



Prince Sattam bin Abdulaziz University

College of Applied Medical Sciences

Wadi Al-Dawasir

Academic Advising Guide for Students

1448 AH



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Welcome Message

The College of Applied Medical Sciences in Wadi Al-Dawasir is guided by a vision of excellence and quality in educational programs, scientific research, and community partnership across the fields of applied medical sciences.

It is our pleasure to welcome you to our distinguished educational environment. Among the College's foremost objectives is to prepare outstanding graduates equipped with the knowledge and skills required to deliver health services in hospitals, healthcare centers, and research centers in accordance with quality standards and academic accreditation.

This College is one of the health colleges in our beloved Kingdom that contribute to serving the nation and its citizens and to realizing Saudi Arabia's Vision 2030. Today, the College focuses on three pillars:

1. Graduating health practitioners capable of delivering high-quality health services.
2. Serving the community by promoting health awareness and education.
3. Advancing health research and studies that serve the community.

In closing, we encourage the College's students to apply themselves diligently and to raise their level of academic achievement in order to attain the best results. We also thank the faculty members for their efforts in elevating the quality of the educational process within the College.

Establishment of the College

The College of Applied Medical Sciences in Wadi Al-Dawasir became one of the colleges of Prince Sattam bin Abdulaziz University pursuant to Ministerial Decision No. 33/28/1824, dated 1426 AH, which directed the establishment of the College of Applied Medical Sciences in Wadi Al-Dawasir. This development embodies the vision of the Custodian of the Two Holy Mosques to advance the educational march and prepare distinguished human cadres capable of delivering the finest medical services in local, regional, and international healthcare centers.

During the preparation for this academic institution, King Saud University reviewed the best international programs and curricula and identified the distinctive and suitable features needed to design an advanced study plan, together with the accompanying technical and cultural progress in delivering healthcare services. Following these preparatory efforts, the College of Applied Medical Sciences was established as part of King Saud University, pursuant to Royal Approval No. (5997/M.B), dated 10/8/1427 AH, based on the decision of the Higher Education Council in its forty-second session held on 25/4/1427 AH.

Pursuant to Royal Order No. (7305/M.B), dated 3/9/1430 AH, the University of Al-Kharj was established. Its name was subsequently changed to Prince Sattam bin Abdulaziz University pursuant to Royal Order No. (45388/M.B), dated 12/10/1432 AH. The University continued to



administer its branches in Wadi Al-Dawasir and Al-Sulayyil, including the College of Medical Sciences in Wadi Al-Dawasir.

Vision, Mission, Values, and Objectives

Vision

Leadership and excellence in applied medical sciences and the building of an effective community partnership.

Mission

We, the College of Applied Medical Sciences in Wadi Al-Dawasir – Prince Sattam bin Abdulaziz University, work to provide distinguished education in the fields of applied medical sciences in order to advance health services through conducting outstanding scientific research, providing an academically and administratively advanced environment, and building effective strategic partnerships.

Core Values

These values form the framework that governs the ethics of interaction among the College's members — students, faculty, and administrators. The values adopted by the College of Medical Sciences in Wadi Al-Dawasir include:

- Quality and excellence.
- Teamwork.
- Justice and equality.
- Transparency and accountability.
- Responsibility and community partnership.

Objectives

1. To offer distinguished academic programs that meet the needs of the community and the labor market in accordance with local and international quality and academic accreditation standards.
2. To enhance the competence of faculty members and those of equivalent status, while attracting distinguished faculty.
3. To prepare graduates with a high level of knowledge and skill, capable of competing in the labor market locally, regionally, and internationally.
4. To provide an academically and administratively stimulating environment that raises the quality of the programs offered to students and of scientific research.
5. To strengthen effective community participation in serving the local community.



6. To introduce graduate programs while developing and increasing the productivity of scientific research to serve the labor market and the local community.
7. To establish effective partnerships with distinguished educational and research institutions locally and internationally.

Departments of the College

1. Department of Nursing Sciences.
2. Department of Physical Therapy and Health Rehabilitation.

Active Departments

The College began admitting female students to the Department of Nursing Sciences in the 1430/1431 AH academic year. By the grace of God, the male section of the Department of Nursing Sciences was opened and the first cohort of male students was admitted in the first semester of the 1439/1440 AH academic year.

Department of Nursing Sciences

The nursing profession represents an important part of the healthcare delivery system. Accordingly, the Department of Nursing Sciences aims to prepare qualified male and female nurses able to meet the continuous and changing health needs of Saudi society.

The general framework of the Nursing Sciences program comprises humanities, applied, medical, and nursing courses.

The total credit hours of the curriculum plan are 128 mandatory credit hours, distributed across eight levels, followed by a full year (the internship year) of training in numerous accredited and reputable hospitals.



Study Plan – Department of Nursing Sciences

Contact-hour notation (L + Lab + Cl) indicates weekly Lecture, Laboratory/Practical, and Clinical hours respectively.
Course symbols: ISL = Islamic Studies, ARAB = Arabic, ENG = English, STAT = Statistics, CT = Computer, GS = General Skills, BIO = Biology, PHYS = Physics, CHEM = Chemistry, NURS = Nursing.

Level 1

Code	Symbol	Course Title	Credits	Contact Hrs (L+Lab+Cl)	Prerequisite	Co-requisite
101	ISL	Introduction to Islamic Culture	2	2 + 0 + 0	—	—
106	STAT	Biostatistics	2	1 + 1 + 0	—	—
131	ENG	Listening & Speaking	2	1 + 1 + 0	—	—
132	ENG	Reading	2	1 + 1 + 0	—	—
133	ENG	Writing	2	1 + 1 + 0	—	—
140	CT	Computer Skills	3	2 + 1 + 0	—	—
1400	GS	Communication Skills	2	2 + 0 + 0	—	—
Total Credit Hours			15			

Level 2

Code	Symbol	Course Title	Credits	Contact Hrs (L+Lab+Cl)	Prerequisite	Co-requisite
101	ARAB	Language Skills	2	2 + 0 + 0	—	—
106	BIO	General Biology	4	3 + 1 + 0	—	—
106	PHYS	General Physics	4	3 + 1 + 0	—	—
106	CHEM	Organic Chemistry (Health Sciences)	2	2 + 0 + 0	—	—
134	ENG	English Language – Health Sciences	3	2 + 1 + 0	—	—
Total Credit Hours			15			

Level 3

Code	Symbol	Course Title	Credits	Contact Hrs (L+Lab+Cl)	Prerequisite	Co-requisite
102	ISL	Islam and Society Building	2	2 + 0 + 0	—	—
103	ARAB	Arabic Composition	2	2 + 0 + 0	—	—
231	NURS	Principles of Anatomy	4	3 + 1 + 0	106 BIO	—
232	NURS	Principles of Physiology	4	3 + 1 + 0	106 BIO	231 NURS
233	NURS	Introduction to Clinical Skills in Patient Care	3	3 + 0 + 0	—	231 + 232 NURS
234	NURS	Clinical Patient-Care Skills Lab	2	0 + 2 + 0	—	233 NURS
Total Credit Hours			17			



Level 4

Code	Symbol	Course Title	Credits	Contact Hrs (L+Lab+CI)	Prerequisite	Co-requisite
241	NURS	Health Assessment	3	3 + 0 + 0	233 NURS	—
242	NURS	Health Assessment Skills Development	2	0 + 2 + 0	234 NURS	241 NURS
243	NURS	Adult & Geriatric Health Nursing 1 – Theory	3	3 + 0 + 0	233 NURS	—
244	NURS	Adult & Geriatric Health Nursing 1 – Practical	3	0 + 0 + 3	233 + 234 NURS	243 NURS
245	NURS	Pharmacological Aspects of Patient Care	3	3 + 0 + 0	—	—
246	NURS	Cultural Competence in Nursing Practice	2	2 + 0 + 0	—	—
Total Credit Hours			16			

Level 5

Code	Symbol	Course Title	Credits	Contact Hrs (L+Lab+CI)	Prerequisite	Co-requisite
103	ISL	Foundations of the Economic System in Islam	2	2 + 0 + 0	—	—
351	NURS	Adult & Geriatric Health Nursing 2 – Theory	3	3 + 0 + 0	243 NURS	—
352	NURS	Adult & Geriatric Health Nursing 2 – Practical	3	0 + 0 + 3	243 + 244 NURS	351 NURS
353	NURS	Human Growth and Development	3	3 + 0 + 0	—	—
354	NURS	Evidence-Based Practice & Critical Thinking	3	3 + 0 + 0	—	—
355	NURS	Principles of Nutrition	2	2 + 0 + 0	—	—
Total Credit Hours			16			

Level 6

Code	Symbol	Course Title	Credits	Contact Hrs (L+Lab+CI)	Prerequisite	Co-requisite
104	ISL	Foundations of the Political System in Islam	2	2 + 0 + 0	—	—
361	NURS	Maternal & Newborn Health Nursing – Theory	3	3 + 0 + 0	351 NURS	362 NURS
362	NURS	Maternal & Newborn Health Nursing – Practical	3	0 + 0 + 3	351 + 352 NURS	361 NURS
363	NURS	Pediatric Health Nursing – Theory	3	3 + 0 + 0	351 NURS	364 NURS



Code	Symbol	Course Title	Credits	Contact Hrs (L+Lab+C)	Prerequisite	Co-requisite
364	NURS	Pediatric Health Nursing – Practical	3	0 + 0 + 3	351 + 352 NURS	—
365	NURS	Pathophysiology	3	3 + 0 + 0	—	—
Total Credit Hours			17			

Level 7

Code	Symbol	Course Title	Credits	Contact Hrs (L+Lab+C)	Prerequisite	Co-requisite
471	NURS	Community Health Nursing – Theory	3	3 + 0 + 0	361 + 363 NURS	—
472	NURS	Community Health Nursing – Practical	3	0 + 0 + 3	361 + 362 + 363 + 364 NURS	—
473	NURS	Mental Health Nursing – Theory	3	3 + 0 + 0	361 + 363 NURS	—
474	NURS	Mental Health Nursing – Practical	3	0 + 0 + 3	361 + 362 + 363 + 364 NURS	473 NURS
475	NURS	Scientific Research Methods	3	3 + 0 + 0	—	—
476	NURS	Health Communication in Professional Nursing	2	2 + 0 + 0	—	—
Total Credit Hours			17			

Level 8

Code	Symbol	Course Title	Credits	Contact Hrs (L+Lab+C)	Prerequisite	Co-requisite
481	NURS	Clinical Training	5	0 + 0 + 5	—	—
482	NURS	Management & Leadership in Nursing – Theory	3	3 + 0 + 0	—	481 NURS
483	NURS	Management & Leadership in Nursing – Practical	2	0 + 0 + 2	—	482 NURS
484	NURS	Information Technology in Nursing	3	3 + 0 + 0	—	—
485	NURS	Local and Global Issues in Nursing	2	2 + 0 + 0	—	—
Total Credit Hours			15			



Regulations of Study and Examinations for the Undergraduate Stage

Definitions

Academic Year: Two or more semesters plus a summer term, if any; or four or more levels plus one or two summer levels, if any.

Study System: The mode of study followed in the University's colleges and institutes, whether by levels, semesters, or a full academic year.

Semester: A period of no less than fifteen weeks under the two-semester system, and no less than twelve weeks under the three-semester system, not including the registration, drop-and-add, and final-examination periods.

Summer Level: A period of no less than four weeks under the level system, during which the time allotted to each course is doubled.

Academic Level: The indicator of the study stage; the number of levels required for graduation is determined by the approved study plans.

Study Plan: The set of mandatory, elective, and free courses whose combined credit hours constitute the graduation requirements that a student must successfully complete to obtain the academic degree in the specified specialization.

Course: A subject within the approved study plan of each specialization (program). Each course has a number, symbol, name, and a detailed description of its content that distinguishes it in subject matter and level from other courses. Some courses may have prerequisites or co-requisites.

Credit Unit: The weekly theoretical lecture of no less than fifty minutes; or the clinical lesson of no less than fifty minutes; or the practical or field lesson of no less than one hundred minutes.

Academic Warning: The notice issued to a student due to a decline in the cumulative GPA below the minimum threshold.

Coursework Grade: The grade awarded for work that reflects a student's achievement during a semester, including tests, research, and educational activities related to the course.

Final Examination: An examination held once at the end of the semester for the course.

Final Examination Grade: The grade a student obtains in each course on the semester's final examination.

Final Grade: The sum of the coursework grades plus the final-examination grade for each course, calculated out of one hundred.



Grade: A description, by percentage or alphabetical symbol, of the final grade a student obtains in any course.

"): A grade temporarily recorded for any course whose requirements the student is unable to complete by the set deadline. (IC / "Incomplete (IC / "

"): A grade temporarily recorded for any course whose nature requires more than one semester to complete. (IP / "In Progress (IP / "

Semester GPA: The quotient of the total points a student earns divided by the total credit hours of all courses taken in a given semester. Points are calculated by multiplying the credit hours of each course by the weight of the grade obtained.

Cumulative GPA: The quotient of the total points a student earns in all courses taken since enrollment divided by the total credit hours of those courses.

General Grade: A description of the student's level of academic achievement throughout the period of study at the University.

Academic Load: The total number of hours a student is permitted to register in a semester. The maximum and minimum academic load are determined by the University's executive rules.

Admission of New Students

Male and female students are admitted electronically through the website of the Deanship of Admission and Registration, according to the dates announced by the Deanship. When registering through the website, students should observe the following:

1. Becoming familiar with all available specializations and their admission criteria and conditions.
2. Completing the admission application online within the specified time and ranking preferences according to the available specializations and their admission conditions.
3. Monitoring the electronic portal to learn the admission results and the dates for submitting files.

Conditions for Admitting a New Student

The following conditions are required for the admission of a new student:

- The applicant must hold a General Secondary School Certificate or its equivalent from inside or outside the Kingdom. The University Council decides on the equivalency of certificates from inside the Kingdom for admission purposes, based on the recommendation of the College Council; for certificates from outside the Kingdom, the decisions of the Equivalency Committee at the Ministry of Education are the reference.



- No more than five years must have elapsed since the applicant obtained the secondary certificate or its equivalent; the University Council may waive this condition if convincing reasons exist.
- The applicant must be of good conduct and behavior.
- The applicant must successfully pass any test or personal interview deemed necessary by the University Council.
- The applicant must be medically fit.
- The applicant must obtain approval from their employer to study if employed by any governmental or private entity.
- The applicant must meet any other conditions set by the University Council and announced at the time of application.
- The applicant must not have been dismissed from another university for disciplinary or academic reasons.
- Holders of a bachelor's degree or its equivalent may not be admitted to obtain another bachelor's degree; the University Council may make exceptions.

Among applicants who meet all conditions, selection is made according to their scores in the General Secondary Certificate examination, the personal interview, and admission tests, if any.

Study System

- Students progress through their studies in accordance with the executive rules approved by the University Council.
- Study proceeds under the level system.
- Study at the College consists of eight or more levels, followed by a full training year (the internship year).
- The level system is an academic system in which the academic year is divided into two main semesters; a summer semester may also be offered, with its duration counted as half that of a main semester.

Registration, Drop, and Add Rules

(In accordance with Article Eight of the Regulations of Study and Examinations for the Undergraduate Stage and the executive rule of Prince Sattam bin Abdulaziz University.)

Rules governing progression from one level to another:

- The minimum academic load is 12 credit hours and the maximum is 20 credit hours. With the approval of the College Dean, the maximum may be raised to 23 credit hours for students expected to graduate, and to no more than 10 credit hours for the summer term.
- A regular student is registered automatically unless registration is suspended. Automatic registration is canceled if the student does not log in to the academic system's electronic



- portal during the first week of the semester, and the student is then considered to have interrupted study.
- Students who have not been delayed by course failure are registered in the level's courses progressively, starting from the lower levels, in accordance with the approved study plans.

If a student fails one or more courses, they are required to study courses according to the following rules:

- If the student fails a total equal to or greater than the minimum credit hours from courses of a single level, they are required to retake only the failed courses at that level.
- If the student fails a total less than the minimum credit hours, they are required to study the failed courses together with additional courses from the levels following their own, as follows: registration must be within the controls of the study plan and timetable; the student's academic load must be linked to their cumulative GPA, not falling below the minimum nor exceeding the maximum; there must be no clash in the student's timetable; and if it is not possible to register the academic load from the next level's courses (due to a clash, an unfinished prerequisite, or completion of all that level's courses), the load is completed from courses of the following levels (the number of subsequent levels permitted is three). If the credit hours cannot be completed, the available credit hours suffice even if below the minimum.

Students may adjust their registration by adding or dropping courses during the first week of the semester (or summer term), or by dropping some courses during the first two weeks of the semester, in accordance with the following controls:

First — Dropping:

- a) The number of credit hours must not fall below the minimum permitted academic load (12 credit hours).
- b) If the course to be dropped is a co-requisite of another course at the same level, the student may not drop it except by dropping both courses together.

Second — Adding:

- There must be no clash in the timetable.
- The course must be within the study plan or the approved elective or free courses, if any.
- Seats must be available in the requested section.
- There must be no outstanding prerequisite.
- The maximum permitted academic load must not be exceeded, in accordance with the student's cumulative GPA.

Attendance and Apology for Study

(In accordance with the executive rule of Prince Sattam bin Abdulaziz University.)



- A regular student must attend lectures, practical lessons, clinical lessons, and tutorials, and is barred from sitting the final examination if attendance falls below 75%.
- The bar (denial of entry) is enforced automatically on the academic system's electronic portal. A student barred from the examination due to absence is considered to have failed the course; the coursework grade is recorded, and a "Denied" grade (DN / "ح") is assigned.
- By way of exception, the Council of the College offering the course (or its delegate) may lift the bar and permit the student to sit the final examination, provided the student presents an excuse accepted by the Council (or its delegate), and provided attendance is not below 50% of the lectures, practical lessons, clinical lessons, and tutorials specified for the course.
- A student who is absent from the final examination receives a grade of zero on that examination, and the course grade is calculated on the basis of the coursework grades obtained.
- If a student is unable to attend the final examination in any course due to a compelling excuse, the Council of the college to which the student belongs may, in cases of extreme necessity, accept the excuse and permit a make-up examination within a period not exceeding the end of the following semester.
- The Standing Committee for Student Affairs may, in cases of extreme necessity, extend the period required for administering the make-up examination; the grade obtained after sitting the make-up examination is awarded, provided the course is removed from the student's registration.
- A student may apologize for (withdraw from) continuing a semester without being considered to have failed, provided this is done at least five weeks before the start of the final examinations, and provided the apology period does not exceed two consecutive semesters or three non-consecutive semesters.
- Apology for two consecutive years is not permitted, and the total apology years must not exceed two non-consecutive years throughout the student's stay at the University; the student's enrollment is then terminated. The Standing Committee for Student Affairs may make exceptions. The grade "W" ("ع") is recorded for the student, and this semester is counted within the period required to complete graduation requirements.
- A student may apologize for continuing a single course in a given semester without being considered to have failed, provided this is done at least five weeks before the start of the final examinations, that the load does not fall below the minimum, and that the total does not exceed four courses throughout the student's stay at the University.

Postponement and Interruption of Study

- A student may submit a request to postpone study before the start of the semester, provided the postponement period does not exceed two consecutive semesters or three non-consecutive semesters as a maximum throughout their stay; enrollment is then terminated. The University President may grant exceptions in cases of necessity. The postponement period is not counted within the period required to complete graduation requirements.



- If a student interrupts study for one semester without requesting postponement, their enrollment is terminated. The University Council may terminate the enrollment of a student who interrupts study for a shorter period.

Re-enrollment

A student whose enrollment has been terminated may apply to their college to re-enroll under their previous number and record prior to the interruption, in accordance with the following controls:

- The application for re-enrollment must be submitted within four semesters of the date of enrollment termination.
- The College Council must approve the student's re-enrollment.
- If four or more semesters have elapsed since the termination, the student may apply to the University as a new student without reference to their previous academic record, provided they meet all admission conditions announced at the time. The University President may grant exceptions, subject to the following controls:
 - a) Approval of the College Council for re-enrollment after considering the reasons for interruption, with the possibility of requiring the student to retake some courses previously studied before the interruption, based on the recommendation of the relevant department.
 - b) The interruption period must not exceed four semesters, unless the student presents evidence of having engaged in work or study related to the nature of their specialization that the College Council finds convincing.
 - c) The student must not be under academic warning.
 - d) The student must have completed no less than 25% of the graduation requirements.
 - A student may not be re-enrolled more than once; the University President may grant exceptions in cases of necessity.
 - A student whose enrollment was terminated may not be re-enrolled if dismissed for disciplinary or academic reasons.
 - A student who applies to withdraw from the University and permanently withdraws their file may not return or re-enroll before one semester has elapsed after the semester in which they withdrew. The rules applicable to a student whose enrollment was terminated also apply to a withdrawing student.
 - A student who was dismissed from the University for academic or disciplinary reasons, or dismissed from another university for disciplinary reasons, may not be re-enrolled. If it becomes apparent after re-enrollment that the student had previously been dismissed for such reasons, their enrollment is considered void from the date of re-enrollment.



Dismissal from the University

A student is dismissed from the University in the following cases:

- Obtaining three consecutive warnings at most for a cumulative GPA falling below the minimum (2.0).
- Failing to complete graduation requirements within a maximum period equal to half the prescribed period for graduation in addition to the program duration.

Granting of Opportunities

- A student who has received three consecutive warnings is granted a fourth opportunity if it is expected that they can raise their cumulative GPA, assuming they earn 36 points from studying 12 credit hours; this is calculated and applied automatically.
- The College Council may grant a fourth opportunity to a student who did not receive it automatically, provided there is improvement in the student's performance over the last two semesters, measured by the quotient of the total points of those two semesters divided by the credit hours registered in them being no less than 2.0 out of 5.0 (excluding the summer term).
- The Standing Committee for Student Affairs may grant a student a fifth opportunity, based on the recommendation of the College Council, provided there is improvement in the student's performance over the last two semesters (as measured above) and the student is expected to raise their GPA assuming they earn 36 points from studying 12 credit hours.
- If the student does not complete graduation requirements within a maximum of half the prescribed period plus the program duration, the Standing Committee for Student Affairs may, based on the College Council's recommendation, grant the student an exceptional opportunity to complete graduation requirements within a maximum not exceeding twice the original prescribed graduation period.
- If no more than 12 credit hours remain for the student to complete graduation requirements, the University Council may, based on the recommendation of the Standing Committee for Student Affairs, grant the student an additional opportunity of one semester only, even if it exceeds twice the original prescribed graduation period.

Transfer

Transfer from Another University

With the approval of the College Dean, a student may be accepted by transfer from outside the University, in accordance with the following controls:

- The student must have studied at a recognized college or university.





- The student must not have been dismissed from the university they are transferring from for disciplinary or academic reasons.
- The student must meet the transfer conditions set by the College Council.
- The number of credit hours the transferring student is required to study at Prince Sattam bin Abdulaziz University must not be less than 60% of the credit hours required to obtain the bachelor's degree from the University.

The College Dean equates the courses the student studied outside the University, based on the recommendation of the council of the department offering the course. The equated courses are recorded in the student's academic record and are not included in the cumulative GPA, in accordance with the following controls:

- The student must have studied at a recognized college or university.
- The number of hours the student studied in the subject to be equated must be equal to or greater than the number of hours of the corresponding subject at the University.
- The content of the subject the student studied and wishes to equate must match the content of the subject at the University by no less than 80%.
- The student must have obtained a grade of "Good" or higher in the course to be equated.
- If it becomes apparent after transfer that the student had previously been dismissed for disciplinary or academic reasons, their enrollment is voided from the date their transfer was accepted.
- A student may be transferred in any semester from one university to another in accordance with the procedures and dates announced at the receiving university and in light of the general transfer controls.

Transfer from One College to Another within the University

- A student may transfer from one college to another with the approval of the dean of the college to which the student wishes to transfer, in accordance with the conditions set by the College Council.
- All subjects the student previously studied are recorded in the academic record of the student transferred from one college to another, including the grades and the semester and cumulative GPAs throughout their study at the University.

Transfer from One Specialization to Another within the College

- With the approval of the College Dean, a student may transfer from one specialization to another within the College, in accordance with controls set by the College Council.
- All subjects the student previously studied are recorded in the academic record of the student transferred from one specialization to another, including the grades and the semester and cumulative GPAs throughout their study at the University.



Visiting Student

A visiting student is one who studies some courses at another university, or at one of the branches of the university to which they belong, without transferring; the subjects studied are equated in accordance with the following controls:

First — A Prince Sattam bin Abdulaziz University student (in Al-Kharj or one of its branches) wishing to study as a visiting student at another university must:

- Have an academic record (with a cumulative GPA) for at least two semesters at the college they joined before applying to study as a visiting student.
- Obtain prior approval from their college to study as a visiting student, with the courses to be studied specified. The college may require a certain grade for equating the course, and the student is directed to study by an official letter from the Deanship of Admission and Registration.
- Study at a recognized college or university.
- Ensure the course studied outside the University is equivalent in its content, with credit hours not less than one of the courses included in the graduation requirements.
- Observe that the maximum total credit hours that may be counted from outside the University is 20% of the total graduation credit hours from Prince Sattam bin Abdulaziz University.
- The course is equated as a pass without being counted in the GPA if the student obtains a grade of “Good” or higher.
- Provide the Deanship of Admission and Registration with the results obtained within two weeks of the start of study in the first semester following the visiting period; if results are not submitted, the student is considered to have interrupted those semesters (except summer terms).
- The visiting student's monthly stipend, if entitled, is disbursed through manual payrolls after submitting the semester's results to the Deanship of Admission and Registration.

Second — A Prince Sattam bin Abdulaziz University student (in Al-Kharj or any of its branches) wishing to study in Al-Kharj or any of the branches of the same University must:

- Have an academic record with a GPA for at least one semester at the college they joined before applying to study as a visiting student.
- Obtain prior approval from their college to study as a visiting student, with the courses to be studied specified, directed by an official letter from the Deanship of Admission and Registration.
- Ensure the course studied is equivalent in its content to one of the courses included in the graduation requirements.



- Note that the course is equated and all previously studied subjects are recorded in the academic record, including grades and the semester and cumulative GPAs throughout the period of study.
- Observe that the maximum total credit hours that may be counted from any of the University's branches is 40% of the total graduation credit hours in the program.

Graduation

- A student graduates after successfully completing the graduation requirements according to the study plan, provided the cumulative GPA is not below "Pass."
- The University Council may, based on the recommendation of the Standing Committee for Programs and Study Plans, raise the minimum GPA required for graduation.
- The College Council may, based on the recommendation of the relevant department council, designate suitable courses for the student to study in order to raise the cumulative GPA in the event of passing the courses but failing the GPA requirement.
- The University Council awards academic degrees to students based on the graduation memorandum submitted by the Deanship of Admission and Registration. Individual memoranda are subsequently submitted for students who complete graduation requirements, and the last semester in the student's record is considered the graduation semester.
- The Deanship of Admission and Registration is responsible for issuing graduation documents.



Examinations and Grades

The grades a student obtains in each course are calculated on the basis that the grade weight is out of 5 points, as follows:

Percentage	Grade	Symbol	Weight (out of 5)
95 – 100	Exceptional	A+	5.00
90 to < 95	Excellent	A	4.75
85 to < 90	Superior Very Good	B+	4.50
80 to < 85	Very Good	B	4.00
75 to < 80	Superior Good	C+	3.50
70 to < 75	Good	C	3.00
65 to < 70	High Pass	D+	2.50
60 to < 65	Pass	D	2.00
Below 60	Fail	F	1.00

The general grade for the cumulative GPA (on the basis that the grade weight is out of 5 points) upon graduation is as follows:

General Grade	Cumulative GPA (out of 5)
Excellent	Not less than 4.50
Very Good	3.75 to less than 4.50
Good	2.75 to less than 3.75
Pass	2.00 to less than 2.75

Honor Roll

- Honors are calculated on the basis that the grade weight is out of 5 points.
- First-Class Honors is awarded to a student who obtains a cumulative GPA from 4.75 to 5.00 upon graduation.
- Second-Class Honors is awarded to a student who obtains a cumulative GPA from 4.25 to less than 4.75 upon graduation.

To qualify for First- and Second-Class Honors, the student must:

4. Not have failed any course studied at the University or at another university.
5. Have completed the graduation requirements within a maximum equal to the average of the minimum and maximum periods of stay at their college.
6. Have studied no less than 60% of the graduation requirements at Prince Sattam bin Abdulaziz University.



Contacting the College

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