



Bachelor of Nursing Sciences (BNS)
Program Handbook

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Dean of College

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King Khalid University - College of Nursing Abha
Al-Qureiger Campus, Abha, 62529
Kingdom of Saudi Arabia

LIST OF ABBREVIATIONS

KKU	King Khalid University
CON	College of Nursing
BNS	Bachelor of Nursing Science
NCAAA	National Commission for Academic Accreditation and Assessment
SNLE	Saudi National Licensure Examination
OSPE	Objective Structured Practical Examination
OSCE	Objective Structured Clinical Examination
MCQ	Multiple Choice Question
PLO	Program Learning Outcome
CLO	Course Learning Outcome
HFS	High Fidelity Simulation
VS	Virtual Simulation
VR	Virtual Reality
CS	Course Specifications
CR	Course Report
KPI	Key Performance Indicator
CME	Continuing Medical Education

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DEAN'S MESSAGE

It is a great honor to welcome all students to the College of Nursing in Abha. I take this opportunity to extend my sincere congratulations and appreciation to the students for joining the nursing program and being part of the most respected profession in the world.

The College of Nursing – Abha offers a high-standard teaching and learning process in an efficient academic learning environment. The nursing curriculum is developed to graduate competent nurses who can contribute to the healthcare workforce in Saudi Arabia and in the international community.

The College of Nursing – Abha prepared this handbook to be a guide for students concerning the rules, regulations, and guidelines of the college. This handbook will also help every student to be aware of their rights and responsibilities throughout their journey at the college.

By this calling to join the College of Nursing – Abha, the students will carry and abide by the Nightingale's Pledge to practice the nursing profession faithfully and uplift its standards. I pray that God will reward these aspiring nurses with His guidance, grace, and mercy.

Dr.Sahar Rafdan Safar Alshaharani
Dean – College of Nursing

ABOUT THE COLLEGE OF NURSING - ABHA

King Khalid University is a public university in Abha, Saudi Arabia. The College of Nursing - Abha is part of the King Khalid University under the supervision of the Ministry of Education of the Kingdom of Saudi Arabia which was established on 25/4/1427 H. The College of Nursing is a dynamic and evolving institution that is committed to preparing competent nursing graduates in line with the national and international educational standards capable of delivering high-quality nursing care through the utilization of evidence-based nursing practice dedicated to individuals, families, and communities.

The college offers a Bachelor of Nursing Science (BNS) program that serves as nobel humanistic profession which comes in line with King Khalid University's educational objectives and serves the growing need for professionally qualified healthcare practitioner in the field of nursing profession. Since its establishment, it has been playing a significant role in providing both the private and the public health sectors with highly competent professional graduates who are equipped with the most recent knowledge and skills in their specialty.



KING KHALID UNIVERSITY VISION AND MISSION

Vision

“A globally leading university committed to human empowerment, regional development, and economic enhancement”.

Mission

“An invigorating academic setting that fosters knowledge creation and application, champions research and innovation, emphasizes societal responsibility, and advances sustainable development by maximizing our potential and resources”.

COLLEGE VISION, MISSION, GOALS, AND CORE VALUES

Vision

“To be the center of excellence in nursing education among universities and colleges in the Kingdom of Saudi Arabia”.

Mission

“To prepare competent nursing graduates in line with the national and international educational standards capable of delivering high-quality nursing care through the utilization of evidence-based nursing practice dedicated to individuals, families, and communities”.

Goals

Goal 1: Enhance the academic environment for faculty and students.

Goal 2: Deliver high-standard teaching and learning process.

Goal 3: Provide safe and efficient use of learning resources, facilities, and equipment.

Goal 4: Strengthen scientific research partnership and collaboration.

Goal 5: Participate actively in community engagement services and activities.

Goal 6: Improve the quality management system and obtain program accreditation through NCAAA.

Goal 7: Develop and sustain self-generated financial resources.

Core Values

- Integrity
- Commitment
- Respect
- Excellency
- Innovation
- Transparency
- Professionalism

PROGRAM VISION, MISSION AND OBJECTIVES

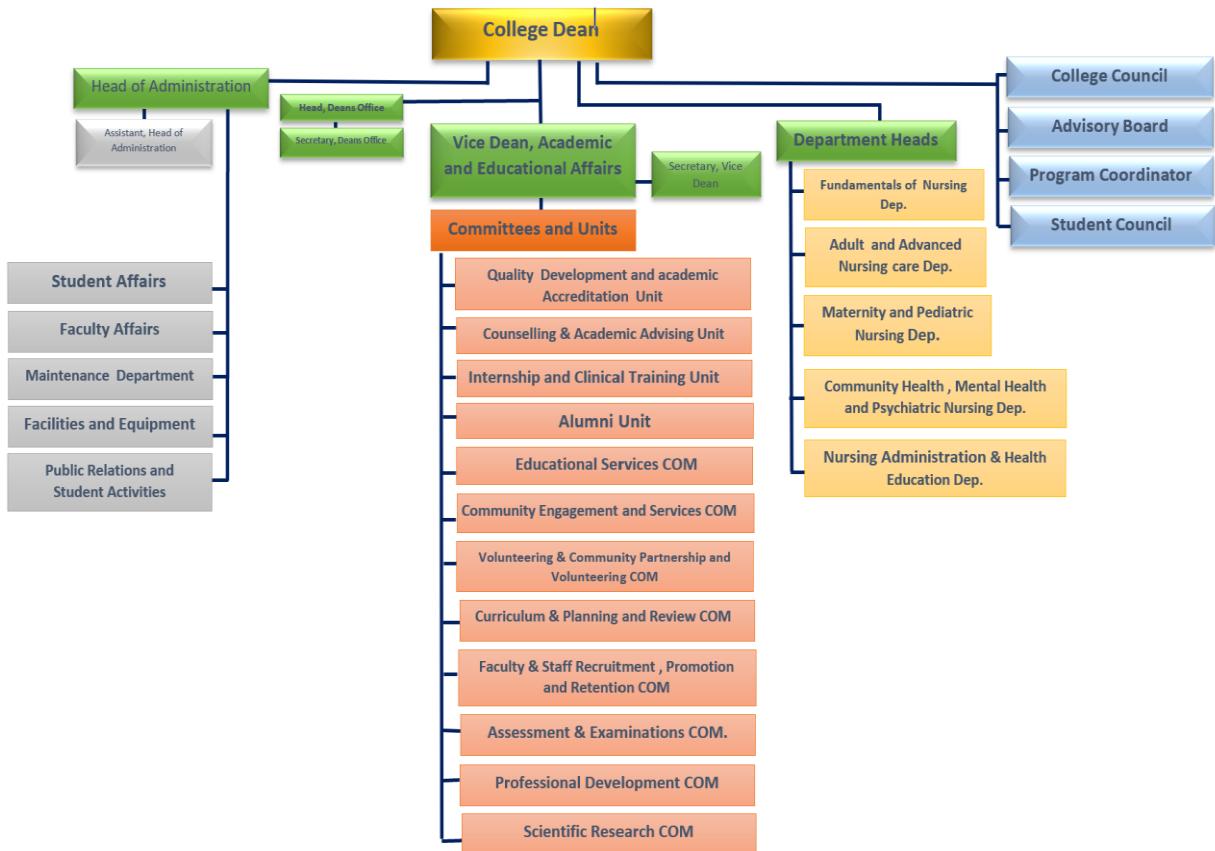
Mission

“To prepare competent nursing graduates in line with the national and international educational standards capable to deliver high-quality nursing care through the utilization of evidence-based nursing practice dedicated to individual, families, and communities”.

Objectives

- 1: Enhance the academic environment for faculty and students.
- 2: Deliver high-standard teaching and learning process.
- 3: Provide safe and efficient use of learning resources, facilities, and equipment.
- 4: Strengthen scientific research partnership and collaboration.
- 5: Participate actively in community engagement services and activities.
- 6: Improve the quality management system and obtain program accreditation through NCAAA.
- 7: Develop and sustain self-generated financial resources.

ORGANIZATIONAL STRUCTURE



Nursing Departments and Faculty Directory

BNS CURRICULUM PLAN

No.	Faculty Name	Employee No.	Academic Rank	Contact Number	Nationality	Email
Dean of college – Vice Dean						
1.	Dr. Sahar Rafdan Safar Alshaharani	10593	Assistant Professor	0500992438	Saudi	srsafar@kku.edu.sa
2.	Dr. Reem Humaidi Alalawi	10644	Assistant Professor	0555876717	Saudi	rhalalwy@kku.edu.sa
Adult Care and Advanced Care Nursing Department						
3.	Dr. Heba Ali Al-Metyazidy	31834	Assistant professor	0545279368	Egyptian	hyazidy@kku.edu.sa
4.	Dr. Aida Sanad Alqarni	5958	Assistant Professor	0501526890	Saudi	aidaalqarni@kku.edu.sa
5.	Dr. Mona Ahmed AL Sherim	15119	Assistant Professor	0532145507	Saudi	malshreem@kku.edu.sa
6.	Dr. Abeer Saad Asiri	10733	Assistant Professor	0501242253	Saudi	asaasiri@kku.edu.sa
7.	Dr. Lizy Sonia Benjamin	23581	Assistant Professor	0532195938	Indian	ljamin@kku.edu.sa
8.	Ms. Dawlat Mahmoud Ghreb	6019	Lecturer	0559798341	Egyptian	dghreb@kku.edu.sa
Fundamentals of Nursing Department						
9.	Dr. Kather Eltayeb Ahmed	8926	Assistant Professor	0558835947	Sudanese	kaltayeb@kku.edu.sa
10.	Dr. Ferdinand Gonzales	30083	Assistant Professor	0563652367	Filipino	fgonzales@kku.edu.sa
11.	Ms. Maysa Mohammed Abd Elrahman	5929	Lecturer	0538565852	Egyptian	mrajb@kku.edu.sa
12.	Dr. Lorraine Estadilla	30731	Assistant Professor	0544803211	Filipino	estadilla@kku.edu.sa
Maternal and Neonatal Nursing						
13.	Dr. Sahar Mahmoud	31852	Assistant professor	0540412176	Egyptian	smhashim@kku.edu.sa
14.	Dr. Hanan Awad Elmashad	23449	Assistant Professor	0533850706	Egyptian	helmarshad@kku.edu.sa
15.	Dr. Nesrin Mosbah	32629	Assistant professor	0561702522	Egyptian	nemohamed@kku.edu.sa
16.	Dr. Nagwa Ibrahim Alfishawy	31836	Assistant professor	0543711013	Egyptian	nelfeshawy@kku.edu.sa
17.	Ms. Mona Defallah Alzahrani (HOD)	23713	Lecturer	0501526890	Saudi	mdalzhrani@kku.edu.sa
18.	Ms. Amutha Chellathurai Abel Nadar	12430	Lecturer	0557895097	Indian	attori@kku.edu.sa
Community Health Nursing						
19.	Dr. Rania Abd- El-Hamid	31950	Assistant professor	0509314261	Egyptian	relkenawy@kku.edu.sa
20.	Dr. Mona Mohamed Abd El Maksoud	7718	Assistant Professor	0549766355	Egyptian	abdulmsod@kku.edu.sa
21.	Dr. Seham Ibrahim Abdelrahman	7184	Assistant Professor	0561827617	Egyptian	sabdulrhman@kku.edu.sa
22.	Dr. Eman Ausud Siddig	30106	Assistant Professor	0548059461	Sudanese	immohammed@kku.edu.sa
Nursing administration and education department						
23.	Prof. Sahar Hamdy El-sayed	30271	Professor	0547473828	Egyptian	sahar@kku.edu.sa
24.	Dr. Eddieson Pasay-an	31531	Assistant Professor	0537247739	Filipino	eanan@kku.edu.sa

Regular Entry Level Students (4 Years BNS Track)

Level	Course Code	Course Title	Required or Elective	Pre/Co Requisite Courses	Credit Hours (Theory + Practical)	Type of requirements (Institution, College, or Program)
FIRST YEAR						
Level 1	0211	Ethics of Professional Health	Required	-	2 (2+0)	Institution
	NGL 0222	Medical Terminology	Required	-	2(2+0)	Institution
	NGL 0522	English Language	Required	-	5	Institution
Level 2	BIOS 0214	Basic Biostatistics	Required	-	2 (1+1)	College
	PHYS 0303	Physics for Health Specialties	Required	-	3 (2+1)	College
	BIO 0401	Biology for Health Specialties	Required	-	4 (3+1)	College
	CHEM 0402	Chemistry for Health Specialties	Required	-	4 (2+2)	College
Level	Course Code	Course Title	Required or Elective	Pre/Co Requisite Courses	Credit Hours (Theory + Practical)	Type of requirements (Institution, College, or Program)
SECOND YEAR						
Level 3	NURS 2231	Theoretical Foundation of Nursing	Required	-	2 (2+0)	Program
	ANT 2311	Introduction to Anatomy	Required	Co-PHY 2312	3(2+1)	Program
	PHY 2312	Introduction to Physiology	Required	Co-ANT 2311	3 (2+1)	Program
	MIC 2335	Medical Microbiology	Required	Co-NURS 2632	2 (2+0)	Program
	NURS 2632	Foundation of Professional Nursing1	Required	Co-ANT 2311	6 (3+3)	Program

Level 4	ARAB 0221	Arabic Skills	Required	-	2 (2+0)	Institution
	0291 تطوع	مهارات في التطوع Volunteering Skills	Required	-	2 (2+0)	Institution
	PHA 2241	Basic Pharmacology	Required	-	2 (2+0)	College
	NURS 2244	Nursing informatics	Required	-	2 (2+0)	Program
	NURS 2246	Quality and Patient Safety in Nursing	Required	Co-NURS 2633	2 (2+0)	Program
	NURS 2411	Health Assessment	Required	Pre-NURS 2632	4 (2+2)	Program
	NURS 2633	Foundation of Professional Nursing 2	Required	Pre-NURS 2632	6 (3+3)	Program

THIRD YEAR

Level 5	صحة 3223	Basic Nutrition	Required	-	2 (2+0)	College
	NURS 3234	Communication Skills and Health Education	Required	-	2 (2+0)	Program
	NURS 3612	Adult Health Nursing I	Required	Pre-NURS 2411 Pre-NURS 2633	6 (3+3)	Program
	NURS 3651	Maternal and Neonatal Health Nursing	Required	Pre-NURS 2411 Pre-NURS 2633	6 (3+3)	Program
Level 6	NURS 3253	Human Growth and Development	Required	Pre-NURS 3651	2 (2+0)	Program
	صحة 3261	Basic Epidemiology	Required	-	2 (2+0)	Program
	صحة 3266	Communicable Diseases	Required	-	2 (2+0)	Program
	NURS 3613	Adult Health Nursing II	Required	Pre-NURS 3612	6 (3+3)	Program
	NURS 3652	Pediatric Health Nursing	Required	Co-NURS 3253	6 (3+3)	Program

Level	Course Code	Course Title	Required or Elective	Pre/Co Requisite Courses	Credit Hours (Theory + Practical)	Type of requirements (Institution, College, or Program)
FOURTH YEAR						

Level 7	0212	الوسطية والاعتدال	Required	-	2 (2+0)	Institution
	NURS 4221	Introduction to Psychology	Required	Co-NURS 4622	2 (2+0)	Program
	NURS 4342	Introduction to Nursing Research	Required	-	3 (3+0)	Program
	NURS 4415	Emergency Nursing	Required	Pre-NURS 3613	4 (2+2)	Program
	NURS 4622	Psychiatric and Mental Health Nursing	Required	Pre-NURS 3613	6 (3+3)	Program
	0401 مهور	تدريب 1 - مهارات الاعداد الوظيفي	Required	-	4 (4+0)	Institution
Level 8	NURS 4225	Geriatric Health Nursing	Required	Co-NURS 4523	2 (2+0)	Program
	NURS-4414	Intensive Care Nursing	Required	Pre-NURS 3613	4 (2+2)	Program
	NURS 4523	Community Health Nursing	Required	Pre-NURS 4622	5 (3+2)	Program
	NURS 4545	Administration and Leadership in Nursing	Required	Pre-NURS 4221	5 (3+2)	Program

2 ½ Years Nursing Diploma Graduate Students (2 Years BSN Bridging Track)

Level	Course Code	Course Title	Required or Elective	Pre/Co Requisite Courses	Credit Hours (Theory + Practical)	Type of requirements (Institution, College, or Program)
FIRST YEAR						
Level 1	NURS 324	Health Assessment	Required	-	3 (1+2)	College
	NURS 221	Fundamentals of Nursing II	Required	-	6 (3+3)	College
	CHEM 111	Biochemistry	Required	-	3 (2+1)	College
	MIC 212	Microbiology	Required	-	4 (3+1)	College
	ANT 211	Anatomy	Required	-	2 (1+1)	College
	PHY 223	Physiology	Required	-	3 (2+1)	College
Level 2	ISLS 112	Islamic Culture II	Required	-	2 (2+0)	Institution
	ARAB 202	Arabic	Required	-	2 (2+0)	Institution
	NURS 412	Introduction of Psychology	Required	-	2 (2+0)	College

Level	Course Code	Course Title	Required or Elective	Pre/Co Requisite Courses	Credit Hours (Theory + Practical)	Type of requirements (Institution, College, or Program)
	NURS 321	Medical Surgical Nursing II	Required	-	6 (3+3)	College
	NURS 314	Maternal and Neonatal Health Nursing	Required	-	6 (3+3)	College
	NURS 212	Introduction & Bioethics in Nursing	Required	-	2 (2+0)	College
	MED 213	Applied Biostatistics	Required	-	2 (1+1)	College
SECOND YEAR						
Level 3	NURS 322	Pediatric Nursing	Required	-	6 (3+3)	College
	NURS 323	Human Growth and Development	Required	-	2 (2+0)	College
	NURS 411	Psychiatric & Mental Health Nursing	Required	-	6 (3+3)	College
	NURS 413	Introduction to Nursing Research	Required	-	3 (3+0)	College
	MED 326	Nutrition	Required	-	2 (2+0)	College
	NURS 315	Communication Skills and Health Education	Required	-	2 (2+0)	College
Level 4	NURS 414	Intensive Care Nursing	Required	NURS 321	2 (1+2)	College
	NURS 422	Nursing Administration	Required	-	3 (3+2)	College
	MED 414	Infectious Diseases	Required	-	2 (2+0)	College
	NURS 423	Critical Care and Emergency Nursing	Required	-	4 (2+2)	College
	MED 434	Epidemiology	Required	-	3 (3+0)	College
	NURS 415	Primary Health Care Nursing	Required	-	2 (2+0)	College
	NURS 421	Community Health Nursing	Required	NURS 314 NURS 322	5 (3+2)	College

3 Years Nursing Diploma Graduate Students (2 Years BNS Bridging Track)

Level	Course Code	Course Title	Required or Elective	Pre/Co Requisite Courses	Credit Hours (Theory + Practical)	Type of requirements (Institution, College, or Program)
FIRST YEAR						
Level 1	ISLS 113	Islamic Culture III	Required	-	2 (2+0)	Institution
	NURS 324	Health Assessment	Required	-	3 (1+2)	College

Level	Course Code	Course Title	Required or Elective	Pre/Co Requisite Courses	Credit Hours (Theory + Practical)	Type of requirements (Institution, College, or Program)
	NURS 221	Fundamentals of Nursing II	Required	-	6 (3+3)	College
	CHEM 111	Biochemistry	Required	-	3 (2+1)	College
	MIC 212	Microbiology	Required	-	4 (3+1)	College
Level 2	ISLS 114	Islamic Culture IV	Required	-	2 (2+0)	Institution
	NURS 321	Medical Surgical Nursing II	Required	-	6 (3+3)	College
	NURS 314	Maternal and Neonatal Health Nursing	Required	-	6 (3+3)	College
	NURS 212	Introduction & Bioethics in Nursing	Required	-	2 (2+0)	College
	MED 213	Applied Biostatistics	Required	-	2 (1+1)	College
SECOND YEAR						
	NURS 411	Psychiatric & Mental Health Nursing	Required	-	6 (3+3)	College
	NURS 413	Introduction to Nursing Research	Required	-	3 (3+0)	College
	NURS 323	Human Growth and Development	Required	-	2 (2+0)	College
	NURS 322	Pediatric Nursing	Required	-	6 (3+3)	College
	NURS 315	Communication Skills and Health Education	Required	-	2 (2+0)	College
Level 4	NURS 414	Intensive Care Nursing	Required	NURS 321	2 (1+2)	College
	NURS 422	Nursing Administration	Required	-	3 (3+2)	College
	MED 414	Infectious Diseases	Required	-	2 (2+0)	College
	NURS 423	Critical Care and Emergency Nursing	Required	-	4 (2+2)	College
	MED 434	Epidemiology	Required	-	3 (3+0)	College
	NURS 415	Primary Health Care Nursing	Required	-	2 (2+0)	College
	NURS 421	Community Health Nursing	Required	NURS 314 NURS 322	5 (3+2)	College

Additional semester for midwifery diploma graduates (2 1/2 or 3 years) and nursing diploma graduates (2 1/2 or 3 years) with a GPA of less than 2.5

Level	Course Code	Course Title	Required or Elective	Pre/Co Requisite Courses	Credit Hours (Theory + Practical)	Type of requirements (Institution, College, or Program)
FIRST YEAR						
Level 1	ISLS 113	Islamic Culture III	Required	-	2 (2+0)	Institution
	ARAB 201	Arabic Language Skills	Required	-	2 (2+0)	Institution
	PHA 336	Pharmacology	Required	-	2 (2+0)	College
	NURS 211	Fundamentals of Nursing I	Required	-	6 (3+3)	College
	NURS 313	Medical Surgical Nursing I	Required	-	6 (3+3)	College

GENERAL REGULATIONS

Admission and Registration

1. Applicant must be a Saudi national or born by a Saudi national mother provided that the following proof such as the national ID of the mother, birth certificate of the applicant, and family card is presented and submitted to email: regatiu.edu.sa.
2. Applicant must have a high school diploma or its equivalent from inside or outside the Kingdom of Saudi Arabia.
3. Passed all tests and personal interviews required by the King Khalid University and the College of Nursing - Abha.
4. Applicant must not have been dismissed from King Khalid University or any other university for any academic or disciplinary reasons.
5. Priority admission is given to those applicants who graduated from high school in the same year of application and admission
6. Applicant must be medically fit.
7. Applicant must have a high school cumulative average of 30%.
8. Applicant must have 30% in the General Aptitude Test.
9. Applicant must have 40% in the Achievement Test.

Student's Allowance

1. Students admitted to the nursing program will receive a monthly allowance of 1,000 SAR from King Khalid University from the first year to the fourth year and 2,500 SAR will be given during their internship year.

Uniform and Dress Code

1. The grooming and dressing of the students should reflect their professional appearance.
2. Violation of the professional dress code will be subject to sanction.
3. Students should wear modest clothes specified by the Islamic code of conduct.
4. Blue scrub suites should be worn while attending theory classes and laboratory sessions.
5. Long grey skirts should be worn during clinical training in the hospital.
6. Hair should be covered completely with a nontransparent, nondecorative, and non-colorful scarf during clinical training in the hospital.
7. Clothes should be nontransparent, not tight, and no openings.

8. Jewelries and accessories are not allowed during laboratory sessions and clinical training, except wristwatches.
9. Strong make-up, artificial and long nails, and nail colors are not allowed to all students either during lectures, laboratory sessions, or clinical training.
10. Printed clothes with pictures or writings that contradict Islam are prohibited.
11. All kinds of jeans are strictly prohibited to be worn by students during lectures, laboratory sessions, and clinical training.
12. Hospital ID card should be worn at all times within the hospital premises
13. Lab coats should be below the knee level and should be buttoned on the front at all times.
14. Cleanliness and personal hygiene should be maintained.

Student's Academic Rights

1. Students will be provided a copy of the program handbook that provides information about King Khalid University, College of Nursing – Abha, BSN curriculum, academic regulations, policies and procedures, students' rights, and academic environment.
2. All first-year students will be receiving orientation from the university and the college at the beginning of the academic year and a course orientation that includes course details, learning outcomes, teaching strategies, assessment criteria, assessment schedules, and course references at the beginning of every semester.
3. Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion, or gender.
4. Students will be provided and given access to all available learning materials in accordance with the university provisions and regulations.
5. Students will evaluate the learning materials they studied and the faculty members who handled the course to improve the quality of education.
6. Students will be treated with high credibility and free from any personal, partisan, or tribal prejudices.
7. Students should be treated with respect and they are entitled to their academic and human rights.
8. Students will be provided with a safe, accessible, and appropriate academic environment to accomplish a standard of understanding and encourage them to study comfortably.
9. Students will be provided a copy of the study plan and be registered in the courses offered every semester provided that there are no failed pre-requisite courses from the previous semesters.

10. Students are allowed to add, modify, or withdraw courses and drop all courses in a semester provided that it is within the set period and approval by the Deanship of Admissions and Registration.
11. The approved schedules of lectures, laboratory sessions, and clinical training including date, time, and location cannot be changed or canceled by the assigned faculty member or teaching staff unless there is a necessity or it is an order from the university or college authority. In case of necessary changes in the schedule, the assigned faculty member or teaching staff should coordinate with the students.
12. Students can consult and ask questions to the faculty member or teaching staff provided that it is related to the course during the scheduled lecture, laboratory sessions, clinical training, and during office hours.
13. Exam questions should be taken for the learning material provided to the students and or the topics that were discussed or highlighted during class, and questions should be fairly based on the approved examination blueprint of the course.
14. In case of a student's dismissal from the course, the student should be informed before the final examination. The reasons for dismissal should be explained to the students and the dismissal form should be submitted and approved.
15. Students must be provided with the results of their assessment including summative, ongoing, and formative after auditing. The scores should be explained if the students have questions regarding the results.
16. Students are entitled to participate in any activities and social services facilitated by King Khalid University and the College of Nursing.
17. Students have access to first aid in the university through the clinics located in the college building in case of sickness or injuries inside the campus.
18. Students are free to use the college learning resources, facilities, and equipment available in the college in accordance with rules and regulations.
19. Students are encouraged to participate in all university and college activities including but not limited to research projects, cultural activities, and community engagement services.
20. Students have the right to file a valid complaint or grievance with evidence related to faculty, department, college, or any unit of the university.

Student's Responsibilities

1. The students should fulfill their responsibilities to respect faculty members, staff, and all other people on the campus.
2. The students should adhere to the rules and regulations related to their lectures, laboratory sessions, and clinical training.
3. The students are responsible for preparing and submitting their academic requirements including assignments, projects, reflections, research, and all other documents related to their courses free from plagiarism or at least less than 20% plagiarism. In case of submitting plagiarized documents, disciplinary action will be taken according to the Academic Integrity Policy (Policy number).
4. During examinations (in any form), students should adhere to the provisions stated in the Examination Policy (Policy number).
5. Students should be responsible for updating themselves regarding new regulations, instructions, announcements, and decisions issued using the university system.
6. The students should fulfill the responsibility of carrying their ID cards while at the university premises.
7. The students should fulfill responsibilities not to cause any damage to the university property such as facilities and equipment located in the nursing laboratories.
8. The students should fulfill their responsibilities to adhere to the proper dress code and behave in accordance to Islamic norms.
9. The students should fulfill their responsibilities to behave while inside the university campus and refrain from cigarette smoking.
10. Students are not allowed to initiate and facilitate events or activities outside the university campus by the name of King Khalid University without having written approval from university authorities.

ACADEMIC REGULATIONS

Study Schedule Per Semester

1. The schedules are uploaded and recorded automatically through the academia portal at the beginning of each semester which is available and accessible to all registered students.
2. The minimum academic load of students in a regular semester is (12) credit hours.
3. The maximum academic load of students in a regular semester is (20) credit hours.
4. During the summer term, the academic load of students is (10) credit hours.

Addition, Modification, and Withdrawal of Course/s

1. Students can add, modify, or withdraw courses through academia provided that it is within the set period and approved by the Deanship of Admissions and Registration.
2. In case of adding, modifying, or withdrawing courses beyond the set period, the students should file a request to the Deanship of Admissions and Registration which is subject to deliberation and approval.

Dropping a Course/s

1. Students can drop a course through the academia portal provided that it is within the set period and approved by the Deanship of Admissions and Registration.
2. Students are not considered failed in case the course was dropped within the set period and approved by the Deanship of Admissions and Registration.
3. The dropped course is not included in the calculation of the cumulative average. In case of successful dropping, the students will be given a remark of (p) or (W) in the course.

Study Postponement

1. Students can apply for a semestral study postponement two weeks before the beginning of the semester through the academia portal of the university.
2. Students applying for postponement should not have failing course/s from the previous semester.
3. The postponement period of students is not counted within the period of completing the graduation requirements.
4. If the student is married and her husband has been granted a scholarship by the government, the student can also apply for postponement equal to the duration of the scholarship period of the husband.
5. Students are not allowed to postpone more than two consecutive semesters or three non-consecutive semesters throughout their stay at the university.

Student Transfer

Transfer from one college to another college within the same university:

1. Students may transfer from one college to another college within the same university after the approval of the College Council.
2. If the transfer is approved by the College Council, the Dean of the College of Nursing will submit a recommendation to the University Council for final approval.

3. If the transfer is approved by the University Council, a form of transfer will be sent to the Deanship of Admission and Registration to update the student's record.

Re-enrolment

1. Students who postpone their studies for within the period of four semesters and wish to continue should submit a request to the College Council for approval and reactivation of records.
2. Students who have postponed their studies for more than four semesters should re-apply as a new student and this is subject to approval by the College Council and the Deanship of Admissions and Registration.

Withdrawal from the College

1. Students who wish to withdraw from the College of Nursing and close their academic record should submit a request to the Deanship of Admission and Registration with the following requirements:
 - a. Academic advising report
 - b. Withdrawal request form
 - c. Student's guardian letter of agreement/approval
 - d. Sponsored students must present proof of approval from the sponsoring institution
 - e. Completed clearance from the College of Nursing
2. If the student is not physically capable of completing the request (e.g. hospitalized, out of town), a scanned withdrawal request form should be submitted through fax or e-mail. This remains a temporary notification and not a final approval until the student is capable of completing the procedures in person.
3. After the approval of the withdrawal and the students wish to join the College of Nursing again, the students can file an appeal to the College of Nursing.
4. Student's allowance will be automatically stopped effective on the day upon formal notification and submission of the required documents.
5. If the withdrawal is processed while the student is registered to the courses, the student will automatically be given the mark of "withdrawn" "(W)" to all courses registered which will appear on the student's transcript of records.
6. If the withdrawal is processed while the student is not registered to any course, the statement "Student Withdrawn" and the date will appear on the student's transcript of records.

Student Attendance and Absenteeism

1. Students must attend lectures, laboratory sessions, and clinical training punctually at least 75% of the total number of contact hours. For all students who failed to complete 75% attendance of the course and the unexcused absenteeism percentage reached 25% or more, the students will be denied sitting to all succeeding exams given in the course.
2. In case of unexcused absenteeism, a warning letter will be issued to the students by SIS according to the specified percentage:
 - a. First warning letter for (10%) absenteeism
 - b. Second warning letter for (15%) absenteeism
 - c. Third warning letter for (20%) absenteeism
3. Students who reach 5% or more absenteeism will be denied from the course and will get a mark of “denied” (D).
4. The student absenteeism will be excused in case of the student’s illness, death of immediate family members, and a traffic accident provided that a supporting document will be presented. If the absenteeism is excused due to the specified reasons and verification/endorsement of the academic adviser, the missed attendance of the students will not be included in the calculation of unexcused absenteeism.

Assessment and Examination

1. Course requirements and mark distributions of lectures, laboratory sessions, and clinical training are specified in the specifications, syllabi, laboratory manuals, and clinical portfolio.
2. The specifications, syllabi, laboratory manuals, and clinical portfolio are provided to all students at the beginning of every semester through the Blackboard platform.
3. All courses should adhere to the grading system approved by the Assessment and Examination Committee and the College Council. The following grading systems are applied:

Assessment Criteria and Schedule

Course Components: Theory

Criteria	Percentage	Assessment Schedule
<i>Ongoing Assessment</i>		
Quiz 1	10%	Week 4-8
Quiz 2	10%	Week 13-16
Academic Activity	5%	Week 3-16
Assignment/Presentation	5%	Week 3-16
<i>Summative Assessment</i>		
Midterm Written Exam	30%	Week 9-10
Final Written exam	40%	Week 17-19
Total	100%	

Course Components: Theory + Practical

Criteria	Percentage	Assessment Schedule
Lecture		
<i>Ongoing Assessment</i>		
Quiz 1	5%	Week 4-8
Quiz 2	5%	Week 13-16
Assignment/Presentation/Academic Activity	5%	Week 3-16
<i>Summative Assessment</i>		
Midterm Written Exam	15%	Week 9-10
Final Written exam	20%	Week 17-19
Practical: Skills Laboratory		
<i>Summative Assessment</i>		
Midterm Objective Structured Clinical Examination	15%	Week 9-10
Practical: Clinical Training		
<i>Ongoing Assessment</i>		
Workplace-Based Assessments Rubric	10%	Week 11-16
Case Study Presentation Rubric	5%	Week 11-16
<i>Summative Assessment</i>		

Final Objective Structured Clinical Examination	20%	Week 17-19
Total	100%	

Final Marks

Code	Degree Border	Points	Interpretation
A+	95 - 100	5.00	Exemplary
A	90 - 95	4.75	Excellent
B+	85 - 90	4.50	Merit
B	80 - 85	4.00	Very Good
C+	75 - 80	3.50	Above Average
C	70 - 75	3.00	Good
D+	65 - 70	2.50	High Pass
D	60 - 65	2.00	Pass
*F	< 60	1.00	Fail

Application for Alternative Exams

1. All alternative examinations will be conducted during the first week of every semester for those students who missed major examinations from the previous semester provided that the reason is valid and approved by the dean of the College of Nursing. The schedule of examination is in accordance with the executive rules at King Khalid University.
2. In order for the students to be qualified to take the alternative examination, students should submit a letter of excuse with a supporting document to the dean of the College of Nursing for approval.
3. Only students with approved excuses will be allowed to take the alternative examination. The students will be excused under the following circumstances:
 - a. Sickness/illness with a medical report from the government hospitals or any medical reports certified by the university medical services.
 - b. Death of immediate family members such as father, mother, brother, sister, son, daughter, or husband.
 - c. Traffic accident resulting in injuries (police report should be presented).
 - d. Scheduled court sessions or imprisonment.
 - e. Scheduled hospital visits outside the area that cannot be postponed.
 - f. Personal and family circumstances such as domestic violence.

GRIEVANCE PROCEDURE

Filling a Grievance/Complaint

1. The students can write and submit an “Occurrence Variance Report (OVR) Form” to the dean of the College of Nursing.
2. The OVR will be reviewed, investigated, and recorded.
3. Upon receiving the OVR, the dean of the College of Nursing will formulate a task force to investigate the grievance/complaint filed by the students.
4. The students who filed the OVR will be notified formally of the result of the investigation and the action made if any.
5. In the event that the subject of the grievance/complaint is against the head of the college, the grievance/complaint will be filed with the immediate superior.

Student’s Examination Cheating Case

1. If a cheating incident occurs during major examinations such as midterm and finals, the invigilators should file a report with supporting evidence.
2. The report should be submitted to the Assessment and Examination Committee for further investigation.
3. The investigation findings report and recommended actions (sanctions) from the Assessment and Examination Committee should be submitted to the dean of the College of Nursing for review and approval.
4. After the decision of the dean of the College of Nursing, the students who cheated will be called by the Chair of the Assessment and Examination Committee to deliver the final decision and sanction in accordance with the Grievance Policy of the College of Nursing.

REGULATIONS ON THE USE OF LEARNING RESOURCES

Online Services

1. Students admitted at King Khalid University are provided with a KKU-HS user account that can be used to access all KKU-HS online services.
2. In case of technical issues regarding online services, the College of Nursing IT located at the building is responsible for addressing the issue.
3. Students will be given an official university email account from the Deanship of Admission and Registration.

4. The official university email account issued to the students will be used as a method of communication between faculty and students. Moreover, the Academic and Student Affairs will also use the student's university-issued e-mails as an official means of communicating with the students.
5. Important documents such as exam schedules, absenteeism warning letters, and all other important academic documents will be sent through their official emails.

Blackboard Utilization

1. Blackboard is a web-based course-management system designed to allow students and faculty to participate in classes delivered online.
2. This system has been used by both students and faculty. Blackboard enables instructors to provide students with course materials, discussion boards, virtual chats, online quizzes, an academic resource center, and much more.
3. The utilization instruction of this platform is part of the student orientation program at the beginning of each academic year and the faculty orientation program upon their arrival at the College of Nursing.

Smart Devices Conditions and Controls

1. Students are allowed to use their mobile phones and other smart devices for communication and for academic purposes such as accessing Blackboard, Academia, and online academic reference searches.
2. The use of smartphones with cameras is prohibited during lectures, laboratory sessions, clinical training, and extra-curricular activities. It is also prohibited inside the university theaters, praying rooms, and library.
3. It is strictly prohibited to record lectures and skills laboratory sessions as well as to play music or anything that might violate the academic environment.
4. It is strictly prohibited to point mobile phone cameras (and other smart devices with cameras) vertically toward other students inside the campus buildings, facilities, and corridors, especially in outdoor squares, restrooms, buffets, and toilets.
5. It is strictly prohibited to violate or to try to violate the privacy of the college, its female employees, its students, and its visitors by filming them. This includes selfies or photographing another student even with their permission by using any kind of smartphone application like Snapchat and WhatsApp.

6. Students who violated provisions 2, 3, 4, and 5 should hand over their mobile immediately (or the smart device with a camera) to the responsible security employee and then it will be handed over to the chair of the Student Affairs Committee regardless of whether the filming or photographing was done or not. After that, the student will be referred to the disciplinary committee of the College of Nursing to take formal action, which may include suspension from the college. The smart device with a camera will be handed over to the guardians of the students who violated the provisions.
7. If necessary, the matter will be referred to the competent security and judicial authorities to take the necessary action as the case will be treated as an informational crime.

Academic Advising

University education represents one of the distinct educational stages in any society; in terms of creating and transferring knowledge, building the student's integrated personality, developing their skills, and changing their attitudes .The success of teaching and learning processes in university institutions depends on the pillars of the academic and professional counseling process, as it facilitates the academic process and addresses the issues facing the student early on before they escalate.

The academic counseling process facilitates the academic process, and the issues facing the student are treated early before they escalate, and the counseling processes in general help the academic department and the university to follow up on the level students 'and support them academically and psychologically to achieve the highest possible degree of adaptation to the university environment, as well as provide them with regulations and systems with the aim of developing the student's personality and creating an enabling environment achievements It also provides them with rules and regulations with the aim of developing the student's personality and creating an attractive environment for him to achieve national goals through optimal investment in human capabilities that will contribute to the development and construction of the nation in accordance with the Kingdom's ambitious 2030 vision.

Vision

“The academic advising Committee seeks to provide diverse counseling services to female students academically, socially, and psychologically, to help them deal with various difficulties during their period of study, which may negatively affect their academic performance and continuity at the university.”

Mission

“The Academic Advising Committee works to develop and improve counseling services in a manner that meets students' needs and makes these services accessible to them, enabling them to benefit from them in developing their personalities and skills in various fields, in accordance with international standards for providing counseling services in higher education institutions.”

Objectives

- Reducing the value of academic waste by addressing academic failure and improving the level of academic achievement after identifying and addressing the causes related to the student and the academic environment.
- Improving the level of academic counseling service provided to the student by the academic advisor.

- Increasing the effectiveness of those involved in academic counseling for the student within the college and the department (academic counselor - college counseling unit - academic unit in the college)
- Raising the level of psychological compatibility of the student with his academic specialization and helping students to overcome the academic difficulties they face.
- Preparing new students to familiarize themselves with academic life and accelerate integration and adaptation (knowledge of laws, rights and duties).
- Helping students discover their potential and abilities.
- Helping students explore career opportunities in the student's specialization according to their potential, scientific inclinations, and the needs of the labor market.
- Monitoring and addressing negative behavioral situations among students

Duties of the Student Advisor

The role of the student advisor is divided into three roles:

- Academic role
- Social role
- Psychological role

First: Academic Advisor Role

The student advisor must pay attention to the student's academic journey, monitor progress and performance in courses through the following:

- Opening a special file for each student under her academic number, documenting all academic records and information, including:
- The applicable study plan according to the year of admission, identifying required and completed courses
- Academic transcript, semester GPA, and cumulative GPA
- Updated results of registered courses
- Reports and messages from faculty members regarding student performance and attendance
- Minutes of meetings between advisor and student
- Monitoring academic achievement and guiding students academically and educationally.
- Providing advice to help students acquire skills needed for entering the job market.
- Providing students with the "Student Guide" booklet.
- Monitoring significant changes in the study program.
- Implementing guidance programs for outstanding students to maintain excellence.

Second: Social Advisor Role

- Identifying struggling students and providing financial support by completing relevant forms and submitting them to the committee chairperson and Vice Dean, ensuring effective solutions.

Third: Psychological Advisor Role

- Holding continuous meetings with students to identify problems and guide them toward appropriate solutions.
- Referring students with psychological problems or disorders to the college's psychiatric consultant.

Student Advisor Skills

A successful advisor communicates effectively with students, listens attentively, understands and supports them, works collaboratively in planning their studies, trusts their abilities, and helps them overcome obstacles.

Student Responsibilities in Counseling

- Following announcements via email or college notice boards.
- Taking full responsibility for academic performance and reviewing academic records.
- Attending scheduled meetings with academic advisors.
- Being aware of academic calendar details.
- Benefiting from university facilities and services to support academic progress.

Required Counseling Forms

Attached forms include:

- Student Counseling Card
- Student Opinion Survey
- Student Counseling Plan
- Brochure for students and advisors
- Academic Advisor–Student Meeting Form

Nursing Club

Vision

“Developing abilities and talents, activating energies, and investing them in ways that benefit the student and society.

“

Mission

“Strive to offer a variety of student activities (health, cultural, scientific, social, and artistic) to enable students to achieve their mission and goals by providing high-quality student services.”

Main Goals

- Contributing to building students' personalities by discovering their talents and developing their skills.
- Emphasizing students' duty to serve their religion and interact with issues in their community.
- Training students to take responsibility and advance in life.
- Strengthening relationships among students and supporting them in a way that helps them benefit from their experiences and behavior.
- Strengthening bonds of brotherhood among students and enhancing the spirit of harmony and cooperation among them.

Values

Honesty – Integrity – Commitment – Cooperation – Initiative – Giving

Important Contact Number

	Name	Contact numbers
Vice Dean	Dr. Reem Hemidi	0172416533
Academic Advising	Dr. Mona	
Nursing Club	Mrs. Reem Alkahtany	
Students' affairs	Mrs. Huda	

Conclusion

This Program Handbook serves as a comprehensive guide for students enrolled in the Bachelor of Nursing Sciences program at the College of Nursing, King Khalid University. It outlines the program's vision, mission, curriculum structure, academic regulations, student rights and responsibilities, assessment methods, and support services. The handbook emphasizes professionalism, ethical practice, academic integrity, and adherence to university policies, ensuring that students are well-prepared academically, clinically, and professionally. By following the guidelines and regulations presented, students can successfully navigate their academic journey and graduate as competent nurses who contribute effectively to healthcare services and community development in line with national and international standards.