

## ACADEMIC ADVISING POLICY

The Faculty of Dentistry at King Abdulaziz University (KAUFD) is committed to fostering the academic and clinical competencies of its students in alignment with KAUFD's objectives and strategic plan. The aim is to support students in adapting to the academic environment and to promote a positive educational setting that enhances student performance and development.

The academic advising system at the Faculty of Dentistry established a comprehensive framework to support students, ensuring confidentiality and privacy of information through clear procedures and documented assessment methods. This structure enables academic advisors to perform their roles effectively and with high quality, thereby contributing to the psychological, social, and academic integration of the student.

This policy is designed to ensure the quality and continuity of the educational process in accordance with administrative, technical, and academic regulations, and in alignment with the requirements of King Abdulaziz University as well as national and international accreditation standards.

### What is Academic Advising?

"Situations in which an institutional representative gives insight or direction to a college student about an academic, social, or personal matter. The nature of this direction might be to inform, suggest, counsel, discipline, coach, mentor, or even teach". Kuhn, T. (2008).

In accordance with the regulations of the Ministry of Education and King Abdulaziz University, academic advising is considered one of the official responsibilities of faculty members, complementing their primary academic duties, as stipulated by the following administrative and academic regulations

- Article 41 of the Regulation Governing Faculty Members at the Ministry of Education states; "Faculty members and their equivalents shall perform thirty-five (35) working hours per week—which may be increased to forty (40) hours by decision of the University Council—during which they engage in teaching, research, academic advising, office hours, scientific committees, and other tasks assigned to them by the appropriate university authorities."
- According to the Faculty Members' Code of Professional Ethics at King Abdulaziz University, Clause No. (6) under Duties and Responsibilities in the Educational Process states: "The faculty member shall give due attention to office hours for guiding students, advising them, and helping them solve their academic, personal, and social problems."

### Duties of Academic Advising Supervisor:

1. Coordinate dates for holding meetings of the Academic Advising Committee with the Vice Dean for Educational Affairs, the Vice Dean for the Female Section, and supervisors for male and female Student Affairs.
2. Develop an academic advising plan for the academic year in coordination with the Vice Deans of KAUFD.
3. Preparing faculty members to provide workshops on academic guidance in coordination with the Faculty Development Unit at KAUFD.

4. Supervise distributing the names of academic advisors to male / female students and the participation of department heads.
5. Supervise and oversee the coordination and scheduling of group academic advising meetings, ensuring a minimum of two meetings per academic year, and ensure timely communication of the schedule to all academic advisors and students.
6. Supervising the process of distributing the results of interviews to male and female students (First year).
7. Disseminating all latest updates of academic advising to academic advisors and students .
8. Supervising cases of academic and clinical underperforming students.
9. Supervising confidential cases in coordination with the Deputy Supervisor of Student Affairs and cases related to psychological, social, or health concerns, and submit confidential reports to the Vice Dean for Educational Affairs and the Vice Dean in the female section.
10. Follow-up confidential cases (psychological, social or health) that have been submitted to the Psychological Support Unit at the College of Dentistry in coordination with the Vice Dean of Educational Affairs and the Vice Dean in the female section.
11. Compose a quarterly/annual report, which includes achievements and any difficulties or challenges which have impeded the achievement of the desired goals, along with suggestions for improvement, and submit this report to the Vice Dean of Educational Affairs/Vice Dean female side before the end of each semester.
12. Submit academic advising reports to the supervisor of student performance.
13. Supervising distributing questionnaires at the end of every semester; in order to identify points of weaknesses and/or strengths in the academic advising system; for the academic advisor and students as well, so as to identify the weaknesses and strengths and set action plans for improvement.

#### **Duties of the Academic Advising Coordinator**

1. Coordinate with the Deputy Academic Advising Supervisors (Male and Female Sections) to assign academic advisors to students.
2. Prepare official appointment memos listing the assigned academic advisors.
3. Schedule at least two group academic advising meetings per academic year, in coordination with the Deputy Academic Advising Supervisors, and circulate the schedule to all academic advisors and students.
4. Send an email to each academic advisor including the list of their assigned students along with each student's contact information.

5. Send an email to all students in all academic years informing them of their assigned academic advisor.
6. Distribute the results of personal interviews to the students, and share a copy of each result with the respective academic advisor.
7. Review and sort the reports from group/individual advising meetings submitted through the electronic advising forms, and forward them to the Deputy Academic Advising Supervisors for appropriate action.
8. Identify students with academic difficulties based on the electronic reports from the Student Performance Evaluation Committee and notify the respective academic advisors via email to follow up.
9. Send email notifications to academic advisors to follow up with academically struggling students, as per official communications received from academic departments.
10. Prepare statistical reports on the academic group advising sessions conducted with academic advisors and students.
11. Facilitate coordination between the Academic Advising Coordinators in both male and female sections.
12. Distribute evaluation surveys at the end of each semester, in coordination with the Deputy Academic Advising Supervisors, targeting both academic advisors and students to identify strengths and areas for improvement in academic advising practices.

### **Duties of the Academic Advisor (Male/Female)**

*As defined by policy and procedures governing academic advising at KAUFD:*

1. **Conducting Group Academic Advising Meetings:**  
Proactively communicate with assigned students to schedule and hold group advising meetings, whether in person or virtually, using available channels such as SMS, email, or the ODUS system. These meetings must be held during designated periods pre-scheduled by the Academic Advising Committee. Advisors must document these sessions using the *Group Academic Advising Meeting Form* (available via Google Form on the Faculty of Dentistry website) and submit the report to the Deputy Academic Advising Supervisor.
2. **Conducting Individual Academic Advising Meetings:**  
Schedule and hold one-on-one advising sessions with students (in person or virtual), using SMS, email, or the ODUS system. Each session must be documented using the *Individual Academic Advising Meeting Form* (available via Google Form) and submitted to the relevant Deputy Academic Advising Supervisor.
3. **Ensuring Confidentiality:**  
Maintain the confidentiality and privacy of all student-related information, particularly matters of an academic, psychological, social, or health-related nature.

**4. Guidance on Regulations:**

Advise students on the rules, regulations, and academic policies at KAU and KAUFd, and encourage students to comply with the rules and regulations of the University.

**5. Monitoring Academic Progress:**

Monitor students' academic performance, including the timely submission of requirements in pre-clinics and clinics as defined by the course and department.

**6. Encouraging Continuous Communication:**

Promote ongoing and open communication between the student and the advisor to support the student's academic development, personal growth, and behavior modification. Guide students in identifying areas for improvement and raise awareness of the benefits of academic advising.

**7. Supporting At-Risk Students:**

Hold focused advising sessions with students facing academic challenges (e.g., those at risk of academic dismissal due to excessive absences, missed pre-clinical or clinical submissions, or underachievers in periodic or final exams). These sessions must be documented using the *Individual Academic Advising Meeting Form*.

**8. Submitting Periodic Reports:**

Provide regular reports to the relevant Deputy Academic Advising Supervisor detailing students' performance and engagement levels, with particular emphasis on academically struggling students and underachievers and suggest strategies for improvement.

**9. Referral to the Relevant Support Units:**

Refer students with psychological, social, or financial difficulties to KAUFd Psychological Support Unit through the Academic Advising Supervisor and Student Affairs Supervisor (Male/Female), who will coordinate with the relevant university administrations and specialists.

**10. Follow-Up on Confidential Cases:**

Follow up on sensitive student cases (psychological, social, or health-related) that have been escalated to relevant departments by meeting regularly with the student and coordinating with the relevant Academic Advising Supervisor to assess the student's responsiveness and progress.

**Student Responsibilities**

*As outlined in the Academic Advising Policy and Procedures of the Faculty of Dentistry, King Abdulaziz University:*

**1. Knowledge of the Academic Calendar:**

Students must be aware of the academic calendar details, including critical dates related to course registration, withdrawal, or requests for deferment.

## 2. Knowledge of the Assigned Academic Advisor:

Students must have knowledge of their assigned academic advisor and be informed of the advisor's designated office hours.

## 3. Compliance with Advisor's Recommendations:

Students are expected to implement the academic advisor's recommendations and regularly attend scheduled meetings as agreed upon in advance.

## 4. Review of Advising Forms:

Students must review academic advising-related forms available at KAUFU website, such as the *Suggestions and Complaints Form*.

## 5. Mandatory Attendance of Group Advising Meetings:

Attendance at all group academic advising meetings conducted by the Vice Dean for Educational Affairs (male/female) is mandatory.

## 6. Consistent Communication:

Students must maintain consistent communication with their academic advisor at least once a month via email or other approved communication channels.

## 7. Requesting Individual Meetings:

In cases where an individual meeting is needed, students must formally request it via email or another documented means and agree on a suitable time.

## 8. Reporting Relevant Changes or Challenges:

Students must inform their academic advisor of any changes in circumstances or personal challenges that could potentially affect their academic progress or educational performance.

### Academic Advising Processes :

- Students are distributed among faculty members at the beginning of each academic year according to administrative positions as shown in the following table:

Number of students	position
1	Vice Dean
1	Chair of scientific Department
2	Division Head / Course Director
3	Deputy course Director
2	Academic year Coordinator
2	Clinical Coordinator
2	Administratively assigned faculty member

2	Administratively assigned faculty member / Postgraduate
7	Faculty member

2 .All faculty members shall participate in the academic advising process in accordance with the applicable regulations. Should any faculty member wish to be excused from academic advising duties, a formal request must be submitted to the head of the department, who will refer the matter to the Academic Advising Committee for review. The Committee will then present the case to the Dean for final approval.

3 .Academic advising sessions shall be conducted each academic semester. Group advising sessions must be held for each student cohort, and individual sessions shall be arranged as needed.

4 .The results and documentation of all advising meetings must be submitted electronically to the Academic Advising Committee.

5 .If a student fails to attend scheduled advising meetings, the student will be summoned to the relevant Office of Academic Affairs to determine the reason for noncompliance. The student will then be required to sign a formal commitment to maintain communication with their assigned academic advisor and provide proof of completing the advising session.

6 .Each academic department must submit quarterly performance reports (R1, R2, R3, R4) to the Vice Dean for Academic Affairs/ Vice Dean for the female section through the head of the department. These reports shall include students' academic progress, attendance records, assessment results, timely submission of pre-clinical and clinical requirements, assignments, and research projects. The reports shall then be forwarded to the Academic Advising Committee for further action.

7 .Quarterly and annual reports on the academic advising process shall be prepared, including the development and analysis of an annual performance indicator.

8. Recognition and Awards: shall be given to the academic department achieving the highest performance indicator, to the most outstanding head of the department for excellence in overseeing the implementation of academic advising, and to the most distinguished male and female academic advisor.

### Students Psychological support unit:

- **Orientation and Awareness**

All students are introduced to the services provided by the *Psychological Support Unit* at the beginning of each academic year during the *Orientation Week*. In addition, detailed information about the unit is included in the *Student Handbook*.

- **Referral Procedure to the Psychological Support Unit**

Faculty members and academic advisors may refer students to the unit as follows:

- **For Female Students**  
Referrals should be made directly to the Supervisor of Female Student Affairs, to coordinate the referral process.
- **For Male Students**  
Referrals should be made directly to the Supervisor of Male Student Affairs, to coordinate the referral process.
- **Confidential Counseling Sessions**  
All consultations are conducted in strict confidentiality and privacy within designated offices at KAUFD or online:
  - **Female Students:** Office of the Supervisor of Female Student Affairs, and Office of the Vice Dean for the female section *Building 10 (Female Medical Center)*
  - **Male Students:** Office of the Supervisor of Male Student Affairs, *Building 12 (Male Medical Center)*
- **Contact Information**
  - **Female Section:** deng.aaf@kau.edu.sa | Extension: 23340
  - **Male Section:** den-sau@kau.edu.sa | Extension: 20268