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Prepared by: Dr. Rula A. Abudalo-Hull, Dr Zafar Iqbal & Dr Aysha Bhalii
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Student Program Manual
2019-2020
1441-1442

Bachelor of Clinical Laboratory Sciences

This manual is to provide you with the policies governing the successful completion of the Clinical Laboratory Science program (CLAB), College of Applied Medical Sciences (COAMS), King Saud Bin Abdulaziz University for Health Sciences (KSAU-HS).
Welcome to Clinical Laboratory Science program (CLAB)!

We are pleased that you have chosen to join The CLAB program. An experienced faculty and staff is here to help you to learn and become skilled in both the theoretical and practical aspects of clinical laboratory procedures.

This manual is prepared for you to get familiar what offered by the CLAB program and what is expected from you. It is not meant to replace the college student handbook; therefore, it is highly recommended that the student beside this manual obtains a copy of student handbook on admission to KSAU-HS.

The purpose of this manual is to:

- Provide the student in this program the basic information and policies in the classroom as well as the clinical setting.
- Define behavior and criteria which you are expected to observe and demonstrate.
- Serve as a supplemental source of information.

Faculty and staff of this program are working hard to make the learning process as productive as possible and expect from you to work hard to learn the material. Try not to miss your classes as much as you can. If you miss a class, check the course outline to determine what work you must do, read the material in the text and handout, and ask if you need help. Tests are one the process for assessment that are scheduled weeks in advance, so try adding them at your calendar and not to miss a test. If you must miss a test, be sure we know about it as soon as you do as a student enrolled in this program you must assume certain obligations and responsibilities. It is also expected from you to meet specific criteria in order to be retained, promoted, and graduated.

It is part of your responsibility to become familiar with and abide by the rules and regulations as stated within this manual. Personal characteristics include ethical behavior, maturity, cooperation, responsibility and others are important while preparation for your clinical laboratory science career.

In addition, professional attitude is a term commonly used in this field. It is a combination of traits or personal characteristics such as eagerness for learning, motivation, interest, flexibility, adaptability, punctuality, honesty, respectfulness, trustworthiness, ability to take and give instructions, and the use of good judgment.

Being a student is not an easy job. It is hard work. So, our advice to you is to plan time to attend class, as well as time to work on the material outside of class.

Call, e-mail or see us in our offices, or just after class.

Hopefully, the information in this manual will assist you in determining in further detail what is expected of you.

Sincerely,
The Clinical Laboratory Science Faculty and staff
# PROGRAM IDENTIFICATION AND GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Program title and code</th>
<th>Clinical Laboratory Sciences Program (CLAB)</th>
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<tbody>
<tr>
<td>Total credit hours needed for completion of the program</td>
<td>134 credit hours</td>
</tr>
<tr>
<td>Award granted on completion of the program</td>
<td>Bachelor of Clinical Laboratory Science</td>
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<tr>
<td>Ms. Azzah Alghamdi</td>
<td></td>
<td>Admin Assistant</td>
<td>46095</td>
<td><a href="mailto:ghamdiaz@ksau-hs.edu.sa">ghamdiaz@ksau-hs.edu.sa</a></td>
</tr>
</tbody>
</table>
Program Overview:
The Clinical Laboratory Sciences Program (CLAB) started when the College of Applied Medical Sciences (COAMS) was established in early 2006. Though many universities and healthcare facilities and programs exist throughout the Kingdom, KSAU-HS is the only Health Sciences University and the Clinical Laboratory Sciences program that features a unique training curriculum housed in the College of Applied Medical Sciences. The program was created specifically to educate and prepare tomorrow’s laboratory specialists with the knowledge, attitude and skills necessary to produce quality laboratory results per national needs and international standards.

The main aim of this program is to graduate laboratory technologists with the abilities and skills to function in medical laboratories, to assist physicians’ in-patient care decisions, to conduct research as well as engaged in and devoted to improve community health services.

Career Opportunities:
Laboratory technologists use sophisticated biomedical instruments and technologies, microscopes, complex electronic equipment, computers, and methods requiring manual dexterity. They perform tests on different specimens including but limited to blood, body fluids, and tissues. Clinical laboratory sections include clinical chemistry, hematology, blood bank, immunology, microbiology, and molecular diagnostics.

The Clinical Laboratory Science (CLAB) program produces professional, highly qualified laboratory technologist who have various job opportunities, including:

- Public and private hospitals
- Academic institutions
- Research Facilities
- Forensic laboratories
- Medical offices
- Pharmaceutical Companies

STUDENT ADMISSIONS GUIDELINES

Riyadh:
The admission track is unified for the following colleges: College of Medicine, College of Dentistry, Pharmacology, Applied Medical Sciences, Public Health, and Health Information.
(The admission is competitive between the applicants according to their GPA at the end of the first preparatory year and then the applicant’s choice and the availability.)

**Jeddah:**

The admission track is unified for the following colleges: College of Medicine and College of Applied Medical Sciences.

**Al-Ahsa:**

Direct admission in both Applied Medical Sciences and Nursing Colleges.

**Admission Requirements:**

- Applicants must be a Saudi national.
- Applicants must be a recent graduate.
- Applicants achieved all required scores of high Schools qualification and other tests.
- Applicants must obtain the certificate from National Center for Assessment in Higher Education (Qiyas).
- Applicants must complete the National Admission Examination for Health Colleges.
- Fill in the form of application.

According to applicants for Riyadh campus, application form is available in the admission website [http://rbu-admit.edu.sa](http://rbu-admit.edu.sa)

According to Applicants for Jeddah and Alahsa campuses, the application form is attached in the university website [http://www.ksau-hs.edu.sa](http://www.ksau-hs.edu.sa)

Applicants must pass the interview, medical examination, and all requirements at the application time.

**Application Deadlines:**

Admission begins soon after the announcement of high school and QIYAS “test held by National Center for Assessment in higher Education” results, deadline to be displayed on university website [http://www.ksau-hs.edu.sa](http://www.ksau-hs.edu.sa), Twitter and Facebook.

**Admission Rules**

Admission at King Saud bin Abdulaziz University for Health Sciences is based on many criteria by which applicants’ eligibility is determined. These criteria consider the weighted percentage of
the applicants’ cumulative percentage at high school, achievement exam, and aptitude exam according to the following weights:

- Accumulative percentage of high school certificate grade = 30%
- Aptitude Exam grade = 30%
- Achievement Exam grade = 40%

The Weighted Percentage required for admission will be calculated as follows:

Weighted Percentage = (High school GPA × 0.30) + (score on the Aptitude Exam × 0.30) + (score on the Achievement Test for Science Colleges (Tahsili) × 0.40).

An example on how to calculate the Weighted Percentage is as follows:

- If an applicant’s high school GPA is 95%, their score on the Aptitude Exam is 85%, and their score on the Achievement Test is 80%, then the Weighted Percentage = (95% × 0.30) + (85 × 0.30) + (80 × 0.40) = 86.

- Having determined the prospective candidates, they will be invited to attend interviews, the details of which are communicated via emails.

Candidates are requested to provide the following documents:

1. Copy of the High School Certificate (with the original one provided for verification).
2. Copy of the Identification Card (with the original one provided for verification).

Important Instructions

- Submission through the electronic gateway and interviews do not mean acceptance, as it is subject to the measures stated above.
- Candidates’ failure to complete any submission procedures will exclude them from competition.
- Candidates are committed to carry a temporary identification card during all admission and registration stages – this card will be provided when attending the interview.
- The temporary ID card will be replaced with a permanent one upon the commencement of study.
- Candidates will be informed about the results through the means of communication provided by them in the initial application.
Candidates must write her full name in Arabic in the same form that appears on the High School Certificate.

Candidates attending interviews are requested to complete all documents.

MEDICAL EXAMINATION & STUDENT VACCINATION

All admitted students are requested to complete their medical exam and serology test at the hospital Employee Health Clinic.

1. All admitted students should receive the vaccination card from the nurse at the Employee Health Clinic and ensure that their vaccination card is completed, signed and stamped by the nurse upon completion of each dose.

2. Each student is required to submit a copy of the vaccination card to the Admission and Registration Department at the completion of the first semester and to follow up with the Employee Health Clinic for vaccination card updates.

3. Each student is responsible for completing the needed vaccination doses by the end of the first semester.

4. Each student must report to the Office of Selection, Admission and Registration by presenting the vaccination card as a prerequisite for the following semester registration.

5. Students cannot proceed with registration process for the following semester unless their vaccination is completed.

CLAB MISSION, VISION AND CORE VALUES

MISSION

Clinical Laboratory Sciences Program is dedicated to graduate knowledgeable, highly skilled and ethical professionals capable of conducting health-related research and engaged in community health services.

VISION

To be one of the leading programs nationally and internationally for Clinical Laboratory Science with a commitment to excellence in research, patient care, and community service.
PROGRAM CORE VALUES AND OBJECTIVES:

CORE VALUES
In consonance with the University Core Values, the program core values are:

- Ethical behavior and Islamic Values: honesty, respect, fairness, and compassion.
- Teamwork: collaboration and cooperation.
- Accountability: fulfilling duty.
- Transparency: acting with clarity.
- Excellence: commitment to quality performance, innovation and creativity.

MAJOR OBJECTIVES
1. To provide students state-of-the-art knowledge related to different specialties of clinical laboratory sciences.
2. To train students in required skills related to Clinical Laboratory Sciences.
3. To regularly update learning resources and facilities in order to meet national needs and international standards.
4. To provide opportunities for continuous professional development.
5. To produce graduates who demonstrate a strong research culture.
6. To facilitate research activities among faculty members.
7. To make program graduates actively participate in community health awareness activities.
8. To involve faculty members in community health service activities.

PROGRAM GOALS
In consonance with the university and the college goals, Clinical Laboratory Sciences Program goals are:

1. To provide quality education to Clinical Laboratory Science students

   This goal will be achieved by the following projects:

   1.1. Develop and maintain a program that offers a balance between the advanced theoretical knowledge and practical skills in all clinical laboratory science disciplines.
1.2. Develop and maintain infrastructure and educational processes to clinical laboratory science students that lead to self-directed learning, critical thinking, and communication skills needed for their successful career.

1.3. Furnish a mutual relationship with hospitals and laboratories to provide opportunities for students’ clinical training and patients’ care.

2. **To continuously improve the standards of teaching and learning.**

   This goal will be achieved by the following projects:

   2.1. Establish a continuous process of evaluating the program curriculum according to the national needs and international standards to meet the market demands of practice and research.

   2.2. Foster academic and nonacademic staff function supporting activities aiming to enhance educational, time and cost effectiveness to benchmark with world leading universities.

   2.3. Maintain a continuous communication with alumni, employers and other stakeholders for the development of the program.

3. **To promote scientific research among students and faculty members.**

   This goal will be achieved by the following projects:

   3.1. Establish well-equipped research laboratories to clinical laboratory science program.

   3.2. Facilitate and promote faculties-students research.

   3.3. Conduct research to meet the national, regional, and global health challenges.

   3.4. Implement college strategic plans to promote the research activities related to clinical laboratory science program.

   3.5. Expand collaboration with internal, national and international universities, hospitals and funding agencies to support and promote biomedical and translational research priorities.

   3.6. Promote the inter-disciplinary collaboration in research projects.

   3.7. Build good relationship with national and international hospitals and centers to provide good opportunities for research, clinical training and patients’ care.
3.8. Establish benchmarking and faculty exchanges/collaboration with partners

3.9. Establishing collaborative programs with outstanding universities at the national, regional and international levels.

4. **To engage students and faculty in community health services**

This goal will be achieved by the following projects:

4.1. Systematically identify, track, collect and disseminate information on outreach activities of the Clinical Laboratory Science program.

4.2. Develop collaborative relationships with educational and practical settings in local communities.

4.3. Increase faculty and staff, students and alumni engagement in community services.

**PROGRAM CURRICULUM STUDY PLAN**

The curriculum of the CLAB currently offered by COAMS consists of two phases. The duration of the courses for the program is four years and one-year internship.

**Phase I:** Pre-professional courses (Preparatory Four Semesters) which are offered to all health sciences. Students from all Health Sciences colleges attend the first four semesters together. The students are offered Intensive English Language courses throughout these semesters to strengthen their English language. This will enable them to communicate fluently, as English is the instructional language while studying the professional courses. It is also including Arabic language skills, Islamic values, medical ethics, courses in Biology, General Chemistry, Organic Chemistry, Physics for health sciences, Biochemistry, Behavioral Sciences, Biostatistics, Introduction to Evidence-Based Medicine, Computer Sciences and Informatics. During the fourth semester, the students in all three programs study Anatomy and Physiology, Principles of Diseases, Basic Pharmacology, Medical Ethics, and Patient Safety and Health Profession Education. At this point, students also begin to take courses in their specialty area. Introduction to Emergency Medical Services will be offered to the students of this program, while introduction to Clinical Laboratory Sciences will be covered by the Laboratory Sciences program students.
**Phase II: Professional Courses (four semesters)**

Students will enroll in the designed program of specialty. This phase includes classroom tutorials, laboratory skills training and clinical practice. Self-directed learning is the core of these programs, and is supported by information technology with a solid intranet infrastructure coupled with connectivity to the Internet. Students will be using computers in tutorial rooms, libraries, study areas, or via their mobile laptops from anywhere within the campus. They will be connected to electronic resources in our local data warehouse or anywhere in the world (e.g., electronic access to journals, electronic books from geographically distant resources using the Internet).

**Clinical laboratory science program curriculum**

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Required or Elective</th>
<th>Credit Hours</th>
<th>College or Department</th>
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<tbody>
<tr>
<td></td>
<td>ENGL 101</td>
<td>English Communication Skills and Writing I</td>
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<td>ENGL 103</td>
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<td>ISLM 101</td>
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**First Year-Spring Semester**

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## 2nd year- Fall Semester

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<td>Advance English Grammar</td>
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## 2nd year- Spring Semester

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<td>Principles of Diseases</td>
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## 3rd year- Fall Semester -Block 1

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## 3rd year – Fall semester -Block 2

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<tr>
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<td>Clinical Chemistry</td>
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<tr>
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<td>Chemistry/Urinalysis/Phlebotomy</td>
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### 3rd year - Spring Semester - Block 4

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<tr>
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<td>Clinical Microbiology Lab.</td>
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<td>Immunology and Virology</td>
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### 3rd year – Spring Semester - Block 5

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### 4th year – Fall Semester - Block 6

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### 4th year – Fall Semester Block 7

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<td>CLAB 413</td>
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### 4th year - Spring Semester - Block 8

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<tr>
<td>4th</td>
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<td>CLAB 415</td>
<td>Histo/Cyto Techniques</td>
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</table>
**COURSE DESCRIPTIONs:**

**ENGL 101 – ENGLISH COMMUNICATION SKILLS I**

This is a four months course in communication skills designed for students in the first semester of the pre-professional program. It emphasizes the development of general listening and speaking skills essential for oral communication tasks inside and outside of the classroom. It also includes integrated reading and writing sessions in which students develop their extensive reading composition practice, students gain mastery of the organizational patterns of paragraph writing in a variety of rhetorical modes. The course is divided into two components: an Oral Skills Lab and an Integrated Reading and Writing Component. The approach is multi-skilled; all four language skills are systematically developed and integrated in the classroom.

**ENGL 102 – ENGLISH LANGUAGE STRUCTURES & DRILLS I**

This course is the first half of the Intermediate Language Structure and Drills sequence. It provides student with an overview of the English tense system in the active voice, and introduce them to basic patterns of sentence structure. It begins with a review of the simple and progressive tenses (present and past) and future forms with *will* and *be going to*, and then
introduce the present perfect, present perfect progressive and past perfect forms. It also provides a review of direct question formation and simple noun phrase construction. Students are given practice in recognizing the basic clausal patterns of English, and expanding sentence skeletons with modifying adjectives and adverbials. Throughout the course, grammatical structures are presented through an active oral approach and reinforced through extensive drill practice, guided conversation exercises and daily written homework assignments.

**ENGL 103 – ENGLISH ACADEMIC READING AND VOCABULARY I**
This course is the first half of the Intermediate Academic Reading and Vocabulary sequence. It emphasizes the development of reading and critical thinking skills essential for academic studies at the university level. It also stresses basic vocabulary, paragraph organization, basic comprehension skills, word building and reading strategies. Glossary lists are provided for reading passages in the core textbooks. Students gain practice in inferring the meaning of unknown words from context, and using an English-English dictionary. Reading skills are reinforced through regular in-class activities and regular homework assignments.

**ENGL 111 – ENGLISH COMMUNICATION SKILLS II**
This is a four months Oral and Written Communication Skills course designed for students in the second semester of the 2-year pre-professional program. It emphasize of listening and speaking skills essential for oral communication tasks inside and outside of the classroom, and includes a variety of reading passages to help students develop their critical thinking skills and generate ideas for their own writing. Academic texts using different rhetorical patterns of development are used as models for students as they further develop academic writing skills at the paragraph and essay level. The approach is multi-skilled; all four language skills are developed systematically and new vocabulary is integrated into thematically arranged units. The course is divided into two components: an Oral Skills Lab and an Integrated Reading and Writing component.

**ENGL 112 – ENGLISH LANGUAGE STRUCTURES AND DRILLS II**
This course is the second of the Intermediate Language Structure and Drills sequence. It includes a review of simple noun phrases, pronouns, count and non-count nouns, article usage and quantifiers, and introduce students to model auxiliary verbs and passive constructions appropriate for academic and scientific writing. It also provides students with a brief introduction to complex sentence structure, focusing primarily on the adjective clause and reviewing adverb...
clauses introduced in ENGL 102. Throughout the course, grammatical structures are presented through an active oral approach and reinforced through extensive drill practice, guided conversation exercises and daily written homework assignments.

ENGL 113 – ENGLISH ACADEMIC READING AND VOCABULARY II
This course is the second half of the Intermediate Academic Reading and Vocabulary sequence. It is designed to help students to improve their reading and critical thinking skills in preparation for academic studies at the university level. It stresses vocabulary enhancement, word building strategies, extracting implied meaning, analyzing author’s purpose, tone, and style, drawing conclusions and making written responses. In addition, the course helps the students to improve their reading fluency rate (speed and accuracy).

ENGL 201 – MEDICAL TERMINOLOGY
This course is designed to help students decipher the meaning of medical terms by breaking them down into their components, i.e., roots, prefixes, suffixes and combining vowels. Emphasis is placed on mastery of these components and their usage in order to develop a strong foundation on which students can build as they pursue their medical studies. Since medical terminology is closely related to the structure (anatomy) and system (physiology) of the human body, this course also provides the students with an opportunity to explore some of the body systems and study terms used in anatomy, physiology and pathology, clinical procedures and lab tests pertaining to these systems. Practical applications present terms as they appear in medical reports and records.

ENGL 211 – ADVANCED ENGLISH GRAMMER
This course consists of two interconnected components; an academic writing component conducted through a series of weekly workshops, and an advanced grammar components. The grammar component begins with a review of the English tense system and includes structures not covered at the intermediate level: the past perfect progressive, future progressive, future perfect and future perfect progressive. The remainder of the grammar components focuses on multi-clause sentence structure essential for academic writing. Students review the use of coordinating conjunction in compound sentences, and gain extensive practice in analyzing and constructing complex sentences containing noun clauses, adjective clauses and wide range of adverbial clauses. Conditional clauses may also be included. The writing workshops provide
students with a developmental, step-by-step approach to academic multi-paragraph report/essay writing at an advance level.

**ENGL 212 – ADVANCED ENGLISH READING & VOCABULARY**
This is the advanced course in the academic reading and vocabulary sequence. It helps students develop reading and inferential skills essential for academic studies at the university level. It also stresses vocabulary enrichment, word building strategies, extracting implied meaning from a text, analyzing an author’s purpose, tone and style, drawing conclusions, advanced comprehension skills (including analyzing and evaluation of a text), providing responses to written material. Glossary lists are used to reinforce reading passages in the core textbooks. The general purpose of this course is to help students increase their level of reading fluency so that they can adequately comprehend written English at an advanced level.

**ARBC 101 – ARABIC LANGUAGE SKILLS I**
This Arabic language course introduces the students to the skills of communication, which include listening, speaking and reading. The course also aims at introducing the basic skills for learning syntax, including the parts of speech as the verb, noun and article, their forms and roles in speech. The course also covers syntactic analysis, including the dual, plural and verb conjunctions. It also introduces Arabic dictionaries, their origin, kinds and how to use them.

**ARBC 111 – ARABIC LANGUAGE SKILLS II**
The course aims at developing the writing skills of the students, starting at the word level and proceeding to the sentence, paragraph and essay levels. The course includes an introduction to Arabic editing terms and presents a definition of writing. It also covers the different modes of writing and the historical stages of recording written Arabic. The course also handles the components of writing such as the word, the sentence and the paragraph. It discusses the style and the characteristics of eloquent writing. The students also do literary analysis that includes prose and poetry, and receive training in writing summaries, letters and reports.

**ISLM 101 – ISLAMIC CULTURE**
This course provides students with an overview of Islamic culture, and present fundamental and modern perspective based on the Quran and Sunnah. It teaches students that Islamic culture can fulfill their needs and can provide them with a comprehensive approach.
ETHC 210 - ETHICS & PATIENT SAFETY
Medical ethics has been defined as “the analytical activity in which the concepts, assumption, beliefs, attitudes, emotions, reasons and arguments underlying medico-moral decision making are examined critically”. Ethics and Patient Safety Course is well integrated course into the multidisciplinary sessions. In these sessions, students will acquire knowledge and skills needed to resolve ethical conflicts during providing care to patients. The objective is to provide students with a knowledge of ethics generally, and how important ethics in clinical practice as well as to equip them with the ability to address ethical concerns of the patients. Thus, the orientation of undergraduate ethics teaching is towards professional ethics, as opposed to philosophical ethics. By the end of the course students should aware of the most important ethics aspects of medical care and have an approach to understanding and managing ethical dilemmas when they occur. Patient safety issues as they are related to health ethic will be covered.

CHEM 101 – CHEMISTRY FOR HEALTH SCIENCES
This course is divided into two parts:

Part 1: General Chemistry
The fundamentals of chemistry are covered in this part. Topics include chemical foundation, chemical composition and stoichiometry, classification of chemical reactions, atomic structure and periodic table, chemical bonding and molecular structure, major definitions of acids, bases and buffers, solution chemistry, liquid and solids, and intermolecular attractions.

Part 2: Organic Chemistry
This part provides a broad introduction to the basic principles, theories and applications of chemistry of carbon compounds. Topics include modern structural theory, organic nomenclature, stereochemistry, an introduction to functional group chemistry, preparation, reactions of alkanes, alkenes, alkynes, cyclic hydrocarbons, alkyl halides, aromatic compounds, ethers, epoxides, alcohols, phenols, aldehydes, ketones, carboxylic acids and derivatives, and amines. The organic part also provides an introduction to the chemistry of aromatic compounds.

BIOL 101 – BIOLOGY FOR HEALTH SCIENCES
This is an introductory course that aims to introduce students to the basic principles and concepts of biology. The course emphasizes the molecular and cellular basis of life, biochemical processes, cellular structure and function, cell growth and division. It also includes an introduction to viruses and bacteria. Upon completion of this course, Students should be able to demonstrate understanding of life at the cellular and molecular levels.
PHYS 101 – PHYSICS FOR HEALTH SCIENCES
A study of some of major concepts and laws of classical and modern physics which will provide student with a foundation for understanding, at a conceptual level, the natural phenomena and technological applications encountered in medical fields (EKG, X-ray, CAT scan, Human Eye, Endoscopes, Lasik, Radiation Therapy, etc.) and everyday life (GPS, Energy, Power, Sound Waves, Superconductivity, Global Warming, ozone Layer, Radiation, Nuclear Reactors, etc.).

BIOC 211 - Biochemistry
This is a general biochemistry course designed to introduce students to the chemical structures of cellular macromolecules: carbohydrates, proteins , lipids and nucleic. Principles of bioenergetics will be explained and then the metabolism of carbohydrates, fats, and nitrogen-containing materials such as amino acids, proteins, nucleic acids and related compounds and their regulatory mechanisms will be discussed. The course will include the digestion, absorption, transport and transformation of carbohydrates, proteins, lipids, vitamins, water and minerals. It will also cover related biochemical techniques.

BIOS 201 - Biostatistics & introduction to EBHP
The Biostatistics part of this course provides an introduction to the basics conceptual and quantitative tools of commonly used descriptive and inferential statistical procedures, to enable students to understand and interpret basic statistical methods. Topics include study designs used in medical research, descriptive statistics and graphical displays of data, basic concepts of probability and probability distributions, continuous distributions, including normal, binominal, c² and t-distribution, estimation and hypothesis testing, descriptive and comparative bivariate data analysis. The course also provides practical hands-on computer sessions aimed at teaching students basics of usage of a major statistical software (SPSS) and user-friendly statistical package (STATDISK) for statistical analysis.

The evidence-based health practice (EBHP) part of the course will provide basics of integration of best research evidence with clinical expertise and patient values. More specifically, the basics of literature search, reading health literature, and writing a report will be introduced. In addition to teaching students fundamental concepts of statistics, this course will also provide students with an ideal opportunity to foster student growth in these important areas:
- Critical thinking
- Problem-based learning and technology usage
- Working cooperatively in groups.
COMP 201 - Computer Science & medical informatics

This course is divided into four components that meet the general objectives of the course, these parts consist of the following:

☐ Introduction to information technology
   This is the most crucial part of the course. In this section, students study an introduction to computer architecture, windows operating systems, utilities software, data management, algorithms, security, ethics, search engines, and internet services. The goal of this part is to prepare the students for the proper use of the e-curriculum and internet facilities. Furthermore, the students will be provided with a solid foundation that will enable them to understand the informatics today.

☐ Introduction to medical informatics
   In this section, students will study an introduction to medical informatics, Health, health information system, telemedicine and future medical computing technology. The goal of this section is to introduce the students to various computer technologies available in the field of medicine. It also gives them a clear idea about the relationship between IT and the medical field.

☐ Typing skills
   Students are required to do typing practice outside of the class to gradually increase their blind typing abilities. To insure this, the computer labs have been supplied with testing and evaluation applications that monitor and record the progress of each student.

☐ Office automation & project
   In the computer lab, students will form groups and perform step-by-step tutorials with the help of a tutor. These tutorials are used gradually teach office applications skills on the basis of what is taught in the introduction to information technology. At the end of the tutorial sessions, students will be given a project which will cover what they have studied. The students are required to submit the project’s results for discussion before they give their presentations.

BHSC 210 - Behavioral science

Behavioral sciences is a branch of science concerned with the systematic study of human behavior; how we learn, think and interact with others, what motivates our actions and the role of personality and individual differences in behavior. It examines individuals and their behavior along with the behavior of societies, groups and cultures. The study of behavior is one of the major contributors to medical science.
This course is designed to prepare health profession students to recognize and become more comfortable with the psychological and social issues that patients bring to the medical setting. These psychological issues which are relevant to healthcare practice are discussed thoroughly in this course with a focus on practical applications and use of a problem-solving approach. Students will explore various methods for studying human behavior and learn basic concepts in the fields of psychology and sociology, particularly as they relate to the health profession. The course will provide an overview of the psychological/behavioral component of health and illness. The focus is on the theoretical and practical bases for understanding the complexities of relationships between the doctor, patients, their families, their environments, and their health issues. It will highlight ways in which the doctor-patient relationship is at the core of medical care and is significantly impacted by other factors such as the background, history, and current status of the patient and the self-awareness, attitudes and professionalism of the physician. The course will examine the ways in which developmental stages can be used to understand the behavior, thoughts and emotions of a patient whether in childhood, adolescence, or aging. This course will also cover cognitive processes such as memory and learning and their effects on patients’ behaviors and emotions it will also explore common psychosocial issues that cross the lines of specialties, such as grief and stress. 

The core principles for the behavioral science course are to encourage students to:

☐ Adapt bio-psycho-social and relationship-centered approaches to care.

☐ Promote the integration of socio-cultural factors within the delivery and organization of health care services.

☐ Emphasize the impact of familial, social, cultural, spiritual, and environmental contexts in patient care to improve health outcomes.

☐ Integrate psychological and behavioral knowledge into the care of physical symptoms and disease.

☐ Integrate mental health into primary health care service.

☐ Promote patient self-efficacy and behavior change as primary factors in health care.

☐ Practice a developmental and life cycle perspective with patients.

☐ Encourage and support health care provider self-awareness, coping strategies, and well-being.

PMSC 211 - Anatomy & physiology

Anatomy is the science of the structure of the human body, whereas physiology is the science of the functions of the different body systems. Health science students should understand the
basic anatomy and physiology of the human body and their clinical significance. This is necessary for understanding of pathology and clinical sciences such as medicine, surgery etc. This course is designed to provide health science students with an understanding of macroscopic human anatomy and its relationship at the organ level. A strong emphasis is placed on the association between structure and function of different body system.

**PMSC 212 - Principle of disease**

The principle of disease course introduces health science students to the basic processes involved in host defense and disease causation. It covers the major categories of human disease and consists of three integrated disciplines: immunology, microbiology and general pathology. Students are expected to learn the scientific basis through which the immune system distinguishes self from non-self, how the immune system protects the host from microbes and foreign substances and the mechanisms of immune mediated disease.

The course also presents concepts of microbiology and cellular injury and adaptation, inflammation as a reparative and disease causing process. In addition, students are expected to learn modern concepts of cancer causation, cancer terminology and morphology as well as the biologic behavior of benign and malignant neoplasms. Tissue and host responses to viral and bacterial agents are presented. Mechanism of disease causation is illustrated through clinically relevant example.

The course will be taught through interactive lectures, practical sessions, problem-based small group sessions, and integrated seminars. Understanding the basic principle of disease is an essential part of a student's journey in a medical school and other health sciences colleges. There will be other future blocks that require that the student understand the principle of disease.

**PMSC 213 - Basic pharmacology**

Course Description:

This is an introductory course emphasizing the general principles of pharmacology to health science students. The course is designed to give a simple overview of the subject to students who have not been exposed to pharmacology before. During this block, certain topics in pharmacology will be covered: general aspects of pharmacology, pharmacokinetic and pharmacodynamics, drug effects on the autonomic and central nervous system, drugs used in renal and cardiovascular systems, drugs influence in inflammation, respiratory tract, and gastroenterology, drug effects on the endocrine system and chemotherapy agents.
ETHC 201 - Ethics & patient safety
Medical ethics has been defined as “the analytical activity in which the concepts, assumptions, beliefs, attitudes, emotions, reasons and arguments underlying medico-moral decision making are examined critically.” Medical ethics in the pre-professional program at King Saud bin Abdulaziz University for health sciences is well-integrated into the multidisciplinary blocks across the different phases of the curriculum. In these sessions, students will acquire knowledge and skills needed to resolve ethical conflicts in health care. The objective is to provide students with an appreciation of ethics in general, teach them the importance of ethics for everyday clinical practice and help them acquire the ability to address the ethical concerns of the patients. Thus, the orientation of undergraduate ethics teaching is towards professional ethics, as opposed to philosophical ethics. By the end of their training. Students should be aware of the most important ethical aspects of medical care and be able to understand and manage ethical dilemmas when they occur.

EDUC 201 - Health professions education
The course will introduce the students to the concepts and principles of problem-based learning (PBL), including the PBL process, working with others, communication, self-directed learning (SDL), E-learning, critical thinking, and skills lab through small group work, lectures, assignments and presentations.

CLAB 201 - Introduction to Laboratory Sciences
This course will provide an introduction to the principles and techniques used in clinical and search laboratories. Emphasis will be on general laboratory topics, including but not limited to laboratory mathematics, safe practices, basic instrumentation, quality assurance and quality control. Prerequisite: admission to the professional program in medical technology.

CLAB 419 - LABORATORY MANAGEMENT II
A continuation of Laboratory Management I. Focus is on preparing and reviewing technical procedures and policies, conducting interviews, reviewing resumes and cover letters, and becoming familiar with compliance issues, codes of conduct, job descriptions, evaluations and workflow analysis.

Block Objectives:
At the conclusion of Laboratory Management I and II the students will have had the opportunity to meet the following objectives:
- Discuss basic management concepts, functions and styles
- Discuss common mistakes made by managers. Interview a laboratory manager to gain insight on management styles, common lab management problems, and possible solutions to those problems.
- Define diversity, and explain the importance of recognizing and respecting diversity in the workplace.
- Identify characteristics of each of Keirsey's four Temperaments.
- Suggest methods for interacting with individuals based on their Temperament.
- List the three domains of learning, including verbs commonly used to describe each level within each domain.
- Construct a set of learning objectives.
- Differentiate a policy from a procedure.
- Prepare a technical procedure according to NCCLS guidelines.
- List various components of a well-constructed resume.
- Discuss preparation for a successful interview.
- Submit a cover letter and resume for a fictitious job.
- When given a list of interview questions, choose whether or not the questions are appropriate according to the EEOC.
- Define terms relating to compliance issues.
- When given a workplace scenario, choose whether the situation does or does not constitute a violation of a code of conduct.
- List several considerations when selecting a laboratory information system or new lab instrument.
- Outline a logical process in the selection of a LIS.
- Discuss basic considerations of human resource management regarding performance evaluations, workflow analysis and job descriptions.

CLAB 418 - LABORATORY MEDICINE CASE STUDIES
Independent study of laboratory medicine cases designed to correlate the student's didactic knowledge with the clinical experience.

Block Objectives:
The student will be able to:
Integrate theories learned in core and in various areas of the lab.

- Interpret laboratory results and correlate to disease process
- Evaluate clinical relevance of results to the case presented.
- Recognize spurious laboratory results and formulate appropriate correction action.

**CLAB 417 - BLOOD BANK/IMMUNOLOGY CLINICAL EDUCATION**

Supervised practical application of coursework and experience in the areas of blood banking/immunology. Emphasis on principles, procedures, and quality assurance. Includes management practices and development of professional behavior.

**General Block Objectives:**

- The objectives of the Blood Bank and Immunohematology Clinical Education course are to provide learning experiences that will result in the student possessing certain minimum job entry level competencies in the area of blood banking/immunology.
- The student will:
  - Practice the methods and develop the skills necessary to analyze specimens in a blood bank/immunology laboratory.
  - Reinforce those theories learned in CORE and interrelated information obtained in various areas of the laboratory.
  - Correlate quality control mechanisms in everyday laboratory function.
  - Cultivate a professional attitude with colleagues in the laboratory and all hospital departments.
  - Participate in continuing education during the course if available.
  - Perform all of the competencies listed on the Blood Bank and Immunohematology Clinical Education Competency Checklists, achieving a cumulative competency level of 77% or greater in this course.

**CLAB 416 - MICROBIOLOGY CLINICAL EDUCATION**

Supervised practical experience in the microbiology laboratory. Emphasis on principles, procedures, and quality assurance. Includes management practices and development of professional behavior.

**Block Objectives:**
The objectives of the Microbiology Clinical Education are to provide learning experiences that will result in the student possessing certain minimum job entry level competencies in the area of microbiology.

The student will:

- Practice the methods and develop the skills necessary to analyze specimens in a microbiology laboratory.
- Reinforce those theories learned in CORE and interrelated information obtained in various areas of the laboratory.
- Correlate quality control mechanisms in everyday laboratory function.
- Cultivate a professional attitude with colleagues in the laboratory and all hospital departments.
- Participate in continuing education during the course if available.
- Perform all competencies listed on the Microbiology Clinical Education Competency Checklist and achieve a cumulative competency level of 77% or greater in this block.

CLAB 415 - HISTO-CYTO TECHNIQUES

Supervised practical application of coursework and experience in the areas of Histology-Cytology Techniques. Emphasis on principles, procedures, and quality assurance. Includes management practices and development of professional behavior.

General Block Objectives:

The objectives of the Clinical Education block are to provide learning experiences that will result in the student possessing certain minimum job entry level competencies in the area of Histocytology Techniques.

The student will:

- Introduction to Cytology instrumentation
- Describe collection and scope of the Pap test
- Introduction to cervical cancer epidemiology, and the purpose of the Pap Test
- Introduction to urinary and respiratory cytology
- Introduction to thyroid cancer
- Introduction to breast cancer
- Introduction to histology instrumentation
- Background of histologic techniques
- Introduction to modern techniques
- Understanding of tissue preservation
Understanding of tissue processing, staining
Basic introduction to major organ histology
Introduction to immuno-staining

CLAB 414 - LABORATORY MANAGEMENT I

This course focuses on knowledge and techniques needed to identify and resolve management problems in the clinical laboratory. Students will work independently to learn basic management concepts and techniques, how to successfully manage diversity issues, proper development of educational objectives, and guidance in the process of selecting a laboratory information system.

General Block Objectives:

At the conclusion of Laboratory Management I and II the students will have had the opportunity to meet the following objectives:

- Discuss basic management concepts, functions and styles
- Discuss common mistakes made by managers
- Interview a laboratory manager to gain insight on management styles, common lab management problems, and possible solutions to those problems.
- Define diversity, and explain the importance of recognizing and respecting diversity in the workplace
- Identify characteristics of each of Keirsey's four Temperaments
- Suggest methods for interacting with individuals based on their Temperament.
- List the three domains of learning, including verbs commonly used to describe each level within each domain
- Construct a set of learning objectives.
- Differentiate a policy from a procedure.
- Prepare a technical procedure according to NCCLS guidelines
- List various components of a well-constructed resume
- Discuss preparation for a successful interview
- Submit a cover letter and resume for a fictitious job
- When given a list of interview questions, choose whether or not the questions are appropriate according to the EEOC
- Define terms relating to compliance issues.
- When given a workplace scenario, choose whether the situation does or does not constitute a violation of a code of conduct.
☐ List several considerations when selecting a laboratory information system or new lab instrument.
☐ Outline a logical process in the selection of a LIS.
☐ Discuss basic considerations of human resource management regarding performance evaluations, workflow analysis and job descriptions.

CLAB 413 - LABORATORY MEDICINE SEMINAR
Research and presentation of various laboratory medicine topics. This course requires individual investigations. This is a self-directed learning course.

General Block Objectives:
The student will be able to:
☐ Select and thoroughly research a topic or topics related to the clinical laboratory, using library or internet sources.
☐ Organize the material and submit as a written paper.
☐ Present the material from one article/assignment to other students and/or staff.
☐ Use time management skills to complete the assignment by the due date set by the education coordinator.
☐ Select and successfully complete one or more senior projects.

CLAB 412 - CHEMISTRY/URINALYSIS/PHLEBOTOMY CLINICAL EDUCATION
Supervised clinical advanced training and studies in the areas of chemistry/urinalysis/phlebotomy. Emphasis on manual and automated techniques and development of professional behavior. Includes diagnostic correlations, quality assurance, and management practices.

General Block Objectives:
☐ The objectives of the chemistry/urinalysis/phlebotomy internship course are to provide learning experiences that will result in the student possessing certain minimum job entry level competencies in the area of clinical chemistry.

CLAB 411 - HEMATOLOGY/COAGULATION CLINICAL EDUCATION
Supervised clinical internship in the area of hematology/coagulation laboratory. Emphasis on manual and automated techniques and development of professional behavior. Includes diagnostic correlations, quality assurance, and management practices.
General Block Objectives:
- The objectives of the hematology/coagulation internship course are to provide learning experiences that will result in the student possessing certain minimum job entry level competencies in the area of hematology/coagulation.

CLAB 324 CLINICAL CHEMISTRY
This course includes detection and quantitation of metabolic compounds of major clinical significance in the diagnosis and treatment of disease. Emphasis on principles of analysis and diagnostic significance of biological constituents.

Objectives:
- The course presents the basic concepts of the more significant metabolic processes.
- Study of analytical instrumentation, methodologies, and chemical principles of laboratory tests.
- Gaining experience in solving problems, interpretation of test results, and evaluation of procedures.
- Learning the value of clinical chemistry as a tool in diagnosis and treatment, remembering that patient care is the primary concern.

CLAB 323 - IMMUNOHEMATOLOGY LAB
This course covers the safety procedures followed in blood transfusion and blood products as well as the basic principles of blood compatibility matching assays.

Objectives:
- Provide the students with the essential skills needed in immunohematology basic assays.
- Teach them the blood product separation techniques.
- Perform the basic techniques used to select the blood donors before blood transfusion.
- Keep updated with the last technologies used in blood transfusion service center.

CLAB 322 - IMMUNOHEMATOLOGY
This course covers the basics of immunohematology, blood components interactions such as blood groups and their matching assays and blood transfusions assays.

Block Objectives:
- Provide the students with the essential skills in immunohematology and blood transfusions.
Teach them the methods and techniques of problem solving associated with blood transfusion services.
Improve student’s skills in understanding blood transfusion techniques as well as preparation of blood products.

**CLAB 321 - MOLECULAR DIAGNOSTICS LABORATORY**
In this course, students will acquire knowledge about basic principles involved in different techniques and procedures used in molecular biology and genetics laboratories. They will also get familiar about optimum use of available laboratory techniques for diagnosis of different diseases using molecular biology and genetic assays. Students will acquire the skills to analyze, interpret and report results of experimental work performed during laboratory sessions.

**Objectives:**
- To train the students how to isolate genomic DNA from blood samples.
- To train the students how to amplify genes using polymerase chain reaction
- To teach them how to analyze DNA samples using agarose gel electrophoresis.
- Using different molecular techniques to study genes involved in diseases.
- Teach them how to interpret laboratory results and write reports.

**CLAB 320 - MOLECULAR DIAGNOSTICS**
Introductory course in molecular diagnostics focus on principles and applications of molecular technologies currently used in laboratory medicine, as well as quality control and quality assurance issues associated with molecular testing

**Objectives:**
- Introduce human genetic diseases and the new molecular diagnostic techniques to diagnose and analyze these diseases.
- Introduce latest methods used in Molecular diagnostics.

**CLAB 319 - CLINICAL MICROBIOLOGY LABORATORY**
Pathogenic microorganisms are covered. Emphasis is on isolation, cultivation, and identification. Fundamental microbiology, epidemiology, and pathogenesis are also included as appropriate.
General Block Objectives:
- To prepare the student for effective performance and further learning and understanding during internship in the Microbiology laboratory.
- To understand basic concepts in microbiology, methodologies, interpreting results, making knowledgeable observations, and evaluating new procedures.
- Students must appreciate the value of the laboratory in assisting with the diagnosis of infectious diseases, remembering that patient care is a primary concern.

CLAB 318 - CLINICAL MICROBIOLOGY
Pathogenic microorganisms are covered. Emphasis is on isolation, cultivation, and identification. Fundamental microbiology, epidemiology, and pathogenesis are also included as appropriate.

General Block Objectives:
- To prepare the student for effective performance and further learning and understanding during internship in the Microbiology laboratory.
- To understand basic concepts in microbiology, methodologies, interpreting results, making knowledgeable observations, and evaluating new procedures.
- Students must appreciate the value of the laboratory in assisting with the diagnosis of infectious diseases, remembering that patient care is a primary concern.

CLAB 317 - CLINICAL BIOCHEMISTRY
Emphasis on material relevant for the clinical laboratory sciences. Topics include metabolism, carbohydrates, lipids, amino acids, proteins, and nucleic acids.

Block General Objectives:
- To prepare the student for further learning and understanding in clinical laboratory science core and internship courses.

CLAB 316 - PARASITOLOGY
Pathogenic parasites are covered. Emphasis is on the identification of parasites.

Block Objectives:
- To prepare the student for effective performance and further learning and understanding during internship in the Microbiology laboratory.
- To understand basic concepts in Parasitology.
CLAB 315 - HEMATOLOGY LABORATORY
Laboratory for Hematology 4212. Emphasis on quantitative and qualitative techniques to evaluate the number, function and morphology of blood cells in bone marrow and peripheral blood. Includes testing methods to diagnose and monitor treatment for hematologic and hemostatic disorders.

Block General Objectives:
- To present information on blood cells; their formation, function, and morphology, and how they are affected in disease.
- To provide a background in hemostasis that will enable the student to understand the logic of coagulation testing and the correlation of coagulation deficiency states.
- To develop basic skills, appropriate to the evaluation of blood cells and the coagulation mechanism. This will provide the foundation for clinical internship during which technical skills will be perfected and more instrument procedures added. Understanding the technical and/or biological reasons for abnormal test values will be emphasized.

CLAB 314 - HEMATOLOGY
Normal and abnormal hematopoiesis and hemostasis. Emphasis on recognizing alterations correlating with diagnosis and treatment. Includes quantitation techniques and morphologic evaluation and function of blood cells in bone marrow and peripheral blood.

Block General Objectives:
- To present information on blood cells; their formation, function, and morphology, and how they are affected in disease.
- To provide a background in hemostasis that will enable the student to understand the logic of coagulation testing and the correlation of coagulation deficiency states.

CLAB 313 - IMMUNOLOGY
Introduction to the mechanism of normal and abnormal immune response. Emphasis on laboratory diagnosis by agglutination, precipitation, immunofluorescence and enzyme immunoassay.

General Block Objectives:
- Discuss the basic concepts of immunology.
- Correlate the interdependency of the immune response with other laboratory disciplines.

**CLAB 312 - BODY FLUIDS**
Lectures cover theory and techniques of analyzing urine, cerebrospinal, synovial, serous, amniotic, and other body fluids. Emphasis is on correlation of chemical, cellular, and microbiologic findings in normal and disease states.

**Block Objectives:**
- Discuss the formation, composition and function of body fluids.
- Recognize physical, chemical and microscopic results as “normal” or “abnormal” for each body fluid presented.
- Correlate abnormal lab results with specific disease states or conditions.
- Recognize conditions or substances that cause interference, false positive and false negative results in the analysis of each body fluid.
- Discuss specimen collection requirements for each body fluid.
- Discuss quality assurance and quality control as it pertains to the body fluids lab.

**CLAB 311 - LABORATORY PROCEDURES**
Laboratory sessions are designed to introduce basic laboratory techniques including but not limited to safety, phlebotomy, pipetting, the use of basic instruments as well as techniques for the analysis of urine, cerebrospinal, and other body fluids.

**Block Objectives:**
- Follow laboratory safety procedures.
- Perform routine phlebotomy.
- Make dilutions using pipettes.
- Using spectrophotometer data, construct a standard curve.
- Develop basic skills appropriate to the analysis of body fluids.
- Recognize physical, chemical and microscopic findings consistent with both normal and abnormal urine and other body fluids.
- Correlate lecture material presented in MET 4223 Body Fluids, MET 4311 Immunology and MET 3213 Introduction to Medical Technology with laboratory exercises.
- Select proper reagents and supplies, perform procedures within listed criteria limits, interpret results and evaluate the significance of the results for the tests listed in the charts below.
- Achieve a cumulative competency level of 60% or greater for this course.
INTERNSHIP/ HOSPITAL ROTATION

After completing the required didactic and practical courses, there is a mandatory one-year internship, during which the students will complete directed health program to support, develop or enhance his role as a public safety and health care provider. A scholarly, written presentation will be completed to synthesize, analyze and develop solutions to a pre-hospital health care issue or problem. The site of the internship will be within King Abdulaziz Hospital and other hospitals of the region. Furthermore, management of interns during the internship year is the responsibility of the COAMS in the region where the clinical placement of intern is assigned.

Duration & Working Hours:

The internship training is one calendar year (52 weeks), inclusive of a two-week leave for Eid Al-Fitr, a two-week leave for Hajj, and one day leave for the Saudi National Day. This makes an actual 48-week clinical rotation time inclusive of orientation activities defined mutually by COAMS and the clinical settings, such as hospital orientation, general orientation and unit-based orientation.

The interns are expected to work a roster of 44 hours per week except during the holy month of Ramada when the hours are reduced to 30 hours per week.

PROGRAM GUIDELINES

General Information

- Brief descriptions of all courses in the CLAB Program are provided. Each description provides a brief statement about content, configuration, credit hours, and prerequisites for the course. Course descriptions are also included in the syllabus provided at the beginning of each course.
- Copies of reference textbooks are available in the library at the reserve shelves before the beginning of each course. Textbooks are required for each course.
- It is required by students to read college and department email daily. Students are accountable for any emails and course announcements posted before 5 p.m. daily.
- Cellular phones and beepers must be turned off during class and/or lab. Exceptions to this policy must be arranged with the instructor.
- If the student is concerned about being contacted in an emergency, the student may request permission to leave their cell phone on vibrate or provide the CLAB Department phone number (……..).
• No eating is allowed during class. No eating or drinking will be permitted within the laboratory. Adequate breaks will be given during lengthy lab sessions so that the student may have time for such activities outside of the lab.
• Each student is responsible for the clean-up of their work area daily. Contaminated materials in the table top biohazard bag must be disposed of daily into the appropriate biohazard container.
• Each student will be assigned a locker. You must keep your locker locked to prevent theft. Personal belonging, abaya, coats, books, etc., not required during lecture/laboratory sessions
• Should be kept in these lockers.
• If the student needs to meet with a faculty member, the student should contact the faculty
• Member directly or by e-mail to schedule an appointment.
• Students are expected to use university transportation for field trips. Exceptions must be approved by the instructor on an individual basis.
• The primary goal of the CLAB Program is to prepare students to be clinically proficient and capable of securing professional employment in the field of Clinical Laboratory Science. To accomplish this goal, the faculty of the CLAB Department expects all students to practice high ethical conduct and professional responsibility at all times in all college classrooms and laboratory settings, as well as in all off-campus clinical and professional settings.
• Any personal problems that interfere with achieving the objectives of the CLAB Program should be discussed with the Program director, department faculty or counselor. Academic problems or problems related to a specific course should be discussed with the instructor of the course. If a mutually agreeable solution is not found, the problem should be taken to the program director or the Associate Dean of Academic Affairs for Instruction. All staff and faculty are concerned with the well-being of our students and will do anything possible to improve the learning experience.

GENERAL REGULATIONS

Information regarding general regulations, academic policies and procedures that govern the Baccalaureate of Science in Clinical Laboratory Science are stated in the Ministry of Higher Education statutes and regulations. All information concerning semester load, absence, leave policy, grading system, probation, dismissal, reinstatement, withdrawing and disciplinary procedures are outlined in the college bylaws.
REGISTERING, DROPPING OR ADDING CLASSES:

The minimum academic load is twelve (12) credit hours during a regular semester and the maximum academic load is (20) credit hours. However, the Dean of the College has the authority to approve the increase of the maximum academic load for a student, provided that the total of credit hours does not exceed 22 hours, as required.

Registration, dropping and adding is restricted by the unified admission standards regulation of high school graduates, approved by the University Committee per following standards:

A. All approved credit hours for students in the first academic semester of the prevocational program are counted within the final GPA of the student.

B. English language courses in the first academic semester of the prevocational program are considered prerequisites for all courses in the second academic semester.

C. The first academic year of the prevocational program is compulsory and deferring or dropping is not permitted during it.

D. If the student does not achieve a GPA of at least (3.00) out of (5.00)/ (Good average) after successfully finishing all the first academic year courses of the prevocational program, they have no right to apply for joining the College of Medicine, the College of Dentistry or the College of Pharmacy.

Registering

1. Student registration in courses will be automatic and will not require any approvals.

2. The course registration for each student will be final; no addition or drop allowed.

3. Each student is responsible for the courses he/she has been registered in. Students’ attendance will be taken and counted from the first day of the beginning of classes.

4. Any student unable to attend the classes must apply for the college’s approval to drop the semester. Otherwise, the student will be considered as failed in all registered courses.

5. The number of levels from which courses can be registered is determined by two successive study levels.

6. Students and their related academic advisors will receive the students’ registered course schedules (Registration Slips) by e-mail during the week preceding the beginning of classes.

7. In case a student is not able to open his/her e-mail for any technical reason, he/she can receive his/her course schedule from his/her academic advisor.

8. Courses with “incomplete” grade will be registered automatically for the next semester regardless of any conflict in time.
**Dropping**

Semester Drop is the process by which students can drop all courses already registered for the current academic semester for a valid reason accepted by the College.

- No semester drop is allowed for newly enrolled students.
- Application for semester drop must be submitted no later than the 6th week of the semester.
- Students must submit their request for semester drop as per University regulations.
- The female student’s guardian’s approval is required for semester drop.
- In case the student is not physically capable of completing the request for semester drop on time (e.g. hospitalized), the request and other required approvals must be sent by fax or e-mail. This temporary measure remains effective until the student can complete all procedures in person.
- Semester Drop may include 2 consecutive semesters or 3 separate semesters during the entire study period.
- The student’s stipend will be automatically stopped effective the date of the processing of semester drop request.
- Semester Drop is calculated within the program duration.
- When a semester drop is processed, all registered courses will be automatically given the grade “withdrawn”, code “W” which will appear on the student’s transcript for each registered course with the statement “Semester Dropped” and the date.
- The student may discontinue studying a course after the approval of the Assistant Dean of Academic Affairs or a delegate.
- The Assistant Dean of Academic Affairs or a delegate may give exception to this as less as possible.

**Adding**

The student may add a study course to his or her perfect degree program after the approval of the assistant dean of academic affairs or a delegate.

**FAILING CLASSES**

The student is transferred from one level to the next if they successfully pass all the courses of that level.
If the student fails one course or more, they must study the courses according to the following standards:

- If the student fails more than (50%) of the approved study units or one-level courses, they must re-study the courses they have failed only in this level.
- If the student fails (50%) or less of the study units, they must study the courses they have failed along with additional courses from next levels according to the following:
  A. Registering in courses should be within the standards of the degree program and schedules. There should be no conflict in their academic schedule.
  B. When it is impossible for the student to register the academic load from the next level courses (because of conflict, or not finishing the pre-requisite, or completing all current level courses), they should complete their study loads from the allowed next level courses. If it is impossible to complete their study units afterwards, they should be satisfied with the available study units even if their number is less than the minimum.
  C. The Assistant Dean of Academic Affairs or a delegate may give exception to this as less as possible.

**PROVIDING EXCUSES FOR DISCONTINUING ENROLLMENT DURING AN ACADEMIC SEMESTER/ACADEMIC YEAR**

Withdrawal or deferral chances shall not exceed two consecutive or three non-consecutive semesters.

The student may withdraw from the semester without receiving a failing grade if they provide an acceptable excuse according to the following:

- Academic semester system: the student submits the application for withdrawal at least five weeks before the start of the final examinations.
- Academic year system: the student submits the application for withdrawal at least eight weeks before the start of the final examinations. Withdrawal or deferral chances shall not exceed two non-consecutive years during the period of enrollment.
- Integrated courses system: the student submits the application for withdrawal before the start of the final examinations of the first course in the academic year.
WITHDRAWAL PROCESS

Any student who decides to withdraw from COAMS must submit to Registration Office a proof of the following:

A. Academic counseling.
B. A request for final withdrawal.
C. Female student’s guardian approval.
D. Sponsored students must present a proof of the approval of their sponsoring institution.
E. Complete clearance from COAMS, which is the process of freeing the student’s record from any liabilities to COAMS.

☐ If the student is not physically capable of completing the request (e.g. hospitalized, out of town), a request letter for withdrawal must be sent by fax or e-mail. This temporary measure remains in vigor until the student can complete all procedures in person.

☐ The application for withdrawal is submitted to the Dean of the College. At its next scheduled meeting, the College Committee will be informed of the application for withdrawal.

☐ A “Withdraw with Excuse” will be registered in the student’s record for all the courses registered in the chosen academic semester and it will be counted as part of the time required to complete the requirements of the graduation.

☐ The student’s registration is closed if the year in which he withdraws immediately proceeds the following academic year. The College Committee may consider some exceptional cases. Each case is considered separately.

☐ After the end of the excused period, the student is automatically registered, and they should attend; otherwise the student will be considered interrupted from study.

☐ The Dean of the College or whoever he delegates informs, within five working days starting from the date of the student’s submission of the application for withdrawal, the Deanship of Admission and Registration to change the student’s status in the student information system.
The Deanship of Admission and Registration informs the Financial and Administrative Affairs in the university to stop the student’s stipend within five working days.

The student’s stipend will be automatically stopped effective the date of submitting the withdrawal request to Department of Selection, Admission and Registration (DSAR).

In case the withdrawn student desires to re-join the program as a regular student, he/she can appeal to the College.

If the Withdrawal is processed while the student is registered for courses, the student will automatically be given the grade “withdrawn”, code “W” which will appear on his/her transcript for each registered course with the statement “Student Withdrawn” and the date of withdrawal. In case the withdrawal is processed while the student is not registered for any course, only the statement “Student Withdrawn” and the date will appear on the student’s transcript in the space assigned for the specific semester.

DEFERRAL AND INTERRUPTION OF STUDY

A- The student may apply for deferral of study for the coming semester to the Dean of the College before the end of the academic year or the current semester, then deferral application is presented to the first College Committee meeting. The period of deferral shall not be counted as part of the required period for completing the requirements of graduation.

B- The student may apply for deferral of study on these conditions:

- Semester system: Duration of deferral should not exceed two consecutive semesters, or at most, three non-consecutive semesters throughout their study in the college.

- Academic year system: Duration of deferral should not exceed one academic year or two non-consecutive academic years.

C- Duration of deferral should not exceed two non-consecutive academic years, or maximally, throughout their study in the college.

D- For extreme cases, with the recommendation of the College Committee and a decision of the University Committee or whoever it delegates may give an approval for deferral half the duration required for graduation for regular enrollment.

E- The period of deferral shall not be counted as part of the required period for completing the requirements of graduation.
F- The student is not considered deferral unless they obtain official confirmation from the Dean of the College, in the form of an official memo sent to the student's email from the Dean or whoever he delegates.

G- The Dean of the college or a delegate notifies the Deanship of Admission and Registration within five working days from the date the student submits the deferred form, so that the status of the student is changed in the Student Information System (SIS).

H- The Deanship of Admission and Registration is to notify the Administrative and Financial Affairs in the university to stop the stipend of the deferred student within five working days.

I- The deferred student is registered automatically in the semester following the deferral duration.

J- If and only if the request for deferral is rejected, the student may apply to the Vice President of Educational Affairs.

K- Regarding both male and female students who are in their pre-professional years, they are not allowed to postpone their study in their first academic year because the regulations and bylaws for unified high school graduates.

A- If a regular student leaves study for one semester without deferral, their registration in the college shall be cancelled. The College Committee or whomever it delegates may cancel the registration of the student if they left study for less than that period on the recommendation of the College Committee.

B- The Dean or whoever he delegates is to officially notify the Deanship of Admission and Registration within five working days regarding the change of the student's status in the Student Information System (SIS).

C- The Deanship of Admission and Registration is to notify both the Administrative and Financial Affairs to stop the stipend of the deferred student if their registration was cancelled.

**POSTPONEMENT OFF STUDY**

Postponement of study is the process by which students can delay their studies before the start of the academic semester.
Any student, who needs to postpone his/her study for a specific semester, must submit a request for Postponement of Registration to Registration Office along with a valid accepted by the College.

- The request must be submitted at least 3 weeks before classes start.
- The female student’s guardian’s approval is required.
- Postponement of study can be done for two consecutive semesters or three alternate semesters throughout any student’s study period at COAMS.
- In case the student is not physically capable of completing the request before the end of course registration period (i.e. hospitalized, out of town, etc.), the request for postponing registration must be sent to Registration Office by fax, e-mail, or a delegate. This temporary measure remains effective until the student can complete all procedures in person.
- The student stipend will be automatically stopped effective on the date of processing of postponement of registration request.
- Postponement of registration is not calculated within the program duration.
- The statement “Study Postponed” and the date will appear on the student transcript in the space assigned for that specific semester.

**DISMISSAL FROM THE UNIVERSITY**

The student shall be dismissed from the university in the following cases:

A. If they have got maximally three consecutive probations because of their decreasing Cumulative GPA (CGPA) to less than (2.0 out of 5), and the College Committee can give a fourth opportunity to those who can raise their CGPA by studying the available courses.

B. If the student did not complete the requirements of graduation at most within half the period prescribed for graduation in addition to the period of the program, the College Committee or whomever it delegates may give the student an exceptional opportunity to complete the graduation requirements within a period that should not exceed twice the allocated period for graduation, provided that the student raises their CGPA to the average that entitles them to graduate from their college when given the opportunity.

C. The University Council or whomever it delegates on the recommendation of the College Committee may, in exceptional cases, treat the cases of the students to whom the provisions of the preceding two paragraphs apply, by giving them an exceptional chance...
that does not exceed two semesters at most provided that they raise their CGPA to the average that allows them to graduate from their college when given this opportunity.

D. The University Council or whomever it delegates on a recommendation of College Committee may give the students who were dismissed because they exceeded double the duration assigned for the program a chance that does not exceed two semesters maximally to complete the courses left in a period that does not exceed two semesters for them to graduate.

The regulations and bylaws which are applicable to the students in the prevocational program, approved by the University Committee for the unified admission for the high school graduates, states that the student is dismissed in the following cases:

- The student is dismissed if they finish two academic years and do not successfully complete the total credit hours required in the first academic year in the pre-vocational program in two academic years (4 semesters).
- The student is dismissed if they obtain two consecutive academic warnings because of their CGPA is less than 2.00 out of 5 in their first academic year in the pre-professional program.
- The Dean officially notifies the Deanship of Admission and Registration regarding the final decision of dismissal within five working days from the date of issue of the student’s dismissal in order to change the student’s status in the Student Information System (SIS).
- The Deanship of Admission and Registration notifies the Administrative and Financial Affairs Director in the university within five working days from the receiving date of the dismissal decision of the student in order to stop the student stipend.
- The Deanship of Admission and Registration is responsible for sending academic warnings to students and filing them in their record, provided that the student receives counseling.

**RE-ENROLLMENT**

The student whose registration has been cancelled may apply for reenrollment with their number and file before withdrawing from study according to the following regulations:

A. Application for re-enrollment within four semesters from the date of registration closing.
B. The College Council and other relevant authorities must approve the reenrollment of the student.

C. If four semesters or more, or two consecutive academic years in the colleges that adopt the academic system or more, lapsed after a student's registration was cancelled, they can apply to the college as a newcomer without reference to their previous academic record provided that all declared admission requirements apply for them. The University Committee has the right to make exception to that according to the guidelines issued by the Committee.

D. The student whose registration is closed may not be re-enrolled more than once, and the University Committee, if necessary, and at the recommendation of the student College Committee has the right to make exception to that.

A student who has been dismissed from the College for academic or disciplinary reasons or from another university for the same disciplinary reasons will not be re-registered. If it appears after re-registration that the student has been previously dismissed for disciplinary reasons, their registration is considered cancelled from the re-enrollment date.

ATTENDANCE

- Attendance is expected to be 100%. However, absences due to illness and other personal crisis can be considered upon submission of a detailed medical report to the Office of Student Affairs within three academic days upon return. The medical report should generally be from National Guard healthcare facilities. In some cases, detailed medical report from other government hospitals may also be accepted. In the other hand, medical report from private healthcare facilities may not be accepted especially if the student missed clinical rotations and examinations.

- Students are at a risk of not being permitted to progress to the next stage of the program if his attendance percentage is below 75%.

- Attendance sheets should be signed by the students before the start of every class. A 10-minute allowance is given after the instructor signature. Any student who arrived after the 10-minute grace period will be marked absent.

- Attendance will be closely monitored and enforced. Any activities that not being organized by the College of Applied Medical Sciences and the students want to participate in need the advance approval of Student Affairs to be considered excused.
The College Council or whoever it delegates may, in exceptional cases, remove the deprivation and allow the student to enter the examination, provided they will give an acceptable excuse to the Committee. The University Council will determine the percentage of attendance, provided it shall not be less than (50%) of the lectures and classes for the course.

The course may be dropped in case the student’s absence reaches or exceeds (50%) because of a compulsive excuse approved by the College Committee or a delegate. In this case, the student will be given a “Withdraw with Excuse” (W).

The grade calculated of the student who is absent from the final examination shall be zero in the exam. Their grade in that course shall be counted according to the scores of the course work they obtain.

If the student is not able to attend for the final examination in any course of the semester, for an unavoidable reason, the College Council or whoever it delegates in very urgent cases could accept this excuse and give them the permission for a substitute examination to be conducted within a period not exceeding the end of the following semester. They shall be given the grade they obtain after sitting for the substitute exam.

DISCIPLINARY PENALTIES

- Warning letter will be issued when the student’s absence reaches 15%.
- Warning letter will be issued when the student’s absence reaches 20%.
- Third and final warning letter will be issued when the student’s absence reaches 25%.
- Barring the student from taking the examination in one or more block or course.
- Cancellation of student’s registration for a semester.
- Dismissal from the college for one semester or more.
- Total dismissal from the College/ University

EXAMINATION

- As per the bylaws of the Ministry of Higher Education, student assessment includes:
  
  A. Practical/oral examinations, research papers or other activities, plus at least one written test.
  
  B. At least two written examinations and a final examination.
Students cannot enter the final exam half an hour after its commencement and are not allowed to leave the room during the first half an hour after the exam begins.

Cheating or attempting to cheat in an examination and/or violation of instructions and examination procedures are actions subject to punishment in accordance with disciplinary rules issued by the University.

The College Council, when necessary, agrees to re-calculate final examination grades, but not re-correct the final examination.

EXAMINATION RULES & REGULATIONS

1. Students should be on time for each examination.
2. Students must continue following the dress code policy during the examination.
3. Students are not allowed to bring any bags/books into the examination rooms.
4. No electronic devices such as electronic dictionaries will be permitted into the examination room. Calculators may be allowed if the examination requires a mathematical solution.
5. Students are expected to bring enough pens, pencils, rulers and erasers for use during the examination. Sharing of such items is not permitted during an examination.
6. Students should turn off all mobile phones during the examination.
7. Each student is asked to sign an attendance sheet for each examination. This sheet will be available in the examination room.
8. The course instructor will be available during the initial 15-30 minutes of the examination time to answer questions. After which, he/she should leave.
9. Students in need of the toilet must be escorted during the examination.

GRADING SYSTEM AND GRADE POINT AVERAGE ((GPA))

Course grading system

It is the scale by which the final mark of each course is classified into a grade interval.
Course final mark
It is the total of all semester work marks such as midterms, projects, and assignments, practical and/or class participation plus the mark of the final examination.

Semester GPA
It is the GPA calculated for the credit hours completed in one semester.

Cumulative GPA
It is the GPA calculated for the credit hours completed in all the semesters.

Grade Weight
It is a numeric worth assigned for grades that are included in the GPA calculations. Every course that is officially registered for students must be given a grade by the instructor of the specific course according to the applied grading system. The applied grading system is summarized in the following table:

FINAL EXAMINATION PROCEDURE

☐ The College Committee may establish an Assessment Unit and an Assessment Committee to coordinate with the departments or their delegates when organizing the final examinations.

☐ The College Committee can implement confidentiality in the procedures of final exams.

☐ The course instructor is responsible for forming the questions of the exam. However, when necessary; the College Committee may assign this job to whomever the chairman of the department suggests.

A. The course instructor is responsible for correcting the final exam papers.

B. The chairman of the department, or whomever he delegates, may assign a specialist or more to assist the course instructor in correcting the papers, if necessary.

C. In cases of necessity, the College Committee may assign the correction of papers to someone specialized in that subject.

D. The course instructor, or whomever he delegates, is responsible for documenting the exam scores of the students in an automated list. Then, the chairman of the department or a delegate and the dean of the college or his delegate shall sign and authorize it.
E. The exam scores are uploaded to the Student Information System (SIS) within three working days from the date the exam is conducted.

F. The course instructor, or whoever he delegates, is responsible for the final editing procedures of the scores before uploading them to the Student Information System (SIS).

☐ The student shall not be tested for more than two subjects in one day. However, the College Committee is authorized to make an exception.

☐ The student will not be allowed to enter the exam room after the first 30 minutes of the exam, and is not allowed to leave the room during the first 30 minutes.

☐ Cheating or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the student disciplinary rules.

☐ Following the recommendation of the department council, the College Committee determines the duration of the final written examinations which, in any case, should not be less than one hour nor exceed three hours.

**Regulations of re-correcting final exam papers**

☐ The student has the right to submit an official appeal to the chairman of the department for re-correction of exam answer papers within ten working days after the final exam grades are announced. The student receives a notice indicating the date of appeal submission.

☐ The student should not have previously made five requests of re-correction of final exam answer papers in courses they have already studied, and decision of filing or rejection has been made to those courses grades.

☐ The chairman of the department or a delegate will request from the course instructor an evaluation statement within five working days after the appeal submission date. If the correction of the final exam answer paper is accurate, the instructor informs the student with his feedback according to the model answer of the exam.

☐ If the student approves the accuracy of exam correction, they sign on their appeal. The chairman of the department or a delegate will also sign to file the appeal.

☐ If the student disapproves the accuracy of the exam correction, the appeal will be submitted to the associate dean of academic affairs or a delegate to form a committee composed of two faculty members to re-correct the exam answer paper. After that, the
committee submits a report to the dean of the college. The student will be notified with the decision.

☐ If the chairman of the department is the instructor of the course, the associate dean of academic affairs or a delegate applies the a aforementioned procedures.

The assessment unit or its equivalent in the college maintains a special archive for students' appeals for exams re-correction.

**GRADING SYSTEM**

- The final mark achieved by each student for a given course will be scored out of a hundred.
- Based on the score of the final mark, the specific course grade will be assigned simply by classifying the final mark into score intervals.
- Each grade included in GPA calculations is given a weight.

Courses with pass or fail grades will be classified as follows:

- 60 or more is “No-grade Pass” grade, code “NP”.
- Less than 60 is “No-grade Fail” grade, code “NF”.

- Students, who do not complete all requirements to take a grade for a specific course will be given “In-Complete” temporary grade, code “IC” for that course.
- Students must complete the requirements of that specific course no later than the end of the following semester. Otherwise, the “Fail” grade, code “F” will be automatically assigned.
- Students who take a course that lasts more than one semester to complete its requirements will be given an “In-Progress” temporary grade, code “IP” for that course.
- When a student withdraws from CAMS or drops the semester, all registered courses will be given “Withdrawn” grade, code “W”.
- Students who are exempted from any course will be given “Exempted” grade, code “EX” for that course.
- Students whose absenteeism exceeds 25% and hence are prohibited from taking their final examination for a specific course will be given “Denied” grade, code “DN”.

The general grade for the GPA when the student graduates will be as follows:
<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Grade Code</th>
<th>Grade Out of (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>Exemplary</td>
<td>A+</td>
<td>5.00</td>
</tr>
<tr>
<td>90 to less than 95</td>
<td>Excellent</td>
<td>A</td>
<td>4.75</td>
</tr>
<tr>
<td>85 to less than 90</td>
<td>Merit</td>
<td>B+</td>
<td>4.50</td>
</tr>
<tr>
<td>80 to less than 85</td>
<td>Very Good</td>
<td>B</td>
<td>4.00</td>
</tr>
<tr>
<td>75 to less than 80</td>
<td>Above Average</td>
<td>C+</td>
<td>3.50</td>
</tr>
<tr>
<td>70 to less than 75</td>
<td>Good</td>
<td>C</td>
<td>3.00</td>
</tr>
<tr>
<td>65 to less than 70</td>
<td>High Pass</td>
<td>D+</td>
<td>2.50</td>
</tr>
<tr>
<td>60 to less than 65</td>
<td>Pass</td>
<td>D</td>
<td>2.00</td>
</tr>
<tr>
<td>Less than 60</td>
<td>Fail</td>
<td>F</td>
<td>1.00</td>
</tr>
</tbody>
</table>

☐ A. (Excellent) if the GPA is not less than 4.50 out of 5.00, B. (Very Good) if the GPA is from 3.75 to less than 4.50 out of 5.00 C. (Good) if the CGPA is from 2.75 to less than 3.75 out of 5. D. (Pass) if the CGPA is from 2.00 to less than 2.75 out of 5.00.

☐ First Class Honors is awarded to the student who obtains a GPA of (4.75) to (5.00) out of (5.00) upon graduation. Second Class Honors is awarded to the student who obtains between (4.25) and (4.75) out of (5.00) upon graduation.

The following conditions are required for obtaining the First or Second-Class Honors:

A- The student should not have failed in any course during their studies at the college or any other university.

B- The student should have completed the requirements of graduation within a period not more than the average between the maximum and the minimum period for staying in their college.

C- The student should have studied at least 60% of graduation requirements at the college from which they will obtain the degree.

**CALCULATING SEMESTER’S GPA**

☐ Calculate “Course Points” for each course registered for the specific semester according to the following equation:

- Course Points = course grade value x number of course credits

☐ Calculate the sum of all courses points for that semester:

- Total courses’ points = the sum of all courses points of a semester
Semester GPA: Total courses points of the semester / Total courses credits of that semester

Calculating cumulative GPA:

A. Calculate “course points” for each course registered for all semesters according to the following equation:
   Course points = course grade value X number of course credits

B. Calculate the sum of all courses points for all semesters: Total courses’ points = the sum of all courses points of all semesters.

C. Cumulative GPA: Total courses points of all semesters / Total courses credits of all semesters.

Semester GPA and Cumulative GPA are out of five.

The overall graduation grade, assigned according to the last cumulative GPA, is out of five and can be described as a “grade” according to the following classification:

A. “Excellent” for GPAs 4.50 and above.

B. “Very Good” for GPAs from 3.75 to less than 4.50.

C. “Good” for GPAs from 2.75 to less than 3.75.

D. “Satisfactory” for GPAs from 2.00 to less than 2.75.

ACADEMIC WARNINGS & TERMINATION OFF STUDIES

A student may be dismissed from the college in one of the following cases:

A. If she receives at most 3 consecutive academic warnings due to a drop in the cumulative GPA below the minimum of (2 out of 5), unless that drop is due to a reason accepted by the College Council and the student is not about to exhaust his/her chance i.e. subject to using up double the original period specified for completion of graduation requirements.

B. If the student does not complete graduation requirements during a period which is a maximum of half the period specified for graduation on top of program period, then the University Council may give the student an exception to complete graduation requirements with a maximum of no more than double the period originally specified for the graduation.
ACADEMIC HONESTY

A student may appeal for faculty and administration decisions concerning academic honesty.

Violation of academic honesty may include:

1. Cheating, in any form, whether in formal examinations or elsewhere.
2. Misrepresentation of any work done in the classroom or in preparation for a class.
3. Disruptive behavior in a course of study or abusiveness toward faculty or fellow students.

Disciplinary action may include:

Warning letters, failing a grade, suspension or dismissal from the class, holding of stipends, suspension of a semester and may go as far as dismissal from the College.

STUDENT AFFAIRS

Student Affairs is concerned with Extra Curriculum activities to help the students communicate and interact with their colleagues in other Saudi colleges and universities as well as in the local community and other GCC universities. The student activities aim to build a balanced personality which helps the students in investing their free time in achieving academia and excellence. To fulfill the university plans in achieving its educational objectives and encouraging students to utilize their free time, Student Affairs Department submits a proposal during each academic year for students’ extra-curricular activities.

Students Activities

Three types of student activities are:

1. Social/Recreational Activities
2. Professional and Research Activities
3. Community-Based Special Event Activities

Students Services

1. Students Affairs services may include student’s orientation, election for student representatives, establishing student board or Student Society, assistance in textbooks purchase, tickets purchase, facilitating student’s transportation, etc.
2. **Student Counseling:** Student counseling and support are provided through the student council unit. Services include counseling for study life, student activities, and social and/or psychological adjustment problems.

3. **The Student Society:** The Student Society is an organization within the College of Applied Medical Sciences (COAMS) in which all enrolled students are members, and is chaired by elected students. The Society is established to increase students’ involvement in the decision-making process at COAMS and adds a dimension of culture, sport and sense of community to their curriculums.

The Society has its own office in the recreational center with a complete entertainment system. One of its future goals is to have an organization that the students themselves run.

**STUDENT NUMBER AND BADGE**

Student number is assigned to each student which would identify him in the Student Information System and being used in all student affairs and academic transactions at the College of Applied Medical Sciences.

- The first two digits (from left) are assigned for the Academic Year of admission in the Hijri calendar. **For example,** admission of the Academic Year 1428-1429 will have the number that starts with 28.

- The third and fourth digits are assigned for the college code. (College of Applied Medical Sciences) code is “05”.

- The fifth and sixth digits are assigned for the program code.

- The last three digits are assigned for serial number starting from 001.

- All students are required to put on their badges and be clearly visible at all time while they are in the university, National Guard hospital and its premises.

**LOCKER ROOMS**

- Individual lockers will be provided for free to the students throughout the academic year.

- Students need to fill up an application form at the Office of Student Affairs.

- Students will be responsible for maintaining cleanliness of their lockers.
STUDENT E-MAIL ACCOUNT

1. Each student will be assigned an e-mail account.
2. Students should report to the Admission & Registration to collect their e-mail information and any other related problems.
3. Each student must change the assigned password and create her own.
4. Passwords must be kept confidential to the primary user only. Confidential information will be sent via e-mails.
5. Students should always make sure that their e-mail inbox is not full, otherwise, they may miss important notifications.
6. Department of Student Admission and Registration will use e-mails as an official means of communicating with the students.
7. Important documents and notification will be sent to the students by e-mail and will include:
   a. Registration slips.
   b. Courses and final exams schedules.
   c. Semester final grade slips which include GPA and academic warning.
   d. Absence warnings.
   e. Exempted courses notifications.
   f. Other important notifications such as college-related council decisions pay slips, schedule updates, registration announcements and instructors/academic advisors notifications.
   g. E-mails should be checked at least 3 times a week.

DRESS CODE

Uniform policy

The dress code for CLAB students is based on policies of King Saud bin Abdulaziz University for Health Sciences and professional mandates which comply with customs and traditions of the Kingdom of Saudi Arabia. Dress Code Specifications for CLAB students and interns include the following:

- Standard color of the uniform is blue.
- Loose fitting pants suits with a tunic to mid-thigh and sleeves below the elbow.
White lab coat should be 3 cm below the knee. KSAU-HS Logo is stitched is or fixed with Velcro (not pinned) to the left lower pocket of the uniform.

A solid white or navy-blue cardigan may be worn with the uniform.

Clean and pressed uniforms and lab coats must be worn always.

Uniforms/lab coats are to be worn in clinical settings and skills labs.

The lab coats are to be worn during classes.

Female Hijab and Niqab must be black or white only. They should be without decorations and freshly laundered daily.

Official COAMS Identification Badge and Name Tag issued by King Saud bin Abdulaziz University for Health Sciences, Course Identification Badge are to be worn always. Students without their badge will be denied access to class, laboratory area, and the clinical setting.

Students wearing Niqab may place a removable sticker over their picture.

CLAB interns will be issued badges from the hospital where they are assigned to for the period of internship.

Fingernails must be clean, short, smooth and rounded. Polished (colored or clear) fingernails are not allowed in clinical areas.

Jewelry must be conservative in appearance and must not pose a safety risk. It must be limited to watch, engagement ring and/or wedding band, non-dangling earrings and medical alert bracelet.

Blue uniform or sport trainers are to be worn exclusively in the laboratory and in the clinical setting. They should be low heel and cover heel and toes.

Wearing make-up is prohibited in clinical settings and within the college premises.

Students/interns should maintain good hygiene. No perfume should be used in the clinical setting/the college in consideration for allergic response. However, regular deodorant use is encouraged on clean skin.

Student uniform includes appropriate equipment for the clinical site, i.e. watch with second hand, stethoscope, black ink pen and pen light.

Violation of this policy will lead to the following consequences:

a. Denied access to class, laboratory, and clinical setting. In such case, the student/intern will be considered absent.

b. Implementation of appropriate disciplinary procedure.
No Smoking Policy

- As Per the No Smoking Policy, smoking is not allowed within the boundaries of the University campus at any time, by anyone – student, employees, and visitors under any circumstances.

- The basis of the ban is that smoking constitutes a fire hazard and a proven risk to the health of students and employees; hence, it does not create a healthy environment for the students and staff.

- Any student caught smoking will be put on a registry of smokers and a will be subjected to a disciplinary program in accordance to the instituted policy and procedure:
  - Verbal Warning.
  - Written Warning & Counseling.
  - Refer to the Associate/ Assistant Dean’s Office for review and recommendation.

OFFICE HOURS

POLICY

1. Instructional faculty member shall render one regularly scheduled office hour per day, four times per week of consultation sessions with KSAU-HS students.

2. The faculty member must be in his/her office during these hours.

3. Faculty member to provide “by appointment” and “regular posted office hours” hours and to accommodate walk-ins.

4. Office hours must be posted on office door signage, conspicuous places where students can have easy access to these schedules and in the college website.

5. Established office hours should be kept and responses to student communications are timely.

6. Faculty members are responsible for these obligations as part of their instructional assignments.

7. The department chair shall appoint a replacement or coverage for absent faculty.

8. Failure of any faculty to adhere to their agreed schedules shall be subjected to actions according to University Bylaws.
SUPPORT SERVICES AND CENTERS

The Well-Student Center:
It includes: (anti-smoking clinic, the psychological clinic, facilitating health care and treatment by the hospital, and communicate with the medical authorities in and outside the university to verify the medical reports for the students or request medical reports for them and notify their colleges in this regard). You could contact them through their Email Address: com@ksau-hs.edu.sa

Sport Centre:
The university offers for the students and the employees of the universities a complete sport center for all kind of athletic activities. For any kind of information, you could contact them through their Email Address: sportcomplex@ksau-hs.edu.sa

Technical Educational Services:

SIS System
The system offers several facilities that is accessible to the students and faculty, one of the system facilities is the ability to access the weekly schedule, also the students are able to check their grades and absentees through ISIS system.

Blackboard System
Blackboard system runs in a flexible way and offers a safe environment to the teachers where they can upload their course materials and lectures through adding multimedia sources (text, pictures, videos and paintings). Also, the students can communicate with each other through multiple communication tools such as the email address and through blackboard where they can access their lectures and courses materials. The system also offers a high-quality service in Health Education, Medical researches and Community Services. The system vision is centered on global leadership in health education with excellence in scientific research and health care.

Features:
- Providing the scientific material (curriculum) for students via the Internet.
- Providing multiple communication tools for the student to communicate with faculty members and the other students.
- Providing tools to evaluate students and determine the levels of their achievement and progress.
GRADUATION CEREMONY

The student graduates after successfully completing the graduation requirements according to the degree program provided that their Cumulative Grade Point Average is not less than the pass grade, (that is not less than 2.0 out 5.0) for the Bachelor Degree. Based on the recommendation of the specialized department council, the College Committee may determine suitable courses for the student to study to raise their cumulative Grade Point Average if they pass the courses but fail to meet the Cumulative Grade Point Average requirement taking into consideration what is stated in Article Twenty.

A- The Deanship of Admission and Registration issues all transcripts and papers and is to submit graduation documents to the University Committee for review and approval in the first meeting after the end of final exams and recording grades.

B- The last semester in the student record is considered the graduation semester, and for those whose degree programs require passing practical training, their names are to be submitted to the University Committee for approval to grant them the scientific degree at the end of semester in which they finish their practical training and all graduation requirements.

C- The list of students whose degree programs require finishing training in the internship period is to be submitted to the University Committee to request approval to grant them their scientific degree at the end of the semester in which they complete the degree program and the graduation requirements, and their graduation certificate will be granted after completing the required practice during the internship period. The statement “the student passed the training during the internship period” is to be written on the student’s academic record, and for those who did not finish training during the internship period the statement “did not finish training during the internship” will appear on their record.

D- The Deanship of Admission and Registration must change the student status in the Student Information System (SIS) and notify the Administrative and Financial Affairs Director in the university to stop their stipend within five working days from the date of issue of the graduation certificate.

E- Each graduate will be granted a graduation certificate that includes the following information: their full name in Arabic as per their National Identification Card, and in
English according to their passport, their nationality, civil record number, college, specialty or major, scientific degree, GPA, University Identification Number (ID), semester and date of graduation, and honor degree if applicable and the serial number of the document. The certificate, is to be written in both Arabic and English and signed and stamped by the Dean of the College, Dean of Admission and Registration, and the university president. In the case of a lost or damaged certificate, a stamp “lost or damaged” is to be placed on each certificate issued with the same information as the original.

F- Interns are expected to register with Saudi Council for Health Specialties immediately after completion of internship training.

**Graduation with Honor**

- First Honor Grade is granted to the student who scores a cumulative GPA of “4.75” to “5.00” out of “5.00” on graduation.
- Second Honor Grade is granted to the student who scores a cumulative GPA of “4.25” to less than “4.75” out of “5.00” on graduation.
- To obtain 1st/2nd honors grade, the following criteria must be fulfilled:
  A. The student must not have failed in any course studied in the college or in another university.
  B. The student must have completed graduation requirement in the stipulated period for completion, i.e. the average duration between the minimum and maximum period specified for studying.
  C. The student must have studied a minimum of 60% of graduation requirements in the college.

**ACADEMIC HONESTY**

A student may appeal for faculty and administration decisions concerning academic honesty.

Violation of academic honesty may include:

A. Cheating in any form, whether in formal examinations or elsewhere.
B. Misrepresentation of any work done in the classroom or in preparation for a class.
C. Disruptive behavior in a course of study or abusiveness toward faculty or fellow students.
Disciplinary action may include:

Warning letters, failing a grade, suspension or dismissal from the class, holding of stipends, suspension of a semester and may go as far as dismissal from the College.

STUDENT STIPEND

All new students must open an account with a bank as directed by the College.

☐ CAMS Students will receive a monthly student stipend as per the Ministry of Higher Education rules and regulations under which the College is charted.

☐ After opening the bank account, the student must submit a copy of the account number card with IBAN number and ID or family card to Registration Office within 2 weeks of the beginning of the semester along with other required admission documents.

☐ If a student delays submitting his/her account information to Registration Office, this will result in the delay of depositing not only his/her own stipend but also the stipends of the whole group of students admitted with him/her.

☐ The student should update his/her personal information at the Bank frequently or whenever he/she is asked to avoid freezing his/her account.

☐ Only In-Progress students are eligible to receive a stipend. The stipend will be stopped if a student drops the semester, postpones or discontinues his/her studies; he/she will resume receiving her stipend with continuous attendance at the college.

☐ In-Progress students who receive a third academic warning will have their stipend stopped until the warning is cleared.

ACADEMIC ADVISING

1. Upon admission to the College, every student is assigned a faculty advisor who is available to answer questions about courses and programs, to review past, current and proposed course work, to guide educational and career planning and to help with academic-related problems.

2. The advisor can also help the student, or refer his/her to student counseling if the student has difficulties related to study habits, reading skills or personal problems.

3. All students are obligated to make an appointment with their assigned advisors to introduce themselves and touch base with them, preferably in the third week after the beginning of classes.
4. All students must meet with their academic advisors several times during each semester to review their progress, or to consult for any other study or related issues.

**Students are expected to:**

1. Set time for scheduling advisory meetings with an academic advisor.
2. Become knowledgeable about the college programs, policies and procedures.
3. Participate proactively in the decision-making process related to their study plan.
4. Be open-minded to the academic advisors’ recommendations and be willing to take action on areas that require improvement.
5. Follow through an action identified during each advising visit.
6. Read all the college communications, and meet all college deadlines that might affect their study plans.
7. Evaluate the advising system when requested in order to strengthen the advising process.

**LABORATORY SAFETY GUIDE**

The Safety department, published the safety guide for KSAU_HS Laboratories: A Guide to Some Hazardous Substances to help staff and students identify hazardous substances that may be used in KSAU_HS laboratories and provide an inventory of these substances.

Because the new global harmonized system, the safety guide has been updated and revised to reflect those changes. This guide on safety in the chemistry laboratory was also written to provide staff and students with an easy-to-read reference to create a safe learning environment in the laboratory. The document attempts to provide lab responsible and ultimately their students, with information so that they can take the appropriate precautionary actions in order to prevent or minimize hazards, harmful exposures, and injuries in the laboratory.

The guide presents information about ordering, using, storing, and maintaining chemicals in the laboratory. The guide also provides information about chemical waste, safety and emergency equipment, assessing chemical hazards, common safety symbols and signs, and fundamental resources relating to chemical safety, such as Safety Data Sheets and Chemical Hygiene Plans, to help create a safe environment for learning. In addition, checklists are provided for both staff and students that highlight important information for working in the laboratory and identify hazards and safe work procedures. The guide also presents the bio hazard, radiation, and laser safety in the KSAU_HS Laboratories.
This guide is not intended to address most of the safety issues, but rather to provide basic information about important components of safety in the chemistry laboratory and to serve as a resource to locate further information. This manual is available online and also in the lab to all laboratory users.

**STUDENTS NECESSARY FORMS**

- Block Drop Request Form
- Dismissal from University Form
- Graduation Request Form
- Medical Library Orientation Request
- Postponement of Study Request Form
- Resuming Of Study Notification Form
- Record Closure Request Form
- Referral Form to EHC
- Medical Library Survey (COAMS)
- Semester Drop Request Form
- Student Request Form
- Student's Club Registration Form
- Saudi Airlines Discount Form
- Transcript Request Form
- Withdrawal from University Request Form
- Medical Library Book Purchase Request
# 2019-2020-CLAB Program Manual

**Kingdom of Saudi Arabia**  
**Ministry of Education**  
**King Saud bin Abdulaziz University for Health Sciences**  
**Deanship of Admissions & Registration**  

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**Dismissal From University Form**

<table>
<thead>
<tr>
<th>College - Region:</th>
<th>Program:</th>
<th><strong>Student Name:</strong></th>
<th><strong>Academic Number:</strong></th>
<th><strong>National ID Number:</strong></th>
<th><strong>Badge Number:</strong></th>
<th><strong>Mobile Number:</strong></th>
<th><strong>E-mail:</strong></th>
</tr>
</thead>
</table>

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The College Council in its meeting No. that was held on ____________ has decided to dismiss the above stated student from University for:  
- [ ] Academic Reasons  
- [ ] Disciplinary Reasons  

by the end of the following semester:  
- [ ] 1st  
- [ ] 2nd  
- [ ] Summer  

of the Academic Year: 20__ / 20__ G (a)  

The Council motion has been reviewed by the Vice President of Educational Affairs and approved by the University President on: ____________.

The College will inform the student with the decision and forward this form to the Deanship of Admission & Registration – Riyadh no later than 5 working days.

**Dean’s Name:** ____________  
**Signature:** ____________  
**Date:** ____________  
**College Stamp:** ____________

---

**Deanship of Admission and Registration:**

<table>
<thead>
<tr>
<th>Dean’s Name:</th>
<th><strong>Approval:</strong></th>
<th><strong>Date of Approval and Termination of Record/Suspend:</strong></th>
</tr>
</thead>
</table>

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*Original copy for student’s file.  
*Copy for concerned Registration official to process on student’s record – SIS.  
*Copy for Administrative Affairs to terminate record and stop stipend.  
*Copy for student through e-mail to complete clearance form and receive file.  
*Copy for Registration file.

---

**Prepared by:** Dr. Rula A. Abudalo-Hull, Dr Zafar Iqbal & Dr Aysha Bhalli
The Librarian, COAMS ( ), KSAU-HS, Riyadh

I would request for library orientation

1. Instructor Name .................................................................................................................................

2. Department / Program Name.............................................................. Ext: No..............................

3. Number of Students / Audience .................................... Preferred Date.............................

4. Preferred Time.............................. To .................................................................

As per your requirement please tick:

A: Brief tour of library
B: Collection Catalog
C: Databases to do research
D: Internet Resources
E: Plagiarism Software
F: Any special topic.

Please write........................................................................................................................................

Approved by Chairman / Director Program.........................

Signature ....................................................... & Badge No..........................

Date..............................................................
2019-2020-CLAB Program Manual

Postponement of Study Request Form

Please use Semester Drop Form if student is registered in courses.

<table>
<thead>
<tr>
<th>College - Region:</th>
<th>Program:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Academic Number:</th>
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<tr>
<th>National ID Number:</th>
<th>Badge Number:</th>
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<table>
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<tr>
<th>Mobile Number:</th>
<th>E-mail:</th>
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</table>

<table>
<thead>
<tr>
<th>I hereby request to postpone my study for the following semester:</th>
<th>of the Academic Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st □ 2nd □ Summer □</td>
<td>20... / 20...</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Corresponding:</th>
<th>Tawajud:</th>
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<tr>
<th>and I am aware of the below-listed regulations:</th>
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<tbody>
<tr>
<td>• Student will be automatically registered in courses for the next semester and attendance will be counted.</td>
</tr>
<tr>
<td>• Student should undertake a further official request in case resuming study is not possible.</td>
</tr>
<tr>
<td>• Student will not receive a stipend upon postponing study and until resuming his/her study.</td>
</tr>
<tr>
<td>• Student must apply for resuming of study to re-activate student stipend no later than the first week of the next semester.</td>
</tr>
<tr>
<td>• Postponement of Study is only allowed for two consecutive semesters or three alternate semesters throughout a student's study period.</td>
</tr>
<tr>
<td>• Postponed semesters are not counted within the duration of study.</td>
</tr>
<tr>
<td>• Female student must attach a letter of guardian approval.</td>
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<table>
<thead>
<tr>
<th>Student's Signature:</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>20/20</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>College Decision:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Approved after providing the student with necessary academic advising and College will forward request and attachment to Deanship of Admission &amp; Registration - Riyadh no later than 5 working days.</td>
</tr>
<tr>
<td>□ Disapproved and College will inform the student with the decision.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deanship of Admission and Registration:</th>
</tr>
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<tbody>
<tr>
<td>Deans's Name:</td>
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</table>

<table>
<thead>
<tr>
<th>Date of Approval:</th>
<th>Corresponding:</th>
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</tbody>
</table>

*Original copy for student's file.
*Copy for concerned Registration official to process on student record - SIS.
*Copy for Administrative Affairs to stop stipend.
*Copy for Registration file.

Prepared by: Dr. Rula A. Abudalo-Hull, Dr Zafar Iqbal & Dr Aysha Bhalli
Resuming of Study Notification Form

College - Region: ____________________________
Program: ____________________________
Student Name: ____________________________
Academic Number: ____________________________
National ID Number: ____________________________
Badge Number: ____________________________
Mobile Number: ____________________________
E-mail: ____________________________

I hereby confirm resuming my study for the following semester:
1st 2nd Summer
of the Academic Year: 20... / 20... G (o) Corresponding: (H) 14... / 14...
and my first day of study was on:
/ / 20... G (o) Corresponding: (H) 14... /

1st Semester 2nd Semester Summer Semester
Block (Code & Title): ____________________________
of the Academic Year: 20... / 20... G (o) (H) 14... / 14...

Student's Signature:
Date: ........../........../20... G (o) 14... /

College Decision:
☑ Approved and College will forward request to Deanship of Admission & Registration - Riyadh to re-activate student stipend.
☑ Disapproved and College will inform the student with the decision.

Dean's Name: ____________________________
Date: ____________________________

Deanship of Admission and Registration:
Date of Stipend: ____________________________
Re-activation: ____________________________

Dean's Name: ____________________________
Date: ____________________________

*Original copy for student's file.
*Copy for concerned Registration official.
*Copy for Administrative Affairs to re-activate stipend.
*Copy for Registration file.
Record Closure Request Form

College - Region: ________________________________
Program: ________________________________
Student Name: _______________________________________
Academic Number: _______________________________________
National ID Number: _______________________________________
Badge Number: _______________________________________
Mobile Number: _______________________________________
E-mail: _______________________________________

The College Council in its meeting No. ________________________________
that was held on: ________________________________
has decided to close the record of the above stated student
for discontinuing his/her study without undertaking any
official procedure since the start of:
1st semester ☐ 2nd semester ☐
of the Academic Year: 20____ / 20____ G (a)

The Council motion has been reviewed by the Vice President of
Educational Affairs and approved by the University
President on:

The College will inform the student with the decision
and forward this form to the Deanship of Admission &
Registration – Riyadh no later than 5 working days.

Dean’s Name: _______________________________________

Signature: _______________________________________
Date: ________________________________

College Stamp: _______________________________________

Deanship of Admission and Registration:

Dean’s Name: _______________________________________

Date of Approval and Termination of Record:

Approval: _______________________________________

Dean’s Signature: _______________________________________

*Original copy for student’s file.
*Copy for concerned Registration official to process on student’s record – SIS.
*Copy for Administrative Affairs to terminate record and stop signed.
*Copy for student through e-mail in complete clearance form and receive file.
*Copy for Registration title.

Prepared by: Dr. Rula A. Abudalo-Hull, Dr Zafar Iqbal & Aysha Bhalli
Page 72
# Employee Referral Form for Medical/Dental Consultation

## FOR DEPARTMENT USE

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Badge:</th>
<th>Data:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Supervisor Name</td>
<td>Signature</td>
</tr>
<tr>
<td>Time released from work</td>
<td>Referred to:</td>
<td></td>
</tr>
</tbody>
</table>

## FOR CLINIC USE

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time arrived:</th>
<th>Time seen:</th>
<th>Time left clinic:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Physician Recommendations:**
- [ ] Return to work
- [ ] Conditions, if any:
- [ ] Sick leave for 1, 2, 3 (in words) day(s)
- [ ] Referred to:

**Physician Name:**

<table>
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<th>Sig</th>
<th>Signature</th>
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</table>

**Comments:**


---

*Note: This form after approval of the attending physician is valid for sick leave up to 3 days. For 4 or more days, use the official Sick Leave Report Form (Appendix 3).*

---

**Signature:**

(Supervisor / Department Head)

**Date:**
DEANSHIP OF LIBRARIES AFFAIRS

COLLEGE LIBRARIES SATISFACTION SURVEY (STUDENTS)   AY _______

Please take a moment to answer this survey about the library. Your answers and comments can help us improve our services.

Section 1: Your evaluation

1. How would you rate each of the following library services?

<table>
<thead>
<tr>
<th>Service</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Don't Know/Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Library collection (Books, CDs/DVDs, etc.)</td>
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<td>2. Online resources (e-Books, e-Journals, Databases, etc.)</td>
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<td>3. Search tools (online catalogs and indexes)</td>
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<td>4. Internet Access</td>
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<td>5. Library Website</td>
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<tr>
<td>6. Computer workstations</td>
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<td>7. Print and copy equipment</td>
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<td>8. Literature search support</td>
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<tr>
<td>9. Library orientation</td>
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<tr>
<td>10. Space and sitting facilities</td>
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<tr>
<td>11. Library policies</td>
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<tr>
<td>12. Opening hours</td>
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<tr>
<td>13. Library Staff</td>
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<td>14. Overall, how would you rate the library?</td>
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</tbody>
</table>

Section 2: Your opinion

II. What do you value most about the library?

_________________________________________________________________________

_________________________________________________________________________

III. How could the library or its services be improved, if at all?

_________________________________________________________________________

_________________________________________________________________________

Thank you for the time! If you have questions about this survey or the library, please contact us at DLA@kmu-hc.edu.sa
<table>
<thead>
<tr>
<th>College - Region:</th>
<th>??????????????????????????</th>
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</thead>
<tbody>
<tr>
<td>Program:</td>
<td>??????????????????????????</td>
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<tr>
<td>Student Name:</td>
<td>??????????????????????????</td>
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<td>Academic Number:</td>
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<td>National ID Number:</td>
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<td>Mobile Number:</td>
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<tr>
<td>E-mail:</td>
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</tbody>
</table>

I hereby request to drop the following semester:

- [ ] 1st
- [ ] 2nd
- [ ] Summer
- [ ] (H) 14... / (G) 20...

of the Academic Year:

- [ ] ?????
- [ ] ?????
- [ ] ?????
- [ ] ?????

I am aware of the below listed regulations:

- [ ] ?????
- [ ] ?????
- [ ] ?????
- [ ] ?????
- [ ] ?????
- [ ] ?????
- [ ] ?????
- [ ] ?????

Student’s Signature:

Date: / 20 / 14... | ?????

College Decision:

- [ ] Approved after providing the student with necessary academic advising and College will forward request and attachment to Deanship of Admissions & Registration – Riyadh no later than 5 working days.
- [ ] Disapproved and College will inform the student with the decision.

Dean’s Name: ?????

Date of Approval: / 14...

Deanship of Admission and Registration:

Date of Approval and Stipend: ?????

*Original copy for student’s file.
*Copy for concerned Registration official to process student record - SIS.
*Copy for Administrative Affairs to stop stipend.
*Copy for Registration file.
King Saud bin Abdulaziz University for Health Sciences
College Of Applied Medical Sciences
OFFICE OF STUDENT AFFAIRS
Riyadh, Kingdom of Saudi Arabia

STUDENT’S REQUISITION FORM
(To be submitted 3 days prior to the actual need)

Student’s Name: ___________________________ Date: ________________
Student Number: ___________________________ Bagde No.: ______________
Medical Group/Course: ______________________ Batch: ________________

REQUEST FOR THE FOLLOWING:

1. SAUDI AIRLINE TICKETING DISCOUNT FORM
   Number of copies: ______________ Date Required: ______________

2. LETTER OF REFERENCE
   Number of copies: ______________ Date Required: ______________
   Indicate if the Letter of Reference should be in:
   [ ] Arabic  [ ] English

3. CERTIFICATE OF GOOD CHARACTER AND CONDUCT
   Number of copies: ______________ Date Required: ______________
   (Applicable to graduates only)
   [ ] Arabic  [ ] English

4. OTHERS
   Name of Request: ______________________________________

STUDENT AFFAIRS USE ONLY

Date: ______________ Received by: __________________ Request No.: ______________
[ ] Urgent  [ ] ASAP  [ ] Routine

[ ] Student Affairs’ Staff  [ ] Coordinator, Student Affairs
College Of Applied Medical Sciences
KSAU-HS

Prepared by: Dr. Rula A. Abudalo-Hull, Dr Zafar Iqbal & Dr Aysha Bhalli
استمارة تسجيل في نادي الطلاب

- البيانات الشخصية:

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Student ID number:</th>
<th>Badge No.:</th>
<th>Batch No.:</th>
<th>Specialty:</th>
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</thead>
<tbody>
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</table>

- الإهتمامات:

* ما هي الرياضات المفضلة لديك؟ (اختيار واحد أو أكثر. إذا لم تلتزم، اكتبها)

  - كرة القدم
  - تنس الطاولة
  - البلياردو
  - السباحة

* هل هناك مهارة تود تطويرها؟ (مثل: التصوير، البحث، التصميم... إخ)


نادي الطلاب بكلية العلوم الطبية التطبيقية

sc-cams@ksau-hs.edu.sa
نموذج تخفيف ذكرى طيران

نموذج تخفيف ذكرى طيران

شهادة تعريف

تحت اسم الطيار

تاريخ:

مصدر:

منهج (المؤسسة التعليمية):

رقم المعلم الغ/pr.

الرقم الخاص بالجهة التعليمية:

وازل معلومات المكون:

الاسم:

الصيغة:

التعريف:

المقدمة:

الرجاء تحديد الطائرة الخاصة بمرسوم:

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Transcript Request Form

Instructions:
- This form allows the student/graduate to receive one official paper transcript and five certified true copies of the original at most.
- Consider that issuing the transcript will take at least 5 working days.
- This form must be completed, signed as indicated and then submitted to Registration by mail, in person or scanned and e-mailed to reigstr&studentrec@kau-hu.edu.sa

Full name in English (as per passport if available):
First Name: 
Father’s Name: 
Grandfather’s Name: 
Family Name: 

National ID Number: 
Academic Number: 
Badge Number: 
Mobile Number: 

E-mail: 
Number of Certified Copies: 

Mailing Method:
- I will pick up my transcript in person with a valid ID.
- The below-mentioned person will pick up my transcript upon presenting a valid ID.

Name: 
ID Number: 
E-mail: 

I hereby authorize the release of my official transcript to the recipient specified above and acknowledge that all of the above stated information is correct and I understand that it will be officially used to issue my transcript.

Signature: ______________________________ Date: / / 20 14

College Approval:

This part is not required for those who have received their graduation certificate:

The College confirms that all courses completed by the student appear on the transcript and all related information is accurate (courses’ codes & titles, credit hours, grades and semesters of completion). The College will forward the request to Deanship of Admission & Registration - Riyadh no later than 2 working days and will e-mail an urgent scanned copy to reigstr&studentrec@kau-hu.edu.sa with the College approval.

Name: ______________________________ Signature: ______________________________ Date: / / 

Registrar-Dec-2015-05
# Withdrawal From University Request Form

<table>
<thead>
<tr>
<th>College - Region:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Program:</td>
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<tr>
<td>Student Name:</td>
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<td>Academic Number:</td>
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<td>Mobile Number:</td>
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<td>E-mail:</td>
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</tbody>
</table>

I hereby request to withdraw from the university and close my record for the following reasons:

---

And I am aware of the below-listed regulations:

- Withdrawn student does not have the right to return to study and must apply as a new student and undergo announced admission criteria at that time.
- Student must complete clearance procedures and attach the form along with the student ID card to this request to receive file.
- Female students must attach a letter of guardian approval for withdrawal.

Student’s Signature: 

Date: \ / 14 20

**Colleges**

After providing the student with necessary academic counselling and discussing alternatives other than withdrawal from the University, the student confirmed his/her will to withdraw. The College will forward the request and attachments to the Deanship of Admissions & Registration - Riyadh to later than 5 working days, and will e-mail an urgent scanned copy to regist@ksu-ksu.edu.sa with the signature of the College Dean.

Dean’s Name: 

**Deanship of Admission and Registration**

Dean’s Name: 

Date of Approval and Termination of Record/drop:

 Corresponding:

*Original copy for student’s file.
*Copy for concerned Registration official to process on student record - SIS.
*Copy for Administrative Affairs to terminate record and stop stipend.
*Copy for Registration file.
Medical Library Book Purchase Request

To assist the Medical Library in justifying new Book Purchase Requests, please complete the following form for each title requested. Please attach publisher’s brochures, reviews, or any other available information on the title, which may be helpful.

<table>
<thead>
<tr>
<th>Author or Editor</th>
<th>Title</th>
<th>Publisher</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</table>

Justification for Purchase:

- 
- 
- 

Requester: 
Position: 
Department: 

Approved by:

- [ ] Approved
- [ ] Disapproved

Chairman / Department Head (Name & Signature) 
Date