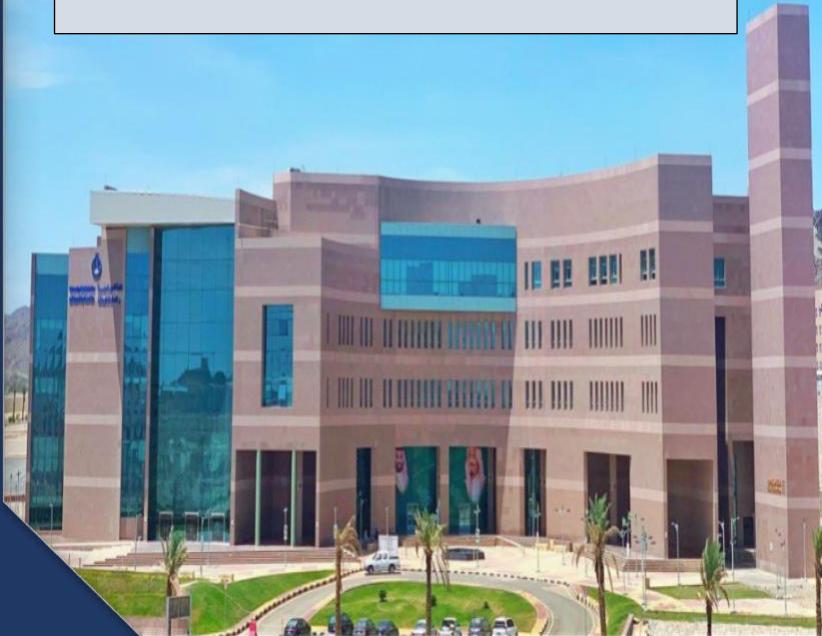




# Academic Advising for Staff

**Faculty of Applied Medical  
Sciences**

**Department of Public Health**



**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 is not an administrative task; it is an essential and meaningful part of the educational process within the Department of Public Health. Through effective advising, faculty members provide ongoing academic and personal support that empowers students to achieve both their educational goals and the broader objectives of the University's academic mission. Successful advising depends on Public Health faculty members who are knowledgeable about the goals, principles, and practices of the advising process. As mentors, advisors walk beside students on their academic journey, helping them navigate challenges, identify opportunities, and make informed choices that shape their future in the field of Public Health.

Advisors play a central role in guiding students to clarify their academic and career aspirations, select appropriate courses, and make the best use of the resources available to them. They also help students understand departmental policies, procedures, and ethical responsibilities, ensuring that their learning experience is both compliant and meaningful.

In the context of Public Health, academic advising goes beyond routine registration or course planning. Advisors are encouraged to closely monitor student progress, provide early guidance when academic difficulties arise, and collaborate with Student Affairs and Quality Committees to ensure consistent and supportive follow-up.

Ultimately, the advising process reflects the department's deep commitment to its students. It aims to prepare graduates who are not only knowledgeable and skilled but also ethical, compassionate, and ready to meet the evolving demands of healthcare. By engaging actively in academic advising, faculty members help cultivate a culture of excellence that strengthens both the quality of education and the professional readiness of Public Health graduates.



## 2. Academic Terms

**The Academic Year:** Consists of two main regular semesters and a summer semester, if applicable.

**The Academic Semester:** A 16-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 successfully 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 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 choose to take according to their personal interests, career goals, or academic preferences rather than being required as part of their core curriculum.

**Department Requirements:** Compulsory courses that must be completed by all students in the Department of Public Health.

**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 Department of Public Health Committee.

**Study Unit:** Represents weekly theoretical lecture (not less than 50 minutes), or 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 Department of Public Health regulations.

**Minimum Study Load:** The minimum number of academic units a continuing student must register for no fewer than twelve (12) units.

**Maximum Study Load:** The maximum number of academic units that can be registered during a semester no more than 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 issued to students whose cumulative Grade Point Average (GPA) falls below the minimum acceptable limit specified by Department of Public Health regulations (1.00 out of 4.00).

**Cumulative Course Grade:** The final evaluation resulting from combining coursework and final examination marks for the course.

**Semester Grade Point Average (GPA):** The result of dividing the total quality points earned in a semester by the total number of registered credit units for that semester.

**Cumulative Grade Point Average (CGPA):** The total quality points earned by the student in all courses since enrollment, divided by the total number of registered credit units.

**Graduation Ranking:** Assessment of the student's overall academic performance during their period of study in the Department of Public Health.



**Registered Hours:** All credit hours registered and studied by the student from admission until graduation requirements are met.

**Passed Hours:** All credit hours successfully completed by the student, whether in the current major or a previous one.

**Earned Hours:** All credit hours successfully 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 a student discontinues study due to an approved excuse. The semester is counted within the regular graduation period.

**Study Postponement:** When a 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 a student fails to register for any academic courses for a semester or academic year without notifying the Department of Public Health.

**Closing of Registration:** Termination of a student's enrollment status at the Department of Public Health 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 assess the student's understanding and mastery of 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.



### 3. The Academic Advising System

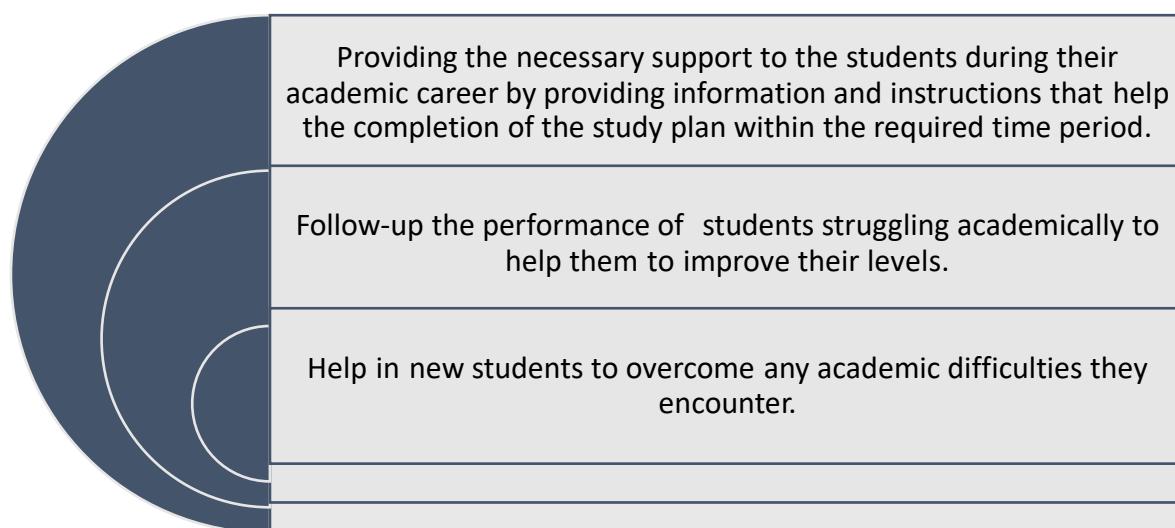
#### Academic Advising concept

Academic advising is one of the most important forms of student support. It involves guidance and continuous follow-up by faculty members in the Department of Public Health to help students address academic challenges and make informed decisions. Academic advising assists students in transitioning from the general education environment to the academic setting of Public Health, where students are expected to take greater responsibility for their learning, make decisions independently, choose a specialization, and develop both academically and behaviorally.

In addition, academic advising works to simplify administrative procedures to ensure that students receive the best possible services in accordance with the quality standards of the Department of Public Health.

#### Academic Advising Objectives

The goals of academic advising are summarized in the following points:



## Academic Advising Programs

Academic advising programs include the following:

- **Orientation programs** for new students to familiarize them with the academic system, departmental examinations, and to inform them of their rights, responsibilities, and available services. These programs aim to help students adapt successfully to the Public Health program.
- **Guidance programs** for struggling students to help them overcome obstacles and achieve academic success.
- **Mentoring programs** for high-achieving students to encourage and support continued academic excellence.
- **General guidance programs** for all students to help them improve their academic performance.

## 4. Academic Advising Process

The Department of Public Health is committed to implementing a structured academic advising methodology to support and monitor students throughout all stages of their academic journey from enrolment to graduation. The academic advising process is based on the awareness and understanding of all stakeholders involved.



## 5. Academic Advising Duties for the Head of the Public Health Department

### Roles and Responsibilities in Academic Advising Oversight (Public Health Department)

#### 1. Supervising the Implementation of Academic Advising in the Department

- Ensure the academic advising process is conducted in alignment with departmental regulations and the approved Academic Advising Guide.
- Oversee the preparation and execution of the departmental academic advising plan each semester.

#### 2. Monitoring and Supporting Academic Advisors' Performance

- Supervise and evaluate academic advisors through periodic performance reviews and feedback.
- Ensure advisors maintain accurate documentation of advising sessions and student follow-ups.
- Provide training, resources, and ongoing guidance to support advisors' effectiveness.

#### 3. Organizing Student Distribution Among Academic Advisors

- Assign or reassign students to academic advisors equitably, considering advisor workload, student needs, and specialization.
- Regularly review distribution lists to maintain a balanced advising structure.

#### 4. Preparing and Submitting Periodic Academic Advising Reports and Compile Comprehensive Semesterly Reports.



## 5. Reviewing and Reporting Special Student Cases

- Review cases referred by the faculty administration, such as academic warnings, withdrawals, or program transfers.
- Prepare formal reports and forward recommendations to the appropriate department authorities.

## 6. Addressing Academic Issues Raised by Advisors

- Investigate and resolve academic concerns escalated by advisors (e.g., low academic performance, credit load conflicts).
- Coordinate with the Deanship of Admission and Registration, or other relevant units as needed.

## 7. Handling Student Academic Complaints

- Receive and evaluate complaints related to advising, course registration, or academic policies.
- Address issues within departmental authority or escalate to the Faculty administration as required.

## 8. Managing Course-Related Complaints

- Investigate student concerns regarding specific courses or faculty members.
- Collaborate with course coordinators or faculty leadership to implement suitable resolutions or escalate appropriately.



## 9. Promoting Awareness of Academic Advising

- Promote the value of academic advising among faculty and students.
- Organize awareness activities, workshops, and orientation sessions for the first year students each semester.
- Ensure open communication channels (office hours, email, advising platforms) between students and their advisors.

## 10. Ensuring Continuous Improvement and Regulatory Compliance

- Monitor advising outcomes and key performance indicators such as GPA trends, academic warning rates, and student satisfaction.
- Recommend improvements based on collected data, advisor input, and student feedback.
- Ensure full compliance with the department's quality assurance policies and the standards of the National Commission for Academic Accreditation and Assessment (NCAAA).

## 6. Academic Advisor Duties

### 1. Stay Informed on Registration Deadlines

- Be fully aware of registration, add/drop, and course withdrawal dates as announced by the Deanship of Admission and Registration.
- Ensure students are promptly informed of these deadlines.

### 2. Understand the Study Plan and Graduation Requirements

- Master the department's approved study plan and graduation requirements.
- Guide students in understanding their academic pathways and degree requirements.



### 3. Maintain Effective Communication with Students

- Communicate regularly with students via email, department platforms, or office visits.
- Ensure students have easy access to academic guidance and support.

### 4. Set Designated Advising Hours

- Allocate specific office hours for academic advising.
- Publicize these hours through notice boards or official online platforms.

### 5. Assist with Course Registration Issues

- Support students in resolving registration problems such as scheduling conflicts, unmet prerequisites, credit load concerns, or system errors.

### 6. Prepare and Update Academic Advising Files

- Maintain up-to-date advising files for all assigned students.
- Use forms and formats approved by the Academic Advising Centre.

### 7. Organize Periodic Individual or Group Meetings

- Review students' academic performance from previous semesters.
- Provide encouragement to high achievers and motivation to others.
- Discuss academic challenges and propose appropriate solutions.
- Offer guidance on registration, withdrawal, GPA improvement, course equivalency, and major changes.

### 8. Monitor Academic Progress During the Semester

- Track student performance continuously.
- Intervene early and offer support or referrals when academic problems are identified.



## 9. Address Non-Attendance or Poor Performance

- Conduct frequent meetings with students who skip advising sessions or show poor academic performance.
- Identify the root causes and escalate complex cases to the Academic Advising Unit when necessary.

## 10. Promote Utilization of Department Services

- Encourage students to use available resources such as tutoring services, the library, laboratories, e-learning platforms, and career guidance.

## 11. Encourage Participation in Extracurricular Activities

- Motivate students to engage in extracurricular opportunities including workshops, conferences, student clubs, and professional development activities.

## 12. Maintain Confidentiality

- Handle all student records and discussions with confidentiality and professionalism.
- Refer sensitive or complex cases to the appropriate department authorities.

## 13. Stay Updated on Academic Policies

- Stay informed about changes in academic regulations and departmental guidelines.
- Inform students of any updates that may impact their academic progress.

## 14. Suggest Improvements for Academic Advising

- Provide constructive feedback to the Faculty or Academic Advising Unit.
- Recommend improvements in advising practices, student distribution, forms, or digital tools based on observed needs and best practices.



## 7. Student Duties

**The student is the central focus of the academic advising process.** Through active engagement in this process, the student accelerates progress toward achieving academic and career goals. While the academic advisor provides guidance, the student remains fully responsible for their academic performance. Academic advising is a tool designed to support and enhance student success. To maximize the benefits of academic advising meetings, the student must be prepared both before and after each session.

**The student's responsibilities include:**

- Building a strong relationship with the academic advisor and becoming familiar with their role.
- Taking full responsibility for setting and pursuing personal academic and career goals.
- Attending academic advising sessions regularly and coming prepared with necessary documents, forms, and questions.
- Staying informed about all new Public Health Department regulations, policies, and student requirements.
- Being fully aware of the department, faculty, and university requirements for graduation in the chosen major.
- Consulting the academic advisor promptly for any academic guidance or urgent concerns.
- Maintaining personal records of the study plan, assessments, and recommendations provided by the academic advisor.
- Identifying and utilizing the educational resources offered by the Public Health Department to support learning and achievement.
- Becoming fully familiar with the academic calendar, including registration deadlines, add/drop periods, examination schedules, and official holidays.



- Obtaining all necessary academic advising forms from the Public Health Department's official website or portal.
- Ensuring that course registration decisions are made in alignment with the academic advisor's recommendations.

## 8. Academic Advising Tools

**To ensure that academic advising achieves its intended objectives, the following tools and documents are essential:**

### 1. Study and Examination Regulations

- The official regulations issued by the Department of Public Health, covering course requirements, grading policies, academic standing, and examination procedures.

### 2. Official Academic Forms

- Standardized forms used for academic processes such as course addition or withdrawal, program changes, course equivalency requests, and other transactions. These forms are approved by the Deanship of Admission and Registration.

### 3. Departmental Study Plan

- A detailed curriculum outlining the sequence of required courses for graduation in the student's major, including credit hours and prerequisites.



#### 4. Student Academic Record

- The official transcript or academic record showing the student's performance, including grades, GPA, completed courses, academic warnings, and Honours (if applicable).

#### 5. Student Academic Schedule

- A current semester timetable displaying all registered courses, lecture times, lab sessions, and exam schedules.

#### 6. Optional Supporting Tools (*Recommended for Enhanced Advising*)

- Academic advising checklists or guides issued by the Academic Advising Center.
- Digital platforms or university portals for tracking student progress, grades, registration status, and academic alerts.
- Reference materials such as course descriptions, prerequisite requirements, and academic policy manuals.

### 9. Executive Steps for Academic Advising

**Academic advising is conducted according to the following steps:**

#### 1. Student Distribution

New students enrolled in the Public Health Program are assigned to academic advisors from the Department's Head at the beginning of their first academic semester.



## 2. Announcement and Communication

Newly admitted students are informed of their assigned advisors and encouraged to promptly establish communication to begin the advising process and complete their academic advising files.

## 3. Creation of the Academic Advising File

Each advisor creates a guidance file for every student, which includes:

- Student information form.
- Study plan.
- Current course schedule.
- Recent copy of the academic record (transcript).

## 4. Individual Case Review and Guidance

The academic advisor reviews the student's academic background and provides guidance tailored to the student's abilities and goals.

## 5. End-of-Semester Review

At the end of each semester, the advisor reviews each student's academic status and prepares a report on students who are struggling or have failed, highlighting necessary interventions.

## 6. Proposed Course Schedule

The advisor prepares a proposed course schedule for the upcoming semester based on the student's academic standing and progression. This includes consideration of prerequisites. The schedule is shared with the student and saved in their file.



## 7. Registration Monitoring and Support

During the course registration period, the academic advisor monitors the student's registration process and addresses any issues by submitting a "Registration Problem Report" within the timeline specified in the academic calendar. A list of defaulting students is prepared to study their case by the department and to discuss the causes of the default and direct them toward how not to delay their graduation.

## 10. Matching the Student Academic Record with the Study Plan

Ensuring that a student's academic record matches their approved study plan is essential for verifying the fulfillment of graduation requirements. The process is carried out as follows:

### 1. Review of Academic Record

The academic advisor reviews the student's academic record each semester and compares the registered and completed courses with the official departmental study plan.

### 2. Verification of Study Plan Alignment

The advisor confirms the accuracy of the match by:

- Comparing the academic record with the **Conformity Report** generated by the university's **Banner System**.
- Referring to the student's academic advising file, which contains registration history, advising notes, petitions, and other relevant documentation.



### 3. Department-Level Oversight

The departmental coordinator can generate a **comprehensive conformity report** for all students within the department using the university system. This report is distributed to academic advisors to support accurate advising.

### 4. Graduation Eligibility Requirements

A student is eligible for graduation once all courses and requirements in the study plan have been completed successfully. The following conditions must be met:

- A minimum **cumulative GPA of 1.00 out of 4.00**.
- All grades must be at least within the "**acceptable**" range.
- If a student fails to meet the GPA requirement, the **Department Committee**, based on recommendations from the academic advisor, may assign additional or repeated courses to raise the GPA to the minimum level required for graduation.

### 5. Approval of Graduating Students

At the end of each semester:

- A list of graduating students is presented to the **Department Committee** for review and recommendation.
- The list is then submitted to the **Faculty Council** for further recommendation.
- Final graduation approval is granted by the **University Council**.



## 11. Academic Advising: Information about the Department's Study System

### Department Study System

- Undergraduate study consists of **eight academic levels of theoretical courses** and **three levels of internship training**.
- The **duration of each academic level is one semester**.
- Courses for each major are distributed across these levels, with a specific number of credit units assigned per level based on the **approved study plan**.
- Students who successfully pass all courses progress sequentially to the next academic level, in accordance with the study plan.
- Students with academic failures are enrolled in appropriate courses to ensure they meet the **minimum academic load requirement** each semester, taking into account the following conditions:
  - There must be **no scheduling conflicts**.
  - The student must **meet all course prerequisites** before registration.
- The **minimum study load** for continuing (non-new) students is **12 credit hours per semester**.

This load can be increased to:

- 20 credit hours** for students whose cumulative GPA is below **1.00**, in an effort to raise it.
- 24 credit hours** for students needing to fulfill **graduation requirements**.
- If a student is unable to meet the minimum credit hours from their current academic level, they may, **with approval**, register for courses from **up to two subsequent levels**, as long as this is necessary to complete the required load.



### Registration Rules

If a student wishes to add or drop a course, they may do so through the university's electronic portal during the designated period specified in the academic calendar.

### Rules for Registering Courses

- There is no conflict in the schedule.
- The course must be within the approved study plan of the student.
- Seats must be available in the required study group.
- The course must have no prerequisite.
- The course must not cause the student to exceed the maximum academic load allowed, based on their cumulative average.
- If it is not possible for a student to register for their full academic load (due to a schedule conflict or an unmet prerequisite), the student may register for the available units, even if the number is less than the minimum allowed.

### Rules for Drop Off A Course

The number of study hours must not be less than the minimum academic load allowed for registration.

### Attendance and Deprivation the Course

The number of unexcused absences allowed for a student—and the fact that if they exceed this number, they will be considered deprived is shown in the following table:



Number of course hours per week (number of course units)	The number of absence lectures allowed in the classroom
1	4
2	8
3	12
4	15
5	19

### Withdrawing from A Course

A student may withdraw from one or more courses without being considered as having failed the course(s), provided the withdrawal occurs within the designated period in the university calendar and does not reduce the study load below the minimum of 12 credits.

### Grades and Calculating the Grade Points Average (GPA)

#### Semester GPA

It is calculated by dividing the total number of quality points the student has earned by the total number of credit units for all the courses studied in a given semester. Quality points are determined by multiplying the number of credit units by the grade weight received in each course.

#### Cumulative GPA

This is the total number of quality points the student has accumulated in all courses taken since enrolling in the Public Health Department, divided by the total number of credit units assigned to those courses. Grades are calculated based on a 4-point grading scale at Al Baha University, as follows:



Grade out of 100	Ranking	Grade symbol	Grade weight
95-100	Excellent High	A+	4.00
90-94	Excellent	A	3.75
85-89	Very Good High	B+	3.5
80-84	Very Well	B	3.0
75-79	Good High	C+	2.5
70-74	Good	C	2.0
65-69	Acceptable High	D+	1.5
60-64	Acceptable	D	1.0
Less than 60	Fail	F	0.0

Example of calculating the semester and cumulative average:

#### First Semester

Course	Number of units	Grade out of 100	Grade symbol	Grade weight	Points
Course A	2	85	B+	3.50	7
Course B	3	70	C	2.00	6
Course C	3	92	A	3.75	11.25
Course D	4	80	B	3.00	12
Total	12	-	-	-	24.25
1 <sup>st</sup> semester average =		$\frac{\text{Total points (24.25)}}{\text{Total units (12)}}$		= 2.02	



## Second Semester

Course	Number of units	Grade out of 100	Grade symbol	Grade weight	Points
Course (e)	2	96	A+	4.00	8
Course (f)	3	83	B	3.00	9
Decision (g)	4	71	C	2.00	8
Course (h)	3	81	B	3.00	9
<b>Total</b>	<b>12</b>	-	-	-	<b>34</b>
<b>2<sup>nd</sup> semester average =</b>		<b>Total points (34)</b> _____			<b>= 2.83</b>
		<b>Total units (12)</b>			
<b>GPA =</b>		<b>Total points (24.25+34)</b> _____			<b>= 2.42</b>
		<b>Total units (12+12)</b>			

The general ranking for the cumulative GPA upon graduation is as follows:

1. (Excellent) if the GPA is not less than (3.5) out of (4.00 ).
2. (Very Good) if the GPA is from (2.75) to less than (3.5 ).
3. (Good) if the GPA is (1.75) to less than (2.75 ).
4. (Acceptable) if the GPA is (1.00) to less than (1.75).

## Honour Degree

### Requirements for Receiving First or Second Class Honour:

1. The student must not have failed any course taken in the Public Health Department.
2. The student must complete the graduation requirements within the average of the maximum and minimum periods allowed for graduation.
3. The student must complete at least **60%** of the graduation requirements at the Public Health Department from which they will graduate.



4. **First Class Honour** are awarded to graduating students with a GPA between **3.75 and 4.00**.

**Second Class Honour** are awarded to graduating students with a GPA between **3.25 and less than 3.75**.

### Academic Probation

If a student's cumulative GPA falls below the minimum specified in the regulations (1.00 out of 4.00), the student is placed on academic probation.

### Academic Probation Effects

If a student is placed on academic probation, they will be subject to the following consequences:

1. The monthly stipend will be suspended after the first warning and will remain suspended until the cumulative GPA rises to **1.00** or higher.
2. Dismissal from the department after the third warning.
3. Changing the major will not be permitted after the third warning.
4. The student will no longer be eligible for **Honours** after the first warning.

### Duration of Study

- The Public Health Program consists of four-year academic program (eight levels 'semesters'), followed by a one year internship (training).
- The academic year includes two regular semesters, each lasting no less than 16 weeks, and an optional summer semester of at least 8 weeks.
- A full academic year consists of 37 weeks, including an introductory week (admission, add and drop off courses) and two weeks for final examinations.
- Any modifications to the study plan must be approved by the University Council.



## 12. Appendices

Topics	Links
Academic Advising Regulations at Al-Baha University	<a href="#">Academic Advising Regulations at Al-Baha University</a>
Student Records Management Policy at Al-Baha University	<a href="#">Student Records Management Policy at Al-Baha University</a>
Guide to the Student Guidance and Counselling Unit at Al-Baha University	<a href="#">Guide to the Student Guidance and Counseling Unit at Al-Baha University</a>
Mechanism for Identifying Gifted and Struggling Students and Support Programs	<a href="#">Mechanism for Identifying Gifted and Struggling Students and Support Programs</a>
Forms	
<a href="#">Academic Advising Form</a>	
<a href="#">List of Academic Advising Students</a>	
<a href="#">Course Registration Form for the Academic Semester</a>	
<a href="#">Student Academic Status Follow-up Form – Academic Advising</a>	
<a href="#">Student Information Form – Academic Advising</a>	
<a href="#">Brief Report on Academic Advising for Female Students</a>	
<a href="#">Proposed Study Plan Form for the Student – Academic Advising</a>	

