

Admission and Registration Manual
Bachelor of Science in Nursing
Department of Nursing Sciences
College of Applied Medical Sciences
Shaqra University



Part One

.1 About the Program

The Bachelor of Science in Nursing (BSN) program was implemented in 2011. The BSN program aims to establish a close relationship between teaching staff members and students, and to provide an educational environment conducive to creativity, outstanding performance, and the acquisition of advanced knowledge and practical skills in the field of nursing. In turn, the BSN program emphasizes providing the best means of education and research that serve the community and become an effective partner in serving the region.

In terms of education, the program provides broad knowledge in various aspects of nursing care, to qualify students to work in many related jobs, such as hospitals, rehabilitation centers, research centers, health centers, as well as in teaching. Through the program, and with a team of highly experienced teaching instructors and qualified students, the BSN program seeks to play an active role in the community and serve the national vision of Saudi Arabia (Vision 2030).

.2 The Program Vision

Leadership and excellence in nursing education, scientific research, and community partnership locally and regional.

.3 The Program Mission

Providing educational outputs compatible with academic standards to prepare qualified graduates to meet the needs of the labor market and scientific research in nursing to serve the community.

.4 The Program Goals

- Developing the curriculum and its courses to achieve educational outcomes that meet the national academic standards in nursing science.
- Preparing qualified graduates to meet the needs of the labor market.

- Providing a distinguished educational environment that supports self-learning in the field of nursing.
- Producing scientific outputs in the field of nursing through scientific research.
- Providing various services and activities that serve the community in the field of nursing and its application.

Part Two

Academic Regulations:

Definition of Terms

- 1. Academic year:** refers to the three semesters and the summer semester, if any.
- 2. Academic Semester:** a division constituting a third of the regular academic year, lasting typically from 12 to 13 weeks.
- 3. Level:** It refers to the level of the stage where the student is accepted on the basis of the study plan of the program. The college caters to Levels 3 to 12 in the BSN program
- 4. Study plan:** refers to a set of compulsory courses with allotted credits. The student must complete the total number of credit hours in order to qualify for graduation and obtain a bachelor's degree in his specialization.
- 5. Course:** Refers to the instruction transferred in a series of lessons or meetings that meet the requirements of each level as stipulated in the study plan of the program. The course has a code, number, title, and description. The course outline file should be kept in the department head's office for follow-up, evaluation, and improvement purposes. Some courses require a prerequisite or participation in concurrent courses.
- 6. Credit Hour:** Equivalent to a weekly theoretical lecture of approximately 50 minutes, a practical session of 120 minutes, or a clinical lesson of 50 minutes.
- 7. Academic Probation:** It refers to the notification of the student whose cumulative average has decreased and reached the maximum allowed hours as determined by the regulation.

8. **Semester work degree:** The degree awarded for work that shows the student's achievement during a semester of tests, research, and educational activities related to the course. The end-of-semester test score is calculated from the final semester test score and the practical test score, if any.
9. **Final Exam:** A course test held once at the end of the semester.
10. **Final score:** It indicates the sum of the semester work scores with the final exam that the student obtained in the semester based on 100%.
11. **Grade:** A description of the percentage or alphabetical symbol of the final grade obtained by the student in any course.
12. **Incomplete Grade (INC):** Temporarily refers to a student who fails to complete all requirements for his course on time due to some circumstances beyond his control.
13. **Continuous assessment:** It is indicated if the course cannot be completed in a semester, so there is a need to continue the course to the next semester.
14. **Semester GPA:** It is the sum of the grade points over the total number of credit hours for all courses in the semester.
15. **Accumulative Average** is the total of dividing the grade points by the sum of the credit hours of all the finished and passed courses of a student since he first joined the College.
16. **General Assessment** refers to the evaluation of the level of learning of a student during his stay with the College.
17. **Study Load** refers to the total credit hours a student can register in a semester. The maximum and minimum limit of the study load is based on the existing rules of the College.
18. **Academic Record** shows the performance of a student that includes passed courses, credits earned, grades, semester average, accumulative average and academic warnings if any.
19. **Academic Advisor** refers to a teaching staff who is in charge to supervise, guide and monitor a student during his study at the College.

Program admission requirements

Admission:

- According to the general conditions for admission to Shaqra University via the University's website www.su.edu.sa
- Depending on the nature of the specialization, the student does not suffer from any kind of physical or mental disability.
- Obtaining a secondary school certificate, this certificate does not exceed 5 years from the date of obtaining.
- The weighted percentage is determined annually by the admission and registration committee.

Admission of New Students.

The Council of Shaqra University determines the number of Requirements:

- The BSN Program requires regular study for a period of four years – twelve levels of study (**the first, second and third levels are taught at the preparatory year headquarters**), after which the student attends a compulsory internship for one year in an accredited hospital before obtaining a Bachelor of Science degree in general nursing.

Requirements for Admission:

The following requirements should be met prior to admission to the university/college:

- 1- The applicant should obtain a high school certificate or equivalent from Saudi Arabia or from outside the country.
- 2- The applicant should obtain the high school degree during any of the last five years.
- 3- The applicant should successfully pass any interview or test that the college require.
- 4- The applicant should be medical fit (this requirement is specific for medical and health sciences program).
- 5- The applicant should not be terminated from any other university for academic and behavioral reasons.
- 6- The applicant should obtain the General Aptitude Test (GAT), and the applicant applying to medical, and health, engineering, and computer sciences programs should also obtain the Standard Achievement Admission Test (SAAT).

- 7- The applicant who has an active job during admission will not be accepted unless an approval is sent from the employer.

Transfer Students

1- Transfer from Other Universities

The student may, upon the approval of the head of the department and the dean of the college in Shaqra University, accept his transfer from outside the university according to the following rules:

- The student has studied at a recognized college or university.
- The student should not be separated from the University for Disciplinary Reasons.
- The student has spent at least two semesters at the university from which he wishes to transfer, provided that the number of study credit hours recorded in his academic record is not less than (24) hours.
- The student should study at Shaqra University at least 60% of the graduation requirements.
- The student must apply for transfer before the beginning of the semester at least by five weeks.

2- Transfer from College to Other within the University

After the approval of the head of the department and the dean of the college in Shaqra University, accept his transfer according to the following rules:

- The student must have spent at least one semester in the college that he wants to transfer from with at least (14) credit hours.
- The student should not be interrupted, delayed, or apologized for the study from the college from which he wishes to transfer.
- His cumulative average should not be less than the limit determined by the College Council and should not be less than (3 out of 5).
- Transfers between university faculties are permitted only twice during the entire period of university study.

3- Transfer from One Specialization to Another within the College

After the approval of the Dean of the College, the student may transfer from one specialization to another within the College according to the following rules:

- Completion of entry requirements for the specialization to be transferred to.
- Not violating the capacity of the department.
- The student has spent at least one semester in the specialization in which he wishes to transfer with 14 credit hours.
- The student should not be interrupted, delayed, or apologized for the study from the specialization in which he wishes to transfer.

Attendance and Postponement of Study

1- Attendance Rules

- ❖ The regular student must attend lectures and practical lessons. He /She will be prohibited from entering the final exam if the attendance is less than 75% of the lectures and practical lessons specified for each course during the semester.
- ❖ A prohibited student from entering the final exam, is considered to be failing in the course and the final degree will be denied (DN)
- ❖ If the student submits a justified excuse, the College Council or its authorized representative may exclude the prohibition and allow the student to take the exam if the attendance rate is more than 50%.
- ❖ A student who misses a test will receive a zero score in this test.

2- Postponement Rules

A student may withdraw of one or more courses during the semester under the following regulations:

- ❖ If the student submits an acceptable excuse to the dean of the college at least three weeks before the final exams.

- ❖ A student may postpone studies without being considered a failure if he/ she submit an acceptable excuse. The postponement semesters must not exceed two consecutive semesters or three non-consecutive semesters.

Graduation Requirements

A student is eligible for graduation after successfully satisfying all the requirements provided by the study plan of the program. The rules regarding graduation are as follows:

- ❖ A graduate will be granted a certificate that bears degree earned, general weighted average (GWA) of his grades and specialization.
- ❖ If a student fulfills the requirements for graduation but obtains an accumulative average of less than 2.0, he should register some courses upon the recommendation of the department council and approval of the academic council or its authorized representative in order to increase his average for obtaining the degree based on the study plan.

Part Three

Annex	Link
University Student Handbook	https://www.su.edu.sa/sites/default/files/2022-06/University%20Student%20Handbook.pdf
Student Regulations Directory	https://www.su.edu.sa/en/file-download/download/public/22387

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