



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE (APP)

NUMBER	: 016-P-V02-18
TITLE	: ACADEMIC COUNSELING
ORIGINATING DEP'T	: DEANSHIP OF QUALITY MANAGEMENT
ORIGINAL DATE	: 18.MAY.2016
REVISION DATE	: 13.MAR.2018

1. STATEMENT OF PURPOSE

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

2. APPLICABILITY

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

3. RELATED REFERENCES

None

4. DEFINITIONS

- 4.1. **Academic Counselor** is a KSAU-HS faculty member.
- 4.2. **DOQ** is an acronym for Deanship of Quality Management
- 4.3. **KSAU-HS** is an acronym for King Saud Bin Abdulaziz University for Health Sciences.

5. POLICY

- 5.1. It is the responsibility of the respective department chairperson or delegate to assign students to their academic counselors and to oversee the process of the academic counseling.
- 5.2. It is the responsibility of the respective associate dean for academic affairs or delegate to provide annual orientation on academic counseling for teaching staff members.

- 5.3. The quality unit within the respective college should evaluate the academic counseling effectiveness of its respective program.
- 5.4. Students must be informed officially about the academic counseling process within one month of joining the program.
- 5.5. The students must be officially notified about their assigned Academic Counselor.
- 5.6. Academic counseling session must be booked officially.
- 5.7. The student has to attend at least two face-to-face sessions with the academic counselor per semester.
- 5.8. Appropriate documentation of the academic counseling sessions must be followed.
- 5.9. Students' satisfaction of the academic counseling process must be monitored by the department chairperson or equivalent.
- 5.10. Student / Academic Counselor ratio should not exceed 10:1.

6. PROCEDURES

- 6.1. Each college or program has authority to design procedures in the way that is suitable to its needs and in compliance with the policy stated in this document following the standard procedure format.
- 6.2. Counselling records/documentation should be retained in the respective college.
- 6.3. List of students distribution among academic counsellors for each academic year to be sent to DOQ within eight weeks of the academic year start.

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 member.



8. APPROVALS

PREPARED BY:



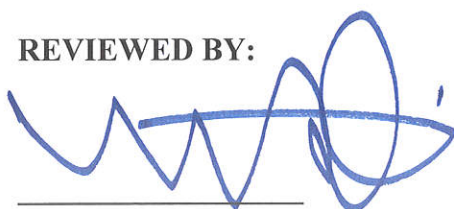
Dr. Khaled Al Jamaan

Dean, Deanship of Quality Management.
Deputy Chairman, QAAA Steering Committee.
King Saud bin Abdulaziz University for Health Sciences.

13/3/18

Date

REVIEWED BY:



Prof. Abdulmalik Al Katheri

Assistant Vice President, Development and Quality Management Affairs.
Dean, Deanship of Development.
King Saud bin Abdulaziz University for Health Sciences.

18/3/18

Date

APPROVED BY:



Prof. Mohamed Al Moamary

Vice President, Development and Quality Management Affairs.
Chairman, University QAAA Steering Committee.
King Saud bin Abdulaziz University for Health Sciences.

1/4/18

Effective Date

