



# APP

**KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES**

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**NUMBER** : 016-P-V01-16  
**TITLE** : ACADEMIC COUNSELING  
**ORIGINATING DEP'T** : DEANSHIP OF QUALITY MANAGEMENT  
**ORIGINAL DATE** : 18 May 2016

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## **1. STATEMENT OF PURPOSE**

To establish a unified general framework of the academic counseling process at KSAU-HS Colleges.

## **2. APPLICABILITY**

This APP applies to all KSAU-HS Colleges across the three campuses Riyadh, Jeddah and Al Ahsa.

## **3. RELATED REFERENCES**

None

## **4. DIFINITIONS**

4.1 **Academic Counselor** is a KSAU-HS faculty member.

4.2 **KSAU-HS** is an acronym for King Saud Bin Abdulaziz University for Health Sciences.

## **5. POLICY**

5.1 The department chairperson or equivalent must assign students to their academic counselors.

5.2 The Associate Dean for Academic Affairs must provide annual orientation about academic counseling for teaching staff members.

- 5.3 The quality unit within the respective colleges must review and evaluate the effectiveness of the academic counseling within each program.
- 5.4 The department chairperson or equivalent must oversee the overall process of the academic counseling.
- 5.5 Students must be informed officially about the academic counseling process within one month of joining the program.
- 5.6 The students must be officially notified about their assigned Academic Counselor.
- 5.7 The Academic Counselor must contact the new students assigned to him/her to schedule the counseling appointments.
- 5.8 The student has to attend at least two face-to-face sessions which should not exceed 60 minutes with the academic counselor per semester.
- 5.9 Appropriate documentation of the academic counseling sessions must be followed to allow the academic counselor or his/her successor to follow-up the student's academic performance to ensure the continuity of the Academic Counseling in both the pre-professional and professional periods.
- 5.10 Every faculty member should schedule and maintain at least four hours per week for academic counseling.
- 5.11 Academic counseling session must be booked officially.
- 5.12 Students' satisfaction of the academic counseling process must be monitored by the department chairperson or equivalent.
- 5.13 Student / Academic Counselor ratio should not exceed 10:1.

## **6. PROCEDURES**

- 6.1 Each college or program has the authority to design procedures in a way that is suitable to its needs and in compliance with the policy stated in this document following the standard procedure format.

## **7. RESPONSIBILITY**

The responsibility for implementing the academic counseling policy within each academic department rests with the department chair or equivalent under the supervision of the respective Dean. The Academic Counseling role is the responsibility of the KSAU-HS faculty members.

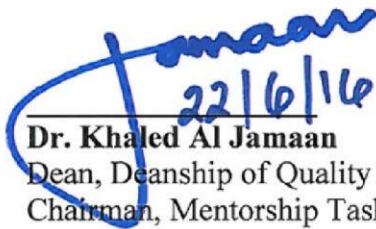
## 8. APPROVALS

### PREPARED BY



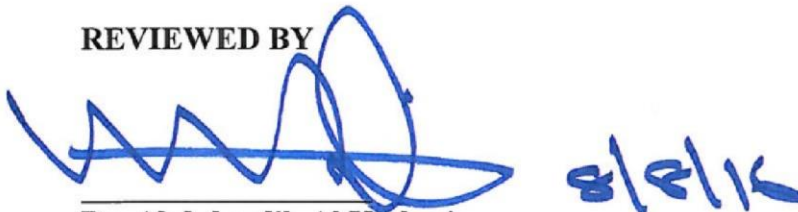
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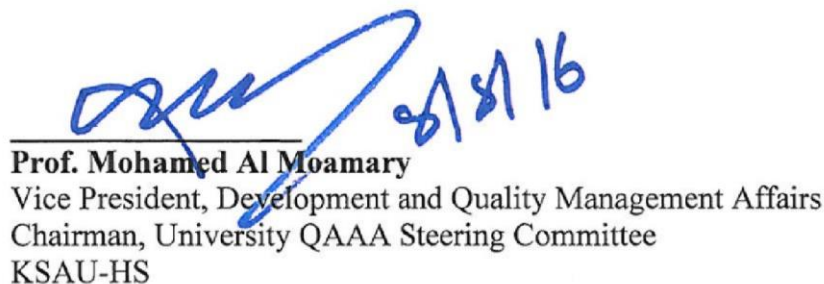
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