

**Faculty of Applied Medical
Sciences**

Department of Public Health



Academic Advising Guide for Students

Version (3) – 2025

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1. Introduction

Praise be to Allah, and peace and blessings be upon the most honourable of prophets and messengers, our Prophet Muhammad, and upon his family and companions.

Academic advising represents one of the essential pillars of the educational process within the credit-hour system. It is not limited to introducing students to their study plans and course requirements; rather, it serves as a continuous, developmental, and supportive process that strengthens the relationship between students and faculty members, contributing to the achievement of the intended educational objectives.

Academic advising plays a vital role in guiding students throughout their academic journey, helping them define their goals, make appropriate decisions related to their academic and professional futures, and overcome any difficulties they may encounter during their studies. This is achieved through the presence of well-qualified academic advisors who are fully aware of the advising process and capable of providing academic, personal, and psychological support to students.

Furthermore, academic advising helps students make the best use of available educational opportunities and alternatives, while ensuring they are familiar with the university's academic regulations and procedures. It also encourages students to actively participate in identifying and addressing their academic or personal challenges, developing decision-making and problem-solving skills, and coping effectively with life pressures both inside and outside the university.

Through this guidance, academic advising contributes to enhancing students' performance, ensuring their academic progress, and preparing them to meet the changing demands of the healthcare sector. This guide aims to define the main aspects of the academic advising process, outline the responsibilities of both academic advisors and students, and present the key procedures and regulations that ensure effective, informed, and ethical academic guidance.



2. The Academic Advising System

Common Terms in Academic Advising System

- **The Academic Year:** Consists of two main regular semesters and a summer semester, if applicable.
- **The Academic Semester:** A sixteen-week study period, excluding registration and final examination periods.
- **The Summer Semester:** An intensive eight-week study period, excluding registration and final examination periods, during which course duration is doubled.
- **Academic Level:** Indicates the academic stage according to the approved study plan.
- **Study Plan:** A set of courses representing the graduation requirements that students must complete to obtain their degree in a specific specialization. The plan typically includes eight or more semesters at the undergraduate level.
- **Course:** A subject of study included in an approved study plan within each major. Each course has a code, title, and description outlining its contents. A file for each course is maintained in the respective department for review, evaluation, and updates. Some courses may have prerequisite or co-requisite requirements.
- **Compulsory Courses:** Courses that are mandatory as part of university, faculty, or program requirements.
- **Elective Courses:** Subjects that students can choose to take according to their personal interests, career goals, or academic preferences rather than being required as part of their core curriculum.
- **University Requirements:** Compulsory courses that must be completed by all university undergraduate students.
- **Faculty Requirements:** Compulsory courses required for all students within the Faculty of Applied Medical Sciences.



- **Program Requirements:** Compulsory courses that must be completed by all students within the Bachelor of Public Health program.
- **Field Training:** A practical training period completed by the student in a workplace relevant to their specialization, according to a comprehensive guide approved by the Faculty Council. The credit hours and contact time are determined by the program plan approved by the University Council.
- **Study Unit:** Represents one weekly theoretical lecture (not less than 50 minutes), or one laboratory, clinical, or practical session (not less than 100 minutes).
- **Academic Load:** The total number of credit units a student is allowed to register for per semester, as determined by university regulations.
- **Minimum Study Load:** The minimum number of academic units a continuing student must register for, not less than twelve (12) units.
- **Maximum Study Load:** The maximum number of academic units that can be registered for during a semester, not exceeding twenty (20) units for undergraduate students and twenty-four (24) units for graduate students.
- **Failing a Course:** Failure to pass a course due to academic failure, deprivation, or unapproved withdrawal.
- **Academic Probation:** A notification given to students whose cumulative Grade Point Average (GPA) falls below the minimum acceptable limit specified by university regulations (1.00 out of 4.00).
- **Cumulative Course Grade:** The final evaluation resulting from combining coursework and final exam marks for the course.
- **Semester Grade Point Average (GPA):** The result of dividing the total points obtained by the student by the total registered credit units in that semester.
- **Cumulative Grade Point Average (CGPA):** The total quality points earned by the student in all courses since enrolment, divided by the total number of registered units.



- **Graduation Ranking:** Assessment of the student's overall academic performance during their study period at the university.
- **Registered Hours:** All credit hours registered and studied by the student from admission until graduation requirements are met.
- **Passed Hours:** All hours completed by the student, whether in the current major or a previous one.
- **Earned Hours:** All hours completed by the student within the current major and recorded in the academic transcript.
- **Academic Record:** An official document containing details of all courses taken, grades received, and semester and cumulative GPAs.
- **Apologizing for Study:** When the student discontinues study for an accepted excuse, with the semester counted within the regular graduation period.
- **Study Postponement:** When the student does not register for any courses for a semester due to an approved request; the postponement period is not counted within the graduation period.
- **Dropout:** When the student fails to register for any academic courses for a semester or academic year without notifying the university.
- **Closing of Registration:** Termination of the student's enrolment status at the university due to academic or disciplinary dismissal, full withdrawal, or extended dropout.
- **Modes of Teaching and Learning:** Different educational approaches such as traditional learning, blended learning, e-learning, and distance education.
- **Final Examination:** The comprehensive exam conducted at the end of the semester to measure the student's understanding and mastery of the course material.
- **Alternative Examination:** A replacement exam granted to students with approved excuses for missing the regular final exam, as per Faculty Council approval.



- **Denied Grade (DN):** Assigned to students who are denied entry to the final exam due to excessive unexcused absences exceeding the allowed attendance percentage.

Academic Advising Concept

Academic advising is one of the most essential types of guidance in the university environment. It involves continuous academic support and follow-up provided by faculty members in the Department of Public Health to assist students in overcoming academic challenges and making informed decisions throughout their educational journey. The purpose of academic advising is to facilitate students' transition from the general education stage to the university learning environment, where independence, responsibility, and self-directed learning are developed. It helps students identify their academic and professional interests, select appropriate specializations, and enhance their scientific, behavioural, and personal competencies. Furthermore, academic advising contributes to improving coordination between academic and administrative processes, ensuring that students receive the highest quality academic and advisory services in accordance with the quality assurance standards adopted by the Department of Public Health at the Faculty of Applied Medical Sciences, Al-Baha University. Through effective advising, students are better prepared to meet the academic and professional requirements of the Public Health field and to become competent healthcare professionals capable of contributing effectively to the healthcare sector.

Objectives and Functions of the Academic Advising

Academic Advising Objectives

The academic advising process at the Faculty of Applied Medical Sciences, Department of Public Health, aims to provide continuous academic and advisory support that enables students to achieve optimal academic performance. The objectives of academic advising are summarized as follows:



1. To familiarize students with the university's credit-hour system, academic structure, and administrative requirements.
2. To assist students in selecting appropriate courses at the beginning of each semester, in accordance with their abilities, previous performance, and study plan requirements.
3. To monitor students' academic progress throughout their educational journey from admission to graduation and provide continuous guidance to help them overcome academic challenges.
4. To support academically struggling students by developing individualized improvement plans in collaboration with academic advisors.
5. To help new students adapt to the faculty environment and understand the academic expectations, rights, and responsibilities within the Department of Public Health.
6. To identify academic, psychological, or behavioural difficulties that may affect students' performance and refer them to appropriate support channels when necessary.
7. To ensure that academic advisors perform their duties in accordance with the quality assurance standards adopted by the Faculty of Applied Medical Sciences and Al-Baha University.
8. To simplify academic and administrative procedures to provide students with high-quality academic advising services aligned with the faculty's strategic objectives.

Functions of Academic Advising

Academic advising at the Faculty of Applied Medical Sciences, Department of Public Health, aims to organize, supervise, and enhance all academic advising activities within the faculty. It provides academic and personal support to students and ensures that advising practices are implemented in accordance with the university's quality assurance standards.



The main functions of academic advising are as follows:

1. Prepare and implement the annual academic advising plan across the department.
2. Assign students to academic advisors.
3. Monitor the implementation of academic advising activities through the Banner system and maintain continuous communication with advisors regarding student progress.
4. Provide technical and administrative support to academic advisors, including updated manuals, forms, and guidelines.
5. Promote student awareness of the importance of academic advising in achieving academic success and developing essential learning skills.
6. Address students' academic inquiries and concerns in coordination with the Vice Dean for Academic Affairs.
7. Hold regular meetings to review advisor reports, follow up on academically at-risk students, and discuss individual cases.
8. Submit periodic reports to the Vice Dean for Academic Affairs summarizing achievements and improvement recommendations.
9. Contribute to the orientation of new students and facilitate their adaptation to the university system and the requirements of the Public Health program.

Academic Advising Process

Steps for Effective Academic Advising

Effective academic advising is a structured process aimed at supporting students throughout their academic journey by providing continuous guidance, monitoring, and feedback. The following steps outline best practices for advisors to ensure effective student engagement, academic success, and professional development:

1. The academic advisor obtains a list of assigned students from the department.



2. The advisor meets with the assigned students through the Banner system to introduce themselves, establish a professional and supportive relationship, and clarify their advisory role.
3. The advisor explains that their primary responsibility is to provide continuous guidance, support, and assistance to help students succeed academically and personally.
4. The advisor introduces students to the academic advising system, its procedures, and its benefits.
5. Informational materials and introductory documents regarding the advising system are distributed to students.
6. The advisor requests students' contact information for effective communication and follow-up.
7. The importance of class attendance, discipline, and engagement during lectures is emphasized.
8. The advisor reviews students' study plans and ensures that they fully understand the structure of their academic program.
9. Office hours for advising are announced, and students are informed about the importance of regular communication with the advisor.
10. The advisor remains approachable, welcoming, and available for student consultations.
11. Students are oriented to the university's credit-hour system and the meaning of course units.
12. The advisor highlights the significance of maintaining positive academic and professional relationships between students and faculty members.
13. The advisor assists students in understanding the academic environment of the faculty and guides specialization choices in collaboration with academic staff.
14. The advisor helps students address academic difficulties early to reduce failure or withdrawal rates and enhance retention and success.



15. The advisor keeps up to date with the academic calendar and informs students of important deadlines, particularly registration, course addition, and withdrawal dates.
16. The advisor encourages students to participate in university and faculty extracurricular activities that enrich their learning experience and personal growth.
17. The advisor helps students design an appropriate academic timetable, monitors their academic progress, and ensures compliance with study requirements.
18. The advisor verifies student attendance in registered courses and ensures proper follow-up with absent students.
19. The advisor guides students on professional ethics, laboratory safety regulations, and expected behaviour in laboratory and clinical environments.
20. The advisor monitors student performance in practical and field training courses to ensure readiness for professional practice.
21. The advisor collaborates with course instructors to identify at-risk students early and develop intervention plans to support academic improvement.
22. The advisor documents all advising interactions and maintains an advising log for quality assurance and follow-up.

Referral Cases by Faculty Members to the Academic Advisor

This section provides examples of situations in which faculty members may refer a student to the academic advisor for further follow-up, guidance, and support. Such referrals aim to ensure early intervention, address academic, behavioural, or emotional challenges, and promote the student's overall well-being and success.



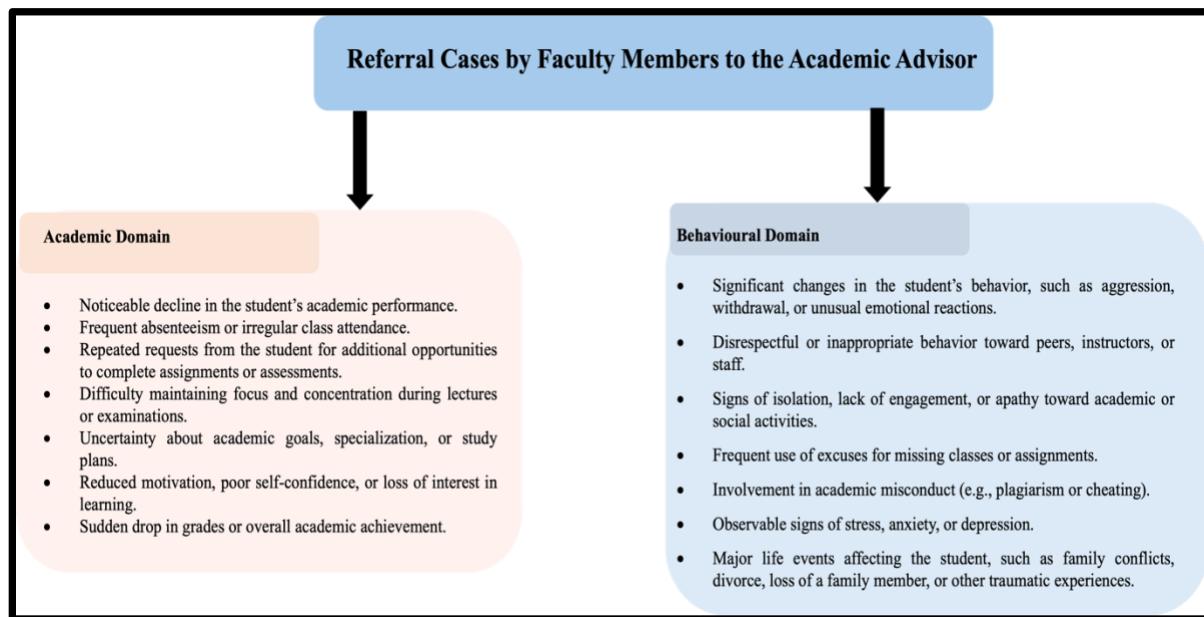
Academic Domain

- Noticeable decline in the student's academic performance.
- Frequent absenteeism or irregular class attendance.
- Repeated requests from the student for additional opportunities to complete assignments or assessments.
- Difficulty maintaining focus and concentration during lectures or examinations.
- Uncertainty about academic goals, specialization, or study plans.
- Reduced motivation, low self-confidence, or loss of interest in learning.
- Sudden drop in grades or overall academic achievement.

Behavioural Domain

- Significant changes in the student's behaviour, such as aggression, withdrawal, or unusual emotional reactions.
- Disrespectful or inappropriate behaviour toward peers, instructors, or staff.
- Signs of isolation, lack of engagement, or apathy toward academic or social activities.
- Frequent use of excuses for missing classes or assignments.
- Involvement in academic misconduct (e.g., plagiarism or cheating).
- Observable signs of stress, anxiety, or depression.
- Major life events affecting the student, such as family conflicts, divorce, the loss of a family member, or other traumatic experiences.





3. Roles and Responsibilities in the Academic Advising Process

Duties of the Head of the Department (Public Health)

The Head of the Department of Public Health plays a vital role in supervising and enhancing the academic advising process within the department. Their responsibilities include the following:

1. Supervising the implementation of the academic advising process in the department in accordance with the faculty's regulations and quality assurance standards.
2. Monitoring the performance and effectiveness of academic advisors, ensuring that each advisor fulfills their duties and provides adequate guidance and support to students.
3. Allocating and redistributing students among academic advisors to maintain balance and ensure equitable advising loads.



4. Reviewing cases referred by the faculty administration, analysing their nature, and submitting recommendations to the authorized committees for appropriate action.
5. Addressing academic challenges reported by academic advisors, providing solutions, and coordinating with relevant faculty units to support students.
6. Investigating students' academic complaints and working with the faculty administration to resolve them effectively and fairly when escalation is required.
7. Reviewing student concerns related to specific courses, identifying underlying academic issues, and communicating with course instructors or faculty management as needed.
8. Promoting awareness among both students and advisors about the importance of academic advising, emphasizing its role in academic success, well-being, and professional development.
9. Ensuring the integration of the academic advising process with other departmental and faculty-wide educational and administrative systems, including the Student Counselling Unit and Quality Assurance Office.

Duties of the Academic Advisor

The academic advisor in the Department of Public Health is responsible for the following duties:

1. Being fully aware of the official dates for registration, course addition, and withdrawal as announced by the Deanship of Admission and Registration.
2. Understanding the department's study plan and graduation requirements to ensure accurate guidance for students at all academic levels.
3. Maintaining effective communication with students through approved channels (e.g., university email, advising platform, or office meetings) to provide academic guidance and follow-up.
4. Allocating specific office hours for academic advising to ensure availability and accessibility for students.



5. Providing immediate support to students encountering registration or academic difficulties and assisting them in resolving such issues promptly.
6. Preparing and maintaining an updated academic advising record for each student, according to the forms and procedures approved by the Academic Advising Unit.
7. Organizing periodic individual or group meetings to review students' academic performance and progress each semester, motivate students to improve academic discipline, discuss challenges and difficulties, provide appropriate academic or personal support, and guide students in selecting courses or making academic decisions (e.g., registration, withdrawal, course equivalency requests, or improving GPA).
8. Monitoring students' academic performance throughout the semester and providing timely intervention when issues arise.
9. Following up with students who demonstrate low performance or irregular attendance, identifying the reasons for underachievement, and coordinating with the Academic Advising Unit when escalation is necessary.
10. Encouraging students to utilize the educational and developmental resources available within the faculty, such as laboratories, e-learning systems, and academic support centres.
11. Promoting participation in extracurricular and academic activities, including scientific research events, workshops, and seminars relevant to the field of Public Health.
12. Maintaining confidentiality and professionalism in all advising interactions, ensuring a supportive and respectful environment for all students.

Duties of the Student

The student plays a central role in the academic advising process. Through active communication and cooperation with the academic advisor, students contribute significantly to achieving academic success, developing professional competencies, and overcoming challenges that may arise during the study period. Academic advising serves as a guiding framework to support



students in making informed decisions, improving performance, and progressing steadily toward graduation. To ensure effective participation in the advising process, students in the Department of Public Health are expected to fulfil the following responsibilities:

1. Regularly review official announcements and academic updates posted on the faculty website, electronic portals, or university noticeboards to stay informed about academic schedules, regulations, and opportunities.
2. Take responsibility for accessing and reviewing their academic records through the electronic system (MyBU) and promptly communicate with the academic advisor when encountering any academic or administrative difficulties.
3. Attend all scheduled academic advising meetings and maintain consistent communication with the advisor during designated times.
4. Seek accurate information and clarification regarding academic performance, registration, course selection, or any other issues that may affect academic progress.
5. Follow the academic calendar carefully, including all important dates for registration, course addition or withdrawal, examinations, and deadlines for postponement or excuse for study.
6. Maintain familiarity with the department's study plan and graduation requirements, ensuring that courses are taken in sequence and with the required prerequisites.
7. Prepare adequately for advising sessions by reviewing prior academic performance, identifying challenges, and bringing relevant documents and forms.
8. Consult the academic advisor for academic, professional, or personal matters that may influence academic achievement, and adhere to the advisor's recommendations.
9. Utilize the university's facilities and resources, including laboratories, the library, e-learning platforms, and student support services, to enhance learning and skill development.
10. Demonstrate responsibility, integrity, and professionalism by maintaining punctuality, regular attendance, and a commitment to the academic advising process.



11. Actively engage in academic and extracurricular activities, such as scientific forums, research projects, and community health programs that enrich the learning experience in Public Health.

4. Academic Advising Tools and Resources

To ensure that academic advising achieves its intended objectives and supports students effectively, academic advisors must utilize a set of essential tools and official references. These tools help advisors provide accurate guidance, monitor student progress, and ensure compliance with institutional regulations. The key tools include:

- 1. Regulations of Study and Examination:** The official document outlining the rules governing study procedures, grading systems, and examination policies, as approved by the Al-Baha University Council.
- 2. Academic Forms and Procedures:** Standardized forms and templates for academic requests (such as course addition, withdrawal, postponement, or transfer), approved by the Deanship of Admission and Registration.
- 3. Departmental Study Plan:** The approved curriculum of the Department of Public Health, which defines course sequences, credit hours, and prerequisites necessary for graduation.
- 4. Student's Academic Record:** A comprehensive report documenting the student's academic performance, including completed courses, grades, GPA, and any academic warnings or achievements.
- 5. Student's Academic Schedule:** The timetable showing the student's registered courses, class hours, and examination periods for each semester.
- 6. Academic Calendar:** The official university calendar specifying all key academic dates, including registration periods, add/drop deadlines, midterm and final exams, holidays, and commencement schedules.



7. University and Faculty Websites: The primary digital platforms for accessing academic announcements, policies, advising materials, and electronic systems related to student guidance and support.

5. Aligning the Student's Academic Record with the Study Plan

- Ensuring that each student's academic record aligns accurately with the approved study plan is a critical component of effective academic advising. This process guarantees that all graduation requirements are fulfilled systematically and that the student progresses through the curriculum in accordance with the faculty's regulations.
- The academic advisor in the Faculty of Applied Medical Sciences, Department of Public Health, is responsible for the following:

1. Reviewing and Monitoring

The academic advisor regularly reviews the student's academic record and verifies that the registered courses each semester correspond precisely to the approved departmental study plan. Any discrepancies or deviations must be identified and addressed promptly.

2. Verification of Compliance

The academic advisor ensures the accuracy of the student's record by cross-checking it with the university's electronic system (e.g., Banner) and the conformity report provided by the Deanship of Admission and Registration. The advisor also refers to the student's academic file, which includes advising notes, approved petitions, and performance evaluations, to provide effective guidance.



3. Departmental Oversight

The Head of Department coordinator periodically obtains a conformity report for all students within the department to confirm that their academic records meet the graduation and accreditation standards set by the faculty and university.

4. Graduation Eligibility

A student becomes eligible for graduation once all courses and requirements in the study plan are successfully completed, with a cumulative GPA of **not less than** 1.0 out of 4.0 and course grades within the acceptable range. The Faculty Council, upon the recommendation of the Department of Public Health, may require students with lower cumulative averages to repeat or take additional courses to raise their GPA before graduation.

5. Approval of Graduating Students

At the end of each semester, the list of prospective graduates is reviewed and endorsed by the Department Committee. After approval, it is forwarded to the Faculty Council for recommendation to the University Council, which issues the final graduation approval.

6. Academic Advising and University Study System

Overview of the University Study System

The undergraduate study system at Al-Baha University, Faculty of Applied Medical Sciences, Department of Public Health, is designed to ensure smooth academic progression, consistency, and adherence to national higher education standards. The system provides a structured framework that regulates the academic levels, credit loads, and advancement criteria for undergraduate students.



1. Structure of Study Levels

Undergraduate study consists of eight academic levels (semesters) and 12 months of internship training.

2. Course Distribution

Courses within each program are distributed across levels according to the approved departmental study plan. Each level includes a defined number of credit units designed to ensure a balanced academic workload and the progressive achievement of learning outcomes.

3. Progression Between Levels

Students who successfully pass all courses in each level advance to the next academic level in accordance with the approved study plan sequence. This progression is monitored and validated by the academic advisor.

4. Academic Support for Students with Failing Grades

Students experiencing academic difficulties are enrolled in suitable courses that help them meet the minimum academic load requirement for the semester, under the following conditions:

- No conflict exists within the academic schedule.
- Prerequisite requirements for each course must be fulfilled before registration.

5. Minimum and Maximum Academic Load

The minimum academic load for continuing students is 12 credit hours per semester. This load may be increased to 20 credit hours for students who need to raise their cumulative GPA (if below 1.00 out of 4.00), and up to 24 credit hours to complete graduation requirements.



6. Flexibility in Course Registration

If a student cannot register for the minimum required credit hours within their current academic level, they may, with approval from the academic advisor, register for courses from two consecutive levels, provided that the total number of hours does not exceed the university's allowed maximum.

Registration Rules

Students may add or withdraw courses through the university's electronic portal (My BU account) within the period defined in the official academic calendar. When registering for courses, students must adhere to the following rules:

- No conflict should exist in the academic schedule.
- The course must be included in the approved study plan for the student's program.
- Seats must be available in the selected course section.
- All prerequisite courses must be completed before registration.
- The total registered credit hours must not exceed the maximum academic load permitted based on the student's GPA.
- If a student is unable to register for the full academic load due to schedule conflicts or uncompleted prerequisites, they may register for available courses even if the total credit hours fall below the minimum. Academic advisors should ensure that students comply with registration regulations and maintain academic balance.

Duration of Study

The standard duration for completing a bachelor's degree is ten academic semesters. Students may be granted an extension of up to five additional semesters, making the total permissible



duration fifteen semesters. If this limit is exceeded, the student will be dismissed from the university for surpassing the statutory study period.

Exceptional Opportunities

Exceptional opportunities may be granted to academically dismissed students under the university's regulations. These opportunities aim to help eligible students improve their GPA or complete graduation requirements. The conditions for granting such opportunities are as follows:

1. A student dismissed due to three consecutive academic probations may be granted a **fourth opportunity** for one semester, with a maximum of eight credit hours, to raise the cumulative GPA to **1.00 or higher**.
2. If the student benefits from the fourth opportunity, the University Council may approve a **fifth and sixth opportunity** upon the recommendation of the Faculty Council.
3. A student dismissed for exceeding the standard study period of twelve semesters may be granted **four additional semesters** to complete the graduation requirements.
4. If the student completes sixteen semesters without graduating, **they may be granted** an exceptional extension of **two additional semesters**, subject to University Council approval.

Absence and Course Deprivation Policy

Students are considered deprived of a course if the number of unexcused absences exceeds **25% of the total number of credit hours**. This percentage is calculated as shown below:



Number of Course Hours per Week	Maximum Number of Absence Lectures Allowed
1	4
2	8
3	12
4	15
5	19

The academic advisor should monitor attendance reports regularly and coordinate with the Student Affairs Committee for appropriate follow-up if a student shows excessive absence.

Academic Probation

A student is placed on academic probation when their cumulative GPA drops below 1.00 out of 4.00, in accordance with university regulations.

Effects of Academic Probation

1. Suspension of the monthly stipend after the first academic warning, until the GPA rises to at least 1.00.
2. Dismissal from the university after receiving three consecutive academic warnings.
3. Ineligibility to change the academic major after receiving the third academic warning.
4. Loss of eligibility for honours classification after the first academic warning.



7. Grades and Calculation of Grade Point Average (GPA)

This section provides an overview of the grading system and the calculation of the Grade Point Average (GPA) at the Faculty of Applied Medical Sciences – Department of Public Health, Al-Baha University. It is designed to help academic advisors and students understand the principles and procedures for evaluating academic performance objectively and consistently.

Semester GPA

The semester GPA represents a student's academic performance during a specific semester. It is calculated by dividing the total quality points earned in all registered courses by the total number of credit hours attempted during that semester. Each course contributes to the GPA based on its credit hours and grade weight.

Cumulative GPA

The cumulative GPA reflects a student's overall academic performance since enrolment at the university. It is calculated by dividing the total quality points accumulated from all completed courses by the total number of credit hours attempted throughout the academic program. This value determines the student's academic standing and eligibility for graduation.

Grading System at Al-Baha University

The grading scale at Al-Baha University is based on a 4.00-point system, as shown below:



Percentage Grade	Rank	Grade Symbol	Grade Weight
95 – 100	Excellent High	A+	4.00
90 – 94	Excellent	A	3.75
85 – 89	Very Good High	B+	3.50
80 – 84	Very Good	B	3.00
75 – 79	Good High	C+	2.50
70 – 74	Good	C	2.00
65 – 69	Acceptable High	D+	1.50
60 – 64	Acceptable	D	1.00
Below 60	Fail	F	0.00

Example of GPA Calculation

The following examples demonstrate how to calculate both the semester and cumulative GPA:

First Semester:

Course	Credit Hours	Grade (%)	Grade Symbol	Grade Weight	Points (Credit × Weight)
Course A	2	85	B+	3.50	7.00
Course B	3	70	C	2.00	6.00
Course C	3	92	A	3.75	11.25
Course D	4	80	B	3.00	12.00
Total	12	-	-	-	36.25

Semester GPA = Total Points ÷ Total Credit Hours = $36.25 \div 12 = 3.02$



Second Semester:

Course	Credit Hours	Grade (%)	Grade Symbol	Grade Weight	Points (Credit × Weight)
Course E	2	96	A+	4.00	8.00
Course F	3	83	B	3.00	9.00
Course G	4	71	C	2.00	8.00
Course H	3	81	B	3.00	9.00
Total	12	-	-	-	34.00

Semester GPA = $34 \div 12 = 2.83$

Cumulative GPA = $(36.25 + 34) \div (12 + 12) = 70.25 \div 24 = 2.93$

Cumulative GPA Classification upon Graduation

Cumulative GPA (out of 4.00)	Classification
3.50 – 4.00	Excellent
2.75 – less than 3.50	Very Good
1.75 – less than 2.75	Good
1.00 – less than 1.75	Acceptable

Honour Degree

The honour degree is awarded to distinguished students who demonstrate exceptional academic performance throughout their studies. To qualify for First-Class or Second-Class Honours, the following criteria must be met:



- The student must complete all graduation requirements within the standard program duration without exceeding the maximum allowed study period. This includes fulfilling coursework requirements, whether completed in the original department or transferred from another institution. At least 60% of the graduation requirements must be completed at Al-Baha University.
- First-Class Honour is awarded to students who graduate with a GPA between 3.75 and 4.00 out of 4.00.
- Second-Class Honour is awarded to students graduating with a GPA between 3.25 and 3.74 out of 4.00.

8. Academic Guidelines and Support Procedures

Academic Registration Guidelines

The process of academic registration is an essential part of each student's journey at the Faculty of Applied Medical Sciences, Department of Public Health. Students must register for their courses during the designated period in the academic calendar under the supervision and guidance of their academic advisor. The following guidelines outline the key responsibilities and procedures to be followed during the registration process:

1. Students should review their study plans carefully and ensure that selected courses align with the approved academic schedule and do not overlap in timing.
2. The academic advisor plays a guiding and supervisory role by reviewing and confirming the registration, but the student is responsible for completing it through the online system.
3. Priority should be given to registering major and core courses before elective ones. Students should consult their advisor in case of uncertainty regarding prerequisites or course sequencing.



4. Students must complete the registration accurately through the university's electronic portal (My BU account) within the official registration period and ensure that all entered data is correct.
5. In case of technical issues or other problems during registration, students should contact the academic advisor and the Registration Unit immediately. Requests submitted after the academic deadline will not be accepted unless approved by the faculty administration.
6. Students must review the final class schedule and ensure that there are no conflicts between classes or examination times. Any detected conflict must be reported immediately to the academic advisor.
7. After completing registration, the academic advisor must verify that all registered courses match the approved study plan, including classroom numbers, instructors' names, and course requirements.
8. Academic advisors should encourage students to maintain attendance and class participation throughout the semester and follow up in cases of repeated absences or academic difficulties.
9. If a student's GPA falls below 2.00, the advisor should recommend a reduced course load for the following semester, help the student prioritize essential courses, and ensure no schedule conflicts, particularly during examinations.

These guidelines aim to enhance the effectiveness of academic advising by ensuring that students receive proper guidance during registration and maintain consistent academic progress throughout their studies.

Attendance, Absence, and Excuse Regulations

Regular attendance is a fundamental component of academic success and professionalism, especially in the Department of Public Health, where theoretical and practical sessions are integral to achieving the intended learning outcomes.



1. Attendance Requirements

Students are required to attend all lectures, laboratory sessions, and practical activities regularly. Any student whose attendance falls below 75% of the total contact hours for a course, as determined by the Faculty Council, will be barred from the final examination for that course and will receive a grade of Denied (DN). The academic advisor should continuously monitor student attendance and provide early guidance to prevent academic denial due to excessive absence.

2. Excused Absence and Reinstatement of Exam Eligibility

The Faculty Council, or its delegate, may grant an exception and allow a student who was denied sitting for the final examination, provided that:

- The student submits a valid, documented excuse.
- The absence percentage does not exceed 25% of total course contact hours (i.e., the student must have attended at least 75%).

3. Exceptional Absence Approval

In exceptional cases, and upon the approval of the Faculty Council or its authorized representative, a student may be permitted to take the final examination if they have attended at least 50% of total course hours and have submitted an acceptable official excuse. Such decisions are made based on justified circumstances and are subject to faculty regulations and policies.

4. Absence from Final Examinations

If a student is absent from a final examination without an approved excuse, a grade of Zero (0) will be recorded for that exam, and the final grade will be computed based on coursework completed during the semester. If the student submits an acceptable excuse approved by the Faculty Council, the student may be granted a make-up examination within a period not



exceeding the end of the following academic semester. The result of the make-up exam will replace the missing grade in the student's record.

The Role of the Academic Advisor in Attendance, Absence, and Excuse Regulation

The academic advisor plays a supervisory and monitoring role in ensuring student compliance with attendance and absence regulations. Their responsibilities include the following:

1. Monitoring Attendance

Reviewing students' attendance reports through the course instructor and identifying early signs of irregular attendance.

2. Early Intervention

Notifying students who are approaching the maximum allowable absence limit and providing academic guidance to help them maintain attendance and avoid denial of exam eligibility.

3. Verification of Excuses

Reviewing students' submitted excuses for absences and ensuring that all documents meet the faculty's requirements before forwarding them for official approval.

4. Coordination with Course Instructors

Communicating with course instructors to verify the accuracy of attendance data and to discuss cases of repeated absences or unexcused lateness.



5. Advising on Academic Consequences

Informing students about the potential academic consequences of absence and assisting them in planning makeup sessions or compensatory work when applicable.

6. Documentation and Reporting

Maintaining proper records of student absences and excuses and submitting reports to the department's Academic Affairs Unit for follow-up and documentation purposes.



9. Appendices

Topics	Links
Academic Advising Regulations at Al-Baha University	Academic Advising Regulations at Al-Baha University
Student Records Management Policy at Al-Baha University	Student Records Management Policy at Al-Baha University
Guide to the Student Guidance and Counselling Unit at Al-Baha University	Guide to the Student Guidance and Counselling Unit at Al-Baha University
Mechanism for Identifying Gifted and Struggling Students and Support Programs	Mechanism for Identifying Gifted and Struggling Students and Support Programs
Study and Examination Regulations	Study and Examination Regulations
Guide for Internal and External Transfers	Guide for Internal and External Transfers
Saudi commission for Health Specialties (SCFHS)	Saudi commission for Health Specialties (SCFHS)
Disciplinary Regulations	Disciplinary Regulations
Electronic Services Guide	Electronic Services Guide
Guide for Submitting an External Visitor Request	Guide for Submitting an External Visitor Request
Academic Calendar	Academic Calendar
Course Registration	Course Registration
Visual Guide for Course Registration Using the Reference Number	Visual Guide for Course Registration Using the Reference Number
Data Update	Data Update
Study Schedule Review Guide	Study Schedule Review Guide
Electronic Reports Guide	Electronic Reports Guide
Graduate Clearance Certificate	Graduate Clearance Certificate
Study Plan Compliance Review Guide	Study Plan Compliance Review Guide

