



# Academic Advising Booklet for College Of Computer

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

## Introduction

An Academic Advising is the cornerstone in the life of a college student, especially in the beginning of his study, The Academic Advising is one of the main tasks of the Instructor, it contributes to educate the students, the university systems and to provide the necessary skills to build their future, and to face the problems and to be adapted to university life, and for better planning after graduation.

Also it works to facilitate communication with various university departments and colleges, to provide services to support the student not only academically but emotionally and socially.

Academic Advising helps students to overcome the various challenges facing them during their period of university studies, and which often affect their scientific achievements and their psychological and social compatibility.

The importance of academic counseling is to dictate the academic advisor and the students the necessity for their continues communication, to complete the role of the academic advisor, the College is pleased to offer this academic manual to assist the faculty members to carry their task.

**The Academic Advising Committee of the College of Computer** is composed of: -

- **Chairman** of the Committee who is the Vice Dean for Academic Affairs.
- **The Commission's Committee's.**
- **Three members**, as one member from each department.

Cooperation should exist between the committee and the Department of Student Affairs.

Finally, I would like to thank all persons who contributed in preparing this manual. We ask Almighty God, so that this manual will offer all what is needed for academic advising

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## **First: Definitions and Terminologies: -**

### **1 - Academic Warning: -**

It is a notification given to the student because of his low cumulative GPA of (2.00-5.00).

### **2 –Semester Grades: -**

It is the granted grade to the class through the semester including exams, projects, educational activities for a specific course.

### **3 –Exam Marks: -**

The student marks in the final exam of each course.

### **4 -GPA: -**

Description of the percentage or alphabetical symbol of the final degree obtained by the student in any course, see page (11).

### **5 - Incomplete:-**

Temporarily grade for each incomplete course by the student in the defined schedule referred to it (L) or (IC) - Incomplete is not counted as part of the semester average or the cumulative GPA, Student complete the requirements of that course.

### **6 – In progress Grade: -**

A temporary grade given to a course that has to be completed in more than one semester, referred to by (m) or (IP). The final grade is given after completion of the course.

### **7 - Academic year: -**

It is two main semesters and one summer semester if any.

The time period for each semester is not less than 15 weeks. Registration and final exams are excluded from this period.

Summer semester duration does not exceed eight weeks; excluding period of registration and the final exams. The courses weekly hours are doubled.

### **8 - Study level:**

This is an indicative of the stage of study in accordance with the approved curriculum.

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### **9 - Curriculum: -**

It is a set of compulsory courses and electives and elective that forms the total units and graduation requirements that the student must attain to successfully obtain a degree in a specific major.

### **10 – Study unit: -**

Weekly theoretical lecture that is not less than fifty minutes or practical classes/field trainings which are not less than one hundred minutes.

### **11 – Final Exam: -**

It is an exam Test in the course studied by the student during the semester that to be held once at the end of the semester.

### **12 – Semester Marks: -**

It is granted to the class work that shows student achievement within the semester including midterm exams, Quizzes, projects and educational activities related to the course.

### **13 - Final Exam Mark: -**

The marks a student get in each course in the final exam of the semester.

### **14 - Final degree: -**

The sum of semester marks and the final exam marks of each course out of one hundred.

### **Second: System of study: -**

The college system depends on semesters (eight semesters). The student goes on studying according to the following: -

- 1- Academic plan
- 2- Graduation after completion of graduation requirements.

### **Third: Study Load:-**

1 – The study load is the total hours (units) of the courses achieved by the student in the in a semester and is determined according to the following rules: -

#### **Minimum Load: -**

It is twelve (12) credit hours per semester and one hour for the summer semester.

#### **Maximum Load: -**

It is twenty (20) credit hours per semester and ten hours of course credits in the summer semester.

2 – The maximum load for warned student is 14 units.

3 - The student who has acceptable GPA, his maximum load 16 hours.

4 - The graduate students are allowed to exceed their load by three units.

### **Fourth: courses Registration: -**

1. The registration process is automatically done by the system, and the student is allowed delete or add as follows: -

- A student can delete undesired courses until the end of the first week of the beginning of the semester.
- Students can add the desired courses before the beginning of the semester till week the end of the first week it.
- The student must not exceed the maximum load of the semester.

2. The process of deletion and addition is done after consultation with the academic advisor. The student bears the responsibility of any mistake or errors that occur according to his ignorance of the rules.

3. The student must do the registration process, deletion, and addition by himself.

4. In case of automatic registration, the student must confirm his schedule table through his personal site of the deletion and addition period.

5. The student is suspended from studying if his schedule table is not a approved (suspended of studying because of none registration) which appears on the system.

#### 6. Semester GPA: -

The total points earned by the student divided by the total units of assessments for all courses studied at any semester. The points are calculated by multiplying the course units estimated weight obtained in each course the student studied.

#### 7. Accumulated GPA: -

The total number of points obtained in all courses that were studied since the student joins the university divided by the total units of assessments for those courses.

### **Fifth: The governing rules for transition from one level to another: -**

- 1. The student moves from level to the next level if he passes all the courses of that level.**
- 2. If the student fails in one course or more, he must follow the following guidelines:-**
  - A-** If the student fails in them total minimum units more than courses of one level; he is required to restudy the courses in which he has failed.
  - B-** If the student fails in a total of less than the minimum units of study, he must study the courses in which he has failed in addition to courses from next level according to the following: -
    - Courses registration in accordance with the academic plan, schedule table and exams.
    - The student load is attached with student cumulative GPA that should not be less than the minimum loads.
    - There should not be conflict between student schedule table and final exams tables.
    - When the student can't register courses from the next level to compete his load; he can complete the load from next levels. If not, he is sustained with the available courses even if they are less than the minimum loads.
  - C-** It is allowed to register courses from only two levels after the current level.
  - d-** Registration is done automatically (without the need of a request from the student) if there are notices on the student. The scheduled tables should be re ready before the begging of the semester.

## **Sixth: Absence of lectures and practical lessons, and deprivation: -**

1. The student must attend the lectures regularly and practical lessons, and if attendance is less than (75%) seventy-five percent, the student is deprived from entering the final exam, he is considered failed and only the semester marks is recorded for him., his grade will be DN.
2. The deprived list is approved by the college council.
3. If the attendance is less than (50%) fifty percent, the excuses are not considered.
4. The list of deprivation are announced before the final exams.
5. The following formula is used to clarify the absente percentage.-

Examples: -

| Course   | Course Name                    | Units | Number of absence units after which the student deprived (25%) |
|----------|--------------------------------|-------|--|
| Phys 104 | Principles of Physics          | 4     | 14   |
| CS 346   | Software Engineering           | 3     | 11   |
| CEN 317  | Microprocessors Lab            | 2     | 7  |
| MFE 107  | Management food establishments | 1     | 4  |

\*NOTE: The above numbers are calculated on the basis that a semester is 14 weeks.

## **Seventh: Apology of continuing the semester: -**

1. A student may apologize of continuing the semester without considered failed, if he has an excuse from the College Dean's in at least three weeks before starting of the final exams. The permanent academic Committee of student affairs in accordance with the Dean's recommendation to reconsider this interval (three weeks) and the student will get (W). This semester is considered from the necessary period for graduation requirements.

2. The number of apologizing semesters should not exceed two consecutive semesters or three non-consecutive semesters throughout the student's undergraduate study. The student registration will be discarded. The permanent academic Committee of student affairs has the exception right according to the Dean's recommendation.
3. The student apologizing is not considered approved until the Dean's approval, and the Admission and Registration Dean's is formally notified.
4. The student excuse is not considered acceptable unless he is not spotted from study.
5. The student is automatically in the following semester.

### **Eighth: Conversion Regulations:-**

#### **A - Transfer from one major to another within the college: -**

1. After the Dean's approval, the student may be transfer from one major to another within according to the College Council guidelines.
2. The remaining period till graduate is sufficient for graduation requirements.
3. The transfer procedures to be completed during the first week of the semester.
4. The Student is allowed to be transfer only once during his university study and the College Council can make an exception for only one time.

#### **B - Transfer from one college to another within the University: -**

The student may be transferred from one college to another within the University in accordance with the following rules: -

1. The approval of the college to which he is transfer according to the established regulation .
2. The student should not spent more than four semesters that do not include the preparatory semesters.
3. The conversion procedures have to be completed within the first week of the semester and if the actions exceed of this period, the conversion is to be done in the next semester.
4. The student conversion is not to be done before completion of at least one semester in the college from which he will converted.
5. The students is allowed to be converted for only one time during his university study or twice if one them is in the preparatory year or an intensive course.

### C- Conversion from outside University to Qassim University:-

The student can be converted from outside the university, according to the following rules:-

1. The student must have been studied at least one semester in a college or university recognized by the Ministry of Higher Education.
2. The student should not be failed in the cumulative GPA.
3. The student should not be dismissed for disciplinary reasons from the university, which is converted from it.
4. The assessment units studied at Qassim University should not be less than sixty per cent of the total units required for graduation.
5. Approval of the Dean's of the college which the student is converted to according to the College Council rules.
6. The conversion procedures should be completed within the first week of the semester and if the actions exceed of this period, the conversion is to be done in the next semester.

### Ninth: Student Dismiss from the University: -

The student is dismissed from the university in according the following cases: -

**Firstly** - *if the student attend three consequent warnings as maximum for his low achievement in cumulative GPA of 2 (less than 2.00 of 5.00).*

If the student received three warnings in consequent, the student is academically suspended till a decision from the College Council, as follows: -

1. The College Council give the student a fourth chance, and if the student was unable to raise this cumulative GPA after giving him this opportunity it is recommended that the College Council thereon to the *Permanent Committee of Students Academic Affairs*.
2. The *Permanent Committee of Students Academic Affairs* can give the student a fifth opportunity to fifth after the recommendation of the College Council, provided that there is an improvement in the student performance in the last quarter so that at least an average quarterly 2.00 of 5.00. If student cannot raise this cumulative GPA after giving him the fifth opportunity, the Committee if necessary, can recommend him thereon to the University Council.

3. The University Council as an exception can give the student the sixth and the latest opportunity and after recommendation of the *Permanent Committee of Student Academic Affairs*.

**Secondly** - if the student will not finish the graduation requirements within the prescribed period for his graduation he has to follow the following: -

- A. If the student did not finish graduation requirements within a maximum period of 1.5 of the assessments for graduation program, the College Council can give an exceptional opportunity that does not exceed twice the original graduation program, according to the following conditions: -
  1. The faltering reason is acceptable to the College Council.
  2. There is an improvement in student performance within the last two semesters and measured by the cumulative GPA of the last two semesters that should not less than 2.00 of 5.00, with the exception of summer semester. In case the conditions are not applied, the situation is transferred to the *Permanent Committee of Students Academic Affairs* to take a decision.
- B. The University Council can give students dismissed because of exhaustion twice the period of the program the opportunity that does not exceed two semesters through the recommendation of the *Permanent Committee of Students Academic Affairs* in accordance to the College Council recommendation as follows: -
  1. The student has remaining courses for graduation that can be overcome within a period not exceeding two semesters.
  2. that there is an improvement in student performance within the last two semesters, and measured by the cumulative GPA of the last two semesters that should not less than 2.00 of 5.00, with the exception of summer semester.

**Thirdly**- The colleges record all the cases that they receive and display them on their councils, and hence inform the Deanship of Admission and Registration decisions within the second week of the study.

**Tenth: Cancelling the deprivation of attending the final test: -**

- A. It is permissible for the College Council cancel the derivation and allow the student to enter the test, in conditions that the student provides an acceptable excuse to the Council if his attendance of the lectures and practical lessons is not less than 50%.

B. The student is then allowed to enter the final exam with his classmates according to the final schedual, unless the College Council decide else.

### Eleventh: Grade Estimates:-

Student Grades in each course is estimated in accordance that the weight is out of 5, as follows: -

| Grad                              | Symbol | Estimation      | Estimated weights |
|-----------------------------------|--------|-----------------|-------------------|
| 95 – 100                          | A+     | Excellent high  | 5.00              |
| 90 to less than 95                | A      | Excellent       | 4.75              |
| 85 to less than 90                | B+     | Very Good       | 4.50              |
| 80 to less than 85                | B      | Very Good       | 4.00              |
| 75 to less than 80                | C+     | Good high       | 3.50              |
| 70 to less than 75                | C      | Good            | 3.00              |
| 65 to less than 70                | D+     | Acceptably high | 2.50              |
| 60 to less than 65                | D      | Acceptable      | 2.00              |
| Less than 60                      | F      | Fail            | 1.00              |
| Prohibited from entering the test | H      | Deprived        | 1.00              |

#### - Withholding the student reward: -

The monthly reward is withhold for the student in the following cases: -

1. If the student achieve one or more academic warning (cumulative average GPA of less than 2)
2. If the study duration to the student exceeds than the required period prescribed for graduation.

#### - Obligation (absence to attend lectures and practical lessons)

1. Specialized Students should provides their absence obligation to the head of their department.
2. Non specialized students should provides their absence obligation the Vice Dean for Academic Affair.

**Twelfth:** How to calculate the accumulative semester GPA's

Example to calculate the two GPAs (semester and accumulative)

| Second Semester  |       |            |        |        |        | First Semester                                 |       |            |        |        |        |
|--|-------|------------|--------|--------|--------|--|-------|------------|--------|--------|--------|
| Course   | Units | Percentage | Symbol | weight | Points | Course   | Units | Percentage | Symbol | weight | Points |
| IC 102   | 2     | 67         | D+     | 2.50   | 5      | Arab101  | 2     | 91         | A      | 4.75   | 9.50   |
| CSC153   | 4     | 86         | B+     | 4.50   | 18     | Phys104  | 4     | 75         | C+     | 3.50   | 14     |
| Math109  | 3     | 78         | C+     | 3.50   | 10.5   | CEN111   | 4     | 63         | D      | 2      | 8      |
| Stat224  | 3     | 48         | F      | 1      | 3      | SCS 125  | 3     | 82         | B      | 4      | 12     |
| Arab102  | 2     | 71         | C      | 3      | 6      | IC 101   | 2     | 96         | A+     | 5      | 10     |
| CEN 126  | 3     | 61         | D      | 2      | 6      | MATH105  | 3     | 70         | C      | 3      | 9      |
| Sum  | 17    |            |        |        | 48.5   | Sum  | 18    |            |        |        | 62.50  |
| Second Semester GPA = $\frac{48.5}{17} = 2.85$   |       |            |        |        |        | First Semester GPA = $\frac{62.50}{18} = 3.47$ |       |            |        |        |        |
| Accumulate GPA = $\left( \frac{48.50 + 62.50}{17 + 18} = \frac{111.00}{35} = 3.17 \right)$ |       |            |        |        |        |  |       |            |        |        |        |

### Thirteenth: Tasks required by the academic advisor: -

#### A. Preparation of the student's file: -

The academic advisor is to prepare a special file for each student to whom he is entrusted, the file contains the following: -

1. Student information (Name - University ID .....
2. Copy of the student's academic record.
3. Copy of deletions and additions forms.
4. The academic plan of the Department.

#### B. General guidance to the students: -

1. Choosing the student load according to his GPA such that the student is not allowed to register in a course that he does not have his pre-request and there is no conflict in the course schedule and agenda of the exams.

| GPA            | Units |
|----------------|-------|
| Less than 2.50 | 14    |
| 2.5 - 2.99     | 15    |
| 3.00-3.49      | 16    |
| 3.50-3.99      | 17    |
| 4.00-5.00      | 18    |

2. Filling the deletions and additions form within the first two weeks.
3. Guiding the student who wishes to transfer to another department or to another college.
4. Informing the student of study system and exams.
5. Assisting the students to overcome their faltering.
6. Directing the excellent student to continue their achievements.
7. Determining office hours for each faculty to meet his students regularly during the semester.

Finally, we hope that this booklet will be a comprehensive directory for all the rules that help the academic advisor in his duty and to assist him through his academic life.

With God blessing.

*For more info: Please refer to the Regulations of Qassim University and the Special Rules of undergraduate study and exams.*

With complacence  
Academic Advising Committee  
College of Computer