



Academic Advising Guide Faculty of Law

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جامعة الملك عبدالعزيز
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Introduction

The Faculty of Law is committed to preparing qualified legal professionals equipped to excel in their careers. Recognizing that a well-structured academic journey is fundamental to student success, we have developed this Academic Advising Guide to serve as a comprehensive, well-organized reference. This guide outlines the framework of academic advising, defines the roles of students and academic advisors, and establishes clear procedures for managing various academic cases. By fostering effective communication between students and academic advisors, we aim to empower students in their academic journey while ensuring full compliance with university regulations.



Academic Advising Objectives



1 Assist students in understanding their study plans and graduation requirements.

2 Guide students in selecting courses aligned with their academic plans.

3 Monitor academic progress and address challenges at an early stage.

4 Raise students' awareness of their academic rights and responsibilities.

5 Support compliance with university academic rules and regulations.

6 Assist students in planning their academic pathways based on their abilities and interests.



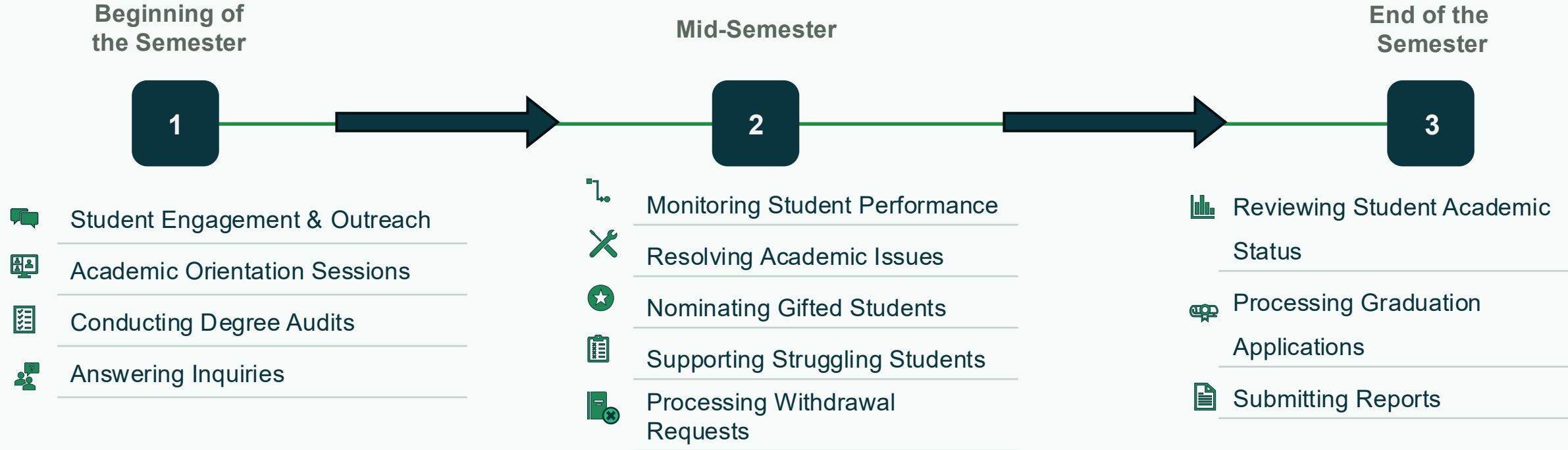
Student Responsibilities

- 1 Regularly review the course schedule during the registration period.
- 2 Continue attending classes until withdrawal requests are officially approved.
- 3 Consult the academic advisor when facing difficulties that affect your academic progress.
- 4 Review registered credit hours, especially for prospective graduates.
- 5 Ensure alignment of the study plan through OdusPlus.
- 6 Adhere to the study plan and avoid registering for courses from other levels.
- 7 Ensure you are registered in the 'Watiqati' system if you are a prospective graduate.



Registration Phase		During the Semester	End of the Semester
At this stage, the academic advisor supports students in starting the semester successfully. Key responsibilities include:		At this stage, the academic advisor monitors students' academic progress and provides early intervention when needed. Key responsibilities include:	At this stage, the academic advisor ensures that prospective graduates meet all graduation requirements. Key responsibilities include:
1	Introducing students to the study plan and graduation requirements.	Providing academic advising on study-related or administrative issues.	Reviewing academic records of prospective graduates to ensure completion of required credit hours.
2	Clarifying academic policies, registration procedures, and add/drop regulations.	Reviewing and approving course withdrawal requests in accordance with regulations.	Ensuring all graduation requirements are met.
3	Assisting students in selecting appropriate courses for the semester.	Reviewing and approving semester withdrawal requests as per university policies.	Reviewing graduates' transcripts through OdusPlus and verifying them against the academic plan.
4	Orienting new students and preparing them for university life.	Monitoring academic difficulties and coordinating with SSU when needed.	Approving graduation applications submitted through the Watiqati system.
5	Answering academic inquiries before the start of classes.	Referring students to relevant departments for psychological or social support when needed.	
6	Ensuring students' study plans align with graduation requirements.	Documenting advising sessions and following up on student cases.	

Timeline of the Academic Advisor's Duties





1

Organizing awareness programs and workshops to develop academic and psychological skills

2

Orienting new students and introducing them to academic advising, college services, and university regulations at the beginning of the semester

3

Monitoring students facing academic difficulties that impact their performance

4

Meeting with students and listening to them with confidentiality and care, while providing appropriate guidance and support

5

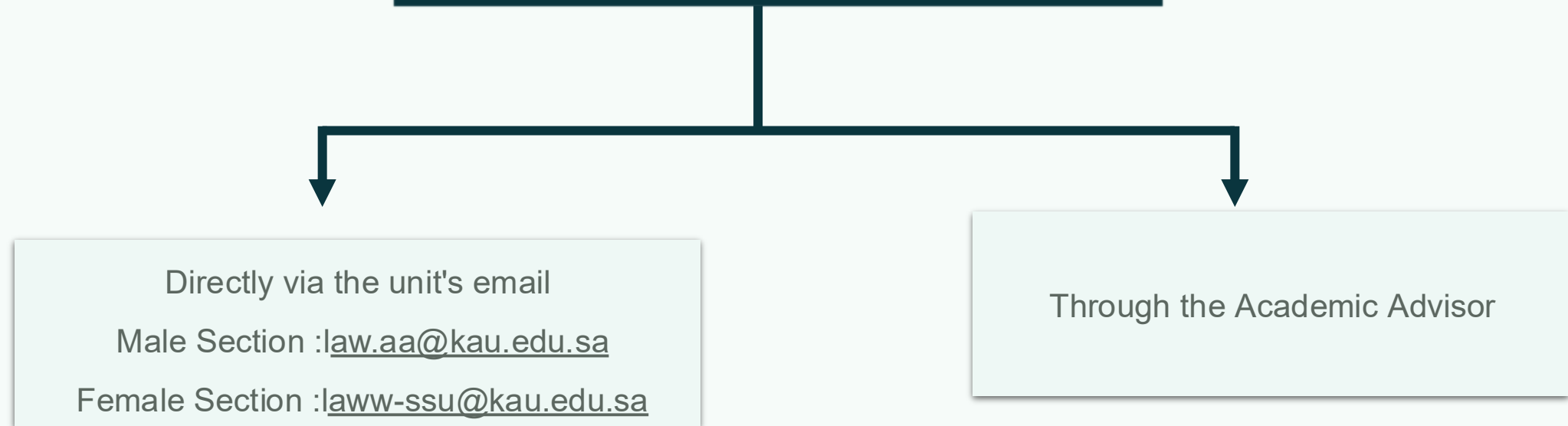
Referring students with psychological, social, or academic issues to the university counseling center to receive the necessary support

6

Providing the necessary support and assistance to students with disabilities



How to Contact the Student Services Unit





Academic Probation

Students are notified when their GPA falls below 2.0.

Mandatory consultation with the academic advisor is required.

An academic remedial plan is established and monitored.

Being placed on academic probation for three consecutive terms may lead to dismissal.



Semester Withdrawal

Students may apply for semester withdrawal in accordance with the academic calendar.

Conditions

The request must be submitted within the period specified in the academic calendar.

The student will receive a grade of (W) for the semester, and it will be counted toward graduation requirements.

Semester withdrawal is permitted for a maximum of two consecutive or three non-consecutive semesters.



Termination of Enrollment

It refers to the termination of the student's enrollment, preventing them from continuing their studies.

Causes for Termination

Failure to attend classes or register for a semester without an approved leave of absence.

Failure to improve the cumulative GPA after being placed on academic probation.

Disciplinary dismissal.

Re-enrollment Conditions

The student must submit a re-enrollment request to the Academic Affairs Office within four academic terms from the date of dismissal.

Students dismissed for academic reasons are not eligible for re-enrollment.

Re-enrollment is subject to the student's ability to graduate within the program's prescribed timeframe.



Study Deferral

A student may request to defer their studies by not registering for courses in the upcoming semester.

Conditions:

Conducted in accordance with university regulations and the academic calendar.

The deferral is valid only after official approval.

The deferral period is not counted toward the official graduation timeline.

Failure to register without an approved deferral is considered a study interruption.



Registration, Add/Drop, and Withdrawal

Registration	During the periods specified in the academic calendar.
Add/Drop Courses	Permitted during the designated period .
Withdrawal (W)	If completed before the specified deadline, it does not affect the GPA.
Late Withdrawal	Results in a grade of (DN) or (F), depending on the case.

Exams and Assessment

In-Course Assessment	Assignments, quizzes, and participation.
Final Exam	Mandatory.
Missed Examinations	The student receives a zero grade. The faculty of law may review the excuse if it falls within the officially approved categories.
Excuses	Must be officially approved.

Academic System and GPA

Study System	Credit hour system.
GPA Calculation	Calculated as both Semester and Cumulative GPA.
GPA Scale	Calculated on a 5.00 scale.
Course Impact	Each course affects the GPA based on its credit hours.

Attendance and Absence

Absence Limit	25% of total course lectures.
Exceeding the Limit	Not permitted to take the final exam.
Expected Grade	F / DN.



Phase One: Early Registration



- Announced by the Deanship of Admission and Registration.
- Occurs before the start of the semester.
- Conducted via OdusPlus for all students.

Phase Two: Semester Start



- Self-registration via OdusPlus or by submitting a request through ERS.
- Announced by the faculty within the scheduled period for each cohort.



If registration via OdusPlus is unavailable, please submit an ERS request:

- Submit the request online: no physical presence required.
- Ensure all information is included; only one request at a time.
- Review your schedule after the request is processed.

Important Links



Distinguished Students
(Female Section)



Academic Advisor
Request Form.



Course Add/Drop
Procedures via OdusPlus



Submitting Requests via
ERS