

5.6 Academic Advisor

Academic advising is integral to the education mission of Komar University of Science and Technology. Advising is an intentional process, grounded in teaching and learning, and provides each student with guidance for developing and achieving meaningful educational, professional, and personal goals. As such, university assigns an academic advisor to each student, to assist students in understanding the necessary requirements necessary to complete their chosen major and inform them about appropriate course sequences and course content.

Each student is assigned a faculty advisor in his or her major academic unit at the beginning of the first semester of attendance. The advisor monitors the student's academic progress toward a degree. A meeting is held between the advisor and each student before registration to ensure that courses are scheduled in proper succession, that all relevant academic policies are adhered to, and that the schedule best serves the academic needs of the student. Once arranged, scheduled courses for undergraduates cannot be changed without the advisor's written permission, except for changes between sections of the same course before the end of the first week of class. The faculty advisor is available throughout the academic year for consultation by appointment, and students are strongly encouraged to seek the counsel of their faculty advisers in other matters beyond registration and schedule changes.

Successful advising at KUST depends upon a shared understanding of, and commitment to, the advising process, by students, advisors, and the university. Academic advisors engage students in learning, promote students' academic success, and raise students' personal, ethical, and intellectual growth, all of which will carry into their roles as citizens and lifelong learners.

5.7 Incomplete Work

An 'I' is given when a course cannot be complete because of circumstances beyond the student's control such as the death of the (parent, brother, sister, wife, husband, children, grandparent, uncle and aunt); or medical report verified by the permanent medical committee of the governorate. The 'I' indicates the coursework is qualitatively satisfactory and there is a reasonable expectation that completion of the remaining work would result in a passing grade. The instructor must provide a statement of the work to be completed to the head of the academic unit. The student must complete the work at the earliest possible time but before the beginning of the seventh week of the following semester. The 'I' will automatically become an 'F' in the eighth week of the semester unless an approved new grade received by the registrar's office.

5.10.B Academic Student Rights

Students have the following important due process rights, which may have an impact on the appellate process:

- 1) To be informed of all alleged violation(s), receive the complaint in writing and be given access to all relevant materials pertaining to the case.
- 2) To receive an impartial hearing in a timely manner where they will be given a full opportunity to present information pertaining to the case.

Students are also accorded the following prerogatives:

- a. When possible, to discuss the allegations with the instructor.

- b. To be assisted by an advisor who may accompany the student throughout the process but may not speak on the student's behalf.
- c. To choose not to answer any question that might be incriminating.
- d. To contest the sanctions of a first-level agreement and to appeal both the decision and sanctions of an Academic Honor Hearing.

The student has the right to continue in the course in question during the entire process. Once a student has received a notice that he/she is being charged with an alleged violation of the Academic Honor Policy, the student is not permitted to withdraw or drop the course unless the final outcome of the process dictates that no academic penalty will be imposed. In the event that the final determination is not made before the end of the term, the grade of 'Incomplete' will be assigned until a decision is made. Students should contact the Director of the Office of Students Affairs for further information regarding their rights.

5.10.C University Awards

5.10.C.1 Dean's List

The Office of the Registrar issues the Dean's List to honor students at the end of each semester. A notation of the Dean's List award is also added to the student's transcript in the corresponding semester. Dean's Lists are not issued for summer semester. To be placed on the Dean's List, the following conditions must be met:

- a) Student should be a fulltime student
- b) Have registered and completed a minimum of 60 credit hours in gradable courses in the semester
- c) The average GPA of total credit hours should be no less than 3.3 and above.
- d) Earned GPA in the last semester should be 3.5 and above
- e) Earned average GPA in 15 credit hours in departmental courses should be no less than 3.7.
- f) Eligible for 25% discount on tuition fees of the 15 credit hours taken by the student during the following semester (excluding summer)
- g) Have no failing grades in any of his/her courses during that semester
- h) Have no incomplete grades
- i) Have no disciplinary action against him/her

5.10.C.2 President's List

The Office of the Registrar issues the President's List to honor students at the end of each semester. A notation of the President's List award is also added to the student's transcript in the corresponding semester. President's Lists are not issued for summer semester. To be selected for the President's List, a student must meet the following conditions:

- a) Student should be a fulltime student

- b) The minimum of credit hours should be 60 credit hours
- c) The average GPA of total credit hours should be no less than 3.3 and above
- d) Earned GPA in two executive semesters should be (3.7) and above
- e) Earned average GPA in (20) credit hours in departmental courses should be no less than (3.7).
- f) Eligible for 50% discount in tuition fees of the (30) credit hours taken by the student during the following academic year (excluding summer).
- g) Have no failing grades in any of his/her courses during that semester
- h) Have no incomplete grades
- i) Have no disciplinary action against him/her

5.10.C.3 President Club

Komar University of science and Technology aims to recognize and support gifted students outside regular academic measures (such as President and Dean List). Followings are the objectives, criteria and benefits of the President Club members, for additional information, visit Office of Student Affairs and Registration.

5.10.C.3.a Objectives

- a) Recognizing gifted students who demonstrate creativity and social responsibility.
- b) Organizing and managing students' creative activities at the President level.
- c) Supporting gifted students so they accelerate in their initiatives.
- d) Enabling the Club members to represent KUST nationally and internationally.

5.10.C.3.b Criteria for Selecting the Members

- a) Students must be full-time enrolled in an academic program.
- b) Student must earn 80% on President Club Membership Form.
- c) The membership is for one-year and renewable if the student has made a progress of at least 25% in the project.

5.10.C.3.c Benefits

- a) 15% discount on their tuition fees in addition to any other discount.
- b) Financial support for the project up to \$1000 per year.
- c) Covering traveling expenses up to \$2000 per year if he/she represents KUST at national or international Academic conferences.

5.10.D Academic Honor Violation

Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding

collaboration and multiple submission of academic work. The following examples have been provided for the purpose of illustration and are not intended to be all-inclusive.

- 1) **PLAGIARISM:** Intentionally presenting the work of another as one's own (i.e., without proper acknowledgement of the source). Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledgement of the source.
- 2) **CHEATING:** Improper application of any information that has been used in evaluating academic work. Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.
- 3) **UNAUTHORIZED GROUP WORK:** Unauthorized collaborating with others. Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.
- 4) **FABRICATION, FALSIFICATION, AND MISREPRESENTATION:** Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
- 5) **MULTIPLE SUBMISSIONS:** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical Examples Include: Submitting the same paper for credit in two courses without instructor's permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it is new work.
- 6) **ABUSE OF ACADEMIC MATERIALS:** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering,

or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

- 7) **COMPLICITY IN ACADEMIC DISHONESTY:** Intentionally helping another to commit an act of academic dishonesty. Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.
- 8) **ATTEMPTING** to commit any offense as outlined above.