

Ministry of Education
King Abdulaziz University

Faculty of Medical Rehabilitation Sciences
Department of Respiratory Therapy

Respiratory Therapy Student Handbook

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Table of Contents

Welcome ***3***

Purpose of the Student Handbook ***3***

Faculty of Medical Rehabilitation Science 3

Faculty Vision 4

Faculty Mission 4

Faculty Objectives 4

Conditions for Admission to the Faculty 4

Community Need, Labor Market for the College's Specializations, and Job Opportunities for Graduates 4

Department of Respiratory Therapy (Program Overview) ***5***

Department Vision 5

Excellence and sustainability in the field of respiratory therapy with community partnership 5

Department Mission 5

Department Goals 5

Alignment with Faculty Goals and Mission 5

Head of the Department Message ***6***

Respiratory Therapy Program Faculty ***6***

Academic Calendar Overview ***6***

Study Plan 8

Laboratory Training ***9***

Laboratory Facilities 9

Lab Schedule 11

Guidelines 11

Program Learning Outcomes 17

Admission and General Requirements 17

General Requirements 17

Specific Requirements 17

Department Rules and Regulations 18

Student Rights and Responsibilities 18

Academic Regulations and Policies ***19***

Violations that may result in disciplinary action include but are not limited to: 19

Course Assessment 20

Special Grades 22

Course Transfer Rules 23

Graduation Requirements 23

Welcome

Welcome to the Respiratory Therapy Program
King Abdulaziz University

Dear Students,

We would like to take this opportunity to welcome you to your Respiratory Therapy Program, which will provide the education necessary to enter the profession of respiratory therapy. We congratulate you on your admission to the program and feel certain that you are embarking on a rewarding career. Aligned with Vision 2030, our curriculum and hands-on training prepare you to excel in advancing healthcare. We will be serving as your advisors and instructors throughout your journey and encourage you to consult with us should any problems occur. This student handbook provides the matriculated student with essential information about the program and serves as your guide to success. For additional university policies, please refer to the King Abdulaziz University website: www.kau.edu.sa.

Best regards,
Respiratory Therapy Department

Purpose of the Student Handbook

This manual is designed to guide you through your journey as a respiratory therapy student. This handbook contains essential information about the program and everything you need to succeed, curriculum, policies, and resources. It also outlines your rights and responsibilities as a student, to ensure that you are informed of your entitlements and obligations throughout your academic journey. This handbook is available in both paper and electronic formats (e.g., PDF on the King Abdulaziz University website at malik.com or via the Department of Respiratory Therapy). All students will receive a copy upon enrollment to ensure access to essential program information.

Overview of the Faculty and Department

Faculty of Medical Rehabilitation Science

The Faculty of Medical Rehabilitation Sciences was established in the academic year 1434-1435 AH (2013-2014) to meet the Kingdom's needs for qualified specialists in medical rehabilitation for both males and females. The faculty began accepting male and female students in the academic year 1439/1440 AH.

The faculty includes five academic departments:

- Department of Physical Therapy
- Department of Respiratory Therapy
- Department of Occupational Therapy
- Department of Speech and Hearing Pathology
- Department of Prosthetics and Orthotics

Faculty Vision

Excellence in medical rehabilitation sciences through sustainable community-impact partnerships

Faculty Mission

Preparing qualified professionals in medical rehabilitation sciences through academically, research-driven, and professionally distinguished programs to enhance the quality of life for individuals and community.

Faculty Objectives

- Enhancing community collaboration
- Promoting self-generated resources
- Enhancing practices and academic performance
- Improving administrative practices and performance
- Improving infrastructure and technology
- Enhancing scientific research and innovation

Conditions for Admission to the Faculty

- Fulfilling the admission requirements at King Abdulaziz University.
- The applicant for undergraduate study must meet the conditions for admission to the faculty.
- Passing the preparatory year examinations.
- Obtaining the required cumulative GPA for studying at the faculty.
- Physical fitness.

Community Need, Labor Market for the College's Specializations, and Job Opportunities for Graduates

The Saudi community is in dire need of all specializations of the Faculty of Medical Rehabilitation Sciences because there is a severe shortage of specialists in the field of medical rehabilitation, as there is a significant reliance at present on expatriates in the rehabilitation of patients. Given that the current direction in the Kingdom is the localization of jobs under the Kingdom's Vision 2030, the introduction of these programs is of great importance in the field of health.

Department of Respiratory Therapy (Program Overview)

The Department of Respiratory Therapy is one of the departments within the Faculty of Medical Rehabilitation Sciences, established in the academic year 1434-1435 AH to meet the Kingdom's needs for qualified male and female respiratory therapy specialists. Respiratory therapy is a branch of medical rehabilitation and a healthcare profession. It involves using selected knowledge and skills to design and implement care programs for individuals suffering from respiratory system diseases or conditions that impact their respiratory function. The field focuses on evaluating respiratory performance and applying appropriate therapeutic procedures to maintain, improve, or restore normal function.

Department Vision

Excellence and sustainability in the field of respiratory therapy with community partnership.

Department Mission

Preparing graduates in the field of respiratory therapy with high proficiency in knowledge, skills, scientific research, and community services.

Department Goals

- Foster excellence in knowledge, skills, and ethical values within the respiratory therapy profession.
- Advance innovative and evidence-based research in respiratory care.
- Enhance community engagement and public health awareness through professional contributions.
- Optimize the utilization and development of departmental resources and capabilities to ensure sustainability and growth.

Alignment with Faculty Goals and Mission

The department’s goals and mission are closely aligned with those of the Faculty of Medical Rehabilitation Sciences.

Head of the Department Message

Dear Students,

Welcome to the Department of Respiratory Therapy!

You are entering a dynamic and rewarding field that plays a vital role in saving lives and improving the quality of patient care. As future respiratory therapists, you will be part of an essential healthcare team, providing specialized care to patients with cardiopulmonary conditions.

Our department is committed to providing you with a high-quality education that combines academic excellence, hands-on clinical training, and a strong foundation in professionalism and ethics. You will learn from experienced faculty, train in modern clinical settings, and be encouraged to grow both personally and professionally.

We are proud of our supportive learning environment and our culture of collaboration, innovation, and continuous improvement. Your journey will be challenging, but we are here to support you every step of the way.

Always remember, the work you are preparing to do has a direct impact on people's lives. Take pride in your learning, stay curious, and strive for excellence.
We look forward to seeing you thrive and become leaders in the field of respiratory therapy.
Warm wishes,

Dr. Abdullah A. Alqarni
Head of the Respiratory Therapy Department

Respiratory Therapy Program Faculty

Faculty members	Academic ranking	Email address
Dr. Abdullah Alqarni (Head of Dept.)	Associate Professor	aaalqarni1@kau.edu.sa
Dr. Hajed Al-Otaibi	Associate Professor	halotaibi1@kau.edu.sa
Dr. Husam Alahmadi	Assistant Professor	halahmadi009@kau.edu.sa
Dr. Mazen Hamoud	Assistant Professor	mhomoud@kau.edu.sa
Dr. Malik Althobiani	Assistant Professor	malthobiani@kau.edu.sa
Dr. Fatima Almaghlouth	Assistant Professor	falmahlouth@kau.edu.sa
Dr. Mouaid Aljehani	Assistant Professor	mahaljehani@kau.edu.sa
Mr Abdulrahman Alharbi	Lecturer	atsalharbe@kau.edu.sa
Ms. Hanin Alghamdi	Teaching assistant	hsmalgamdi1@kau.edu.sa

Academic Calendar Overview

The academic year follows King Abdulaziz University's official calendar, available at www.kau.edu.sa under the Deanship of Admission and Registration. Key dates include:

• Semester start and end dates.
• Registration and add/drop periods.
• Exam schedules.
• Holidays and breaks.
• Internship application deadlines.

Check the website regularly for updates, as dates may shift due to unforeseen circumstances.

Study Plan

Department Requirements				
Course Title	**Course Code**	**Required or Elective**	**Type of requirements**	**Credit Hours**
1. Medical gases, aerosol and humidity therapy	RSTH 251	Required	Department	4
2. Anatomy	ANTM 210	Required	Department	3
3. Physiology	PHYM 210	Required	Department	3
4. Blood gases	RSTH 221	Required	Department	2
5. Respiratory patient assessment	RSTH 222	Required	Department	4
6. Respiratory diseases	RSTH 231	Required	Department	4
7. Pathology	PATM 310	Required	Department	2
8. Radiology for Respiratory Therapy	RADP 311	Required	Department	3
9. Pulmonary Function Testing	RSTH 323	Required	Department	2
10. Lung expansion therapy and bronchial hygiene	RSTH 352	Required	Department	3
11. Cardiopulmonary Diagnosis and Monitoring	RSTH 281	Required	Department	4
12. Pulmonary Rehabilitation	RSTH 351	Required	Department	4
13. Clinical Cardiopulmonary Treatment	RSTH 452	Required	Department	3
14. Fundamentals of Mechanical Ventilation	RSTH 462	Required	Department	4
15. Management of Mechanical Ventilation	RSTH 441	Required	Department	4
16. Clinical Cardiopulmonary Diagnosis and Monitoring	RSTH 453	Required	Department	3
17. Neonatal and Paediatric Respiratory Care	RSTH 472	Required	Department	4
18. Research Project for Respiratory Therapy	RSTH 491	Required	Department	2
19. Cardiopulmonary Diagnostics	RSTH 492	Required	Department	2
20. Advanced Cardiopulmonary Resuscitation	RSTH 361	Required	Department	4
21. Pharmacology	PT 310	Required	Department	2
Total for Required subjects				**66**
1. Anatomy for medical rehabilitation sciences	ANTM 204	Required	College	3
2. Physiology for medical rehabilitation sciences	PHYM 204	Required	College	3
3. Biochemistry for medical rehabilitation sciences	BCHM 202	Required	College	2
4. Management for Medical Rehabilitation Sciences	PHTH 402	Required	College	2
5. Med rehab labor market skills	PHTH 403	Required	College	3
6. Psychology for Medical Rehabilitation Sciences	PSY 399	Required	College	2
7. Calculus for health track	MATH 112	Required	College	3
8. General physics for health track	PHYS 112	Required	College	3
9. General biology for health track	BIO 112	Required	College	3
10. General chemistry for health track	CHEM 112	Required	College	3
11. Biostatistics for health track	STAT 112	Required	College	3
Total for college required subjects				**30**
1. Programming and problems solving	CPIT 110	Required	Institution	3
2. English language – Health (2)	ELIH 120	Required	Institution	3
3. English Language – Health (1)	ELIH 110	Required	Institution	3
4. Arabic language (1)	ARAB 101	Required	Institution	3
5. Islamic Studies (1)	ISLS 101	Required	Institution	2
6. Islamic Studies (2)	ISLS 201	Required	Institution	2
7. Arabic language (2)	ARAB 201	Required	Institution	3
8. Islamic Studies (3)	ISLS 301	Required	Institution	2
9. Islamic Studies (4)	ISLS 401	Required	Institution	2
Total for university required subjects				**23**
1. Cardiopulmonary Pathophysiology	RSTH 394	**Elective 1**	Department	2

2. Cardiopulmonary Pharmacology	RSTH 392	**Elective 2**	Department	2
3. Microbiology and infection control	RSTH 395	**Elective 3**	Department	2
4. Polysomnography	RSTH 494	**Elective 4**	Department	2
5. Disease management in respiratory care	RSTH 495	**Elective 5**	Department	2
6. Airways Management	RSTH 461	**Elective 6**	Department	2
7. Clinical training in neonatal and Paediatric Respiratory Care	RSTH 471	**Elective 7**	Department	2
8. Cardiopulmonary physiology	RSTH 393	**Elective 8**	Department	2
9. Cardiopulmonary Anatomy	RSTH 493	**Elective 9**	Department	2
Total for Elective subjects (6 out of 9)	**12+ (6 credit hours of free courses)**			
Total CH for required and elective subjects	**137**			

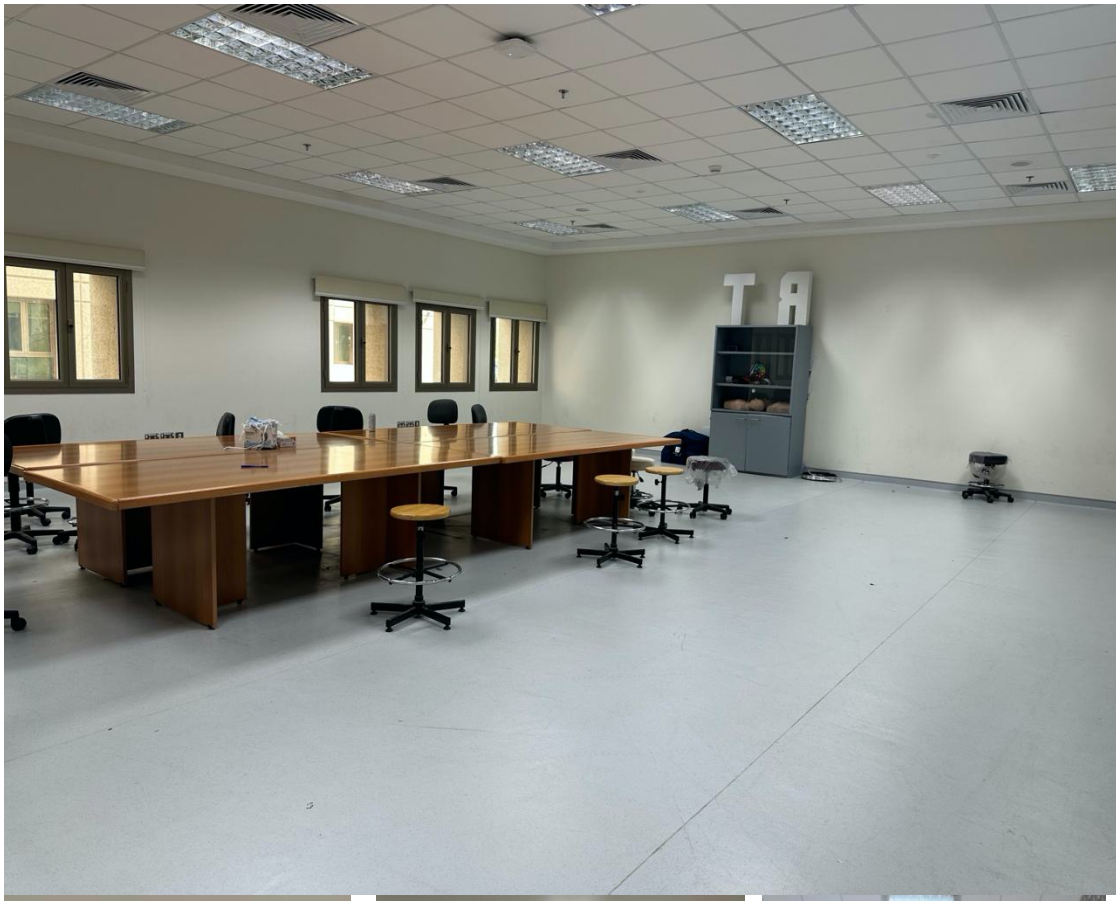
Laboratory Training

The Respiratory Therapy Program at King Abdulaziz University prioritizes hands-on learning to prepare students for clinical excellence, supporting Vision 2030's healthcare goals. Labs provide supervised practice with advanced equipment and simulations, building skills for professional practice.

Laboratory Facilities

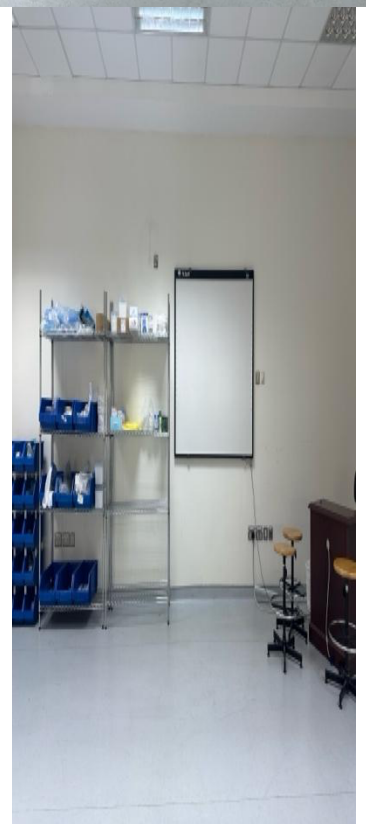
Labs are held at the Faculty of Medical Rehabilitation Sciences' respiratory therapy labs and the Clinical Skills & Simulation Center (CSSC) at King Abdulaziz University Hospital (KAUH) - مركز المهارات والمحاكاة السريرية:

- Faculty Labs: Ventilators, nebulizers, ABG analyzers, spirometers, oximeters.









- KAUH CSSC: High-fidelity manikins, VR stations, and hospital-like setups for realistic training.

- Safety: Sterilization units and emergency protocols at both sites.



Lab Schedule

- **Location**: Split between Faculty labs and KAUH CSSC.

Guidelines

- **Attire**: Scrubs and closed-toe shoes.
- **Safety**: Sterilize equipment, report issues, 75% attendance required.
- **Supervision**: Faculty or CSSC staff oversee sessions.

Assessment

- Practical exams and checklists (e.g., ventilator setup).

Course Description

Anatomy
This course provides an in-depth understanding of anatomy and physiology, focusing on the respiratory system and its interaction with the cardiovascular and nervous systems. Students will explore the structure and function of major organs involved in breathing, gas exchange, and acid-base balance. Emphasis is placed on the clinical relevance of these systems in respiratory therapy practice, including respiratory mechanics, oxygen transport, and ventilation regulation.

Blood gases
This course provides an in-depth understanding of blood gas analysis, including its physiological principles, clinical significance, and interpretation. Students will learn the techniques for obtaining and analyzing arterial blood gases (ABGs), assess acid-base balance, and recognize common disorders such as respiratory and metabolic acidosis/alkalosis. Emphasis is placed on troubleshooting measurement errors, ensuring result accuracy, and applying findings to clinical decision-making in respiratory and critical care settings. Through theoretical instruction and hands-on practice, students will develop the competency to evaluate blood gas results and optimize patient management.

Respiratory Patient Assessment
This course presents the theoretical and applied elements essential for evaluating cardiopulmonary function. The curriculum will encompass skills and techniques required for interviewing patients, performing comprehensive physical examinations across the upper and lower airways and lung parenchyma. Students will gain the ability to correctly suggest diagnostic tests, interpret the resulting data, and propose suitable treatment strategies. Moreover, the role and methods of effective documentation are emphasized. Further, some fundamental aspects such as patient safety, confidentiality, dignity, and autonomy are introduced.

Respiratory diseases
This course will entail various cardiopulmonary diseases. In addition, the course will stress the development of information gathering and decision-making skills in the diagnosis and treatment of patients with cardiopulmonary diseases or related disorders. The clinical application of respiratory therapy will be emphasized.

Medical Gas, Aerosol, and Humidity
This course presents the application of physics principles in the context of respiratory therapy. It imparts essential technical and clinical knowledge concerning the storage, distribution, and administration of medical gases to patients, with a specific focus on oxygen therapy. Additionally, the course covers subjects like infection control, humidity regulation, and bland aerosol treatment.

Pulmonary function testing
This course helps students to understand and use a wide variety of pulmonary function equipment and prepare them for clinical rotations in the pulmonary function laboratory. The most used pulmonary function tests are described. Criteria for judging the acceptability and repeatability of test data are provided.

Pulmonary Rehabilitation

This course provides an essential foundation for accrediting pulmonary-based facilities and programs. The course covers the design, implementation, and updating of accredited pulmonary rehabilitation programs, focusing on delivering optimal care to individuals with respiratory needs. Key aspects include exercise management, evaluating patient outcomes, and managing pulmonary-based programs effectively to ensure high standards of care in the field of pulmonary rehabilitation

Lung Expansion Therapy and Bronchial Hygiene
This course provides core knowledge of essential respiratory care procedures such bronchial hygiene therapy, aerosol therapy, airway management, and manual/gas powered resuscitators; Also, it will aid the student to understand the application, indications & contraindications, hazards, and complications of these procedures

Advanced Cardiac Life Support
This course provides a foundation for treating the deteriorating patient using a structured A B C D E approach. Treat cardiac arrest in special circumstances, including starting CPR, manual defibrillation, life threatening arrhythmias, and post resuscitation care.in Addition, lead a team, work as a team member, and use structured communication skills including giving an effective handover.

Cardiopulmonary Pharmacology
The course is tailored for respiratory care students and delves into pharmacological treatments for cardiac and pulmonary conditions. It encompasses aspects of respiratory pharmacology, methods of aerosol drug therapy, and fundamental dosage calculations. The curriculum also addresses the pharmacological management of heart failure, arrhythmias, and various respiratory disorders. Integrating theoretical knowledge with clinical practice, the course is structured to enhance students' proficiency in delivering effective patient care within the realm of respiratory therapy.

Cardiopulmonary Pathophysiology
This course will present the aetiology, pathogenesis, and pathophysiology of cardiopulmonary diseases and disorders. Emphasis is on clinical signs and symptoms along with diagnoses, complications, prognoses, and management.

Microbiology & Infection Control
This course will introduce the respiratory therapy students to basic microbiology concepts of the microbial world, with emphasis on general characteristics, habitat (natural environment in which a particular species of organism lives), mode of transmission structure, function, growth, pathophysiology, sterilization, healthcare-associated infections control of common pathogens especially of the respiratory system and the immunological response. Students will learn more about normal flora and common pathogens of the respiratory system.

Management of mechanical ventilation
This course is designed to offer students an opportunity to gain understanding of a wide range of advanced ventilator modes with emphasis on the management of mechanically ventilated patients.

Clinical Cardiopulmonary Treatment

The course is designed to facilitate clinical exposure to the non-critical care units of the clinical affiliate. This clinical course helps students to preform patient bedside assessment and apply basic respiratory care procedures for non- critically ill patients.

Cardiopulmonary Diagnosis and Monitoring
This course helps students to assess, diagnose and monitor critically ill patients. The course focuses on daily bedside assessment, respiratory, hemodynamic and neurological status monitoring and assessment. It also focuses on analgesic and cardiopulmonary drugs in critically ill patients. Severity of illness, nutritional status, and cardiovascular measurement also discussed.

Clinical Cardiopulmonary Diagnosis and Monitoring
This is an advanced clinical respiratory therapy course designed to provide students with hands-on experience and advanced skills in the field of respiratory therapy. The course consists of clinical practicum experiences conducted in various healthcare settings, mainly in adult intensive care units. Clinical experiences will encompass a wide range of respiratory therapy procedures and interventions, including advanced assessment techniques, mechanical ventilation management, critical care interventions, and specialized respiratory therapies. Throughout the course, students will engage in reflective practice activities, case discussions to enhance their clinical reasoning and problem-solving skills

Airways Management
This course provides foundational knowledge and practical skills necessary to safely and effectively assess, manage, and maintain both native and artificial airways in patients. It covers airway anatomy, pharmacological agents, and physiological responses to intubation, as well as the assessment of airway patency, prediction of difficult airway management, and selection of appropriate airway devices. Students will gain hands-on experience in the safe insertion, maintenance, and troubleshooting of artificial airways, including orotracheal intubation, tracheotomy, and the use of alternative airway devices such as laryngeal mask airways and supraglottic devices. The course also addresses tracheostomy care, paediatric and neonatal airway management, and airway considerations for special populations, including obese, geriatric, and trauma patients.

Fundamentals of mechanical ventilation
This course offers basic concepts of mechanical ventilation, providing an in-depth focus on cases involving patients receiving invasive and non-invasive mechanical ventilation. Basic concepts of ventilator structure and function will be described. Current topics related to mechanical ventilation include basic terms and concepts of mechanical ventilation, indications for mechanical ventilation, basic modes of invasive and non-invasive ventilation, interpretation of ventilator waveforms, initial ventilator setting, and weaning and discontinuation from mechanical ventilation will be explored.

Clinical Training in Neonatal and Paediatric
Students undertake structured and supervised exposure and practice of a variety equipment, procedures and management protocols specific to pediatric and neonatal patients. They will be dealing with the same respiratory care procedures, these are applied to neonatal and pediatric patients who will surely give us the challenge.

Neonatal and Pediatric Respiratory Care

This course is designed to offer students the opportunity to learn major aspects of neonatal and paediatric respiratory care. The course covers topics about fetal lung development, fetal circulation, cardiopulmonary transition at birth, neonatal and pediatric resuscitation, neonatal and pediatric assessment, respiratory care procedures, common respiratory diseases in neonates and pediatrics and their proper management. The course is designed to have an emphasis on essential aspects of the system approach to assess critical cases in the pediatric intensive care unit.

Research Fundamentals in Respiratory Therapy
This course introduces research methodologies, ethical considerations, and academic writing skills essential for conducting research in respiratory therapy. Students will learn how to formulate research questions, analyze data, and present findings effectively. The course emphasizes collaborative learning, professional communication, and structured research proposal development to prepare students for evidence-based clinical practice and future research opportunities.

Cardiopulmonary Diagnostics
This course will provide an understanding of invasive and non-invasive procedures that aid clinicians to evaluate the efficiency of the cardiopulmonary system and diagnose particular disorders. These studies incorporate thoracic ultrasonography, airflow and lung volume measurement, and respiratory muscles strength testing. Additional procedures include bronchoscopy, cardiopulmonary exercise testing, and six-minute walk test.

Cardiopulmonary Anatomy
This course will use a systems approach to provide the structures of the respiratory, cardiac, and renal systems. Within the respiratory system, emphasis will be placed on structural components such as muscles of ventilation pleural membranes, airway components, and pulmonary circulation. Cardiac anatomy will focus on valves, cardiac muscle, and arterial and venous components of coronary circulation. Renal anatomy will highlight structures comprising nephrons and vascular features.

Sleep Polysomnography
This course provides an introduction to the field of polysomnography including sleep disorders, the technique and the equipment used in different sleep tests, and the interpretation of those tests.

Disease Management in Respiratory Care
This course will be an overview of the management of common respiratory diseases. Topics cover key respiratory diseases, that are addressed in the detailed content outline of the national board for respiratory care examination, such as COPD, asthma, ARDS, cystic fibrosis, atelectasis and pulmonary hypertension. Each practical class provides a general overview of the most common therapeutic options/diagnostic tests that are used to treat/diagnose these chronic respiratory diseases. Case study review and clinical application will be emphasized in the practical class. The weekly case study provides the students with a realistic example of the types of patients they will see in clinical practice.

Radiology for Respiratory Therapy
This course provides basic theoretical and practical information about radiologic techniques related to respiratory therapy. It emphasises radiographic features of the neck and thorax to

help identify various abnormalities in the upper airways and lungs. Interpretation of radiographic findings will be linked to therapeutic interventions.

Physiology
The course content includes physiology of the respiratory system, oxygen transport system, physiology of renal system and endocrine system.

Pharmacology for Rehabilitation Professionals
This third-year pharmacology course for rehabilitation students, aims to instill a fundamental understanding of drug actions to enable responsible therapeutic use in patient care. Initially, students learn core pharmacology principles such as drug absorption, distribution, metabolism, and excretion, along with drug-receptor interactions. The course then delves into the pharmacology of the autonomic, cardiovascular, and central nervous systems, as well as treatments for diabetes, obesity, and musculoskeletal disorders. This curriculum equips students to integrate pharmacological knowledge into their clinical practice effectively.

Cardiopulmonary physiology
This elective course provides an in-depth understanding of cardiopulmonary physiology, focusing on the interaction between the respiratory and cardiovascular systems. The course covers normal physiology, regulatory mechanisms, and adaptations to stressors such as exercise, altitude, and disease. Special emphasis is placed on clinical applications relevant to respiratory therapists and other healthcare professionals.

Respiratory Therapy Graduation Research Description:
Introduces scientific research principles, offering opportunities to review published articles and complete a clinical respiratory therapy research project, including proposal, abstract, and final paper with literature review and analysis.

Program Learning Outcomes

PLOs	*Learning Outcome Domain
Understand the basic medical and preclinical sciences that is needed by a respiratory therapist in a variety of health care settings.	knowledge
Explain pathophysiology, pharmacological interaction, and clinical features of various conditions encountered in respiratory therapy practice.	knowledge
Demonstrate knowledge in patient assessment, diagnostic approaches, and therapeutic interaction in respiratory therapy practice.	knowledge
Describe technical aspect for equipment and devices used by respiratory therapist.	knowledge
Use respiratory therapy tools and measuring instruments according to standard guidelines and safety measures in different settings.	Skills
Apply diagnostic procedures and test interpretation of clinical and nonclinical data.	Skills
Develop individualized therapy plan based on the research and latest evidence-based practice, information technology and patient data.	Skills
Show high communication skills with instructors, classmates, colleagues, patients, and relatives.	Skills
Commit to lifelong learning, research, and professional ethics.	Values, Autonomy, and Responsibility
Demonstrate integrity in patient and community care and safety practices in respiratory therapy field.	Values, Autonomy, and Responsibility

Admission and General Requirements

General Requirements

The department adheres to King Abdulaziz University's policies and follows the university's admission criteria and guidelines for all its programmes. You can access the Admission Guide through the following link:
https://admission.kau.edu.sa/Files/210/Files/162908_daleel_ADM1444.pdf

Specific Requirements

- Meet the general admission requirements established by the Faculty Council for the same year of admission
- Successfully complete the preparatory year.
- Achieve the required cumulative GPA for admission to the department.
- Meet physical and health fitness standards.

Department Rules and Regulations

- Students must attend at least **75%** of all scheduled classes, including labs and tutorials. Absence exceeding **25%** of course sessions without valid justification will result in an "F" grade.Medical excuses must be submitted within **three days** of the absence.
- Adhere to wearing medical uniforms during practical training (green scrubs).
- Respect university and hospital regulations during training periods.
- Pass all academic and practical assessments.

Student Rights and Responsibilities

The Department applies the policies of King Abdulaziz University regarding student rights and responsibilities. You can review the official Student Handbook through the following link:
https://www.kau.edu.sa/Content-0-AR-88398

As a student in the Respiratory Therapy Program, you have both rights and responsibilities that support your success and align with King Abdulaziz University policies. These are detailed below to ensure a fair, safe, and productive learning environment.

Academic Rights

• Access a supportive academic environment that promotes high-quality learning consistent with the university's mission.
• Maintain confidentiality of your personal information, academic records, and grades, accessible only to authorized personnel.
• Receive notification and written documentation of any academic decisions impacting you, with the right to appeal decisions that affect your academic interests (see "Student Appeals" for details).
• Obtain course outlines at the start of each semester, detailing objectives, assessments, and schedules.
• Express opinions and engage in educational discussions respectfully, within university guidelines.
• Review your grades, exam results, and answer sheets after assessments, per university regulations.
• Expect exams to align with course content, with fair and logical grade distribution.
• Be free from physical or psychological harm, intimidation, or ridicule in academic settings.

Non-Academic Rights

• Access university healthcare services, including treatment at affiliated facilities, as per university regulations.
• Participate in university activities (e.g., workshops, sports) and use facilities (e.g., library, dining halls) based on availability.
• Receive financial aid or incentives if eligible (e.g., for outstanding performance), per university policies.
• Benefit from tailored services if you have special needs, subject to available resources (contact the Deanship of Student Affairs for support).

Student Responsibilities

• Attend all classes and clinical rotations.
• Complete assigned readings and assignments.
• Participate actively in class discussions and clinical experiences.
• Adhere to professional standards of conduct.

• Maintain patient confidentiality.
• Respect university property, both physical (e.g., equipment, facilities) and digital (e.g., online systems).
• Meet deadlines for course registration, assignments, and other academic requirements.
• Represent King Abdulaziz University positively during clinical training and external engagements.
• Conduct ethical research for your graduation project, adhering to academic integrity standards.

Academic Regulations and Policies

Academic standards follow the undergraduate study and exam regulations set by Saudi Arabia's Ministry of Higher Education and King Abdulaziz University (KAU) rules from the Deanship of Admission and Registration. Students and faculty should refer to the latest Faculty of Medical Rehabilitation Science Undergraduate Student Guide from the Academic Affairs Unit for detailed policies. You can access the complete regulations via the following link: https://admission.kau.edu.sa/Files/210/Files/163493_lse_list.pdf

Academic Integrity

The Department of Respiratory Therapy fosters an honest and ethical learning environment. Cheating, plagiarism, or disruptive behavior is not tolerated. Violators face penalties per KAU's student disciplinary rules, and the department may use tools to detect dishonesty.

Code of Student Conduct

The Faculty of Medical Rehabilitation Science expects respectful, ethical, and professional behavior from students, in line with KAU's Student Rights and Obligations document. Students must:

- Show courtesy to faculty, staff, and peers.
- Respect physical and digital department property.
- Follow department rules.
- Attend classes on time and regularly.
- Submit assignments honestly and promptly.
- Engage in department activities.
- Represent KAU positively.

Violations that may result in disciplinary action include but are not limited to:

- Academic dishonesty (cheating, plagiarism, etc.)
- Using forged documents or false statements
- Disruptive behaviour during classes or exams
- Repeated absences without justification
- Using electronic devices or AI tool in exams without approval

Student appeal and Regulation

King Abdulaziz University has established clear regulations governing student appeals and complaints. Students can access the complete guidelines through the following link: https://studentaffairs.kau.edu.sa/Pages-273056.aspx under the Deanship of Admission and

Registration. Orientation sessions at the start of your program will guide you on using university systems like ODUS Plus for academic and advising purposes.

If you disagree with an academic decision (e.g., grades, disciplinary actions) or feel your rights are denied, you may appeal per KAU's Regulations Governing Student Rights and Obligations (available in Arabic on www.kau.edu.sa under the Deanship of Admission and Registration). Submit your appeal in writing to the Department Head (e.g., Dr. Abdullah Alqarni at aaalqarni1@kau.edu.sa) within two weeks of the decision, including supporting documents (e.g., exam papers, emails). Appeals are reviewed confidentially by the Department, and you will be notified of the outcome within one month. For unresolved issues, escalate to the Vice Deanship of academic affairs

Course Assessment

• Course syllabi will be provided at the start of each semester, outlining learning outcomes, assessment methods (e.g., exams, practical tasks), and schedules.
• Exams will reflect course content, with grades distributed fairly and transparently.
• You may review your grades and exam answer sheets after assessments, and model answers may be provided for semester exams, per department discretion.
• For concerns about assessments, contact your instructor or follow the appeals process (see "Student Appeals").

Academic Advising
Academic Advising Services

The Deanship of Admission and Registration at King Abdulaziz University has established a structured plan for academic advising activation through the ODUS Plus system. The following link provides essential information and highlights new electronic features to help students effectively benefit from academic advising services: https://admission.kau.edu.sa/pages-260920.aspx

Students are assigned an academic advisor who assists in course selection, GPA improvement strategies, and long-term academic planning. Mandatory advising sessions are required each semester before registration. Academic advising supports student success in the Department of Respiratory Therapy. Advisers guide students on academic progress, degree requirements, policies, and future career or graduate school options, helping resolve challenges and plan for graduation.

Academic Advising Stakeholders and Roles

The four stakeholders in academic advising at the Department of Respiratory Therapy are:

- The student/advisee.
- The advisor/faculty member.
- The Head of the Academic Advising Committee or Head Academic Advisor.
- The Department of Respiratory Therapy.
  Details are available in the Faculty of Medical Rehabilitation Science Academic Advising Manual from the Academic Affairs Unit.

Roles and Responsibilities

An academic advisor is a faculty member assigned to guide students on academic progress and challenges, with a maximum of 20 students per advisor. Responsibilities include:

- Advising students and addressing their academic concerns.

- Monitoring and reporting student progress, especially for those struggling, via advising forms.
- Communicating with students through ODUS Plus and responding to their inquiries.
- Supporting orientation and advising services.
- Helping students choose senior projects and supervisors.
- Verifying graduation requirements. Upon completing requirements, you will receive your graduation certificate within the timeframe set by the Deanship of Admission and Registration (typically within one semester).

Students are responsible for:

- Sharing responsibility for advising and decision-making.
- Discussing personal values, abilities, and goals.
- Preparing for advising sessions with necessary materials.
- Meeting advisors as needed or requested.
- Understanding policies, procedures, and deadlines (e.g., add/drop, graduation).

Credit Hour Limits

Credit hour limits, set by the Deanship of Admission and Registration, vary by GPA (excluding summer semester):

GPA Range	Credits (Not Graduating)	Credits (Graduating)
< 2.0	12–13	12 + 1 course
2.0–2.75	15–16	15 + 1 course
2.75–3.74	18–19	18 + 1 course
> 3.75	18–19	Maximum 24

Grade Point Average (GPA) Calculation

GPA is calculated by averaging grade points weighted by course credits. Repeated courses don't replace old grades; all grades remain on the transcript and affect GPA. Grade details:

Range of Marks	Grade Symbol	Grade Points
95–100	A+	5.0
90–94	A	4.75
85–89	B+	4.5
80–84	B	4.0
75–79	C+	3.5
70–74	C	3.0
65–69	D+	2.5
60–64	D	2.0
< 60	F	1.0

Special Grades

- Incomplete (IC): Given for valid reasons, approved by the Department Council; must be completed next semester or becomes "F."
- In-Progress (IP): For projects needing extra time; grade postponed up to two semesters.
- No Grade-Pass/Fail (NP/NF): For courses like summer training based on performance.
- Denied (DN): For excessive absences per KAU rules; counts as 1.0 in GPA.
  See the official KAU transcript for a full list.

Absence from Classes

Absences exceeding 25% of course classes result in a "Denied" (DN) grade and exclusion from the final exam. Students with 25%–50% absences may submit an excuse with documentation to the Faculty Council for review.

Transfer Policies

Transfers between KAU colleges or from other institutions are managed by the Deanship of Admission and Registration, with approval from the Faculty of Medical Rehabilitation Science. Internal transfers within the faculty are handled by its Academic Affairs Unit.

Course and Semester Withdrawal

You may add or drop courses or withdraw from a semester per the academic calendar from the Deanship of Admission and Registration. Deadlines and GPA impacts are outlined in the KAU Undergraduate Student Guide.

Course Transfer Rules

- Course must match a Department of Respiratory Therapy course specification.
- Credits must equal the corresponding department course.

Students may change majors within the faculty once before completing 50% of their original program's graduation credits. Transferred students must meet all new program requirements; prior credits remain on the record and affect GPA.

Graduation Requirements

- Follow King Abdulaziz University regulations regarding progression from year to year.
- Complete four academic years followed by a mandatory 12-month internship.
- Complete credit hours to earn a Bachelor of Respiratory Therapy.
- Successfully pass all academic and clinical training requirements.