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Final responsibility for fulfilling all requirements and regulations of the program rests with the student. Therefore, each student is expected to read and fully understand all contents of *this* Handbook. Any information that is unclear should be discussed with your Teacher or Student Advisor.

The UPP website is a good resource for more information:

www.upp.edu.sa

Overview of the UPP

Background:

The University Preparatory Program (UPP) was established by the King Faisal Foundation in 2007 and is affiliated with Alfaisal University in Riyadh. It was originally developed, implemented, and managed in collaboration with America-Mideast Educational and Training Service, Inc. (AMIDEAST), a non-for-profit, American organization that has provided educational services to the Middle East and North Africa since 1951.

The UPP is a private academic program that prepares students to pursue higher education at competitive universities in Saudi Arabia and around the world. The UPP provides learning in a stimulating academic environment and strives to mold students into life-long learners, critical thinkers, and problem solvers who are able to succeed in institutions of higher learning.

Coupled with modern educational technology and student-centered pedagogy, the program provides promising high school graduates with the necessary skills to succeed at the university level. The international faculty provides a vast yet collective professional experience that serves to enhance and inspire student learning. The UPP encourages not only academic advancement of each student, but also the development of confident graduates who are responsibly prepared to meet the challenges that the future holds.

Mission Statement:

The UPP's mission is to enable students to succeed at Alfaisal University and at other institutions of higher education where English is the medium of instruction.

Educational Goals:

As a program, the UPP strives to achieve four educational goals in all of the courses that it provides to its students. These goals include:

- To raise students' capacities to think analytically, creatively, and responsibly across academic fields
- To promote an academic community that values thought, collaboration, and appreciation of the ability to construct knowledge
- To foster the skills necessary for lifelong learning
- To encourage students to act reflectively in achieving their own potential

Educational Approach:

The UPP's approach is unique as it promotes both academic and personal development. Key features that distinguish the UPP from other programs includes:

- Preparation for standardized tests helps students maximize their achievement on SAT I, SAT Subject Tests, TOEFL (Test of English as a Foreign Language), and Advanced Placement (AP) exams for those who qualify.
- English is the sole medium of instruction for all subjects and laboratory sessions.
- Students are exposed to fundamental content knowledge and laboratory-based experiential learning.
- Instruction is student-centered, where students assume an active and constructive role in their own learning and understanding.

- The UPP curriculum is based on the integration of English language training, the sciences, mathematics, and information technology. Students follow one of four pathways that prepare them for university majors in business, engineering, medicine, or science.
- All academic courses emphasize skills development in learning techniques, written and spoken communication, leadership, time management, and critical thinking.
- Students are placed in courses according to their performance in standardized tests and proficiency in English language. Individualized attention is given to students who may find the courses challenging.

Academic Program

ACADEMIC CALENDAR 2011-2012

The official Academic Calendar is posted on the campus announcement board and on the UPP web site. Below is a summary of the most important dates of the calendar.

Academic Semester 1	
Term 1	
September 17	Student Registration & UPP Overview
September 18	Student Orientation
September 19	First day of classes
September 24	(Tentative) National Day-no classes
September 28	Transfer / withdrawal deadline
October 1 & 2	SAT Exams
October 3	Student Club / Organization Fair
October 4	Elections for Student Association
November 1-9	(Tentative) Eid Al Adha break – no classes
November 14	ITP TOEFL (Required for all)
November 15	Written Test of English (Required for all)
November 23	Last day of Term 1
Term 2	
November 26	First day of Term 2
December 3 & 4	SAT Exams
December 7	Transfer / withdrawal deadline
January 9	ITP TOEFL (Required for all)
January 10	Written Test of English (Required for all)
January 18	Last day of Term 2
January 21-25	Mid-year break – no classes
Academic Semester 2	
Term 3	
January 28	First day of Term 3
January 28 & 29	SAT Exams
February 8	Transfer / Withdrawal deadline
March 12	ITP TOEFL (Required for all)
March 13	Written Test of English (Required for all)
March 21	Last day of Term 3
March 24 – 28	Spring Break – no classes
Term 4	
March 31	First day of Term 4
April 11	Transfer / withdrawal deadline
May 5 & 6	SAT Exams
May 14	ITP TOEFL (Required for all)
May 15	Written Test of English (Required for all)
May 23	Last day of Term 4
May 29	End-of-Year Ceremony

PATHWAYS

Overview

The UPP curriculum is designed to provide all students with instruction in English language, math, and science. The level of these courses depends on the individual student's ability and the pathway s/he is enrolled in. The pathways are intended to prepare students for university study in business, engineering, medicine, and science.

All students take required math and science courses that are determined by their pathways in addition to core English language courses.

Business

Students in the Business Pathway take courses in business studies, and algebra, in addition to English courses. The business studies course is offered over the course of two semesters and provides students with an overview of computer skills integrated with business applications. It also covers fundamental concepts related to business and economy. The algebra course provides the mathematical skills that students need for business courses at the university level.

Engineering

Students in the Engineering Pathway, in addition to English courses, are required to take chemistry, physics, and pre-calculus in each of the four terms that comprise the two semesters. All courses are based on the SAT curriculum and include a lab component. Engineering students should attempt the SAT Subject Tests in chemistry, physics, Pre-calculus.

Medicine & Science

In addition to English language courses, students in the Medicine and Science Pathways study biology, chemistry, and algebra each term. All courses offered within the Medicine & Science Pathways are based on the SAT curriculum with a lab component included. While the biology course is based on the SAT curriculum, a significant amount of focus is given to human anatomy as this topic helps better prepare students for their first year of study in university. All students are encouraged to take the SAT Subject Tests in biology, chemistry and algebra.

STUDENT ACADEMIC RESPONSIBILITIES

Initially students should address all questions and academic advising related to courses to their respective teachers. It is important for students to develop a professional relationship of mutual respect and trust as this forms the basis of healthy learning community.

Students are responsible for fulfilling all course requirements. To ensure success, they are expected to do the following:

- Obtain and read assigned textbooks
- Read, understand, and follow the course syllabi
- Attend classes and be on time
- Read assigned materials before class
- Complete all assignments on time

- Participate in classroom discussions
- Notify their teachers if they know they will be absent from class
- Complete all homework and assignments on time
- Take exams as scheduled unless they have an approved excuse
- Read weekly e-mail announcements and announcements posted on official posting boards
- Attend all meetings organized for students
- Meet with Student Advisor at appointed times

GUIDELINES FOR ACADEMIC PERFORMANCE

Successful academic performance at the UPP is dependent on regular attendance and, more importantly, on a student's attention to and effort in learning.

CLASS ATTENDANCE

Attendance

The UPP challenges students to be learners who assume responsibility and accountability in being part of a community of scholars. Student attendance is an important part of this challenge. Furthermore, as part of its mission, the UPP offers an education that prepares students for university study. Students are expected to attend all classes. Students who are absent from class miss both learning opportunities and challenges, which is not in agreement with behavior expected of students in the university setting. Absence from class results in lower grades and may in turn result in the loss of college financial support and scholarship funds.

Faculty members maintain up-to-date attendance records for their classes on the Student Information System. Faculty members report only whether students are 'present' or 'absent'. It is important for students to explain to their teachers why they were late or absent from class, in order to maintain a relationship of respect and trust and to learn what they missed in class while they were absent.

Absences

Absences are handled by course instructors according to the absence policy published in the syllabus of each course. If a student knows that s/he will be absent on a particular future date, s/he should notify the teachers in writing and in advance so that arrangements can be made for making up missed work, per decision of the teacher.

Students who are not regularly attending or performing well in their courses will initially be notified by their teachers. If poor attendance or poor performance persists, the teacher will notify the Student Advisor. The Student Advisor will then arrange for a meeting with the student to determine the cause of the problem and try to work out an Individual Educational Plan (IEP). If poor attendance or performance continues, the Student Advisor will then arrange for the student's parent or guardian to be informed of his or her poor attendance or performance as the Program is obliged to communicate with parents or guardians in such instances. The Assistant Director for Academic Affairs will then meet with the student and parent or guardian to provide advice on what course should follow.

Absences as They Relate to Exam Barring

If a student reaches an **absence rate of 25%** in a course, the teacher of that course may deny that student permission to take the final exam. The teacher will notify the Assistant Director for Academic Affairs and Registrar's Office, and the teacher will inform the student of his or her intent to bar him or her from the final exam. The Registrar's Office will confirm the official absence record and the teacher will notify the student in writing that s/he is barred from taking the final exam. If the student believes that a legitimate reason for missing some or all classes exists, s/he or she may file an appeal with the Registrar's Office. The appeal with all documentation must be filed at least two working days before the final exam. The Registrar's Office will require written documentation to verify the reason for the excessive absences.

If a student reaches an **absence rate of 50%** in a course, the teacher will deny that student permission to take the final exam. The teacher will notify the Assistant Director for Academic Affairs and the Registrar's Office, and the teacher will inform the student of his or her intent to bar him or her from the final exam. The Registrar's Office will confirm the official absence record and the teacher will notify the student in writing that s/he is barred from taking the final exam. There is no appeal for an absence rate of 50%, regardless of the reasons for the absences.

GRADING AND GRADES

Grading Policy

Faculty are responsible for the evaluation and grading of student work in order to assign grades at the conclusion of each course. No one in the administration can change a course grade.

Students are evaluated on a regular basis in all of their classrooms — ideally on a weekly basis. 80% of a students' academic performance is measured in a **formative** way, and 20% of a students' academic performance is measured in a **summative** way. 'Formative' means assessment that happens many times in a term – week by week. 'Summative' means assessment that happens at one time at the end of a term and includes all the content and skills covered in the term. The emphasis on formative assessment is to encourage students to become actively engaged in their learning on a day-to-day basis and to discourage students from passively waiting to study just prior to testing. Course grades are calculated periodically and reflect a balance between coursework, tests, assignments, laboratory work and independent projects. In keeping with the requirements of the Ministry of Higher Education, all final course grades are a combination of examinations and coursework done during the semester. Official transcripts showing the grades in individual subjects and grade point average are issued at the end of each term and semester.

Grade Point System

The UPP has a 4-point, American-style grading system. All grades below 60% are considered failure. Grade point average (GPA) is calculated using the course instructional hours and grade points for individual subjects, and reported to two decimal figures. Students receive grades in every course.

Grade Symbol	Mark Range	Grade Points
A+	97-100	4.00
A	93-96	
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	00-59	0.00
I*	NA	<i>not calculated</i>
W	NA	<i>not calculated</i>
WF	NA	0.00

*Note that an "I" will be replaced with the grade achieved after all work has finally been submitted or an "F" if no grade change is received within two weeks of the following term. See the section on Non-Credit Grades for more details.

Example of Grade Point (GPA) Calculation

The following example illustrates the calculation of student GPA.

Example:

Course	Credit Hours	Letter Grade	Grade Points	Quality Points
EC113-3	3	B	3.00	9.00
ER113-3	3	B	3.00	9.00
EW113-3	3	B	3.00	9.00
GS111-3	3	C	2.00	6.00
GM111-3	3	A	4.00	12.00
Totals	15			45.00
Term GPA	B (3.00)			

To calculate the term GPA, for the student record shown above:

1. Multiply the Grade Points of the course by the Credit Hours for the course. The product of this multiplication will be the Quality Points.
2. Divide the sum of the total of the Quality Points by the total of the Credit Hours for the term.

Term GPA = Total Grade Quality Points (45.00) / Total Credit Hours (15) = 3.00

Non-credit Grades

The following symbols are approved for use in the cases indicated, but will not be included in the determination of grade point averages.

- I-** In order to be considered for a grade of “Incomplete,” or an “I”, the student must initiate the request for an Incomplete by filling out a Request for a Grade of Incomplete Form, which is available both on Moodle and at the Office of the Registrar, and submit the form to the teacher of the class for which the Incomplete is being requested. The student must have a passing grade in the work that s/he has completed and must have completed a substantial portion of the work in the course for which an “I” is being requested. The student must be able to complete the remaining work independently within one term, with minimal assistance from the teacher. In such approved cases the teacher must inform the student in writing as well as the requirements for the removal of the “I” and the deadline for removal of the “I” using a *Request for a Grade of Incomplete Form*. The student will be required to sign the form and retain a copy for his or her own records. Unless otherwise specified by the respective teacher, an “I” will be changed to the grade of “F” by the Office of the Registrar by the following term.

- W-** The student was permitted to withdraw without penalty. Any student who withdraws on or before the started deadline within a term will receive a “W”. Withdrawals without penalty will not be permitted after the deadline except in cases of hardship determined by the Assistant Director of Academic Affairs. Students must complete a *Withdrawal Form* both available on Moodle and at the Office of the Registrar. The student must complete the form and have it signed by their Student Advisor and the Assistant Director for Academic Affairs. Once all signatures are received the student must submit the form to the Registrar.

- WF-** The student stopped attending classes and failed to withdraw him or herself from the courses. Consequently, at the end of the term the student was withdrawn by the Assistant Director for Academic Affairs in consultation with the teacher and Student Advisor based on excessive absences. In such cases, the student will receive a “WF” for each course to indicate that s/he failed to attend or notify the Program of circumstances surrounding his or her personal situation. The grade points associated with a “WF” is a 0, so students are advised to notify the Student Advisor and Registrar if they intend to withdraw.

ACADEMIC DEADLINES

Coursework

Within any term, it is the student’s responsibility to submit **all** work for a course **by the deadlines that the teacher has specified**. Individual faculty members establish their own specific deadlines for coursework, and students must respect these deadlines. Students should expect teachers not to accept late coursework.

If a student believes s/he has a valid excuse for not completing course work before the end of the term for a specific course, s/he may appeal directly to the course teacher in writing for permission to submit his or her work late. If permission is given to submit course work by a date that falls after official transcripts will be produced, the instructor will provide the student with an extension form

that states the extension requirements and deadline, and an 'I' for 'Incomplete' will be printed on the transcript for the extension period. Once the work is completed, the instructor will then submit the course grade by or before the end of the first two weeks of the following term. If the student has not submitted his or her coursework by the deadline, the 'I' will automatically be changed to 'F' by the Office of the Registrar.

Final Exams

Students are not permitted to take midterm or final exams early. If a student is unable to attend a scheduled examination the following procedures should be followed:

The student should notify the teacher in writing of the reason he or she will miss a scheduled exam, **before** the exam is scheduled to start, **not after the exam**. The teacher will log the absence and notify the Assistant Director for Academic Affairs.

If the reason for the absence is presented any time up to two days before the exam, and if the excuse is acceptable to the teacher and Assistant Director for Academic Affairs, the teacher and Assistant Director for Academic Affairs may make arrangements for a retake of the examination by the student. If the reason is submitted after the abovementioned time, the following procedures will apply:

- Upon the student's return to the UPP, the student must present to the teacher an official written document explaining the reason for his absence from the exam.
- The teacher, in consultation with the Assistant Director for Academic Affairs, will determine if the absence may be considered as excused.
- The Assistant Director for Academic Affairs will notify the teacher and student of this decision within 24 hours of submission of an exam retake request.
- The teacher and Assistant Director for Academic Affairs will arrange for a retake examination.
- The teacher has the discretion to determine the content of the examination paper; the duration of the examination will be the same as for the original exam.
- The teacher will submit the grade with signature to the office of the Assistant Director for Academic Affairs for verification, and entry into Blackbaud.

Institutional Testing Program (ITP) Test of English as a Foreign Language (TOEFL)

UPP requires all students to take the TOEFL not only upon application, but also during its regularly scheduled times throughout the year. The Institutional Testing Program (ITP) TOEFL provides the UPP an indication of student progress, although its scores are not considered official for university admission purposes outside of the UPP. The scores are used by the UPP for diagnostic purposes. **UPP students are required to take the ITP each term that it is administered since it partially forms the basis of promotion within the Program.**

Unlike the ITP, the internet based TOEFL (iBT) exam is the internationally recognized assessment also developed by the Educational Testing Service (ETS) to measure the ability of non-native speakers of English to use and understand English as it is spoken, written, and heard in college and university settings. The iBT is given several times a month at various locations in Saudi Arabia. For more information about the iBT TOEFL and how to register, visit the ETS website at www.ets.org/toefl.

ACADEMIC INTEGRITY

Definition

All members of the UPP academic community are expected to maintain complete honesty and trust in their academic experiences, both in and out of the classroom. It is the responsibility of the student to maintain academic integrity at all times and to seek assistance from his teacher or advisor when uncertain. Students who participate in activities which misrepresent their academic work by engaging in any acts as outlined below will be subject to penalties that are assessed by classroom teachers or other designated officials. Penalties may include removal from the UPP.

The three activities of misrepresentation are (NACADA, 2007):

1. Plagiarism: Taking someone else's intellectual work and presenting it as one's own (both published and unpublished sources).

- Failing to properly acknowledge a statement or idea made by another individual
- Using another person's paper as one's own
- Handing in a paper purchased from an individual or agency

Standards of attribution and acknowledgment (references, citations) are set by each discipline, e.g. APA, MLA. Students should consult with their teacher and recognized handbooks.

2. Cheating:

- Consulting any materials during a test without the instructor's permission
- Use of hidden notes or 'crib sheets'
- Intentional observation of another student's test
- Receipt of a copy of an exam or questions or answers from an exam to be given or in progress
- Substitution of another person for the student on an exam or other graded activity
- Deliberate falsification of lab results
- Submission of falsified data
- Alteration of exams
- Collaboration on activities or projects when collaboration is forbidden by the instructor
- Changing an answer on a test that has already been graded, and requesting a correction from the teacher
- Assisting another student to cheat

3. Falsification, forgery, or alteration of any academic records of assignments or exams.

Penalties

Following are disciplinary actions that may be taken toward students who violate academic integrity, depending on the severity of the case:

- Warning – verbally or in writing
- ‘F’ grade for an assignment
- ‘F’ grade for a class
- Academic probation
- Dismissal

If a teacher is made aware of misrepresentation of academic work related to his or her class, the following steps will be taken:

1. The teacher will talk to the student to see if he or she understands ‘academic integrity’ and to make him or her aware of the seriousness of the situation. A warning may be given, or a grade of ‘F’ may be given for the assignment or exam. Additional penalties may be assigned by the teacher, and the teacher may refer the matter to the Assistant Director for Academic Affairs.
2. If the student breaches academic honesty a second time, the teacher will give a grade of ‘F’ for the assignment or exam, inform the Student Advisor to meet with the student, and inform the Assistant Director for Academic Affairs in writing.
3. If the student breaches academic honesty a third time, the teacher will notify the Assistant Director for Academic Affairs in writing and refer the student to the Assistant Director for Academic Affairs. The Assistant Director for Academic Affairs will discuss the matter at length with the student and in the presence of the students’ parent or guardian and give a written warning that expulsion from the program will occur if the action reoccurs.
4. If the student breaches academic honesty a fourth time, the teacher will notify the Assistant Director for Academic Affairs in writing. The Assistant Director for Academic Affairs will call a meeting of the Judicial Committee to hear the student’s case (see section on Academic Probation) and decide if the student will be allowed to remain in the UPP.

Maintenance of Academic Records

The Registrar maintains a record of each student’s academic history in the form of the transcript. The record includes grades, attendance, and other types of assessment. If a student’s GPA falls below 2.0 or his or her records show excessive absences, the student’s parents will be notified.

Transcripts

The transcript reflects a student’s achievements in his course of study. This document is considered an official record of achievement of the student. A student or his or her parent may request copies of the transcript from the Registrar. Official copies can be sent to other institutions on behalf of the student, and unofficial copies may be given to students themselves or their parents.

ACADEMIC HONORS

Honor Roll

The UPP encourages students to excel in their studies and to take pride in their successes. Students who achieve a GPA of 3.5 or higher at the end of an academic semester are placed on the Honor Roll and publically recognized in writing at the start of the following term.

Academic Excellence Roll

Students who achieve a GPA of 3.5 or higher at the end of both academic semesters are placed on the Academic Excellence Roll and given official recognition during the End-of-Year Ceremony by the Assistant Director of Academic Affairs.

GETTING INTO ALFAISAL

Many if not most of the students attend the UPP to meet the entry requirements to enroll in Alfaisal University. It is important for students to know that admission to the UPP does not guarantee admission to Alfaisal University. Students in the UPP who wish to attend Alfaisal University must successfully complete the program and meet all conditions set by Alfaisal University for admission. Conditions for Alfaisal admission are provided by Alfaisal Admissions to UPP students in writing upon admission to the UPP. These documents should be referred to by the student if any questions arise.

Students are advised to contact the Alfaisal University Admissions Office for more information about Alfaisal University admissions or visit the Alfaisal University website at www.alfaisal.edu.

GETTING INTO OTHER UNIVERSITIES

The Student Resources page on UPP Moodle has a collection of information to assist students who want to inquire about or pursue the option of studying in an institution other than Alfaisal University – institutions in Saudi Arabia and the Gulf region, and overseas universities.

There are several workshops held during the year to introduce students to options. Students who enter the UPP with a plan of studying at another university are assisted through the year in finding an appropriate school and going through the application process.

Student Services

PURPOSE OF STUDENT SERVICES

UPP students benefit from personalized attention, assistance, and a broad range of activities that provide added interaction with faculty members, exploration of personal interests, and opportunities to develop leadership skills. The following are ways that Student Services helps in supporting students:

- **Academic monitoring and advising**
- **The Student Association**
- **Extracurricular student organizations** to give students the opportunity to meet others who share their interests, gain new skills, and develop leadership
- **Workshops** on special topics related to university application and preparation
- **Special activities** to help meet holistic developmental needs such as physical and social needs:
 - sports
 - field trips
 - contests
- **Logistical services**, including help in making housing arrangements for students joining the UPP from outside Riyadh
- **Support for grievances**, especially for those students who need special assistance in resolving problems

ADVISING

Purpose and Importance of the Advising System

Although the teacher should be the first person a student communicates with when questions or problems arise in relation to courses, the UPP also has a number of Student Advisors with whom students can meet to get answers to questions or advice about their studies. The Student Advisors manage the UPP Student Advising System. The objective of the Student Advising System is to help students make optimal use of the UPP in preparation for their university studies. Shared responsibility – advisors and advisees – is very important in this system.

Advising Events

Students should meet with their student advisors at least four times each semester. Following are the recommended advising times:

- Designated time during Term 1
- First week of Term 2
- First week of Term 3
- First week of Term 4

In addition to the above recommended times, students may see their advisors at any time they have a need. Some students may want extra assistance or advice in making a career plan, identifying

their personal and academic strengths and weaknesses, and choosing a university or course of study. Some advisors may ask some students to meet with them regularly to discuss their academic improvement.

All faculty members keep office hours in which they are available to see students. If a student needs to meet with his advisor outside these office hours, he should contact his advisor to make an appointment.

Role and Responsibilities of the Student Advisor

Student Advisor's Role:

- **Academic monitoring** for all students with special attention given to students who struggle in adjusting to the academic rigor of the program conducted on a weekly basis
- **Academic counseling** for students who want or need to better understand their overall academic situation and seek ways to improve it
 - Analysis of academic strengths and weaknesses
 - Advice on ways to improve academic performance, including study skills and life skills
 - Assessment of student needs to meet university entry requirements
- **Personal counseling** for students who have personal issues that need resolution in order for them to succeed academically
 - Sadness / depression
 - Loneliness
 - Grief over a loss
 - Sudden unexplained change in personal habits:
 - sleeping
 - eating
 - studying
 - Cultural adaptation difficulties
- **College counseling** for students who want to inquire about or apply to higher education institutions in the Gulf region or overseas

Student Advisor's Responsibilities:

- Reinforce the rules, regulations, policies, and procedures of UPP
- Help students identify strengths and weaknesses
- Review and discuss students' grades and attendance
- Help students clarify and establish educational and career goals
- Help students create plans to meet their educational and career goals
- Work with students to clarify grievance cases
- Serve on the Judicial Committee for each advisee, if the advisee is part of a case that goes to the Judicial Committee
- Keep a log of the scheduled and unscheduled visits with each advisee

Advisors will be notified of the details of all matters involving their advisees in order to help the advisees navigate policies and procedures and to serve as liaison and advocate as necessary. This applies to all related matters in the Student Handbook: academic performance support of Student

Services, academic grievances, general grievances, student conduct code matters, and all other matters.

Responsibilities of Advisees (Students)

Advising is an integral part of the UPP. The advising system works only when both faculty members and their advisees meet their responsibilities. The following are the responsibilities of students:

- **Contact your advisor to set up meetings** – via office visit, e-mail, or phone.
- **Come to each advising session with the following:**
 - paper and pen/pencil
 - a list of questions and ideas – classes, grades, study skills, career plans, university plans, ways to improve, and ways to get involved in the UPP
- **Be open and honest.** Tell your advisor your thoughts, your feelings, and your current academic progress.
- **Contact your advisor** when you need help with improving your grades or test scores, making your career plan, or choosing a university.
- **Contact your advisor** if anything happens that interferes with your academic performance.
- **Keep all your appointments, and be on time.**

THE STUDENT ASSOCIATION

Purpose of the Student Association

The UPP Student Association is sponsored and guided by Student Services. Composed of pathway representatives, the objective of the Association is to build a cohesive UPP community, to present students' concerns to the administration, to serve as a communication bridge between the students and the administration, and to generate academic and social activities.

Student Association Constitution

Prepared by the Student Association during the first year of the UPP, the Student Association Constitution provides guidance for how the Student Association operates. Each year, the students elected into the Student Association may adjust the Constitution through a fair and transparent process overseen by the Faculty Representative.

The complete, approved Student Association Constitution is maintained by Student Services.

EXTRACURRICULAR STUDENT ORGANIZATIONS (CLUBS)

Students are encouraged to participate in student organizations in order to broaden and deepen their interests and to develop their leadership skills. Each organization has at least one faculty sponsor. If students are interested in forming an organization, they must find a faculty sponsor.

Following are the guidelines for forming a student organization:

- A minimum of four students is required.

- At least one faculty member must agree to serve as a representative of the organization.
- A student may be a member of a maximum of three student organizations.
- Students who are on Behavioral Probation may not be members of a student organization.
- Any proposed organization must submit a request to a faculty member in order to gain approval before becoming an official UPP student organization.

EXTRA-CURRICULAR ACTIVITIES

The UPP encourages students to become actively involved with the student community to foster a sense of connection that is critical to success. Activities include seminars, clubs, the Student Association, field trips, sports teams, student functions, and student-generated events. Students interested in creating a new club for the student body should contact the Assistant for Student Services.

Sports

The UPP encourages students to participate in the sports activities available to them. If a student wishes to start a new sports activity, Student Services can help to make arrangements for the necessary equipment and space.

Contests

Several contests are held at the end of the year. Contests encourage students to develop their talents and abilities, express themselves, and develop self-confidence. Possible contests include: English Speech Contest, English Writing Contest, Talent Contest, Science Project Contest.

Social Activities

Social activities are arranged to allow students and faculty members to get to know each other in informal settings. Through social activities, students will learn and practice cross-cultural communication skills, develop closer interpersonal relationships with peers and faculty members, and simply enjoy after-class time.

Field Trips

Field trips are arranged for specific classes, some student organizations, and the student body as a whole. At least one faculty member accompanies each off-campus trip. Transportation for official school trips will be provided by the UPP. Transportation will not be provided for unofficial excursions or outings organized by students, faculty, or staff.

All UPP Standards of Behavior and Attire apply when on a field trip. To participate in field trips, students must have their parents' or guardians' signatures on file with the Assistant for Student Services and must not be on any form of probation.

WORKSHOPS

Academic Affairs arranges workshops at certain times of the year, often in conjunction with the Academic Administration. Examples of typical seminar or workshop topics include:

- The process of filling out university applications
- Essay writing for university applications
- Presentations of the colleges and majors at Alfaisal University
- Cross-cultural preparation for overseas summer study

END-OF-YEAR PUBLICATIONS

Year Book

Every student will receive a yearbook that contains photos of UPP students and employees and summarizes the year's activities. The Year Book has pages for autographs.

Memory CD

Each student will receive a CD that contains photos taken throughout the year – photos of students, teachers, staff, activities, campus, field trips, and Riyadh city.

Rules & Regulations

The UPP Director has the authority to enact rules and adopt procedures that may be necessary for the safe and efficient operation of the program. The UPP establishes and enforces only those rules and regulations for conduct that are needed to maintain the well being of the individual student and the academic community. Any rules that are additions to, or revisions of, those rules contained in this Handbook or other UPP publications will be posted on official bulletin boards, distributed during class, or included on the UPP web site.

RESPONSIBILITIES AND RIGHTS OF STUDENTS

Responsibilities

The student, by registering at the UPP, agrees to conform to its regulations. Publications provided by the UPP, such as the Student Handbook, establish contractual obligations between the UPP and the students. Each student is expected to familiarize himself, and comply, with all published rules and regulations.

The student is subject to disciplinary action for violating any UPP rules and may be placed on Behavioral Probation for rule violations. If a student on Behavioral Probation continues to disregard the rules of student conduct, his enrollment in the UPP may be terminated.

Rights

Students have the right of access to academic records. All students have the right to request information on how their grades were calculated and investigation of cases in which they believe a grade may have been incorrectly calculated.

RIGHTS OF PARENTS AND LEGAL GUARDIANS

Parents and legal guardians have the right of access to academic records. The UPP reserves the right to allow the parents and legal guardians of UPP students to review and/or receive copies of their sons' or daughters' academic records, upon appropriate requests being made to the Registrar.

Parents and legal guardians have a right to be informed of students' academic progress. The UPP has an online grade and attendance reporting system called NetClassroom. (NetClassroom is explained in the IT section of *this* Handbook.) All parents have access to this system via the Internet and can view their sons' or daughters' academic records at any time. Grades and attendance are updated at least on a weekly basis.

Parents and legal guardians may be contacted if a student has a high number of class absences.

STUDENT CONDUCT CODE

This code explains what behaviors are expected of UPP students in and out of the classroom.

Student Misconduct

Students in the University Preparatory Program are expected to maintain proper behavior at all times – respect the law, observe UPP policies and regulations, and treat everyone in the UPP community with respect. Student misconduct may result in severe penalties including removal from the Program.

Forms of student misconduct include, but are not limited to:

- Disrespectful behavior toward others
- Disruptive behavior
- Misuse of resources
- Theft, damage, defacement, or unauthorized use of UPP property
- Failure to comply with requests from UPP faculty, staff or administration
- Violation of UPP published policies and regulations

Clothing

While on the UPP campus, students should dress appropriately and respect the cultural and religious foundations of the Kingdom of Saudi Arabia. For men, the dress code is either traditional national attire or long pants or jeans and a shirt. For women, the dress code is the abaya and headscarf in selected areas.

Classes with labs will have individual clothing requirements in order to preserve student safety. Failure to follow safety rules and procedures will result in removal from the laboratory and a grade of 'zero' for the activity.

Student Health Insurance

Health insurance is required for all students in the UPP. If a student is not the holder of a valid health insurance, a policy can be purchased through Alfaisal University. Students interested in health insurance should inquire with the Assistant of Student Services.

Student ID

Each student is issued a personal student UPP identification card with a unique UPP student number at the beginning of each academic year. This ID card is to be used for the entire academic year and is to be carried at all times while students are on campus. Student ID cards are required to access parking allotted to the UPP. The ID cards will be replaced, upon payment of fee by the student, if lost, stolen, or discarded. A lost ID card should be immediately reported to the Registrar.

Mobile Phones

Mobile phones must be either turned off or switched to silent mode and put away when entering a classroom. Mobile phones may not be used (or seen) during classes or meetings with UPP faculty unless otherwise specified by the teacher.

Food and Drink

Food and drink (except for water) are not allowed in classrooms, labs, or the Academic Resource Center. Meals and snacks may be eaten only in the assigned areas and only during breaks.

Smoking

Smoking is not permitted in any building managed by Alfaisal University, including the parking lot. If a person wishes to smoke, there are designated outside smoking locations.

This no-smoking policy will be strictly enforced by all security guards in the best interests of all. The security guards' directions must be followed. Consequences for offenders of this policy are:

1. First violation: Provided a verbal warning along with a written warning to be included in student file.
2. Second and further violations: Fine of SR 300 for each and every violation of this no-smoking policy. Students will have to pay the fine or have a hold placed on their academic records. The violation notification documents will be placed in student files and will be considered in evaluating adherence to UPP policies.

Littering

Students are expected to contribute to maintaining a clean environment at the UPP, both inside and outside the building, and in the parking lot. This means trash of any sort (papers, plastic cups, soft

drink cans, candy wrappers, cigarette butts, etc.) must be deposited in the waste receptacles provided. Hallways, bathrooms, and all academic areas must be kept free from litter.

Disciplinary Actions

Following are disciplinary actions that may be taken – individually or in combination – toward students for violation of the Student Conduct Code:

- Verbal warning
- Written warning
- Restrictions on participation in certain activities
- Restitution for damages
- Behavioral Probation
- Dismissal
- Referral to appropriate legal authorities

BEHAVIORAL PROBATION

If a student is found to be in violation of the Student Conduct Code (explained below) but has not committed an infraction that merits his dismissal from the UPP, he may be placed on Behavioral Probation by the Assistant Director for Academic Affairs in consultation with the Director.

Being placed on Behavioral Probation means the following:

- Parents or legal guardians will be notified by the Academic Administration of the student's status.
- The student must meet regularly with the Assistant Director for Academic Affairs.
- The student may not be a member of any student organization, per the discretion of the Assistant Director of Academic Affairs.
- The student must not commit any further violations of the Student Conduct Code.
- The student must not commit any violation of academic integrity.

A student is released from Behavioral Probation at the end of the semester. The Assistant Director of Academic Affairs may release a student from Behavioral Probation early if the student has shown a positive attitude and has taken action to not only correct his violation of the Student Conduct Code but to make himself a model of proper behavior in the student body.

If the student violates the terms of his probation as described above, he must meet with the Judicial Committee. The Judicial Committee will decide whether to dismiss the student from the UPP, or whether to initiate further disciplinary actions. The Judicial Committee is comprised of two faculty members who are not teachers of the student on probation, Assistant Director of Academic Affairs, Curriculum Assessment Head, and one student. The student is appointed by the Student Association President and confirmed by the Assistant Director for Academic Affairs. (If the Student Association has not been constituted at the time of a Judicial Committee meeting, the Assistant Director for Academic Affairs will appoint a student to sit temporarily.)

ACADEMIC GRIEVANCES

Course Grade Error

A student has the right to request a grade review if he believes a mistake has been made in assigning a grade. A student who believes a course grade is incorrect should contact his course instructor.

Academic Record Error

A student has the right to request amendment of his academic record – grade report or transcript – if the student believes the record does not portray the grade an instructor has issued. A student who believes his record is incorrect should notify, in writing, the Registrar. The written request should specify the part of the record the student thinks should be changed, and should explain the reason for the requested change.

If the Registrar determines that an error has occurred in the computation or printing of the academic record, he will submit a correction request in writing to the Assistant Director for Academic Affairs for approval. If the Assistant Director for Academic Affairs approves the change, the Registrar will modify the official record and notify the student.

Appeal of Academic Decision

If a student receives a denial for his request to change a course grade or his academic record, the student may appeal the decision. The appeal chain for **change of a course grade** is: Instructor, Assistant Director for Academic Affairs, Director. The appeal chain for **change of the academic record denied by the Registrar** is: Assistant Director for Academic Affairs, Director. The appeal chain for **change of the academic record denied by the Assistant Director for Academic Affairs** is: Director.

GENERAL GRIEVANCES

Students have the right to petition for redress of grievances. A student with a non-academic grievance should notify the Assistant Director for Academic Affairs. The student who has a grievance is called the “grievant”. An individual who is named as causing the grievance is called a “respondent”.

Informal Grievance

The Assistant Director for Academic Affairs will ensure that the grievant has discussed the grievance with the respondent, if possible and reasonable, in order to resolve it through informal discussion. If the grievance cannot be resolved through informal discussion, the Assistant Director of Academic Affairs will mediate a discussion between the grievant and the respondent within five working days of being notified by the grievant. All parties involved are to maintain confidentiality throughout the entire process.

Formal Grievance

If a student has attempted the informal grievance process and is not satisfied with the result, he or she may file a formal written grievance with the Assistant Director for Academic Affairs. The written grievance must contain 1) a designation of the individuals involved, 2) an explanation that contains

dates, time, and locations, 3) a statement of the remedy requested. Upon receipt of the written grievance, a hearing and decision-making process will be followed. The Assistant Director of Academic Affairs will explain the process to the grievant (see appendix A). All parties involved are to maintain confidentiality throughout the entire process.

ACADEMIC RECORD RELEASE

Access to academic records is afforded to students, parents, and legal guardians (See section above). If anyone other than the abovementioned – hereby referred to as a third party – wishes to have access to a student’s academic record, the student must present to the Registrar written authorization stating precisely what portions of the record may be made available and to whom. With written authorization, the Registrar may release directly to a third party attendance data and academic data. Faculty members will not release academic information to a third party.

If the third party requests, and has signed permission to obtain, academic-related information that is not contained in the attendance data or grade reports, the Registrar will refer the third party to the Assistant Director for Academic Affairs. The Assistant Director for Academic Affairs will relay to the third party any additional academic information from faculty members.

TUITION AND FEES

Tuition & Fees Information

1. Within four weeks of receiving their letter of acceptance, students must pay the first semester tuition fees to ensure admission. A deposit of SR 2,000 is required to reserve a seat in the program. The reservation fee is non-refundable and applicable to tuition if you enroll.
2. Students must complete registration and payment of tuition and other fees prior to each semester.
3. Due dates are not extended nor are late payment fees waived for any reason.
4. Monthly installment plans are available under special circumstances. Requests have to be made through the Registrar’s Office and approved by the Director.
5. Students under scholarship must submit to the UPP Registrar’s Office a Scholarship Letter of Commitment provided by the Sponsor prior to enrollment.
6. Students whose accounts are not fully paid by the tuition due date are not allowed to register for any new term and will not receive transcripts until any remaining balance is paid in full.
7. It is the student’s responsibility to be aware of all registration and fee payment dates and deadlines.
8. Method of payment:
 - Checks are paid to the order of “King Faisal Foundation’s University Preparatory Program”.
 - Cash in Saudi Riyals is accepted at the UPP Finance Office.
 - Direct deposit payment can be made to the following bank account. Please state student’s full name:

Account name: King Faisal Foundation’s University Preparatory Program
Bank: Saudi British Bank (SABB)
Bank address: Al Faisaliah Tower
Account number: 154-000111-004

Tuition

Tuition per semester	30,000
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Fees

Application fee (non-refundable)	250
Discretionary late tuition payment fee	1000
English Admission Test (TOEFL)	400
Student ID Card replacement	100

Note: Fees are subject to change.

Fee Payment

For a student who withdraws from the UPP, tuition will be refunded per the following guidelines.

- Withdrawal prior to the first day of a semester: **100% refund.**
- Cancellation during the first two weeks: **100% refund**, but the deposit is non-refundable.
- Withdrawal after the first two weeks: **50% refund.**
- Withdrawal after the last day of the first term of a semester: **No refund.**

Note: There are two semesters in a year, two terms in each semester.

WITHDRAWAL POLICY

Course Withdrawal

A student **cannot** opt out of an assigned course – for a term, a semester, or the whole academic year. He must be enrolled in all the courses associated with his pathway, according to the official Curriculum Framework maintained by the Assistant Director for Academic Affairs. In very unusual circumstances, a course withdrawal may be permitted, but it must be approved by the Assistant Director for Academic Affairs, and the student must sign a written undertaking in order to do so.

Program Withdrawal

If a legitimate reason exists, a student may be allowed to withdraw from the UPP completely. All such requests will be in consultation with the Assistant Director for Academic Affairs, and they require the final approval of the Director. A student who chooses to withdraw from the program must do so in writing using the UPP Withdrawal Form. Withdrawal forms are available on the UPP website and at the Registrar’s Office. The form must be completed and returned to the Registrar’s Office for processing.

A student who is unable to continue in the program due to illness or an accident should immediately notify the Registrar. A withdrawal from current courses will be completed upon verification of the illness or accident.

A withdrawal deadline appears on the academic calendar. If a student withdraws before the deadline, his transcript will show “W” for each course. If a student withdraws after the deadline, his transcript will show “WF” for each course. See fee payment section for reimbursement or partial reimbursement.

FACILITIES USE

Students who wish to use any Alfaisal facilities for special activities or events should contact UPP Student Affairs. If a student organization wishes to use any facilities for an organizational activity or event, it must be approved by UPP and Alfaisal facilities.

Access To Campus

Accessing campus requires both, an official identification card and a vehicle registration sticker. Student Affairs will assist you with your ID card and car sticker during orientation for convenient access to campus.

Parking

The UPP has parking areas designated for students, staff, administration, and visitors. These areas are located underground and in front of the buildings of the campus and can be entered to through the main gate for men and the side gate for women. Students must park in the areas designated as indicated by signage. They must comply with regulations governing parking areas or to the directions otherwise specified by the security guards.

INFORMATION TECHNOLOGY (IT) POLICY

All IT resources provided on any premises maintained by the UPP for the educational benefit of students enrolled at the UPP are subject to the terms and conditions of use stated below. Any infringement of these terms and conditions will result in disciplinary action. Students are requested to seek guidance on any aspect of this policy that is unclear.

Internet Resources, Downloaded Material, Networking, Limitations, and Prohibited Programs

UPP students utilize Alfaisal University’s IT facilities, so they must comply with Alfaisal IT Code of Conduct Policy.

Electronic Mail Acceptable Use Standard

- Users shall be accountable for email sent from their accounts.
- UPP email resources shall be used for academic purposes.

Improper Use (includes but is not limited to the following):

- UPP email resources shall not be used for the following:
 - Activity that is illegal or improper
 - Activity that interferes with normal academic operations
 - Activity that violates UPP policies
 - Activity that interferes with individual or other work performance
- UPP email resources shall not be used for accessing, transmitting, receiving, printing, or storing the following types of material:
 - Harassing, derogatory, discriminatory, or offensive messages; obscene, sexually explicit, or sexually oriented messages or images
 - Mailings for personal, political, or other non-academic purposes
 - Chain letters, "Joke a day" type messages, sports pool and gambling activity, or false virus warnings and other hoaxes
 - Humor, comments, or images containing ethnic slurs, racial epithets, or any other communication that could offend, disparage, or embarrass others based on their race, national origin, color, gender, age, disability, religious or political beliefs, or other reasons that may be sensitive to the recipient

ACADEMIC RESOURCE CENTER (ARC) AND COMPUTER LABS

- The Academic Resource Center and the computer labs are academic workplaces. Users are expected to work quietly and respect the need for others to be able to concentrate. The following rules apply.
 - The use of anything likely to disturb others is prohibited.
 - Phones must be switched to "silent" and may not be used while in the room.
 - Earphones must be used for audio, but must not disturb users nearby.
 - No food, drinks, or snacks of any kind may be brought into, or consumed in, computer labs or the ARC.
- Users can freely access the Internet and online resources in the ARC.
- Users must not remove any UPP or Alfasal materials from the ARC without processing them with the ARC staff.
- Users must not tamper in any way with any IT equipment in the ARC or elsewhere.
- Users must not attempt to rectify faults in equipment.
- Both the labs and the ARC are open during normal office working hours.
- Users must contact ARC staff if they have any problems with the printers or copiers.

DISTRIBUTION AND POSTING OF INFORMATION

A copy of any material to be distributed or posted must first be given to UPP Student Affairs for approval. All materials must be in English. The time, place, and manner of distribution or posting must also be approved prior to dissemination. Obscene, libelous, misleading, misrepresenting, and culturally insensitive material may not be distributed or posted.

Distribution of announcements may only occur in public areas at reasonable times. The ARC, classrooms, and other areas in which the educational or instructional activity is conducted are not considered public areas.

The UPP provides bulletin boards for posting of announcements and publicizing official messages and announcements by students, faculty members, staff members, and registered organizations. Announcements can be placed on bulletin boards only if approved by UPP Student Affairs. The UPP reserves the right to remove any non-current material or any materials posted contrary to the above-stated policy.

EMERGENCY PROCEDURES

In case of a fire or other general emergency, all persons should respond immediately to instructions and move to a safe location. Classes will not resume until so directed by the UPP Director.

Fire extinguishers and warning alarms are located throughout the facilities and are to be activated only in case of an emergency. Any person found to deliberately set off an alarm without cause, or to in any way impede the safe access to and use of emergency equipment, will be subject to severe disciplinary action.

ACCIDENTS, ILLNESS, AND MEDICAL EMERGENCIES

If a student becomes ill or is injured while on campus, the following procedures should be followed. The procedures apply to both in-class and out-of-class situations.

- If the student is well enough to safely get around on his or her own, he or she can go directly to the Campus Clinic.
- If the student is very unwell, such as feeling weak, he or she should immediately ask someone to call the Campus Clinic. A representative from the Clinic will assist the student to the clinic or call a medical staff member to come to assist the student.
- If the situation is judged to be an emergency and the student is unable to move or be moved, the representative from the Clinic will call a hospital to send someone to assist.

A student will be required to leave campus – for home or a hospital/clinic – if he has any of the following symptoms:

- Fever
- Body aches
- Vomiting

If a student's family has an emergency that requires contacting the student while he is at the UPP, a family member should call the following numbers and ask that the student be contacted. For the Men's Section, contact 01 215 7939 or 01 215 7943. For the Women's Section, contact 01 215 7976.

LOST AND FOUND

Students who find lost items should take them to the receptionist at the Security Desk. Students who have lost an item should contact the receptionist to see if the item has been found and turned in to

the office. The Security Desk will hold all lost-and-found items until the beginning of the next school year.

Items found by Alfaisal personnel are given to the Alfaisal University security guards for safekeeping.

Lost Locker Keys

If a student loses his or her locker key, he must inform UPP Student Affairs and pay a fee of SR 20 for a replacement. A staff member will open his locker one time so the student can retrieve all his books. Until he receives his replacement key – which could be several days – the student will not have access to his locker.

VISITORS

UPP visitors must be checked through security and display a visitor's badge when in the building. Students may not bring guests without prior permission from UPP faculty or administration.

Contact Information

Title:	Name:	E-mail:
Director	Mr. Patrick Bauer	pbauer@upp.edu.sa
Assistant Director for Academic Affairs	Mr. Don Schmidt	dschmidt@upp.edu.sa
Women's Section Head	Mrs. Gada Korayim	gkorayim@upp.edu.sa
Curriculum Assessment Head	Mr. Abdul Jabar Rasool	arasool@upp.edu.sa
Registrar	Mr. Waleed Albaty	walbaty@upp.edu.sa

Help List

When you have a question or need assistance, refer to this table:

Faculty <ul style="list-style-type: none"> • Course assignments • Course grades • Ways to improve learning and academic performance • Clarification of UPP policies and procedures • Assistance understanding the Student Handbook 	Student Advisor(s) <ul style="list-style-type: none"> • Advising • Counseling issues • Deal with learning difficulties • Academic planning • Explanation of grade reports • Clarification of UPP policies and procedures • Assistance understanding the Student Handbook
Faculty Representative (for Student Organizations and Activities) <ul style="list-style-type: none"> • Field trips • The Student Association • Student organizations • Extra-curricular activities • Using facilities • Posting announcements or advertisements related to the Student Association, student organizations, or extra-curricular activities • Clarification of UPP policies and procedures • Assistance understanding the Student Handbook 	Registrar <ul style="list-style-type: none"> • Certification of enrollment • Alfaisal University entrance requirements • Admissions and registration • Attendance Report for the term • Class and examination schedules • Scholarships • Withdrawal • Change of pathway • Transcripts • Students' letters • Air fare reduction • Transition to Alfaisal and other universities • Student IDs • Clarification of UPP policies and procedures • Assistance understanding the Student Handbook
Curriculum Assessment Head <ul style="list-style-type: none"> • AP test registration • SAT registration • ITP and iBT TOEFL registration • Replacing lost textbooks • Clarification of UPP policies and procedures • Assistance understanding the Student Handbook 	Assistant Director for Academic Affairs <ul style="list-style-type: none"> • Academic pathway requirements • Grievances • Problems in the classroom not resolved by Student Advisor • Appeal of policies and decisions • Interpretation of the Student Handbook • University planning (future studies) • Clarification of UPP policies and procedures • Assistance understanding the Student Handbook
Information Technology Manager <ul style="list-style-type: none"> • Computer labs • Internet use • Technology – software and hardware • UPP E-mail • Clarification of UPP policies and procedures • Technical issues with Moodle • Problems or questions in the Academic Resource Center (ARC) 	Security Desk Receptionist <ul style="list-style-type: none"> • Lost and found articles
Student Services Assistant <ul style="list-style-type: none"> • Room scheduling and reservations • Distribution and posting of information • Lockers – lost or broken keys 	Finance Administrator <ul style="list-style-type: none"> • Payment of tuition and test fees