28 credits is not less than 3.50.
- e. The minimum course load in a summer session is 1 credit hour and the maximum is 8 credit hours.

- **The minimum and maximum course load for students on academic warning or probation:**

- a. A student is given an academic warning or probation status if her cumulative or semester GPA is less than 2.00.
- b. The minimum course load in a semester is 12 credit hours.
- c. The maximum course load in a semester is 13 credit hours.
- d. The minimum course load in a summer session is 1 credit hour and the maximum is 6 credit hours.

- **The minimum and maximum course load for students in their last semester:**

- a. The minimum course load is 1 credit hour.
- b. The maximum course load is 20 credit hours in a regular semester and 9 in a summer semester, provided the student's cumulative GPA in the semesters comprising the last 28 credits is not less than 2.00.

5. Attendance and DN System:

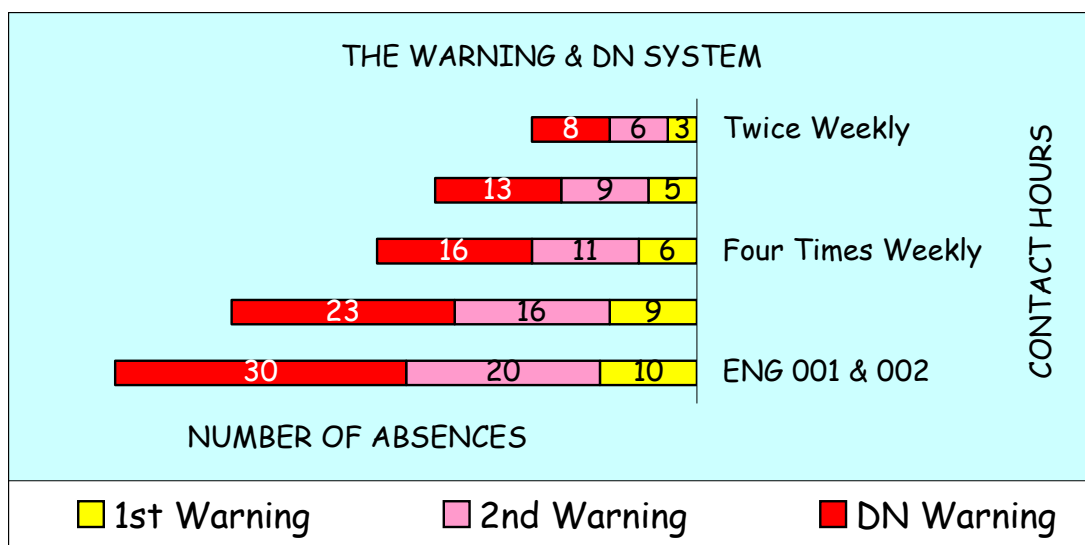
It is **the student's full responsibility to follow up** her absences and warnings for each course with the course instructor, in accordance with the *University Warning and DN System* and as explained in the table below. The numbers in the body of this table refer to absences. Absences are counted whether excused or unexcused. **No warnings will be announced or issued for any student.**

A student submits her excuses to the Student Affairs Office for verification to set for a make up quizzes and majors **ONLY** and after the course instructor's approval.

“No excuse will be acceptable to change the student’s number of absences or DN status unless it is approved by the College Council”

CONTACT HOURS	FIRST WARNING	SECOND WARNING	DN RECOMMENDATION
Twice weekly	3 or more	6 or more	8 or more
Three times weekly	5 or more	9 or more	13 or more
Four times weekly	6 or more	11 or more	16 or more
Six times weekly	9 or more	16 or more	23 or more
Prep ENG	10 or more	20 or more	30 or more

For ENG: Absences from the classes of both teachers are combined—a student is given the first warning when he/she has four (4) absences from writing, two (2) from listening, and four (4) from reading, for a total of ten (10) absences.



6. Postponement of a Study:

- a. A student may postpone study. The postponement duration cannot be more than two consecutive regular semesters or three non consecutive regular semesters as maximum during her study at the University.
- b. A student wishing to postpone her study for a semester must submit to the Admission and Registration Office before the beginning of the semester an **“Application for Postponement of a Semester”** to avoid dismissal from the University.

7. Withdrawal:

- a. A student may request withdrawal from a course(s) as per the following schedule:

Semester	Withdrawal Deadlines		
	"W" in one or more courses	"W" in all courses	"WP/WF" in all courses
Fall / Spring	7 th Week	10 th Week	14 th Week
Summer	4 th Week	6 th Week	8 th Week

- b. A student must adhere to the exact dates and deadlines for withdrawal from courses, as specified in the academic calendar for that particular semester.
- c. A student must fill out **the required form**.
- d. A student who withdraws from all courses after the 10th week and before the 14th week, must fill out an **"Application for Withdrawal During the Stipulated Period"**. She will have her grade determined as follows:
- WP grade "Withdrawn with Pass" if her performance in the respective courses was satisfactory.
 - WF grade "Withdrawn with Fail" if her performance in the respective courses was not satisfactory.
- e. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.

8. Graduation:

- a. A student must follow the degree plan for her major and complete all the requirements before graduation.
- b. A student must have earned a cumulative and major GPA of 2.00 or above to graduate.
- c. To issue a Graduation Certificate a student must:
- Fill out the **"Request for Issuing Graduation Certificate"** and submit it to the Admission and Registration Office.
 - Pay a fee of one hundred riyals.
 - Submit a **"Graduation Clearance Form"**.
- d. If a student's GPA is lower than the required limit for graduation, the student may request her cumulative GPA be recalculated by submitting the **"Petition for GPA Recalculation Form"** to the Admission and Registration Office, provided she successfully has completed all the courses required for the degree. This is based on the department council's recommendation and the approval of the College Council.
- e. The new GPA should not exceed 2.00 after recalculation.

9. Important Notes:

- a. A student is responsible for understanding and following the university's academic regulations, including graduation requirements.
- b. A student must seek the assistance of her academic advisor or department chairperson in any academic matter.
- c. A student is responsible for following any announcements or information on academic matters by continuously checking her email, the electronic student

information directory, plasmas, department notice boards, and the PSU-CW website.(www.psu.edu.sa/pscw/)

For more information on study by-laws and regulations, read the following:

- ***By-Laws of Undergraduate Study and Examinations***
- ***Summary of Academic Regulations: Student Guide***

Appendix (5) - Warning and DN System

- All students are expected to attend every day. Classes begin at the appointed time, and anyone entering the classroom later than that time will be considered tardy.
- When a student exceeds the limit of his/her allowable absences, the **Faculty Member** gives a First Warning Notice to the student. Notification of First Warnings will be made by posting a First Warning List to the student.
- Notification of Second Warnings will be made in the same way. In addition, the **Student Affairs Office** will be informed to contact the student's family when a Second Warning is issued.
- **The Student Affairs Office** will inform the student and the parent(s) of the grave consequences facing the student if he/she is absent again: he/she will be issued a Denial Notice (DN), ***which means that the student will not be allowed to attend classes from then on, nor will he/she be allowed to take exams.***
- When a student is again absent after the Final Warning has been issued, the **Faculty Member** starts the process of DN by informing the Chairperson of the student's department.
- The Chairperson and the Advisor/Instructor meet to discuss the status and the situation of the student. During their deliberations, the Chairperson shall consider the following:
 - The student's academic standing;
 - His/her attendance record in other classes;
 - His/her attitude toward the teachers of her other classes.
- Based on their deliberations, the Instructor fills out the DN recommendation form, if appropriate.
- The DN recommendation is forwarded to College Council.
- The DN recommendation is then forwarded to the Rector for final decision.
- The DN file is then returned to the Dean, who will inform the department concerned via a memo (accompanied by a copy of the approved DN), with a copy of the same going to the Admission and Registration Deanship.
- A DN IS FINAL once it has been approved by the Rector.

WARNINGS AND DN SYSTEM

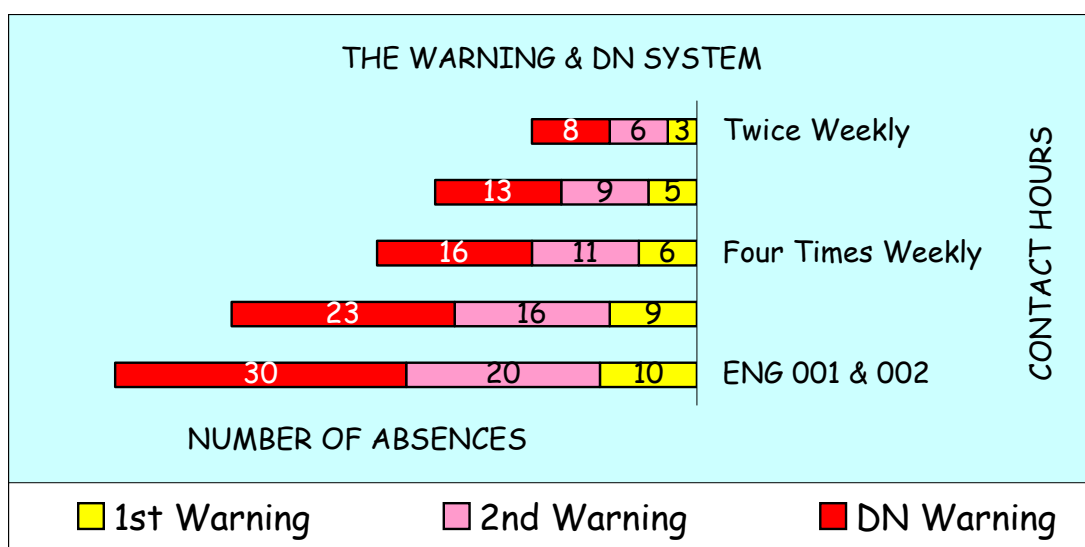
It is **the student's full responsibility to follow up** her absences and warnings for each course with the course instructor, in accordance with the *University Warning and DN System* and as explained in the table below. The numbers in the body of this table refer to absences. Absences are counted whether excused or unexcused. **No warnings will be announced or issued for any student.**

A student submits her excuses to the Student Affairs Office for verification to set for a make up quizzes and majors **ONLY** and after the course instructor's approval.

“No excuse will be acceptable to change the student’s number of absences or DN status unless it is approved by the College Council”

CONTACT HOURS	FIRST WARNING	SECOND WARNING	DN RECOMMENDATION
Twice weekly	3 or more	6 or more	8 or more
Three times weekly	5 or more	9 or more	13 or more
Four times weekly	6 or more	11 or more	16 or more
Six times weekly	9 or more	16 or more	23 or more
Prep ENG	10 or more	20 or more	30 or more

For ENG: Absences from the classes of both teachers are combined—a student is given the first warning when he/she has four (4) absences from writing, two (2) from listening, and four (4) from reading, for a total of ten (10) absences.



DN RECOMMENDATION AND GRADE OF (W)

The chairperson will recommend DNs according to how often a student is absent. A student who is recommended for a DN must repeat the course from which he/she has been deemed too frequently absent. However, the student may fill in the required form and submit it to the Dean for issuance of a grade of W rather than DN, on the grounds of excused absences or other circumstances. Such cases will be taken up by the College Council, and forwarded to the Rector for final decision.