



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FASAL UNIVERSITY
كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

Department of Clinical Nutrition Student Handbook

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| About the department |



WELCOME MESSAGE

Welcome to Imam Abdulrahman bin Faisal University and congratulations on your acceptance to join the department of clinical nutrition! The start of a new academic year is an exciting time, and we look forward to welcoming you to our campus. As you prepare to move in with your studies, this booklet will provide you with resources and information that will assist you on this journey.

INTRODUCTION

The clinical nutrition program offers students a strong foundation in clinical, teaching, research, and management domains through four years of full-time study. After completion of all required courses the students have to spend one whole year (12 months) in training and practicing clinical nutrition in a form of rounds in approved hospital wards and specialized health centers, under joint academic supervision of the Department of Clinical Nutrition in the College of Applied Medical Sciences and administrative supervision of the staff members of hospital wards and specialized health centers.

HISTORY

The department has been established during the academic year 1432/1433 H (2011/2012 G) and received its first batch of students in the preparatory year. The department graduated seven batches from 2015-2016 to 2021-2022.



VISION

Attaining distinction and creativity in clinical nutrition specialty nationally, regionally and internationally.

MISSION

Prepare students academically and clinically for dietetics practice and promote their professional development through foundation of creative knowledge, research, and effective community partnerships.

VALUES

Excellence, creativity, diversity, transparency, social responsibility.

PROGRAM GOALS

Goal.1 | Provide students with quality education, independent learning skills, scientific and evidence based of practice in clinical nutrition.

Goal.2 | Ensure highly professional practice expectations in the field of clinical nutrition (i.e. beliefs, values, attitudes and behaviors for the professional dietitian level of practice).

Goal.3 | Promote applicable and evidence-based scientific research in the field of clinical nutrition.

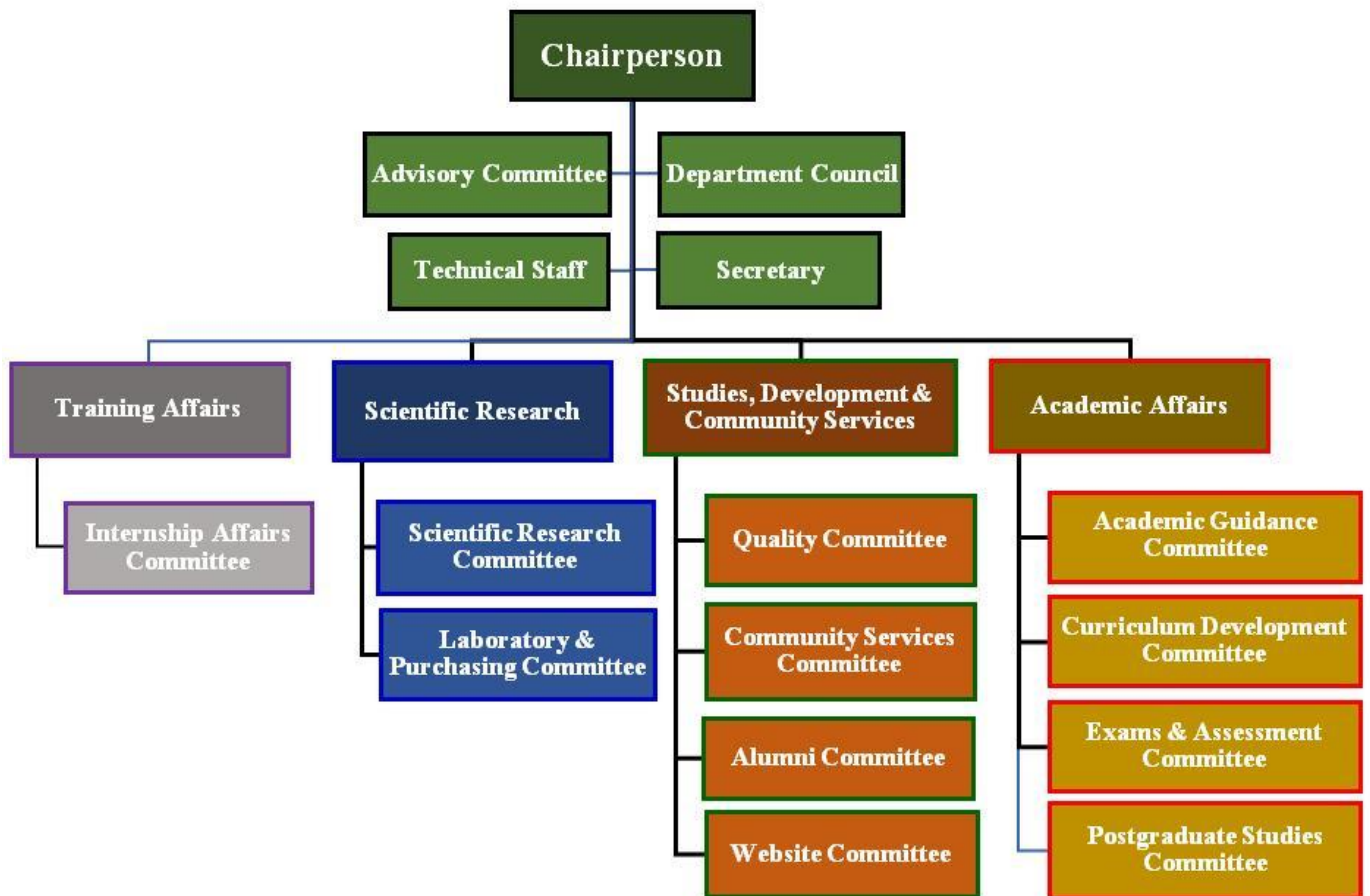
Goal.4 | Achieve in professional way clinical and community services through valuable development and delivery of information, products and services to individuals, groups and populations.



BRIEF PROGRAM LEARNING OUTCOMES

1. Student will demonstrate an understanding of the integration of basic sciences with food and nutrition.
2. Student will amalgamate behavioral and educational principles in the planning of nutritional care for individuals and populations.
3. Student will demonstrate critical thinking, problem solving, innovation, leadership and teamwork skills.
4. Student will communicate effectively through the development of writing, speaking, listening, brain storming and problem solving skills in both Arabic and English.
5. Student will express proficiency in applied dietetic research.
6. Student will demonstrate the ability to analyze, synthesize, and evaluate information from different sources towards appropriate conclusions and problem solving.
7. Student will gain knowledge in the development of leadership and professionalism skills required to effectively manage financial and human resources in a variety of settings.

ORGANIZATIONAL CHART



Faculty and Teaching Staff

Name	Academic degree	Grade	Email	Ext.
Rabie Khattab	Doctorate	Professor	rykhattab@iau.edu.sa	31373
Arafat Goja	Doctorate	Assoc. prof.	amdangol@iau.edu.sa	31303
Reham Metwally	Doctorate	Assoc. prof.	rsmetwally@iau.edu.sa	
Yasmin Algindan	Doctorate	Assistant Prof.	yygindan@iau.edu.sa	31324
Omar Abuzaid	Doctorate	Assistant Prof.	oiabuzaid@iau.edu.sa	31370
Mohammad Elsaadany	Doctorate	Assistant Prof.	maelsaadany@iau.edu.sa	31376
Tunny Purayidathil	Doctorate	Assistant Prof.	tspurayidathil@iau.edu.sa	
Wesam Alyahya	Doctorate	Assistant Prof.	waalyahya@iau.edu.sa	
Nada Almohaisen	Master	Lecturer	nalmohaisen@iau.edu.sa	31293
Hiba Mutwalli	Master	Lecturer	hsmutwalli@iau.edu.sa	
Norah Alshammari	Master	Lecturer	noaalshammari@iau.edu.sa	
Haya Alhmly	Master	Lecturer	hfalhmly@iau.edu.sa	
Hanouf Al-Esa	Master	Lecturer	haalessa@iau.edu.sa	
Sara Al-Otaishan	Bachelor	Demonstrator	smotaishan@iau.edu.sa	
Hussah Altwejry	Bachelor	Demonstrator	hmaaltwejry@iau.edu.s	
Razan Algarni	Bachelor	Demonstrator	raaalgarni@iau.edu.sa	
Jumanah Aloufi	Bachelor	Demonstrator	jsalawfi@iau.edu.sa	

Technical and Administrative Staff

Name	Academic degree	Grade	Email	Ext.
Marwah Alsayed	Bachelor	Technician	maalsayed@iau.edu.sa	
Dalael Almarry	Bachelor	Technician	dhalmirry@iau.edu.sa	
Fatimah Almuqarqish	Diploma	Technician	faalmuqaraish@iau.edu.sa	
Sara Al-zuraya	Diploma	Female secretary	saalzuraya@iau.edu.sa	
Abdulrhaman Alqarni	Diploma	Male Secretary	aoalqarni@iau.edu.sa	31286
Shikhah Al-Mohana	Bachelor	Female Secretary	saalmohana@iau.edu.sa	31367

Curriculum Plan

Second Year

First Semester

	Course Name	Course Number	Credit Hours
1	Economic System in Islam	ISLM 251	2
	Description: This course aims to introduce the Islamic economic system and emphasize the importance of implementing it to solve the global economical problems and balance between the Islamic economic system and other economic systems along with an indication of the importance of distribution and production in the economy and its relationship to the market with an indication of transactions in Islamic jurisprudence and contemporary contracts, and the definition and objectives of globalization and its impact on the Muslim world.		
2	Human Physiology & Anatomy	NUTR 211	3
	Description: Human physiology provides an understanding of the functioning of the whole organ systems. It is structured to follow a consistent sequence of the ten systems of the human body with emphasis on the digestive, urinary, cardiovascular, muscular, endocrine systems and a thorough understanding of the human anatomy.		
3	Nutritional Biochemistry 1	NUTR 212	3
	Description: This course will cover the structure, chemical properties and functions of carbohydrates, lipids, proteins, enzymes and nucleic acids.		
4	Basics of Human Nutrition	NUTR 213	3
	Description: This course will focus on basic concepts in human nutrition to maintain health and prevent diseases. It will describe the role and function of macro and micronutrients essential for human health. Also it will study the main sources, the effects of their excess or deficiency, recommended dietary allowances and energy balance.		
5	Microbiology & Parasitology	NUTR 214	4
	Description: This course covers basic principles of microbiology, parasitology and their relation with human disease. topics include (1) brief overview on microorganisms identification (2) medical microbiology and (3) a comprehensive overview on food microbiology.		
6	Principles of Food Sciences	NUTR 215	4
	Description: This course is designed to provide an overview of food structure and its chemical & physical properties. The effect of technology and preservation on food safety, quality and nutritive contents will be investigated. Factors influencing organoleptic properties and nutritive value will be explored. A comprehensive review of Saudi, GCC, USA FDA and other food and nutrition organizations that concerns national and international food and nutrition regulations will be studied.		
Total Credit Hours			19

Second Semester

	Course Name	Course Number	Credit Hours
1	Political & Social Systems in Islam	ISLM 252	2
	Description: This course aims to introduce the basis of social and political system in Islam, and to reply to misconception about Islamic system in regards to human rights.		
2	Biostatistics & Epidemiology	NUTR 221	3
	Description: This course will familiarize students with the fundamental statistical approaches used in clinical research. Lectures cover type of data, data presentation, (tabular, graphical, mathematical) basic probability, common probability distribution, samples and populations, statistical inferences (confidence interval estimation, testing hypothesis, using different tests of significance.		
3	Nutritional Biochemistry 2	NUTR 222	3
	Description: The course includes the study of carbohydrate, protein and fat metabolism. It will cover metabolic pathways of major nutrients. Review concepts of energy conservation and expenditure through catabolic and anabolic pathways of intermediary metabolism. Understanding the role of vitamins and minerals in metabolism processes.		
4	Nutrition Through Lifecycle	NUTR 223	3
	Description: This course examines the impact of nutrition across the life span from preconception to late adulthood. Normal growth and development use of growth charts, nutrition assessment, nutrient needs and deficiencies will be studied for every phase of life.		
5	Dietary Requirements & Meals Planning	NUTR 224	3
	Description: Student in this course will study different methods and standard tables for the determination of daily requirements of nutrients and energy for individuals in different age groups. This course will focus on the dietary guidelines for healthy people according the basic consideration of meal planning; food exchange list, food guides, basic food groups, food pyramids, adequate diet, and understanding the use of computer programs for meal planning and dietary requirements.		
6	Food Analysis	NUTR 225	4
	Description: This course will cover the methods used for food analysis, food sampling, and the theoretical bases of the methods used for estimation of food components , determine the percentage of moisture, ash , minerals , carbohydrates , lipids , nitrogenous compounds and determination of food components by modern methods.		
Total Credit Hours			18

Third Year

First Semester

	Course Name	Course Number	Credit Hours
1	Food Processing and Preparation	NUTR 311	3
	Description: This course is designed to introduce the student the basic principles of food processing and preparation, general characteristics of raw food materials, processing and preservation of foods; processing factors that influence quality .The practical aspects of food items consumed in everyday meal to edible portions of various food items. Preparation and evaluation restricted diet for patient.		
2	Medical Nutrition Therapy 1	NUTR 312	4
	Description: This course is designed to introduce the students to acquire the necessary skills to work with the health care team as a successful dietitian. Students will know how to obtain the information from the medical record , analyze it, and how to write a nutritional report. Students will apply their training in the hospital at the nutritional department and at different clinical units like medical, surgery, pediatric ,cardio ,renal analysis, and ICU unit.		
3	Food Services & Quality Management	NUTR 313	3
	Description: This course focus on food services management and kitchen operation, which include receiving raw materials, storing, monitoring equipments. The course provides a general knowledge of the health specifications needed to guarantee quality control.		
4	Nutritional Immunology	NUTR 314	3
	Description: This course will introduce theories and mechanisms of immunity. The effect of nutrition on immunity will be discussed. Consideration of various dietary recommendations designed to control inflammation, help reverse disease process and rebuild the immune system.		
5	Basics of Medical Psychology	NUTR 315	2
	Description: This course will deal with psychological behavior and mental health of patients focusing on the most important theories that explain individual and social behavior and mental diseases. Furthermore, it will focus on mental health of children and elderly as well as psychophysiology.		
6	Malnutrition Diseases	NUTR 316	3
	Description: Studying the main diseases resulting from deficiency, over nutrition, and from imbalance of nutrients and energy. More focus will be provided into the prevalence of the diseases, their clinical and biochemical signs, etiology and factors contributing to these diseases, and the nutritional management of these diseases.		
Total Credit Hours			18

Second Semester

	Course Name	Course Number	Credit Hours
1	Research Methodology	NUTR 321	3
	Description: This course is an introduction to methods of clinical, community and laboratory based nutrition research. Students will learn how research proposals are developed, how to interpret research and how to search for scientific articles. Topics include problem definition, hypothesis formulation, study design, sample selection scientific measurements, statistical options, interpretation of results, and ethical consideration.		
2	Medical Nutrition Therapy 2	NUTR 322	4
	Description: Application of dietetics in the treatment of some diseases like metabolic disorder , food allergy, food intolerance , children with low birth weight, pulmonary diseases, bone diseases and the nutritional care in the intensive care unit (ICU). Also diseases those requiring nutritional rehabilitation such as situations of some surgeries and sever illness including burns , accidents , and cancer.		
3	Computer Applications in Clinical Nutrition	NUTR 323	1
	Description: Theoretical and practical applications of computer software programs in clinical nutrition and dietetics such as nutrient analysis and statistical methods. In addition to computer search for scientific sites in the internet.		
4	Community Nutrition & Public Health	NUTR 324	2
	Description: This course will focus on planning, implementing and evaluating nutrition programs in local, national and international communities. Students will learn effective and appropriate skills in communicating information to groups and communities. During this course students will explore the functions and essential services of public health nutrition. Students will practice running surveys for current public health nutrition problems in the community.		
5	Enteral & Parenteral Nutrition	NUTR 325	3
	Description: This course demonstrates the rationale and the criteria for appropriate nutrition support. It will focus on Interal and parenteral nutrition the formula composition, administration ,monitoring and complications . Also, it will discuss nutritional support in long –term and home care.		
6	Nutritional Status Assessment	NUTR 326	3
	Description: In this course students learn various methods applied in the assessment of nutritional status. The course will focus on the (ABCD) approach which discusses the anthropometric, biochemical, clinical, and dietary assessment, and the use of results to evaluate the individuals and community nutritional status. Also, the course trains the student on the usage of new technology including dietary analysis software.		

7	Nutritional Counseling	NUTR 327	2
	Description: This course is designed to provide students with conceptual basis for patient centered nutrition counseling to develop non-verbal and verbal skills to understand nutrition related problems, focusing on the acquisition of nutrition counseling knowledge and development of interpersonal skills.		
Total Credit Hours			18

Fourth Year

First Semester

	Course Name	Course Number	Credit Hours
1	Nutritional Pharmacology	NUTR 411	2
	Description: Basic knowledge on pharmacotherapy, nutrient drug interaction will prepare dietitians for clinical practice in the hospital. cardio, endocrine (obesity), renal, liver, digestive drugs with emphasis on metabolic interactions between nutrients and drugs.		
2	Medical Nutrition Therapy Application 1	NUTR 412	3
	Description: This course is designed to introduce the students to acquire the necessary skills to work with the health care team as a successful dietitian. Students will know how to obtain the information from the medical record , analyze it, and how to write a nutritional report. Students will apply their training in the hospital at the nutritional department and at different clinical units like medical, surgery, pediatric ,cardio ,renal analysis, and ICU unit.		
3	Pediatric Nutrition	NUTR 413	3
	Description: This course will focus on the influence of nutrition on growth, development and behavior of children with special health care needs (low birth weight, metabolic disorders..etc). The course includes principles of nutrition and assessment, evaluation of data ,clinical and community care.		
4	Food Safety & Environmental Health	NUTR 414	3
	Description: This course covers the basic principles of food hygiene practices and the environmental pollutants that may be transmitted through food and water. Also different hazards to food safety especially food borne disease , food preservation methods, quality control systems used to ensure food hygiene such as HACCP system, and food safety legislations.		

5	Research Project 1	NUTR 415	4
	Description: Student will develop and implement a nutrition based research project with faculty supervision. They will prepare a research proposal, conduct research and report results. At the end of the year students will defend their research and present a poster. In addition to the research project students will practice conducting a scientific debate on controversies in nutrition and dietetics.		
6	Nutritional Genomics	NUTR 416	3
	Description: This course will introduce students to the basic concepts and principles of nutritional related Human genetics and their clinical applications, followed by an overview of nutritional genomics to develop an understanding of gene regulations with respect to diet and its relationship to some common nutritional diseases and understanding the role of nutrition in prevention of polygenic diseases.		
Total Credit Hours			18

Second Semester

	Course Name	Course Number	Credit Hours
1	Nutritional Education	NUTR 421	3
	Description: In the second practical course , students will apply and develop their practical skills in clinical nutrition. This course gives the opportunity to students for planning , nutritional treatment and follow-up patients with different cases such as : gastrointestinal, heart , diabetes ,renal and liver diseases.		
2	Medical Nutrition Therapy Application 2	NUTR 422	3
	Description: This course gives the opportunity to students for planning , nutritional treatment and follow-up patients with different cases.		
3	Professional Ethics in Dietetics	NUTR 423	2
	Description: In this course students will learn how to develop leadership characteristics towards achieving their deemed vision in dietetics' field. They will learn their rights and duties as health care practitioners. They will also know how to attain a strong motivation, service orientation, and how to adhere to the dietitians' code of ethics and belongs to a professional association. This course will also highlight the role of nutritionists and dietitians and prepare students for job seeking.		

4	Fitness & Sport Nutrition	NUTR 424	2
	Description: The main focus of this course will be the role of nutrition in sport and fitness. How nutrition can maximize muscle strength and flexibility through building muscle and reducing fat. Appropriate nutritional and physical weight loss strategies for obese, overweight and athletes.		
5	Research Project 2	NUTR 425	4
	Description: Student will develop and implement a nutrition based research project with faculty supervision. They will prepare a research proposal, conduct research and report results. At the end of the year students will defend their research and present a poster. In addition to the research project students will practice conducting a scientific debate on controversies in nutrition and dietetics.		
6	Functional Foods	NUTR 426	2
	Description: This course will focus recent significant research advances in the field of functional foods, nutraceuticals, bioactive compounds, antioxidants and dietary supplements, micronutrient fortification, herbs in disease prevention and health promotion will be discussed.		
Total Credit Hours			16

Total Credit hours = 138

Fifth Year (Internship Year)

After completing the previous curricula including the university requirements student will spend an extensive training course (internship) for one whole year (1500 hour after 12 months) at governmental and military hospitals as well as other accredited health care centers. This will be achieved through a training program accepted by the department of clinical nutrition and under a joint academic supervision of the department of clinical nutrition in the college of applied medical sciences and administrative supervision of the staff members of the training destination. After the successful completion of this period the student will graduate with a certificate that allows her to start her career as a dietician.



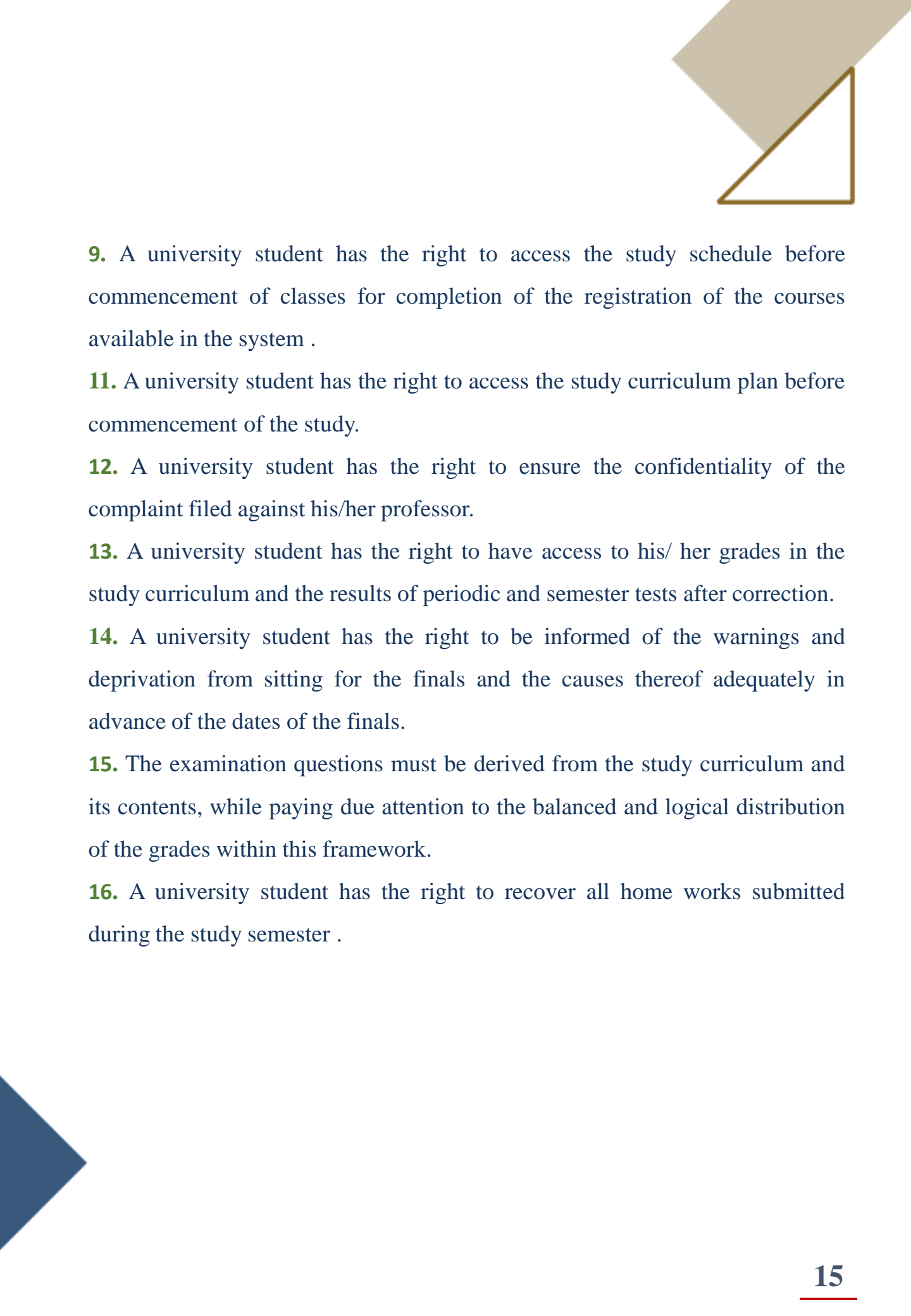
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| Students Rights and Responsibilities |



Student Rights

1. A university student must be provided with the appropriate study environment and academic climate .
2. A university student has the right to be provided with the scientific material and knowledge associated with the university curricula .
3. A university student has the right to maintain and keep total confidentiality and privacy of the information related to him/ her .
4. A university student has the right to be notified before any decision is taken against him/her, have his/ her attention drawn in case of any violations, be informed in writing of any decision taken and be given the right to object to any decision .
5. A university student has the right to freedom of expression of opinion and discussion of the educational issues of interest to him/her.
6. A university student has the right to file grievance before the competent agencies in case of violation of his/her rights as set forth in the student's charter.
7. A university student has the right to require the faculty members to commit to the hours and dates of the lectures, office hours and break periods and recess between the lectures. and giving substitute lectures for the ones which have been canceled or missed .
8. A university student has the right to be enrolled in the college or academic division of his/her choice in accordance with the admission and registration controls and conditions established by the university .



9. A university student has the right to access the study schedule before commencement of classes for completion of the registration of the courses available in the system .

11. A university student has the right to access the study curriculum plan before commencement of the study.

12. A university student has the right to ensure the confidentiality of the complaint filed against his/her professor.

13. A university student has the right to have access to his/ her grades in the study curriculum and the results of periodic and semester tests after correction.

14. A university student has the right to be informed of the warnings and deprivation from sitting for the finals and the causes thereof adequately in advance of the dates of the finals.

15. The examination questions must be derived from the study curriculum and its contents, while paying due attention to the balanced and logical distribution of the grades within this framework.

16. A university student has the right to recover all home works submitted during the study semester .



Student Funds

The student fund provides the following services: loans, financial aid, student employment and support for student activities. These services and projects are available to students:

- 1- Provide loans and financial aid to qualified students.
- 2- Establish investments that will benefit the students.
- 3- Support student activities and present awards for outstanding projects.

For more information visit

<https://www.iau.edu.sa/en/administration/deanships/deanship-of-student-affairs/student-fund>

Academic Advisors

The academic advisor supervises a group of students from the time they enter college until they graduate. A faculty member is nominated as academic advisor and he/she is expected to be familiar with the university's academic plans, rules and regulations.

Unit Functions

- Follow-up with issues concerning student enrollment and registration for each semester.
- Understand the details of the academic calendar of enrollment.
- Understand the details of the academic calendar of the college.
- Study and handle any academic issues referred by the VDAA
- Coordinating with the academic counselor in the college to study some exceptional cases that need academic guidance.



Academic Counselors

Academic counselor follows up with the social/psychological situation of the referred student and solve their problems under the supervision of the vice dean of academic affairs. The aim is to help the student to adapt to the university life and to modify some thoughts or approaches that help him/her socially and psychologically.

Unit Functions

- Addressing newly appeared behaviors/misconduct within the college.
- Studying individual cases.
- Addressing individual cases of students who have failed to obtain an academic average of less than 2, which are provided to the unit by the academic advisory unit.
- Conducting Training workshops.

University Student Services

The IAU provides accommodation for male as well as female students with numerous facilities ..

Treatment | Family Medicine Center and Dental Center (**Building No. HH3**)

Education | Central Library + Copy Center (**Building No. 20**) (**Near Building No. 55**)

Health | Fitness Center at Cheetah GYM . (**Building No. 30**)

Eating on Campus | Each college buildings on campus has a snack corner serving college students and Dunkin Donuts Cafe is located in front of a building C2



Social Communication | Training Programs, Voluntary Clubs, Trips and Activities (For more information visit @IAU_UNIVERSITY on twitter)

Offers | Special Offers for Students on (Directorate for Public Relations and Media Page (Link)

<https://www.iau.edu.sa/en/administration/directorates/directorate-for-public-relations-and-media/special-offers-for-staff-and-students>

Female Student Clubs  (Twitter Account)

- | | |
|------------------------------------|--|
| 1. Healthy Club (@healthyclub_uod) | 5. Heart Spring Club (@heartspring_ud) |
| 2. Tatweer Club (@ta6weer_ud) | 6. Riyadhah Club (@Riyadah_Uod) |
| 3. Yamam Club (@YamamClub) | 7. Aoun Club (@3oon_uod) |
| 4. TELE Club (@TELEuod) | 8. Awrag Club (@AwragClub) |

What Is Expected From Student (Student Responsibilities)

1. The student is expected to respect the applicable systems of the university.
2. The student is required to respect the dignity and safety of the university family and personnel.
3. The student must respect the right of the university family members to freedom of expression.
4. The student must never resort to cheating or stealing the works of others.
5. The student must preserve and protect the study locations and devices provided for his or her services in the educational process.
6. The student must respect the university's security rules and maintain the university and its facilities in a clean and tidy state.



Attendance

Attendance at each scheduled class is expected, since the learning process involves group interaction. Students are expected to adhere to the course policies related to attendance and are responsible for all activities associated with each class. Students are expected to show interest in learning. Students who are absent 25% of the course will not be allowed to enter the final examination and 15%. Absence will result in a warning letter kept in the students' file.

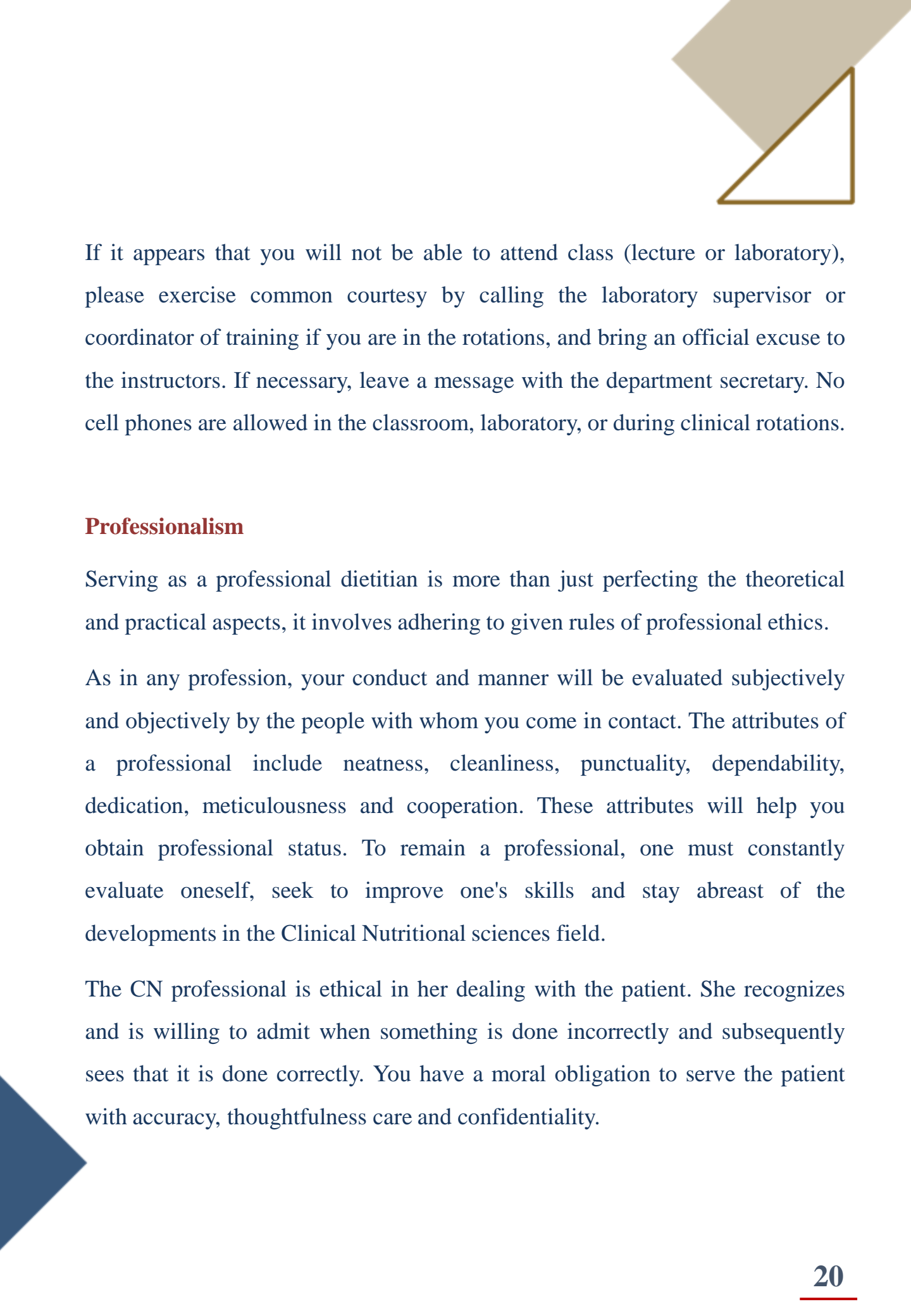
Dress Code

Students will be required to wear laboratory coats on days when laboratory sessions are held. For female students all long hair will be pulled back and fastened during laboratory periods. Fingernails shall be neat and clean. Cell phones are not allowed in lecture or laboratory sessions.

On other days students should wear conservative clothing befitting a professional health care provider according to regulations of the college and university.

Communication

To maintain effective communication, you are to keep the college/university informed as to your current address and phone number and provide the name and phone number of a parent and/or relative to be notified in case of emergency. All students must have an email address and are expected to check it on a periodic basis.



If it appears that you will not be able to attend class (lecture or laboratory), please exercise common courtesy by calling the laboratory supervisor or coordinator of training if you are in the rotations, and bring an official excuse to the instructors. If necessary, leave a message with the department secretary. No cell phones are allowed in the classroom, laboratory, or during clinical rotations.

Professionalism

Serving as a professional dietitian is more than just perfecting the theoretical and practical aspects, it involves adhering to given rules of professional ethics.

As in any profession, your conduct and manner will be evaluated subjectively and objectively by the people with whom you come in contact. The attributes of a professional include neatness, cleanliness, punctuality, dependability, dedication, meticulousness and cooperation. These attributes will help you obtain professional status. To remain a professional, one must constantly evaluate oneself, seek to improve one's skills and stay abreast of the developments in the Clinical Nutritional sciences field.

The CN professional is ethical in her dealing with the patient. She recognizes and is willing to admit when something is done incorrectly and subsequently sees that it is done correctly. You have a moral obligation to serve the patient with accuracy, thoughtfulness care and confidentiality.

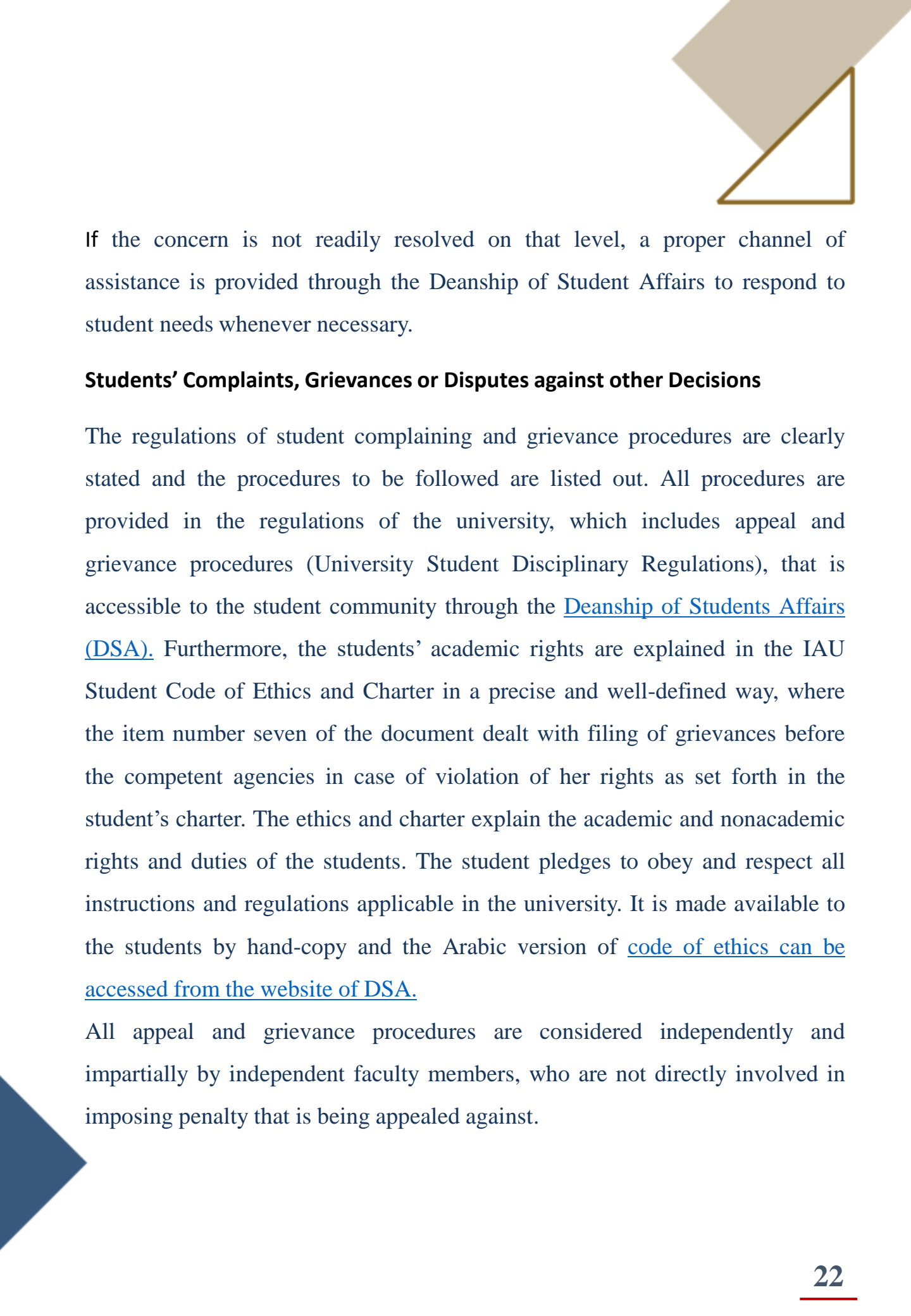


Appeal, Complaints & Allegation of Misconduct

Students' Appeal against Academic Grades and Related Decisions

CN department follows university procedure on how to deal with situations where standards of student achievement are inadequate or inconsistently assessed. This is carried out by the CN Academic Advising Committee, which investigates the individual cases of students who are appealing that they have been inadequately or inconsistently assessed. The committee, along with the CN chairperson, handles such situations in coordination with the individual teaching staff and generally manages these cases internally. If it is unresolved at the department level, the case may be referred to specialized experts at the students' support center, who offers necessary counseling to the student to help them overcome difficulties. Clear academic advising guidelines are established and uploaded to the Blackboard to be available for those students who are seeking help and support in this regard.

The process for academic appeal and complaints by students is being dealt with administratively with fairness and equity as per the university policy. The regulations are clearly stated, and the procedures to be followed are listed out. Whenever a student complaint arises, the department takes the appropriate steps to deal with the concern and settle the case through the academic advising committee in collaboration with respective faculty or teaching staff.



If the concern is not readily resolved on that level, a proper channel of assistance is provided through the Deanship of Student Affairs to respond to student needs whenever necessary.

Students' Complaints, Grievances or Disputes against other Decisions

The regulations of student complaining and grievance procedures are clearly stated and the procedures to be followed are listed out. All procedures are provided in the regulations of the university, which includes appeal and grievance procedures (University Student Disciplinary Regulations), that is accessible to the student community through the [Deanship of Students Affairs \(DSA\)](#). Furthermore, the students' academic rights are explained in the IAU Student Code of Ethics and Charter in a precise and well-defined way, where the item number seven of the document dealt with filing of grievances before the competent agencies in case of violation of her rights as set forth in the student's charter. The ethics and charter explain the academic and nonacademic rights and duties of the students. The student pledges to obey and respect all instructions and regulations applicable in the university. It is made available to the students by hand-copy and the Arabic version of [code of ethics can be accessed from the website of DSA](#).

All appeal and grievance procedures are considered independently and impartially by independent faculty members, who are not directly involved in imposing penalty that is being appealed against.




Allegations of Academic Misconduct

When an academic or behavioral misconduct is noticed a team of faculty members led by the academic advisor will be authorized by the Chairperson to make appropriate decisions based on the university guidelines. If the discipline issue is not resolved at the level of the program, then it is escalated to the university level where there is an independent student's disciplinary regulations committee in place to address the issue (University Student Disciplinary Regulations). In the department, there are certain procedures and hierarchy steps for registering complaint or suggestion demonstrated for students during the orientation program at the beginning of each academic year. The first step of submitting a complaint is to send an official email to the assigned academic advisor. If a satisfactory action is not taken, the student may submit her issue to the program academic advisor. The last step is to escalate the complaint/issue to the CN department chair and finally the deanship of academic affair.

All actions including student information in procedure about appeal and compliant cases are managed with utmost care and confidentiality is maintained in a way to ensure protection against future punitive or discrimination actions.






Once an appeal is addressed by a committee and action is taken to address the issue, the program chair ensures that future punitive or discrimination action is not there from any of the faculty members against the student who elevated the appeal. Following the decision, all documents relating to the appeal are secretly kept in confidential files in order to protect the students from prejudice and punitive actions. However, a clear policy on protection of students against punitive action has to be developed by the program.

Protecting Students Against Punitive Actions upon Appealing or Complaining

Students have the right to appeal or complain against any sort of unfair grading or treatment. To facilitate that, an academic advisor has been assigned for each group of students and they all report to the general academic advisor and the department Chairperson. Whenever a case of unfair treatment upon appealing or complaining is raised by a student, the academic advisor investigates the issue confidentially with the student and sorts it out with the respective faculty/staff. If the case is not settled on the academic advisor level, or if the academic advisor was part of the dispute, students have the right to report the issue to the Chairperson who will handle the case and solve students' concerns with the utmost confidentiality.





جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

| Academic Guidelines |

Admission to the University

Special conditions for admission to health tracks

- 1-** The applicant must be a Saudi national or from a Saudi mother.
- 2-** Must have obtained the high school in the current year or the previous year.
- 3-** The student passes the blood test from the university hospital in Al Khobar.
- 4-** Have good behavior, and accepted conduct
- 5-** Should pass the exam carried by National Center for Assessment (Qiyas)

The percentage of admission to the health track for male students are 88,69% and female students is 95,32% .

Requirements to join Clinical Nutrition Department :

(Should pass all the courses in the preparatory year (Health track), a GPA of 3 or above , Priority is offered to students according to their GPA).

Transfer from another university to CAMS

A transfer request from another university may be accepted in accordance with the following controls:

- 1-** The student must have passed all courses of his/her preparatory year transfer request made to the preparatory year is not accepted.
- 2-** The student must have studied at least two semesters at his/her original university and recorded scores/results of not less than 24 study units.
- 3-** The student must study at least 50% of the graduation requirements at Imam Abdulrahman Bin Faisal University.
- 4-** The student's grade rate (CGPA) should not be less than 3.0 out of 5 at the time of her transfer request.

Study Plan & Study Load Do GPA

GPA It is calculated by dividing the total number of points obtained in all courses studied since joining the university on the total units of assessments for these courses.

Assessment Weight

A+	A	B+	B	C+	C	D+	D	F
5.00	4.75	4.50	4.00	3.50	3.00	2.50	2.00	1.00

Total number of points = Assessment Weight x Number of units

GPA = Total number of points in all courses / Total units for these courses

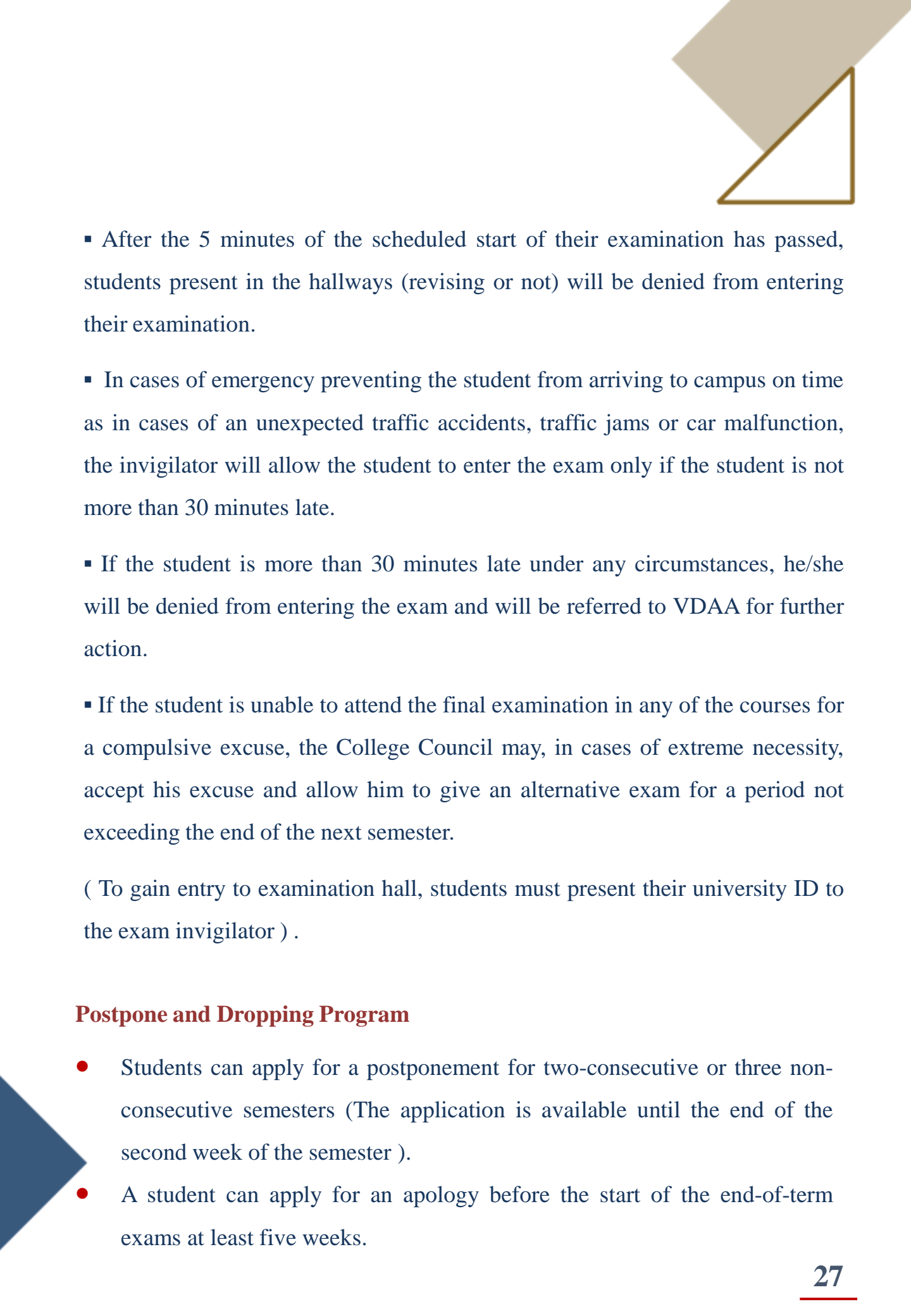
Correlation of the student's maximum load to the GPA

GPA	No. of Units	
	Annual System	Quarterly System
Under academic warning	20 units max	12 units max
From 2 to less than 2.5	25 units max	15 units max
From 2.5 to less than 4	as defined in the plan	as defined in the plan
More than 4	40 units max	23 units max

- A student who is expected to graduate can apply for a maximum of five additional hours (Units).

Exam Guidelines

- Students must be aware of the date, time, and location of their examination.
- The entry to any examination hall is prohibited even if they are open.
- The student should allow enough time for travel and arrive to campus at least 20 minutes before the start of their examination.
- If a student arrives early, they must avoid standing in front of entrances and hallways, as this will cause disturbance to other users of the building.
- Students will be allowed into examination halls 5 minutes prior to the scheduled start time of their examination.

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- After the 5 minutes of the scheduled start of their examination has passed, students present in the hallways (revising or not) will be denied from entering their examination.
 - In cases of emergency preventing the student from arriving to campus on time as in cases of an unexpected traffic accidents, traffic jams or car malfunction, the invigilator will allow the student to enter the exam only if the student is not more than 30 minutes late.
 - If the student is more than 30 minutes late under any circumstances, he/she will be denied from entering the exam and will be referred to VDAA for further action.
 - If the student is unable to attend the final examination in any of the courses for a compulsive excuse, the College Council may, in cases of extreme necessity, accept his excuse and allow him to give an alternative exam for a period not exceeding the end of the next semester.

(To gain entry to examination hall, students must present their university ID to the exam invigilator).

Postpone and Dropping Program

- Students can apply for a postponement for two-consecutive or three non-consecutive semesters (The application is available until the end of the second week of the semester).
- A student can apply for an apology before the start of the end-of-term exams at least five weeks.

Withdrawal, Failure And Dropping Courses


A Students may Withdrawal from one or more courses in one semester according to the executive rules approved by the University Council.

Students in lecture with and without approved excuses to be dealt with as follows:

1. Students with absence rate not exceeding 15% are allowed to sit for final examinations without any deductions of grades due to their absence.
2. Students with an absence rate (15-25%):
 - Presented with an excuse approved by the VDAA; the student is allowed to sit for final examination.
 - Did not present an excuse or excuse was not approved by the VDAA; the student is denied from sitting for the final examination.
3. students with an absence rate exceeding 25% is denied from sitting for the final examination .

Failure

If there is a student that fails in some semester courses, it is necessary to re-study these courses with the registration of some additional courses from the next level, but not less than the number of the units of study which is recorded according to the following controls: Where the student for 12 units of study.




a. There should be no conflict in the course schedule of the courses in which they will be registered.

b. Students are not allowed to register for the fifth level courses according to the study plan unless all the first level courses are successful and are not allowed to enroll in the sixth level courses unless all the first and second level courses are successful.

Career Opportunities

Graduates from clinical nutrition program can work in

- 1.** General, military and private hospitals as well as primary care centers
 - 2.** Saudi food & drug administration and Saudi organization for standardization and methodology.
 - 3.** Universities: in colleges, research centers and university hospitals.
 - 4.** Health services, educational institutions and nutrition education programs in schools.
 - 5.** Nutritional administrations of Health Affairs.
 - 6.** Charitable societies like: Diabetes, kidney, and heart.
 - 7.** Fitness centers.
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| For admission and registration, please contact

Turki Sulaiman Al Turki
Director of Dean Office
Phone: 013-3332713
Email: ar@uod.edu.sa

| For detailed program information, please contact CN chairman

Dr. Yasmin Al Gindan
Chair of Clinical Nutrition Dept.
College of Applied Medical Sciences
Phone: 013-3331324
Email: yygindan@iau.edu.sa
Building: 55