



جامعة الإمام عبد الرحمن بن فيصل

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية علوم الحاسب وتقنية المعلومات

College of Computer Science and Information Technology

Academic Advisor HANDBOOK

2023

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Chapter 1: Introduction

Academic Advising is the first pillar upon which students are supported from the time they enter the university until they complete their graduation requirements. Therefore, academic advising does not depend only on following the academic curricula and applying university regulations to ensure student commitment. Rather, it goes beyond that to observing the students and the social or psychological conditions they go through that may affect their academic careers and their excellence in studies, and trying to provide advice, guidance, and support through service centers inside and outside the university.

This guide aims to create the appropriate conditions for building a positive relationship between faculty members on one hand and students on the other hand, through counseling and guidance programs for students and faculty members. Academic advising is considered one of the main tasks assigned to members of the educational staff in accordance with Article No. (41) of the regulations governing the affairs of employees of Saudi universities, which dictates all faculty members to spend their working hours on teaching, research, academic advising, and other administrative and academic work assigned to them by the competent authorities." The academic advisor, according to the charter of duties and ethics of the faculty member for academic supervision, is responsible for guiding a group of students from their enrollment in the college until their graduation. This task requires that the academic advisor be fully informed and sufficiently aware of the study plans, university regulations, and guidelines.

This guide begins by presenting the procedural plan of the College of Computer Science & Information Technology for academic advising at Imam Abdul Rahman bin Faisal University, which explains the steps that academic advising goes through at the beginning of each year.

Vision

Student with high level of academic and psychological stability.

Mission

Create a vibrant and effective relationship between the students, our college and the academic environment by providing the necessary resources and the ideal expertise for optimum academic advising.

Chapter 2: Advisor Role

1. Assign two advising hours weekly by adding advising hours and office address in PeopleSoft.
2. Bring student attention to the academic polices and dates such as course registration, course dropping, academic and behavioral issues, and academic warning.
3. Approve course registration override, course or semester withdrawal.
4. Develop a plan for early detection of potential failing students and helping them to overcome failures. e.g. refer them to good online reference.
5. Conduct a group meeting with advisees at the beginning of each term.
6. Supervise outstanding students and propose to them what could lead them to further success e.g. outstanding students in some skills may register from upper-level course, meet with professor who share same interest.
7. Guide the students to attend college activities and.
8. Help students to overcome and pass their psychological, personal, family, social, economical problems with appropriate university's parties (refer them appropriately).
9. Submit a report at the end of each semester, to the unit, about what has been accomplished with the students including their study plan and individual or group advising meetings to SAU shared folder.
10. Respect the students' privacy.

When should the students contact you:

- At the beginning of semester for study plan.
- Before requesting a course registration override.
- Before requesting withdrawing from a course.
- Before withdrawing from a semester.
- For any guidance or advice

When should you contact the students:

- If the student has poor attendance.
- If the student obtained less than 60% in Midterm results.
- If the instructor noticed student's performance or behavior changes

You should reply within two working days.

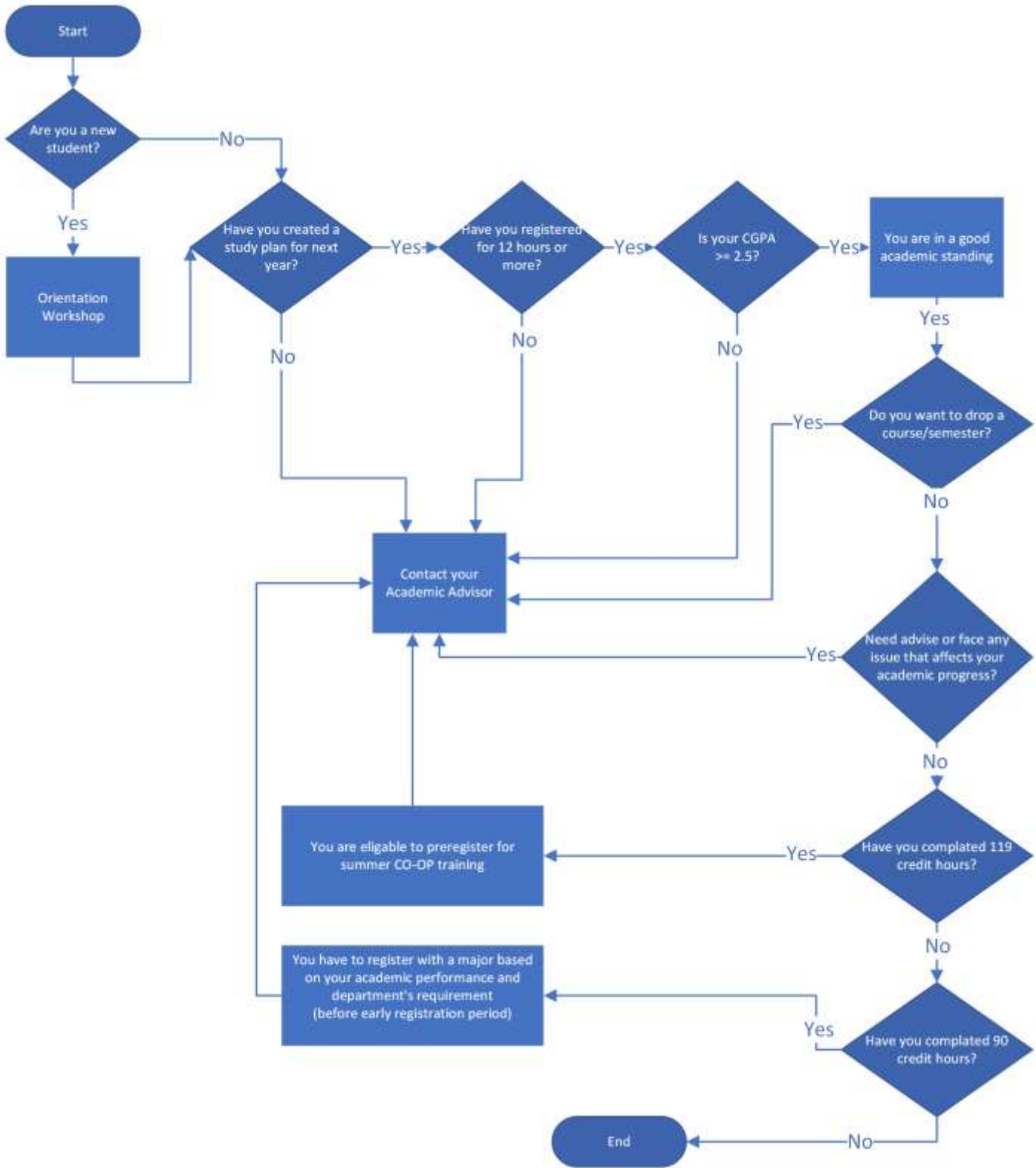


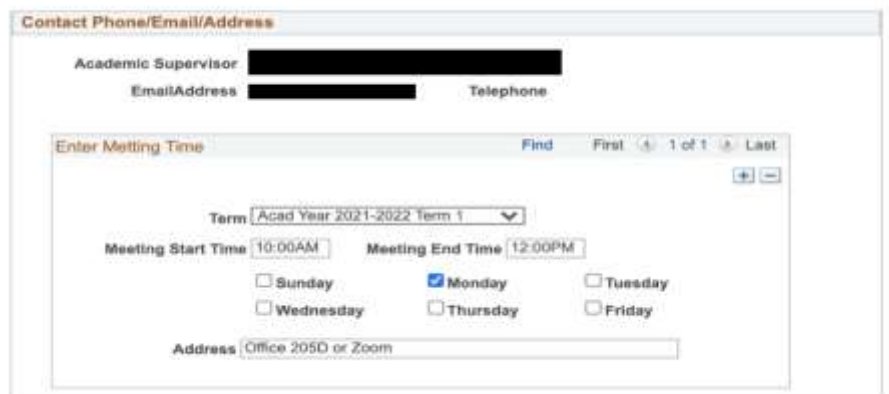
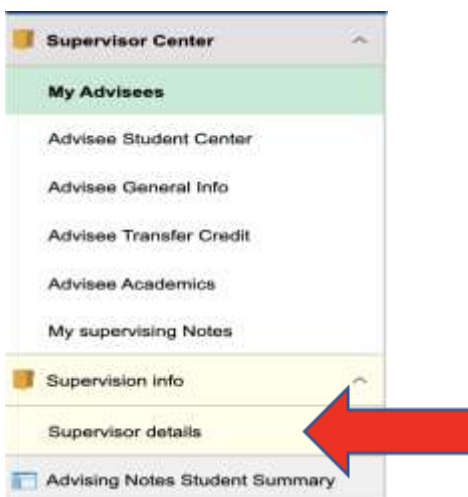
Figure 0-1: Student Advising Process

Chapter 3: Advisor Responsibilities

1. **Attend workshops and seminars** organized by the university, especially **Advising Competence Program** to be aware of your extended detailed roles and responsibilities and to get the knowledge needed to guide your advisees. At the beginning of each term, a workshops schedule will be announced to all academic advisors and each advisor is required to attend at least one workshop per year.
- 2 . **Assign two advising hours weekly by adding advising hours and office address in PeopleSoft.** Updating the advising hours in PeopleSoft system will allow the advisee to have easy access to the advising service. You should follow these steps to update your advising information.
 - login into SIS system and go to Academic Supervision tab.



- check your information and allocate advising hours and office location.



3. Conduct a group meeting with advisees at the beginning of each term:

- First you have to know your advisee by accessing PeopleSoft system.



23	<input type="checkbox"/>		2	View Student Details	
24	<input type="checkbox"/>	ي	2	View Student Details	
25	<input type="checkbox"/>		2	View Student Details	
26	<input type="checkbox"/>	ي	2	View Student Details	
27	<input type="checkbox"/>		2	View Student Details	
28	<input type="checkbox"/>	زي	2	View Student Details	
29	<input type="checkbox"/>	*	1	View Student Details	
30	<input type="checkbox"/>	ي	2	View Student Details	

- You can contact them directly by using the notify all advisees button.

From: rhalghamdi@iau.edu.sa

To:

CC:

BCC:

Subject:

Message Text:

4. Being aware of the academic polices and dates such as course registration, course

dropping, academic and behavioral issues, and academic warning.

- University Academic calendar:

<https://www.iau.edu.sa/en/administration/deanships/deanship-of-admissions-and-registration/academic-calendar-0>

5. Help students to overcome and pass their psychological, personal, family, social, economical problems with appropriate university's parties:

Guide the advisee based on the academic condition and the difficulties they face (psychological/social/academic/financial/health) in cooperation with (University Guidance Center/Deanship of Student Affairs/Academic advising Coordinator).

a. Psychological/social/family conditions:

Referring them to University Counseling if the reasons for stumbling are psychological/social/family through the system and following up on the case.

<https://www.iau.edu.sa/ar/administration/centers/university-counseling-center/referral-from-faculty-and-staff>

b. Financial condition:

If the reasons for failure are financial, it will be directed to the Vice Deanship of Student Affairs according to the procedures followed and follow up on the case.

c. Health condition:

If the reasons for failure are health-related, the case is discussed with the head of the Advising unit to take appropriate action and follow up on the case.

d. Academic status:

- i. Guide the student to take advantage of office hours for courses.
- ii. Direct the student to register for additional lessons.
- iii. Guide the student to benefit from self-learning resources.
- iv. Help the student in preparing the study plan (SA-002 Form) and determining the courses that contribute to raising the cumulative GPA to overcome failure.
- v. Help the student in the registration process.

6. Advise and follow up with students who has academic warning or about to have one:

Guide the advisee based on the academic condition and the difficulties they face (psychological/social/academic/financial/health) in cooperation with (University Guidance Center/Deanship of Student Affairs/Academic advising Coordinator).

Ealy warning system were designed and developed to track students progress by monitoring their midterm and quizzes.

1. Send an invitation to hold an individual meeting.
2. View student’s academic information (follow-up report)
3. Hold an individual advising session for each advisee to discuss the actual and real reasons behind stumbling and filling out individual counseling forms (SA-001 Form).

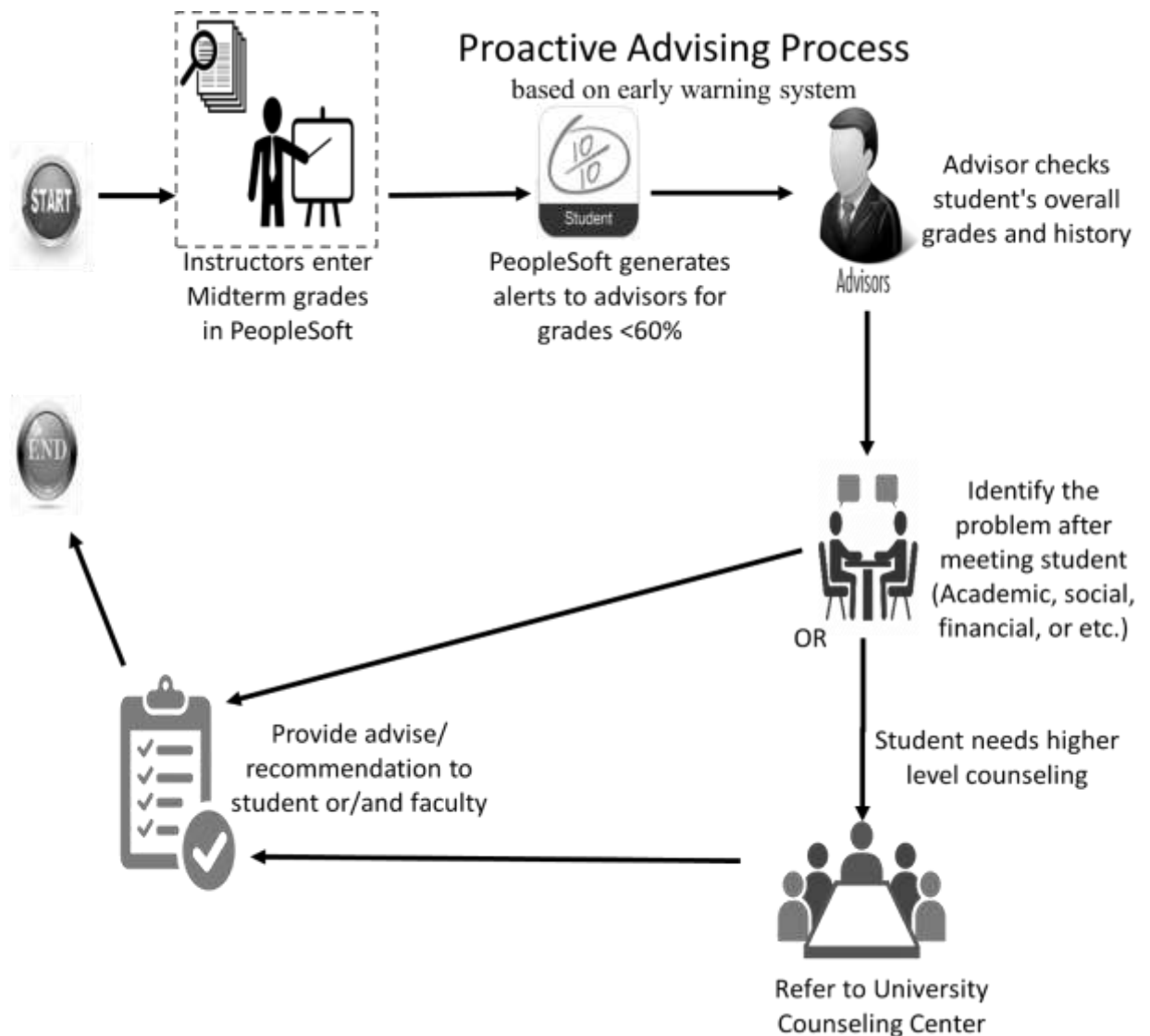
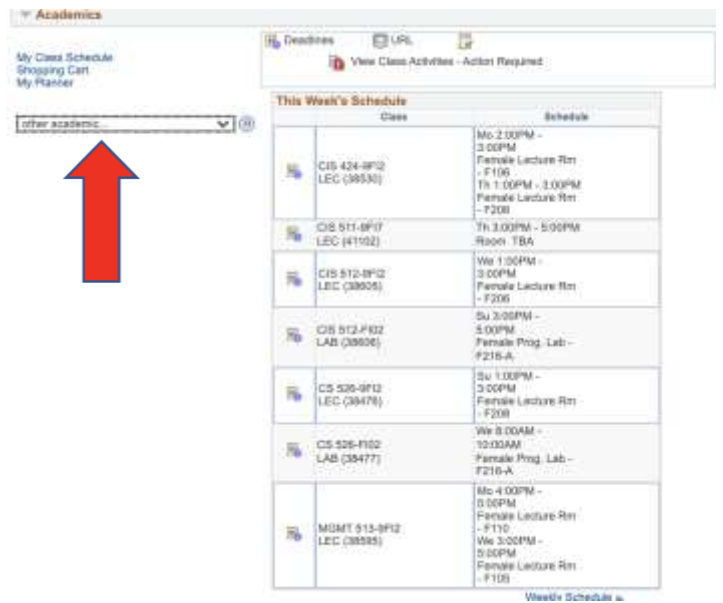
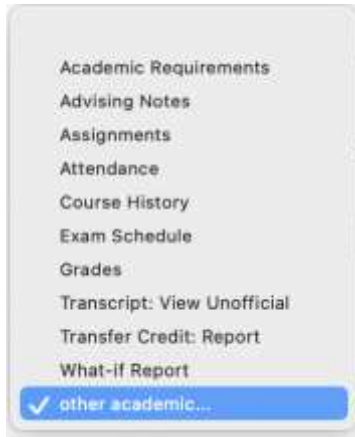


Figure 0-1: Proactive Student Advising Process

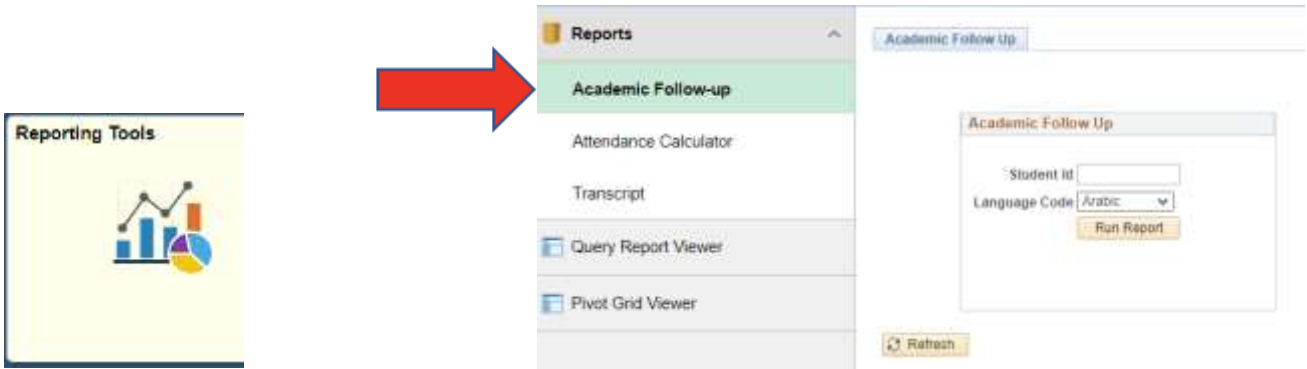
- Viewing Advisee information



- View Advisee Transcript



View Advisee Follow up Report:



Follow up Report sample:

تقرير المتابعة الأكاديمية [CDFMD]

بيانات الطالب			
الرقم الأكاديمي	2231	الاسم	[Redacted]
الفصل	M7	المعدل التراكمي	2.75
المستوى		حالة الطالب	AC

الخطة الدراسية				
مستويات الخطة	بيانات المقرر	الفصل	التقدير	
المستوى : عدد ساعات المستوى : عدد مقررات المستوى:	PHEDU 162 669035	2171	+B	التربية البدنية والصحية 1
	LRSK 141 820553	2171	A	مهارات التعلم والبحث 2
	ENGL 101 820551	2172	B	لغة إنجليزية عامة 7
	MATH 111 667593	2171	+B	رياضيات - 3 1
	COMP 111 667638	2171	+A	مهارات الحاسب الآلي 2
المستوى : عدد ساعات المستوى : عدد مقررات المستوى:	ENGL 102 926172	2172	+B	لغة الإنجليزية أكاديمية وتخصصية 3
	COMP 123 926186	2172	+A	تطبيقات في الحاسب الآلي 3
	MATH 112 668130	2172	B	رياضيات - 3 2
	STAT 132 820556	2172	+B	إحصاء 3
	LRSK 142 820555	2172	A	مهارات الاتصال 2
المستوى : عدد ساعات المستوى : عدد مقررات المستوى:	ISLM 271 926067	2181	C	العقيدة الإسلامية 2
	CIS 211 670238	2181	+C	مبادئ نظم المعلومات 3
	CS 211 670237	2181	C	مقدمة علم الحاسب 3
	MATH 211 667459	2181	D	تفاضل وتكامل 3
	PHYS 212 667501	2181	D	فيزياء 4
المستوى : عدد ساعات المستوى : عدد مقررات المستوى:	BIOL 222 667409	2182	D	الاحياء 4
	ISLM 272 926068	2182	+D	النظام الاجتماعي في الإسلام 2
	STAT 207 670244	2182	D	مقدمة في الإحصاء ونظرية الاحتمال 3
	CS 222 670242	2182	D	الالكترونيات 4
	CS 221 670241	2182	+B	مبادئ البرمجة 3
المستوى : عدد ساعات المستوى : عدد مقررات المستوى:	CIS 315 670278	2231		اساسيات الاتصالات والشبكات 3
	CS 311 670245	2192	C	البرمجة كائنة التوجه (1) 3
	MATH 301 670250	2191	+D	رياضيات منقطعة 3
	CIS 313 670247	2191	B	كتابة التقارير التقنية 2
	CS 314 670249	2192	+B	الاجهزة الرقمية 3
	ISLM 273 926069	2191	C	النظام الإقتصادي في الإسلام 2

Chapter 4: Important rules related to Course Registration:

- The student has an opportunity, in the first week of registration, to modify his/her course registrations in accordance with the approved academic plan of the college and within the limits of the permitted academic load. Those who do not register during that week will be considered as having **discontinued** their studies.
- A student reaches the maximum limit of course-load in accordance with his/her cumulative GPA, provided that he/she satisfies as far as possible the minimum limit, which is **12 credit hours**.
- More details are shown in the following table:

Cumulative GPA	Maximum limit of credit hours per term
Under Academic Warning	12 credit hours
2.00 and less than 2.5	15 credit hours
2.5 and less than 4	As it is determined in the plan
4 and above	20 - 23 credit hours

With recommendation of academic advisor and approval of the Dean or his/her authorized representative, expected graduate student could add extra 2-3 credit hours at the last year of study.

- Students are allowed to override the prerequisite only if he/she will be graduating in the same year. Overriding the prerequisite means taking the course and the prerequisite at the same semester or taking the course before the prerequisite (if it is not scheduled in the same semester).
- A student may withdraw from one or more courses no later than the 10th week from the beginning of the semester. The student, in this case, will be given (W) grade and the number of remaining credit hours shall not be less than the minimum limit (12 hours). Note: The student is not allowed to drop a course he/she already dropped or failed in previous semesters. Also, the student is not allowed to drop a course from three semesters blow his/her level.

- With recommendation of academic advisor, the Dean of the College or his/her authorized representative may consider exceptional withdrawals from one or more courses for those whose academic load is less than the minimum limit (after withdrawal), as well as those who have not been able to register the minimum course load.
- With the recommendation of academic advisor, students are allowed to apply for postponement within **the first week of study** for up to **three** full terms during their bachelor study.
- According to the university regulations, any student who fails to attend **85% (without excuses) or 75% (with excuses)** of the total lectures and labs cannot be admitted to the final exam of a given course and considered to have failed that course and is given the grade DN in the course. The attendance policy is as follows:
 - ❖ Regular students must attend at least 85% of all lectures, labs, and tutorials.
 - ❖ Any student barred from entering a final exam for failure to meet the attendance policy will automatically fail the course. Class work grades will be recorded, and the student will receive an overall grade of barred (DN).
 - ❖ Attendance will be taken for all regular weeks as shown in the University academic calendar.
 - ❖ A student absents from a lecture, lab, or a tutorial due to medical excuse or any other emergencies must submit an official excused document to the office of Vice Dean for Academic Affairs within one week of the absent day.
 - ❖ This applies to any midterm exam, or a final exam that the student missed during the absent date.
 - ❖ Once the Office of Vice Dean for Academic Affairs receives the excused document, it will evaluate it and notify the instructor of the decision whether it is accepted or not.
 - ❖ The submitted document must be an official stamped medical record from governmental or respectful hospitals.
 - ❖ Students must be prompt attending the class per the time specified in the class schedule.
 - ❖ Student attendance is counted per the minute the student enters the class.
 - ❖ Being late 50 minutes from the start of the class is considered as one hour absence.
 - ❖ It is the student's responsibility to keep track of his/her attendance and count his/her percentage of being absent.
 - ❖ The lists of barred students will be announced after the last official day of regular lectures.

- ❖ To calculate the Absence percentage using the following formula:

$$\text{Absence Rate} = \frac{\text{Total minutes of absence or delay (Lecture + Lab)}}{\text{Total scheduled minutes for the class (Lecture + Lab) in all semester}} \times 100$$

Note: When a student submits any excuses for absence in any course, the accepted excuse of absence is counted as ‘an absence with excuse’ and is deducted from the total attendance for any given student. In the case of student receiving barred status, the total amount of absence excuses is considered by the Vice Dean of Academic Affairs at the College of Computer Science and Technology.

Chapter 5: Suggested Plan for Academic Advisors:

This is a proposed plan with timeline from Academic Monitoring & Advising Unit and every advisor may create his/her plan but with alignment of academic calendar deadlines.

Dates	Task	Comments
1st & 2nd Week	Monitor student’s registration based on the pre-discussed study plan (update or approve) Monitor and approve any course registration exceptional request	
6th week	Conduct first group advising meeting	
9th Week	Conduct individual Advising meeting specially with students having low grades in the Midterm	
14th Week	Meeting with each student to discuss next term plan	
During term	Monitor students’ attendance and grades Approve any request for term apology or course withdrawal	

Chapter 6: Important Resources

- Programs plans are explained and mentioned in the departments' website:

<https://www.iau.edu.sa/en/colleges/college-of-computer-science-and-information-technology/programs>



- University advising resources and documents:

<https://www.iau.edu.sa/en/administration/offices-of-the-vice-presidents/office-of-the-vice-president-for-academic-affairs/projects/student-support/academic-supervision>



- Individual Counseling Case Form (Appendix #1)
- Group Counseling Case Form (Appendix #2)
- Study Plan (Appendix #3)
- Course Drop Exception Form (Appendix #4)

Chapter 7: Conclusion

Finally, academic advisors play a crucial role in shaping the educational journeys of countless students, and their dedication to this profession is truly commendable. This handbook has shed light on the diverse responsibilities and skills required of academic advisors, emphasizing the significance of their job. It is evident that advisors serve as mentors, guides, and advocates for students, helping them navigate the complexities of academia, make informed decisions, and reach their full potential. Your commitment to fostering a supportive and nurturing environment for students is invaluable.

For academic advisors, this handbook serves as a resource to continually refine your skills and enhance your effectiveness in supporting students. It underscores the importance of staying updated with the latest educational trends, effective communication techniques, and strategies for addressing the evolving needs of students. As advisors, your impact goes beyond academic planning; you contribute to the holistic development of individuals. Your passion for your role and dedication to student success are essential to our educational community.

If you have any questions, require additional guidance, or wish to explore further opportunities for professional development, please do not hesitate to reach out Academic Monitoring and Advising Unit at ccsit.sa@iau.edu.sa or one the program advising coordinators:

General Years:

- Mrs. Fatimah Hazza Ali AlShamrani <fhaalshamrani@iau.edu.sa>
- Mrs. Asrar Abdulrahman Almogbil <aaalmogbil@iau.edu.sa>

Computer Science Program:

- Ms. Hanoof Mohammed Ali Algofari <hmalgofari@iau.edu.sa>

Computer Information System Program:

- Mrs. Ghadah Mohammed ALRugaib <gmalrugaib@iau.edu.sa>

Cyber Security and Digital Forensics Program:

- Mr. Sghaier Chabani <srChabani@iau.edu.sa>

Artificial Intelligence Program:

- Prof. Sunday Olusanya Olatunji (Aadam) <osunday@iau.edu.sa>

Your ongoing commitment to your profession and your students is greatly appreciated. Together, we can continue to make a positive difference in the lives of those we serve, helping them achieve their academic and career aspirations. Thank you for your invaluable contributions as academic advisors.

Appendix



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Form (1) Individual Counseling Case Form

Personal Information		
اسم الطالب Student's Name:	الرقم الجامعي University ID:	الجوال Mobile No:
القسم Department:	عدد الساعات المكتسبة No. of Passed Hours:	العام الجامعي Academic Year:
التخصص Major:	عدد الساعات المسجلة No. of Registered Hours:	
الفصل الدراسي Semester:	عدد الساعات المتبقية No. of Remaining Hours:	
= عدد الإشارات إن وجدت No. of Academic Probations (if any) =	المعدل الفصلي Semester GPA:	المعدل التراكمي Cumulative GPA:
هل تم الفصل أكاديمياً سابقاً؟ Have you ever been dismissed academically?	معلومات أخرى Other information:	المستوى Level
Counseling Meeting Topic		
تسجيل المقررات الدراسية () Registration of academic courses ()	تأجيل الفصل الدراسي () Postponement a semester ()	
صلاة الحذف والإضافة () Omission & addition processes ()	مراجعة الخطة الدراسية () Review of study plan ()	
الاعتذار عن الفصل الدراسي () Apology for a semester ()	مراجعة التقدم في الدراسة () Review of progress in academic courses ()	
انخفاض المعدل الفصلي / التراكمي () Decrease of semester/accumulative GPA ()	مراجعة المواظبة والحضور () Review & evaluation of regular attendance ()	
الإنقطاع عن الدراسة / إعادة قيد () Rejoin/discontinued ()	الانسحاب من مقرور / الجامعة () Withdrawal from course/the university ()	
تجاوز المدة النظامية () Exceeding the Statutory period of study ()	أخرى () Others: ()	
Some Problems That Hinder Academic Progress:		
مشكلة أكاديمية () Academic problem ()	مشكلة نفسية () Psychological problem ()	
مشكلة صحية () Healthy problem ()	مشكلة أسرية / اجتماعية () Familial/social problem ()	
مشكلة مالية () Financial problem ()	مشكلة أخرى () Other problems... ()	
وصف المشكلة : Description of the Problem :		
التوصيات : Recommendation:		

التاريخ Date	التوقيع Signature	المشرف الأكاديمي Academic Supervisor's

www.iau.edu.sa
P.O.Box 1982 Damman 31441
Fax. +966 13 333 0333 Tel. +966 13 333 0000 info@iau.edu.sa

الرقم: _____
التاريخ: / / _____
المشرفات: _____





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Form (2)
Group Counseling Case Form

الكلية College		الفصل الدراسي Semester	
القسم Department		العام الدراسي Academic Year	
التخصص Major/		عدد المستشارين No. of Counselees	

Attendee Students		
Name ID		الاسم الرقم الجامعي
Name ID		الاسم الرقم الجامعي
Name ID		الاسم الرقم الجامعي
Name ID		الاسم الرقم الجامعي
Name ID		الاسم الرقم الجامعي
Meeting Topic:		موضوع اللقاء :
Meeting Findings:		نتائج اللقاء :
Recommendations:		التوصيات:

التاريخ Date	التوقيع Signature	المشرف الأكاديمي Academic Supervisor's

Dammam 31441 الدمام P.O.Box 1982 ص. ب. www.iau.edu.sa
Fax. +966 13 333 0333 ف. ت. Tel. +966 13 333 0000 info@iau.edu.sa

الرقم: _____
التاريخ: ____/____/____
المتفوعات: _____



Group Counseling Case Form (Appendix #2)



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Study Plan

Student Name	
Student ID	
Email	
Cell Phone	
Current level	
Major	
Current GPA	
Completed Credits	
Current Term	
Current Academic Year	
Today's Date	



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Term and Year	Course Catalog Code	Course Title	Credits	Did you pass the prerequisite? If no, when will you take it? (Term and Year)
Acad year 202...-202... Term				
			Total	
Acad year 202...-202... Term				
			Total	



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To Be Filled By Advisor Only:

Comments and Recommendations	
Date	
Name	
Signature	

Study Plan (Appendix #3)



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Course Drop Exception Form

To Be Filled by Student Only:

Current Academic Year and Term	
Student ID	
Student Name	
Current level	
Major	<input type="checkbox"/> General <input type="checkbox"/> CS <input type="checkbox"/> CIS <input type="checkbox"/> CYS <input type="checkbox"/> AI
Current GPA	
Completed Credits	
Course Code and Title	
Course Instructor Name	
Have you failed the course before or received DN before?	
Have you dropped the course before	
Have you received DN before? If yes, how many DN in your transcript.	
Reasons for dropping the course. Attach your transcript and any supporting document including absent rate and obtained marks (screenshots)	
<ul style="list-style-type: none"> I hereby confirm that I am fully aware of the university rules and regulations about dropping a course and I understand that my request will not be granted unless I show an extraordinary condition that prevents me from completing this course. I take full responsibility for the effects on my study plan and graduation date and will NOT request any further special consideration including but not limited to (offering unscheduled courses, expanding sections, prerequisite or conflict override). I am aware that this request (if granted) can be filed only once in my whole academic study. 	
Student Name	
Signature	
Date	



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To Be Filled by Students Advisor Only:

Recommendations	
Advisor Name	
Signature	
Date	

To Be Filled by VDAA Only:

Decision	
VDAA Name	
Signature	
Date	

Course Drop Exception Form (Appendix #4)



وزارة التعليم
Ministry of Education
043

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

كلية علوم الحاسب وتقنية المعلومات | College of Computer Science and Information Technology

Course Drop Form

To Be Filled by Student Only:

Current Academic Year and Term	
Student ID	
Student Name	
Current level	
Major	<input type="checkbox"/> General <input type="checkbox"/> CS <input type="checkbox"/> CIS <input type="checkbox"/> CYS <input type="checkbox"/> AI
Current GPA	
Completed Credits	
Course Code and Title	
Course Instructor Name	
Have you failed the course before or received DN before?	
Have you dropped the course before	
Have you received DN before? If yes, how many DN in your transcript.	
Reasons for dropping the course. Attach your transcript and any supporting document including absent rate and obtained marks (screenshots)	
<ul style="list-style-type: none"> I hereby confirm that I am fully aware of the university rules and regulations about dropping a course and I understand that my request will not be granted unless I show conditions that prevents me from completing this course. I take full responsibility for the effects on my study plan and graduation date and will NOT request any further special consideration including but not limited to (offering unscheduled courses, expanding sections, prerequisite or conflict override). 	
Student Name	
Signature	
Date	



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To Be Filled by Students Advisor Only:

Recommendations	
Advisor Name	
Signature	
Date	

To Be Filled by VDAA Only:

Recommendations	
VDAA Name	
Signature	
Date	

Course Drop Form (Appendix #5)