



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية التمريض College of Nursing

Bachelor of Science in Nursing

Student's Guide

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



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Welcome from the Dean

It is my distinct pleasure, on behalf of the faculty and staff, to welcome you to Imam Abdulrahman Bin Faisal University (IAU), College of Nursing (CON) at our main campus. Congratulations on your admission to the program.

You are embarking on an exciting journey towards a promising career, and we are honored to have you with us. During your time with us, we will provide you with exceptional nursing education that will equip you with the knowledge, skills, and professional attitude required to become a successful nurse leader.

Our faculty and staff are dedicated to your success, and we will work tirelessly to ensure that you receive the best possible education. Our goal is to prepare you for a fulfilling career in nursing, and we are confident that our program will provide you with the tools and resources necessary to achieve your goals.

Once again, welcome to the College of Nursing at IAU. We look forward to working with you and wish you all the best in your academic journey.



Nursing Profession

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations," as defined by the American Nursing Association. Nurses play a critical role in the healthcare system and perform a variety of responsibilities based on their education, experience, and training. Some of the nursing responsibilities include:

- Performing physical assessments, exams, and taking medical histories
- Promoting health and educating the public
- Administering medications, caring for wounds, and feeding patients
- Gathering patient data and making informed decisions
- Collaborating with a multidisciplinary healthcare team
- Documenting assessments and procedural tasks completed
- Educating patients and families about illness and wellness
- Continuously updating their knowledge and participating in the development of the nursing profession

As future nurses, it is essential to understand the significance of each of these responsibilities and to recognize that they play a critical role in promoting and maintaining the health and wellness of individuals, families, and communities. We look forward to working with you to develop the necessary skills and knowledge to excel in this field.

In Saudi Arabia, there is a growing demand for highly skilled nursing professionals who possess a Bachelor's degree in Nursing. Recognizing this need, our current program has been designed to bridge the gap and fulfill this demand. By offering a comprehensive nursing education, we aim to contribute to the realization of the goals set forth in the Kingdom's Vision 2030, which seeks to enhance the quality of healthcare services, encompassing both preventive and therapeutic aspects.



College Vision, Mission, Values & Goals

Vision

Be the leading College of Nursing in Saudi Arabia and in the region, as well as be recognized nationally and internationally for excellence in education, research, and community service.

Mission

To develop nursing clinicians, leaders, scholars for professional practice, and effective community service and research in diverse settings for the welfare of the people of Saudi Arabia and beyond, based on Islamic values and ethical aspects of the nursing profession.

Values

1. Comply with and incorporate Islamic and community beliefs with the ethics of the profession.
2. Demonstrate appreciation and respect.
3. Quality performance.
4. Development of confidence.
5. Transparency.
6. Pursuit of self-education.
7. Cooperation, participation and forgiveness

Goals

1. To provide quality education for our nursing students that exceeds international standards, with advanced scientific and clinical competencies that enable the students to keep pace with scientific advances in the field of nursing.
2. To ensure that each student nurse is exposed to a wide range of learning opportunities in both practice and theory.
3. To promote the development of professional knowledge and practice through evidence-based learning and problem-solving approaches.
4. To collaborate with health care providers in determining the educational needs of nurses, thus reflecting national and local workforce trends and priorities.

5. To educate and encourage students to utilize research within a stimulating and supportive environment for improving the quality of patient care, implementing change in nursing practices and for making informed nursing practice decisions.
6. To focus on the commitment to the principle of lifelong learning “by providing appropriate continuing professional development modules and pathways.
7. To teach and encourage students to use concepts derived from the humanities and the behavioral sciences to understand oneself and others, the relationship between people and how communities’ function.
8. To establish outstanding postgraduate studies in order to contribute to the development of the community.
9. To develop an understanding of and put into practice professional ethics.
10. To develop the faculty members’ educational skills and research capabilities.
11. To encourage cultural and scientific exchange with meritorious colleges within the Kingdom and abroad and maximize the benefit from this exchange.
12. To utilize electronic administration, thus broadening areas of distribution and maximizing the use of information resources.
13. Increase the students’ academic “intake” while maintaining quality and reflection.

Program Vision, Mission, Values & Goals

Vision

To be an innovative cornerstone of nursing education nationally, regionally, and internationally through the use of technology within a caring context.

Mission

Offer a dynamic, comprehensive, and innovative educational experience and research, to graduate Saudi Nurses with high scientific and clinical competencies meeting the health care needs of the community within the context of Islamic culture, beliefs and values.

Values

1. Comply with and incorporate Islamic and community beliefs with the ethics of the profession.
2. Quality performance.
3. Development of confidence.



4. Transparency.
5. The pursuit of self-education.

Goals

1. Provide quality education in nursing to graduate Saudi nurses with high scientific and clinical competencies.
2. Utilize the concepts from the humanities and the various branches of sciences applied into nursing practice.
3. Practice legal and ethical standards of the nursing profession.
4. Develop professional knowledge and practice through a problem-solving approach and evidence-based learning.
5. Utilize electronic administration and health information.
6. Focus on the commitment to the principle of “lifelong”.

Admission Requirements

- The applicant must be a Saudi National or born to a Saudi Mother, or those excluded by laws and regulations or the national interest
- Students must be a holder of a valid high school secondary education (grade 12th) certificate (scientific track) or its equivalent from inside or outside the kingdom.
- The period of the obtained high school secondary education (grade 12th) certificate (scientific track) or its equivalent, not more than two to five years if there are available study seats, and the University Council may make an exception from this condition if convincing reasons are available.
- The applicant must maintain a good conduct.
- The applicant must not be dismissed from the IAU or from another university for an academic or disciplinary term.
- To be medically fit
- The applicant must pass the General Aptitude Test (GAT) and the Scholastic Achievement Admission Test for scientific (Sc) tracks in particular.
- The applicant must fulfill any other requirements specified by the University Council at the time of application.

Rules and regulation for selecting Bachelor of Science in Nursing (BSN) specialization upon finishing the health sciences' preparatory year are:

- The student must pass the health sciences' preparatory year with a grade point average (GPA) of 3 out of 5 according to the IAU grading system.
- The student should be medically fit before selecting a major, must pass a medical examination to prove that he/she is free of infectious diseases and physically/mentally healthy to complete the program of study.

Program Graduate Attributes

- **Patient Centered Care:** The graduates will use problem-solving and decision-making skills to develop comprehensive patient, family, and community-focused care plan.
- **Communication and Teamwork:** The graduate will utilize effective communication, interpersonal and interprofessional skills to deliver patient care and maintain patient advocacy
- **Evidence-based practice:** The graduate will utilize research and evidence-based practice to deliver optimum patient care.
- **Quality management /patient safety:** The graduate will deliver safe nursing practice, utilizing risk management and quality improvement strategies.
- **Leadership:** The graduates will assume professional and leadership roles in the delivery of efficient nursing practice in ever changing health care system.
- **Digital Skills:** The graduate will utilize technology in the delivery of patient care and nursing practice.

Program Learning Outcomes*

Knowledge and Understanding

K1	Describe principles and concepts of culturally appropriate nursing care to diverse populations.
K2	Explain the impact of social, political, and cultural changes on the role of nursing in health care delivery.
K3	Discuss etiology, clinical picture, diagnosis, complications and nursing management of health problems affecting patients with different age groups.

Skills

S1	Integrate innovative nursing practice models to improve health care outcomes using critical thinking, problem solving and scientific inquiry skills .
S2	Utilize nursing knowledge and skills to develop different approaches to optimize the provision of care to clients and families with emphasis on health promotion, disease prevention, curative, and rehabilitation.
S3	Utilize effective communication with clients, families, and members of the multidisciplinary health care team.
S4	Interpret healthcare data utilizing informatics and technology to improve the delivery of health care.
S5	Perform the standards of nursing practice according to the national and international nursing bodies.

Values, Autonomy, and Responsibility

V1	Demonstrate leadership skills and collaboration with other health professionals to provide culturally sensitive nursing care.
V2	Demonstrate commitment to professional and academic values and ethical codes of conduct, and represent responsible citizenship and coexistence with others



Career Opportunities

Nurses have been always in high demand. Nursing shortage is common in various clinical settings worldwide. The scope of nursing practice is still evolving and changing and nurses are becoming an integral part of the healthcare system. Upon graduation you will find opportunities in public and private hospitals, in medical city complex, primary healthcare centers, medical centers, Military hospitals, aged care facilities, rehabilitation centers, Psychiatric and mental health hospitals and Universities. The nursing profession has witnessed the expansion of carrier opportunities in multiple specialties such as registered nurse, nurse administrator, oncology nurse, infection control nurse and public health nurse or working in academic field as demonstrator and teaching assistant.

You'll be also prepared to work in schools, travel industry, drug and alcohol service providers, sporting clubs and research organizations.

Here in Saudi Arabia, the government is keen to achieving the National Transformational Initiative and 2030 Vision by increasing the number of qualified nurses from 70 nurses for every 100,000 people to 150 nurses, which means an increase of more than 100% of the current nursing workforce.

Bachelor of Nursing Curriculum and Study Plan

The bachelor's degree of Nursing Program is four years in length, preparatory year then three consecutive years followed by field work internship of one year. 137 credit hours are allotted for the program (32 credit hours for the preparatory year and 105 credit hours for the three years). The credit hours allocated for each semester range from 15-18. After successful completion of the 4 years, the students must spend 52 weeks for hospital-based internship period.



وزارة التعليم
Ministry of Education

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

College: NURS College Of Nursing
Program: NRS09 Nursing

التمريض
التمريض

Plan: NRS09 Nursing

التمريض

Preparatory - Nursing L1

No. of Courses Req. (6) No. of Units Req.(15) Total Units (15)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتالوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	عبادة	
928639	العقيدة والأسرة في الإسلام	Creed and Family in Islam	181	ISLM	2	2/2					
931496	الأحياء	Biology	107	BIOL	3	2/2	1/2				
931510	مهارات الحاسب الآلي	Computer Skills	109	COMP	2						
931522	اللغة الإنجليزية العامة 1	General English Language 1	101	ENGL	4		4/16				
931538	مهارات الحياة الجامعية	University Life Skills	104	LRSK	2	2/2					
931557	مقدمة مهنة التمريض	Introduction to Nursing Profession	105	NURS	2	2/2					

Preparatory - Nursing L2

No. of Courses Req. (6) No. of Units Req.(15) Total Units (15)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتالوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	عبادة	
928640	مهارات التواصل اللغوي	Language Communication skills	182	ARAB	2	2/2					
931523	اللغة الإنجليزية العامة 2	General English Language 2	102	ENGL	3		3/10				931522 ENGL. 101 General English Language 1
931524	اللغة الإنجليزية للأغراض الأكاديمية والخاصة	English for Academic and Specific Purpose	103	ENGL	3		3/6				
931541	مهارات الاتصال في التمريض	Communication skills in Nursing	108	LRSK	2	2/2					
931558	فيزياء	Physics	106	PHYS	3	2/2	1/2				
931563	مبادئ علم النفس	Principles of Psychology	110	PSYCO	2	2/2					

Major 3 New Courses

No. of Courses Req. (5) No. of Units Req.(17) Total Units (17)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتالوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	عبادة	
928641	تاريخ وحضارة المملكة العربية السعودية	History and Civilization of Kingdom of Saudi Arabia	281	HIST	2	2/2					
931600	علم التشريح	Anatomy	202	ANAT	4	3/3	1/2				931496 BIOL. 107 Biology
931601	علم وظائف الأعضاء	Physiology	231	PHYL	4	3/3	1/2				931496 BIOL. 107 Biology
931602	مهارات التقييم الصحي	Health Assessment Skills	204	NURS	4	2/2	2/4				931496 BIOL. 107 Biology
931603	كيمياء	Chemistry	232	CHEM	3	2/2	1/2				

Major 4 New Courses

No. of Courses Req. (6) No. of Units Req.(17) Total Units (17)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتالوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	عبادة	
928642	الأخلاق والقيم الإسلامية	Islamic Ethics and Values	282	ISLM	2	2/2					
931604	علم الأحياء الدقيقة والطفيليات	Microbiology and parasitology	233	MICRO	2	2/2					931496 BIOL. 107 Biology
931605	الكيمياء الحيوية	Biochemistry	234	BIOCH	3	2/2	1/2				931603 CHEM 232 Chemistry
931606	اساسيات التمريض	Fundamentals of Nursing	210	NURS	6	3/3				3/9	931502 NURS 204 Health Assessment Skills
931607	التحكم بالعدوى	Infection control	235	MICRO	2	2/2					931496 BIOL. 107 Biology
931608	مهارات التدريس	Teaching Skills	212	EDUC	2	2/2					



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Kingdom of Saudi Arabia

مقررات المستوى 5 Major 5 New Courses

No. of Courses Req. (5) No. of Units Req.(18) Total Units (18)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتالوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	عبادة	
932123	التغذية	Nutrition	305	NUTR	2	2/2					931605 BIOCH 234 Biochemistry
932124	علم العقاقير 1	Pharmacology1	302	PHARM	2	2/2					931605 BIOCH 234 Biochemistry
932126	التدريب الباطني والجراحي 1	Medical Surgical Nursing 1	303	NURS	6	3/3				3/9	931600 ANAT 202 Anatomy 931601 PHYL 231 Physiology 931606 NURS 210 Fundamentals of Nursing
932127	تدريب الصحة النفسية والعقلية	Psychiatric and Mental Health Nursing	304	NURS	6	3/3				3/9	931563 PSYCO 110 Principles of Psychology
932131	علم الأمراض	Pathology	301	PATH	2	2/2					931604 MICRO 233 Microbiology and parasitology

مقررات المستوى 6 Major 6 New Courses

No. of Courses Req. (5) No. of Units Req.(18) Total Units (18)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتالوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	عبادة	
932093	علم الوبائيات الاحصاء الحيوي	Epidemiology and Biostatistics	309	EPID	2	2/2					
932125	علم العقاقير 2	Pharmacology2	308	PHARM	2	2/2					932124 PHARM 302 Pharmacology1
932128	تدريب النساء والتوليد	Obstetrics and Gynecology Nursing	306	NURS	6	3/3				3/9	931606 NURS 210 Fundamentals of Nursing
932129	التدريب الباطني والجراحي 2	Medical Surgical Nursing 2	307	NURS	6	3/3				3/9	932126 NURS 303 Medical Surgical Nursing 1
932130	تدريب المسنين	Geriatric Nursing	310	NURS	2	2/2					

مقررات المستوى 7 Major 7 New Courses

No. of Courses Req. (5) No. of Units Req.(19) Total Units (19)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتالوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	عبادة	
929173	الابتكار وريادة الأعمال	Innovation and Entrepreneurship	381	BUS	2	2/2					
932260	تدريب الأطفال	Pediatric nursing	402	NURS	6	3/3				3/9	932128 NURS 306 Obstetrics and Gynecology Nurs 932129 NURS 307 Medical Surgical Nursing 2
932261	طرق البحث والممارسة المهنية علم الوبائين	Research and Evidence-based Practice	403	NURS	3	3/3					932093 EPID 309 Epidemiology and Biostatistics
932262	تدريب الطوارئ	Emergency Nursing	404	NURS	2	2/2					932129 NURS 307 Medical Surgical Nursing 2
932263	الإدارة والقيادة في التمريض	nursing management and leadership	405	MGMT	6	3/3				3/9	932129 NURS 307 Medical Surgical Nursing 2

مقررات المستوى 8 Major 8 New Courses

No. of Courses Req. (3) No. of Units Req.(14) Total Units (14)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتالوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	عبادة	
932264	تدريب الحالات الحرجة	Critical Care Nursing	406	NURS	6	3/3				3/9	932262 NURS 404 Emergency Nursing
932265	تدريب صحة المجتمع	Community Health Nursing	407	NURS	6	3/3				3/9	932093 EPID 309 Epidemiology and Biostatistics 932130 NURS 310 Geriatric Nursing
932266	معلوماتية التمريض	Nursing Informatics	408	NURS	2	1/1	1/2				

المقررات الإختيارية Major 8.1 New Courses

No. of Courses Req. (1) No. of Units Req.(3) Total Units (12)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتالوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	عبادة	
930709	العناية بالجرح	Wound Care	451	NURS	3	1/1					800009 NURS 312 Medical surgical Nursing II
930710	الرعاية التلطيفية	Palliative Care	452	NURS	3	1/1					800009 NURS 312 Medical surgical Nursing II
930711	تمريض الأورام	Oncology Nursing	453	NURS	3	1/1					800009 NURS 312 Medical surgical Nursing II
932259	الابتكار في ممارسات الرعاية الصحية	Innovation in Health care Practice	454	MIDW	3	3/3					



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المملكة العربية السعودية
Kingdom of Saudi Arabia

College: NURS College Of Nursing
Program: BNU1D Nursing Bridging

التمريض
تجسير تمريض طلاب

Plan: BNU1D Nursing Bridging

تجسير تمريض طلاب

Major 1 New Courses

No. of Courses Req. (6) No. of Units Req.(13) Total Units (13)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتلوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	حيادة	
932706	التشريح	Anatomy	101	ANAT	2	2/2					
932707	علم وظائف الأعضاء	Physiology	102	PHYL	2	2/2					
932708	الكيمياء الحيوية	Biochemistry	104	BIOCH	2	2/2					
932709	لغة إنجليزية للتمريض	English Language for nursing	101	ENGL	3		3/6				
932710	التحكم بالعدوى	Infection control	111	MICRO	2	2/2					
932711	مهارات الاتصال في التمريض	Communication Skills in Nursing	109	LRSK	2	2/2					

Major 2 New Courses

No. of Courses Req. (8) No. of Units Req.(14) Total Units (14)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتلوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	حيادة	
932712	علم الأمراض	Pathology	103	PATH	2	2/2					
932713	مبادئ التغذية	Nutrition	105	NUTR	2	2/2					
932714	معلوماتية التمريض	Nursing Informatics	102	NURS	2	1/1	1/2				
932715	مبادئ علم النفس	Principle of Psychology	106	PSYCO	2	2/2					
932716	التثقيف الصحي	Health Education	103	NURS	2	2/2					
932717	علم العقاقير	Pharmacology	101	PHARM	1	1/1					
932718	علم الوبائيات والإحصاء الحيوي	Epidemiology and Biostatistics	102	EPID	1	1/1					
932719	تمريض المسنين	Geriatric Nursing	104	NURS	2	2/2					

Major 3 New Courses

No. of Courses Req. (4) No. of Units Req.(17) Total Units (17)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتلوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	حيادة	
932720	مهارات التقييم الصحي	Health Assessment Skills	202	NURS	5	3/3	2/4				932706 ANAT 101 Anatomy 932707 PHYL 102 Physiology 932712 PATH 103 Pathology
932721	التمريض الجراحي والجراحي	Medical Surgical Nursing	203	NURS	4	3/3				1/3	
932722	تمريض النساء والتوليد	Obstetrics and Gynecology Nursing	205	NURS	4	3/3				1/3	
932723	تمريض الصحة النفسية والعقلية	Psychiatric and Mental Health Nursing	207	NURS	4	3/3				1/3	932715 PSYCO 106 Principle of Psychology

Major 4 New Courses

No. of Courses Req. (5) No. of Units Req.(18) Total Units (18)

CRSE ID	Crse Descr Arabic	Crse Descr	Catalog NBR	Subject	UNITS	LEC	LAB	TRA	PRA	CLN	Pre. Req Course
رقم الكورس	الوصف بالعربي	الوصف بالانجليزي	رقم الكاتلوج	مجال الموضوع	الساعات المعتمدة	نظري	معمل	تدريب	ممارسة	حيادة	
932724	طرق البحث والممارسة العلمية في التمريض	Research & Evidence Based Practice	209	NURS	2	2/2					932718 EPID 102 Epidemiology and Biostatistics
932725	تمريض الأطفال	Pediatric nursing	210	NURS	4	3/3				1/3	
932726	تمريض الحالات الحرجة	Critical Care Nursing	212	NURS	6	3/3				3/9	932721 NURS 203 Medical Surgical Nursing
932727	تمريض صحة المجتمع	Community Health Nursing	214	NURS	3	2/2				1/3	
932728	الإدارة والقيادة في التمريض	Nursing Management & Leadership	216	MGMT	3	2/2				1/3	



Attendance:

1. Students are expected to be attending every classes. If students are absent, they should submit an excuse through SIS.
2. Theory days and hours are variable based on offered courses per semester.

Absenteeism

Unexcused Absences:

- Students absent more than 15%, will be deprived from attending the final written exam.
- Students with unexcused absences will receive 'zero' in the written exam but their continuous assessment grades will be recorded without any changes.
- Students with unexcused absences will receive 'zero' in the written exam but their continuous assessment grades will be recorded without any changes.

Excused Absences:

The regular student must attend theoretical lectures and practical lessons for any course during the semester, and Student will be prohibited from sitting for the final exams if her/his attendance rate is less than (75%) and this is done by a decision of the College Board and a Denied grade (DN) will be assigned in Student Information System.

Warning Letters:

Warning letter will be sent to the students as the following table

Unexcused Absence warning:

Number of warnings	1st warning	2nd warning	3rd warning
% of absence	5%	10%	15%



Excused Absence warning:

Number of warnings	1st warning	2nd warning	3rd warning
% of absence	%10	15%	25%

Late Arrival:

Total minutes of absence or lateness for the student X 100

The total minutes scheduled for the division in the entire semester meetings

Grading system and Assessments

Minimum passing grade is 60 % for all courses. Students at Nursing Department follow the University grade appeal process as stipulated in the University Study and Examination Bylaws.

The following table shows marks distributions and assigned grades and points.

Percentage	Evaluation	Grade	Weight (GPA)
95 -100	Exceptional	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	Superior	B+	4.50
80 to less than 85	Very Good	B	4.00
75 to less than 80	Above Average	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	High-Pass	D+	2.50
60 to less than 65	Pass	D	2.00
Less than 60	Fail	F	1.00
---	In Progress	IP	---
---	Incomplete	IC	---
---	Denial	DN	1.00
60 or more	No grade-Pass	NP	---
Less than 60	No grade-Fail	NF	---
---	Withdrawn	W	---
---	Exemption	E	---

For more details, refer to the study & Assessment policy available at the Deanship of Admission & Registration



Course Assessment and Marks

- The distribution of marks and assessment criteria are well described in each course specification.
- Exams are prepared in collaboration of Academic teaching staff and the course coordinator.
- Theoretical exams are rechecked and calculated internally by reviewer to ensure correct calculation of the marks and distribution.
- Internal Auditing of theory exams forms and standards.
- The college has an examination committee that coordinates exam time and control exam halls
- Grades verifying is conducted within 48 hours of the exam time between the academic teaching staff and head of the department and verified by the Dean.
- Graduating students are expected to pass the Nursing Registration License exam.

Field Experience and Clinical Placements

Field experience starts at Level 4 of the program, it starts after students will have completed basic sciences and preparatory year (first year),. The first two semesters of the field experience is conducted within the nursing simulation labs in the College to receive trainings on manikins and anatomical models for Fundamentals of Nursing. In the labs students are introduced to basic nursing skills and fundamentals of nursing care. This includes standards precautions, essential nursing procedures and practical nursing skills before transition to hospital training. Core nursing courses in the Advanced levels (Level 4 – Level 8) require students to take clinical placements in hospitals and PHCC as a clinical component of these courses.

Students are assigned clinical sites within Khobar and Dammam area. For male students it is the student's responsibility to ensure he has reliable transportation to travel to a clinical site. However, female students will be offered a shuttle bus from campus to clinical sites.



Essential expected behaviors during lab hours and clinical placements include, but are not limited to:

- Consistent display of professional demeanor and appropriate interpersonal interactions and boundaries with patients, staff, and peers.
- Adherence to the professions' Code of Ethics
- Prompt notification of absence according to the established absence policy
- Adherence to Department of Nursing professional dress Code
- Use of mobile Phones in the Clinical areas
- The use of personal mobile phones/electronic communication devices by nursing students during clinical hours is prohibited to ensure the safety and security of patient treatment environment and to ensure patient and employee privacy and confidentiality.

Simulation Lab

Proficiency in performing clinical skills is an integral part of the nursing curriculum. The clinical laboratory environment provides an opportunity to attain the essential skills necessary to care for patients in hospital and other care settings. Various techniques will be utilized to support student learning, including video and audiotapes, computer-based instruction, demonstration, performance practice, and simulation.

The Nursing department has four fully equipped nursing labs offering clinical simulation experiences in Male campus and another six similarly equipped, in female campus to bring students into real-world environments to promote confidence in nursing practice. The purpose of these labs is to make you familiar with assessing patients, planning actions, performing procedures in a stress-free situation.

Other nursing skills will be conducted in Lab experiences including medication calculation and administration, intravenous medication, blood extracting, sterile procedures and catheterizations. You will also be exposed to more advanced procedures as you progress such as resuscitation and cardiac monitoring, blood transfusion and solution preparation. As you start your actual clinical placement, the skills you learned in lab will enhance your skills and make you more competent in performing nursing roles. The Nursing Department's labs include;



Fundamentals of Nursing, Maternity and Pediatric, Medical Surgical and Critical Care and Emergency.

Students are expected to handle all lab equipment with care and to return all equipment to the designated area after use. Students are also required to dispose of all papers and other disposable supplies and to place used linen in the dedicated hampers. The labs should always be left neat and orderly.

Professional Attire Policy

Dress code:

They should dress in a professional manner, clean and neat and according to the hospital's policy.

The following guidelines should be followed:

- Hospital ID card shall be displayed all the time.
- Uniform: Lab coats shall be large, long and front buttoned, white scrub suite (in closed units, color code scrub suits shall be followed according to institutional policies.
- Dark unified Base color rubber soundless shoes.
- Cleanness and personal hygiene shall be maintained by all staff.
- All kind of Jeans are not allowed.

For Males:

- Must wear white lab coat on top of scrub suits.
- Must wear shoes that are simple.
- Must not wear sandals or slippers.
- Must not wear any clothing bearing images or writings or logos in violation of Islamic religion.

For Females:

- Female staff shall wear modest clothes specified by the Islamic code of conduct, non-transparent, not tight, no openings.
- The head hair shall be covered completely by white, non-transparent non-decorative and non-colorful scarf.



- Vivid Makeup's, Nail colors Jewelries, accessories, except hand watches are not allowed.

Students Valuable:

Intern should not bring and keep any valuable in the assign unit since no locker available for intern to place bag and valuable (such as money. Mobile, jewelries, Abaya, wallet. Perfume, makeup... etc.). The hospital and nursing college will not be responsible about any missing valuable lost by intern during internship period.

Guidelines for the Patient Assessment and Clinical Simulation Laboratories:

- No eating, drinking or gum chewing.
- White lab coats and ID badge must be worn at all times.
- Neat and clean clothing as per dress code
- All equipment must be left in the condition in which it was found.
- Any broken or malfunctioning equipment should be reported immediately to instructor.
- No visitors are allowed in the labs.

The following additional rules apply in all clinical settings:

- Strict adherence to Dress Code and No perfumes or scented products allowed.
- Nails must be short and trimmed no artificial press-on nails or polish allowed.
- In patient care areas, the use of mobile phone is strictly prohibited.
- No jewelry except wrist watches
- No gum chewing.
- Non-adherence to proper dress code will result in immediate dismissal from lab /clinical area.



Internship

Following successful completion of the four years in the undergraduate nursing program, the student must spend 52 weeks of hospital-based internship period in a recognized hospital, that can offer proper training areas to meets the objectives of the internship program.

This period of practical managerial and theoretical experience will enable the graduate to acquire more competency and experience to perform as an independent nurse specialist (per Saudi council for health specialties accreditation) and as a first level nursing manager, and will enable student to adjust to the real practical life in different units in the hospital settings.

By the successful completion of this internship period, the graduate is expected to fulfill the objectives of the program and will be awarded the certificate.

ATTENDANCE REGULATION:

Late in duty:

The allowed time for nursing intern to be late is ONLY 5 Minutes in attendance.

Excuses:

Each intern is allowed to excuse maximum 2 hours. Compensate at the same day or next day in the same rotation. Total number of excuses per year is 6 times with submitted of documents. Two requests will be approved in each rotation from total number of interns.

Governmental holiday:

Each intern is entitled to the National Holidays (Ramadan Eid, Hajj Eid, National Day and founding day) throughout the entire year of training these days will be included in the total exposure weeks of training. However, the number of days allocated for each holiday will depend on hospital regulation.



Emergency leave:

- An intern is entitled to have a maximum (10) days emergency leave.
- An intern should contact the hospital internship coordinator when there is an emergency immediately.

Sick leave:

- The intern is entitled to absent due to illness for a maximum (5) days during the entire internship year.
- If the intern needs more than five days as sick leave, it has to be compensated.
- A medical report should be attached with the sick leave request and must be submitted to the office of Clinical Affairs.

Educational leave:

- An intern is allowed to have (5) days of educational leave to attend or participate in symposium, workshops or conferences.
- Request for attendance must be submitted 2 weeks in advance to the hospital internship coordinator and internship supervisor.
- An attendance certificate is required.

Absent without valid excuse:

- If the intern is absent without call or given justified reason the intern will receive penalty of repeating double the missed days.
- If the intern is absent 25% from the rotation intern will repeat the same rotation.
- If the intern is absence 25% from the total internship period intern will repeat the whole year.
- The intern is subjected to a disciplinary action by the internship supervisor for any absence without a valid excuse depending on the report submitted to the vice dean of clinical affairs office.
- Any absent day should be compensated at the end of the internship year.



Maternity leaves:

- Maternity leave is two (2) weeks for normal delivery and four (4) weeks for cesarean section (with compensation)
- The assigned rotation during the maternity leave should be repeated at the end of the internship year.
- The allowable number of excused pre-natal check-up will not exceed five (5) visits to her attending physician for the whole 9-month of pregnancy.

Marriage leaves: 2 weeks with compensation.

Actual practical training period is 52 weeks 40 hours per week, distributed as follows:

Male Rotation		Female Rotation	
Medical	8 weeks.	Medical	7 weeks
Surgical	8 weeks.	Surgical	7 weeks
Pediatric	4 weeks	Paediatric	7 weeks
Emergency room	6 weeks	OB/GYNE	7 weeks
Nursing Management	4 weeks	Nursing Management	4 weeks
Primary Health Care	4 weeks	Primary Health Care	4 weeks
Area of Choice (Elective)	18 weeks	Area of choice (Elective)	16 weeks
Total number of weeks	52 weeks	Total number of weeks	52 weeks

Area of choice (Elective):

Nursing interns are required to give their preference for elective subject prior to the elective rotations at the orientation period. This is organized by the nursing department. Selected areas of choice are:

For Male	For Female
Intensive Care Units: MICU, SICU, PICU	Intensive Care Units: MICU, SICU, PICU
Cardiac Care Unit (CCU) and Cath lab	Cardiac Care Unit (CCU) and Cath lab
Operating Room (OR) and Recovery Room	Operating Room (OR) and Recovery Room
Hemodialysis (HD) and Peritoneal Dialysis Unit	Hemodialysis (HD) and Peritoneal Dialysis Unit
Psychiatry	Delivery Room (DR)
Endoscopy Unit	Emergency Room (ER)
	Endoscopy Unit
	Psychiatry



The selected hospital for nursing interns must involve the following criteria:

1. A hospital or healthcare institution is accredited either JCI or CBAHI and promote compliance with regulations, statutes, and accreditation requirements for clinical training and has more than 100 beds comprising of general medical and surgical wards.
2. A multi-specialty hospital or any single-specializing hospital or institution is best suited for specific clinical rotation.
3. Appropriateness and suitability of the clinical area or unit for the field experience learning objectives and outcomes.

Recommended Hospitals:

These are the recommended hospitals for nursing internship clinical training according to the agreement of internship unit:

1. King Fahd Medical City Hospital – Riyadh (KFMCH)
2. Dr. Suleiman Al Habib Hospital - Al Khobar (DSHH)
3. Saudi Germany Hospital - Dammam (SGH)
4. King Fahd Hospital of the university – AL Khobar (KFHU)
5. Security Force Hospital – Dammam (SFH)
6. King Abdulaziz Airbase Hospital Dhahran (KAAH)
7. Royal Commission Hospital- Jubail (RCH)
8. King Fahd Military Medical Complex Hospital – Al Dhahran (KFMMCH)
9. King Fahd Specialist Hospital – Dammam (KFSH)
10. MOH Hospitals- Al Hassa
11. John Hopkins Hospital (JHAH)
12. Imam Abdulrahman Al Faisal Hospital (National Guard Hospital) Al Khobar

Blackboard

Blackboard® provides the opportunity to integrate technology into the teaching and learning process. Faculty members manage their own course content within their Blackboard course websites. The Blackboard® learning management system is used to supplement classroom instruction and will be available 24h to all students. Access to Blackboard® course websites is



automatic with enrollment in a course. Students can access and download course materials and specifications and be up to date with announcements, assignments and engaged with discussion with peer students and instructors. For any help or support please visit the Deanship of E-learning website or email Blackboard technical support.

Academic Advising

Every student has a faculty adviser for academic purposes and registration of courses. Students may receive advice and guidance on course selection suited to their personal circumstances. Office and student counseling hours are scheduled for each course and you are encouraged to meet your academic advisor in the first week of the semester and though out the semester.

It is highly recommended to get a copy of the Study and Examination policy available at the Deanship of Admission and Registration and can be accessed online for reference of all academic affairs related to your study. It is also important to note that the college has an advisory board committee concerned with specific circumstances of students that may include academic, personal and psychosocial issues.

Academic Honesty

The primary purpose of the nursing program is the pursuit of academic excellence. Teaching and learning must occur in an atmosphere of mutual trust and respect. Such trust and respect can be developed and maintained only if honesty prevails in the academic community. Moreover, it is the shared responsibility of all members of the Nursing Department to maintain this climate of honesty. Such integrity is fundamental to and represents an integral component of professional nursing education. In keeping with academic integrity, students are expected to be honest in their academic work such as submission of coursework and materials that are their own. Examples of dishonest conduct include but are not limited to:

- Cheating, i.e., copying examination answers.
- Collusion, i.e., working with another person when independent work is prescribed
- Falsification or fabrication of an assigned project, data, results, or sources
- Giving, receiving or offering information included on examinations.
- Utilization of work previously submitted by another student who has progressed to a



higher level

- Plagiarism, stealing someone else's work and attempting to "pass it off" as your own. This can apply to anything, from term papers to photographs, even ideas.
- The unauthorized recording, sale, or use of lectures and other instructional materials.

Whoever commits a violation of the plagiarism of the scientific material or forgery in reports, research, practical and field training or duties, and graduation projects, the professor of the subject shall draw up a report with the details of the incident and attach the documentary documents and the testimony of witnesses, if any, and submits it with the documents to the head of the department, to prepare a report in his opinion and submit it to the dean of the college. The dean of the college may refer the student to the subcommittee to for behavior control in the college whenever he deems it necessary, which recommends, after conducting an investigation with the student in writing, the appropriate punishment within the penalties contained in the university's student behavior control regulations. IAU bylaws for student behavior control guide in the university.

Violation	Penalty
Cheating in the semester exam or attempt to do so	A score of zero shall be awarded on the test subject to the violation
Cheating in the final exam or attempt to do so	Failure in the course of the violation and another course with the lowest number of hours and the lowest grade.

The Standing Committee may increase the punishment for the student when the violation is repeated if it has an interest in doing so. bylaws for student behavior control guide in the university (Article 12).



The dean of the college or whomever he authorizes from the supervisors of the testing committees, observers ,or security staff may inspect the student to whom one of the violations mentioned in Article (9) is attributed to control the evidence of violations and all that is useful in revealing the truth, considering the following:

1. The student is required to empty the belongings of the test subject in his possession. If he does so, the inspection procedures shall be disregarded. If the inspection is refused, this shall be recorded in the seizure report.
2. In the event of the existence of the violation tool, it shall be seized and the record of the collection of evidence shall be drawn up by the seizure authorized person.
3. In all cases, the student may not be inspected except with his consent, and the course of inspection must be of the same gender as the student.
4. In cases other than violations that occur within the examination committees, privacy must be observed when inspecting the student.
5. It is not permissible for the person inspecting the violations of cheating and photography by mobile phone or one of the electronic devices whose use or possession is prohibited within the university, to open that device without the consent of the student and in the event of rejection, this shall be proven in the seizure report. IAU bylaws for student behavior control guide in the university. (Article 20).

After the seizure of the violation, the student shall be referred to the subcommittee of the college he belongs to, he shall be informed of the violation attributed to him/her, and he shall be invited to appear before the committee at least two days before the date through the means of communication mentioned in Article (8) and his right to make a statement and to defend him/herself shall be forfeited if he fails to appear for the second time on the date on which he was informed of the interview and investigation. Unless he has an acceptable excuse, the punishment is then imposed in absentia IAU bylaws for student behavior control guide in the university. (Article 21).



Academic Appeals

Final Examination Results Appeal:

1. The student submits a petition for re-correction the exam on the official form and undertakes that the information contained it is correct.
2. The student sends the application to the dean of the college or his authorized representative within a week from the date of announcing the result of the semester exam and two weeks from the date of announcing the result of the final exam.
3. If the application is accepted, the Vice Dean of Academic Affairs of the College, with the authorization of the College Council, assign committee from the department according to the specialization, which consists of: Head of the department - course teacher – another faculty member of the specialization.
4. The committee verifies the integrity of the correction and monitors the grades, and it must request to obtain the student's answer sheet and inform the student of it and compare it with the model answer saved in the course file.
5. If the student is convinced of the correctness of the correction and monitoring grade, the student documented by signature and saves the application, while counting this application as one of the requests for re-correction submitted by the student.
6. The process of verifying the integrity of the correction by the committee includes the following: Ensure that each part in the answer sheet has been corrected and take a grade
7. If the student is not convinced of the correctness of the correction, the vice-dean of the college, in coordination with the head of the department, appoints three correctors with practical experience to be decided from among the members of the department and specialization, not among them the course teacher, provided that the committee finishes its work within five working days from the date of its formation and the student is given the grade and grade granted by the committee after being approved by the college council or whomever it be delegated.
8. The re-correction process includes the following:
 - Copying the answer sheet and hiding the student's name and the degree awarded to him/her.
 - Correcting the student exam paper based on the model answer form which prepared by the course instructor.
9. After re-correction, the head of the department submits the form to vice dean of academic



10. affairs to be presented in the college council or whomever it delegates, who will approve the result and give the final decision.
 11. If there are any modification in the student's grades because of re-correction, it is modified electronically through the people soft (student records system), this modification must be made before the start of the next semester exam. In the case of final exams. And in the 13th week of the semester in the case of the semester exam.
 12. The student should be reported by the result of re-correction by written way or by via e-mail, at the student should be document by signature.
 13. It must keep copies of all papers and forms sent, as well as the result of the application in the student petition file.
- If the result of examining the grievance ends with an error in monitoring the grade, it is modified electronically through the people soft (student records system) with the same procedure of approving the original results, the modifications is made according to which stated in the step (8).

Appeals on other Academic Matters:

Students can seek the advice and recommendations of their academic advisor on a number of academic matters including absence, suspension, interruption of study, defer semester intake, credit hours load, course selection and special consideration requests. All of these circumstances and more are regulated by Policies that are approved by the University Council and endorsed by the Deanship of Admission and Registration. Talk to your academic advisor for more details.

Code of Ethics

The Nursing department adheres to the Code of Ethics for Healthcare Practitioners 2014, which is published by The Saudi Commission for Health Specialties (SCHS).



Tobacco Free Policy

The CON is committed to providing a safe and healthy working and learning environment for the students, faculty members, and staff. All tobacco products including cigarettes, cigars, electronic cigarettes, oral tobacco and all other forms of tobacco are strictly prohibited within the college premises.

Learning Environment and Resources

All resources are provided for Nursing students to facilitate their learning, practice and research. Facilities (e.g., equipment, labs, library, etc.); Students have access to the full use of central and hospital libraries provided by the Deanship of Library Affairs and all other University resources and facilities, including e-mails and computer facilities, which are supported by the Deanship of Information and Communication Technology. All lecture halls and laboratories are equipped with the state-of-the-art technology that enhance student learning and practice experiences. In addition, students can get the most out of resources provided by King Fahad University Hospital when they do their internship at the hospital.

Students' activities:

student activities aim to provide a solid ground for students to promote their developing needs whether on the cultural level or on the social one. It embraces their self-confidence, take up the responsibility and enhance the spirit of teamwork. It helps in consolidate the Islamic principles and values in the minds of students These activities include:

- Preparing and participating in the educational and social programs that aim to increase the educational inventory of the student, as well as arm them with various social skills.
- Participate in the cultural activities which include different programs such as public lectures, open meetings, seminars, competitions, festivals, and celebrations. In addition to other social activities that are included in other programs; such as: trips, visits, and social welfare, exhibitions awareness, and campaigns.
- Participate in the organization of sports competitions inside and outside the University either for groups or individual games.
- Participate in the local and international tournaments and to organize the student's posts



for the Sports Federation of Saudi Arabia Universities.

- Participate in the membership of the clubs and report that to the Deanship of the Academic Affairs or (and inform the Deanship of the Academic Affairs).

Student clubs:

- Specialized Clubs: clubs that are based in the colleges of the university and follow the college's name and specialization and are under the supervision of the college administration, to carry out specialized activities.
- General Clubs: clubs under the Deanship of Student Affairs' management and supervision, to carry out activities related to the vision, mission, and objectives of each club.

University Level		College Level
(Female Section)	(Male section)	Nursing club
Awraq reading club	Book Club	
Digital Club (Tele)	Vision 2030 Club	
Sona Club	Athletes Cub	
Leadership Club	Theater Club	

Students Rights and Duties

Students have the right to:

First: Have facilitating and stimulating learning environment:

- To create and establish the appropriate academic environment for students to accomplish high-standard understanding and study more easily by making all educational sources accessible to serve this goal.
- All students should have an ID Card, which proves their identity when they are inside university.
- Familiarizing students with everything related to registration procedures for academic courses, in addition to drop, withdrawal, postponement, apology, according to the university academic calendar issued by the Deanship of Admission and Registration.
- Using the electronic system to monitor grades and document absence, if that, it should not be delayed more than a week.



- To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.
- To be nominated in the Student Council to represents college students
- Maintain the contents of the student's personal file within the university and the integrity of dealing with it. These files are not to be handed to anybody except the student him/herself/herself or their guardians or their authorized representative by investigators or the judiciary or other governmental entity.
- To appeal the disciplinary decision issued against the student in accordance with the rules laid down in this regard under the provisions of disciplining students
- The right of complaint or grievance of anything reflected upon him/her in his relationship with faculty, department or college or any unit of the university. The complaint or grievance process must be followed in accordance with the rules of the organization for the Protecting Students Rights Unit and enable the student to know the result of his/her complaints by the party responsible for them.
- To enable the student to defend him/herself/herself before any university entity in any disciplinary case raised against them. Also, any decision cannot be taken until he/she attends the session and gives his/her account of the story. If the student did not attend with no acceptable excuse, a default judgment will be issued an hour after the student being summoned for the second time.
- To be informed of any decisions taken against him/her in a written form and giving him/her/her the right to appeal to that decision in accordance with the university's rules and regulations. Graduation certificate should be given to graduates upon completion of the graduation requirements in accordance with the university's rules and regulations within the time period specified by the university.

Second: The efficiency and quality of learning and teaching process:

- Academic programs should be updated regularly with the latest scientific and national development plans, to make a balance between the educational process and its objectives with the labor market need, to achieve the Kingdom vision 2030.
- To get the learning material and have access to any-related knowledge in accordance with the university provisions and regulations that organize the academic work.
- To obtain study plans from the faculty or the department and the available academic



programs, as well as to concede the schedule before commencing studies; to register for the courses offered to them by the registration system, and making sure that fair guidelines are followed during registration period.

- Providing books, references, learning resources, and specialized scientific journals, whether printed or electronic, in university libraries.
- Assurance to follow the teaching and assessment strategies that outlined in the course and program specifications.
- Assurance of the teaching faculty to attend the lectures on time, giving the students break between lectures, and not to cancel lectures or change it time except in the case of necessity, and after announcing this in advance.
- Providing opportunities to communicate with the teaching staff in various ways, such as e-mail, office hours, and others.

Third: Receive academic advising and educational assistance that support the teaching and learning processes.:

- To have an orientation program addressed to newcomers to introduce the university's faculties and departments and find out what is suitable for them to be joined .
- Providing additional educational lessons to support students who have difficulty to comprehend some educational lessons , according to the available capabilities.
- Follow-up the progress of students' performance individually and provide academic and psychological assistance and guidance to those who face learning difficulties.
- Introducing students to the career and professional opportunities available to them through the Graduate Center and Career Forum.

Fourth: Have a reasonable evaluation:

- To prepare and conduct all scheduled exams in the syllabus. Student should be informed of the dismissal from the course before the final exam.
- Provide feedback to students on their performance and assessment results each semester, accompanied by mechanisms for assistance when necessary.
- Inform the students about their exam schedule at least three weeks before the date of the exam.
- The student has the right to check their answer sheet in case of grievance in accordance of



the rules and regulations of the university.

- Informing the student about any warning issued against him/her, or depriving him/her of entering the final exams due to his absence or because of the existence of penalties issued against them in advance before the final exam date.

Fifth: Enjoying university services and public facilities:

- To enjoy adequate health care treatments at the health care centers and the hospitals of the university.
- To use the services and facilities of the university (the book - electronic and branch libraries - the gym – the cafeteria ... etc.) and in accordance with the rules and regulations in place at the university.
- Participation in the activities, programs and events organized by the university according to the available capabilities.
- Giving students the opportunity to participate in the training course, community service activities in a way that does not conflict with their academic duties.
- Providing an appropriate service for people with special needs, according to the available capabilities.

Sixth: Student financial rights:

- To get incentives and rewards and other regular financial aid especially for distinguished students.
- To have a reduced meal priced from university restaurant.

Student responsibilities:

- The students' full responsibilities are to attend their classes and do the required tasks.
- The student's full responsibilities are to respect faculty members, staff workers, and other people on campus.
- The student's full responsibility is to respect the rules and arrangements relating to the operation of the lectures.
- The student's full responsibilities in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
- The student's full responsibilities to the rules and arrangements for the exams



- and the system and disciplinary action will be taken against students for cheating in any form.
- The student's full responsibility is to the directions and instructions given by the official in the testing room.
- The student's full responsibilities to university systems, regulations, instructions and decisions issued.
- The student's full responsibility is to carry the ID card while at the university.
- The students' full responsibility is not to damage the university facilities.
- The student's full responsibility is to the instructions of arranging, organizing and use of university facilities and equipment.
- The full responsibilities of the student to the dress code and behavior suitable for undergraduate and Islamic norms
- The student's full responsibilities are to keep quiet and behave tranquilly in the university facilities and to refrain from smoking on campus.

For further information check *Student Rights Committee | Imam Abdulrahman Bin Faisal University (iau.edu.sa)



Faculty Members List – Nursing Department (Main Campus)

Fundamental of Nursing Department			
Name	Academic Rank	Specialty	Email
Rana Ali Al-Ameri	Assistant P.	Critical care	raalamri@iau.edu.sa
Firas Taysir Abu-Sneineh	Lecturer	Critical care	ftabusnanah@iau.edu.sa
Zainab Abdullah A-Sebee	Lecturer	Critical care	zalsabi@iau.edu.sa
Fatima Hussain Al-Marzooq	Lecturer	Critical care	fhalmarzoog@iau.edu.sa
Maraam Abdulkhaliq Al Ghamdi	Lecturer	Critical care	mamghamdi@iau.edu.sa
Heba Mohammad Al-Masoud	Lecturer	Critical care	hmassoud@iau.edu.sa
Afnan Hamad Al-Swaian	Assistant P.	Critical care	ahalsoyan@iau.edu.sa
Amel Ali Al-Qhalaf	Lecturer	Critical care	aalkalaf@iau.edu.sa
Abdulrahman Khaled Alghathay	Demonstrator	Critical care	akalghathayan@iau.edu.s
Alaa Bader Al-Dulaihan	Demonstrator	Critical care	abaldulaihan@iau.edu.sa
Sara AlZahid	Demonstrator	Critical care	Kaalzahid@iau.edu.sa
Rima Saleem Al-Garni	Assistant P	Medical Surgical	rsalqarni@iau.edu.sa
Sahar Elmetwaly Badawi	Assistant P	Medical Surgical	sebadoy@iau.edu.sa
Hend Abdulminem AlShinawi	Assistant P	Medical Surgical	haalshnawie@iau.edu.sa
Fehaid Khalaf Al- Mubarrak	Assistant P	Medical Surgical	fkmobarak@iau.edu.sa
Marc Oneel Alvarez	Lecturer	Medical Surgical	moalvarez@iau.edu.sa
Suzzette Cabonce	Lecturer	Medical Surgical	scabans@iau.edu.sa
Abdullah Mohammad Sudqie	Lecturer	Medical Surgical	amsudqi@iau.edu.sa
Seham Fahad Al-Reshedi	Lecturer	Medical Surgical	sfalrashidy@iau.edu.sa
Sarah Abdulaziz Al-Abdulhai	Lecturer	Medical Surgical	saaladalhai@iau.edu.sa
Badriah Ahmad Al- Taleb	Lecturer	Medical Surgical	btaleb@iau.edu.sa
Raiza Abdullah Al- Otaibi	Lecturer	Medical Surgical	raalotaibi@iau.edu.sa



Fundamental of Nursing Department			
Name	Academic Rank	Specialty	Email
Maraam Mohamad Al-Wade	Lecturer	Medical Surgical	mmalwadai@iau.edu.sa
Ohoud Jaloud AlJaloud	Lecturer	Medical Surgical	ojaljaloud@iau.edu.sa
Khulood Rakan Alyami	Demonstrator	Medical Surgical	kralyami@iau.edu.sa
Mohammed Ali mohammed Alzaid	Demonstrator	Medical Surgical	maalzaid@iau.edu.sa
NADA KHAYAT	Demonstrator	Medical Surgical	nrkhayat@iau.edu.sa
Maha Mohammed Al-Madani	Assistant P.	Ob/Gyne. Nursing	mmalmadani@iau.edu.sa
Areej Abdulghani Haitham	Assistant P.	Ob/Gyne. Nursing	aahaitm@iau.edu.sa
Fatimah Abdullah Al-Nass	Assistant P.	Ob/Gyne. Nursing	faalnas@iau.edu.sa
Hanan Jaffer AbuGurain	Lecturer	Ob/Gyne. Nursing	habugurain@iau.edu.sa
Areej ghalib Al-Otaibi	Lecturer	Ob/Gyne. Nursing	agalotiaby@iau.edu.sa
Sahar Abdulkarem Al - Ghareeb	Lecturer	Ob/Gyne. Nursing	saalghareeb@iau.edu.sa
Helan Petricia Devasagayam	Lecturer	Ob/Gyne. Nursing	hdevagayam@iau.edu.sa
Maha Ali Al-Shammari	Lecturer	Ob/Gyne. Nursing	malshamri@iau.edu.sa
Donna Nasser Al -Hajiri	Lecturer	Ob/Gyne. Nursing	dhajeri@iau.edu.sa
Alanood Mohammad AlDossari	Lecturer	Ob/Gyne. Nursing	adossary@iau.edu.sa
Rabeha Abdulrahman AlDossari	Demonstrator	Ob/Gyne. Nursing	radossary@iau.edu.sa
Aliah Dhaghsh Al-Dossari	Lecturer	Ob/Gyne. Nursing	adaldossary@iau.edu.sa
Dalal Samy Al-Dossar	Assistant P.	Ob/Gyne. Nursing	dssossary@iau.edu.sa



Fundamental of Nursing Department			
Name	Academic Rank	Specialty	Email
Hajer Mohammad Al- Yahya	Instructor	Ob/Gyne. Nursing	halyahya@iau.edu.sa
Ahlam Mohammad Al Fatah	Assistant P.	Pediatric Nursing	amhussien@iau.edu.sa
Sama samer Hammad	Assistant P.	Pediatric Nursing	shamid@iau.edu.sa
Khowlod Saleh Bu-beshait	Assistant P.	Pediatric Nursing	ksboboshet@iau.edu.sa
Latifah Abdullah Al-Dossari	Assistant P.	Pediatric Nursing	laldossari@iau.edu.sa
Heba Ahmad Al- Mula	Assistant P.	Pediatric Nursing	haalnulla@iau.edu.sa
Ebtihal Abdulhadi Al- Momeen	Lecturer	Pediatric Nursing	ialmomin@iau.edu.sa
Rawan Salieem Al- Ghamdi	Lecturer	Pediatric Nursing	rsalghamdi@iau.edu.sa
Tahani Mohammed Al- Shammari	Lecturer	Pediatric Nursing	tmalshmari@iau.edu.sa
Ghada Saeed Al- Ghamdi	Lecturer	Pediatric Nursing	gsghamdi@iau.edu.sa
Fatheia Omar Al- Somali	Lecturer	Pediatric Nursing	fmalsomaly@iau.edu.sa
Sadieq Taher Al -Duliem	Assistant P.	Pediatric Nursing	staldulaim@iau.edu.sa
Darwin Damsani Agman	Teacher	Pediatric Nursing	dagman@iau.edu.sa
Reshmi josee	Teacher	Pediatric Nursing	rjose@iau.edu.sa
Bushra Shawgi Bawazier	Lecturer	Pediatric Nursing	bsbawazier@iau.edu.sa



Community Health Nursing Department			
Name	Academic Rank	Specialty	Email
Huda Ali Elebiari	Associate. P.	Community Health	haalebiary@iau.edu.sa
Friyal Mubarak Al-Qahtani	Associate. P.	Community Health	fmalqahtani@iau.edu.sa
Najla Saleh Al-Saleh	Associate. P.	Community Health	nsalsaleh@iau.edu.sa
Emad Adel Al Shediefat	Associate. P.	Community Health	ealshdaifat@iau.edu.sa
Aysar Abed Al-kareem Jamama	Lecturer	Community Health	aajamama@iau.edu.sa
Daham AlEnzi	Demonstrator	Community Health	dialanzi@iau.edu.sa
Rayanah Ali Abdullah AlGhamdi	Demonstrator	Community Health	raaalghamdi@iau.edu.sa
Hind moahmmmed Al-Otaibi	Demonstrator	Community Health	Hmkalotaibi@iau.edu.sa
Noura Khaled Nassar AlNassar	Demonstrator	Community Health	nkalnassar@iau.edu.sa
Amira Ali Al-Showkan	Associate. P.	Psychiatric & Mental Health Nursing	aaalshukat@iau.edu.sa
James Malce Alo	Associate. P.	Psychiatric & Mental Health Nursing	JMALO@iau.edu.sa
Neama Mohammed Fouad	Associate. P.	Psychiatric & Mental Health Nursing	nmkamel@iau.edu.sa
Zahra Hassan al-moaber	Lecturer	Psychiatric & Mental Health Nursing	zalmauber@iau.edu.sa
Nora Ghalib AL-Otaibi	Lecturer	Psychiatric & Mental Health Nursing	ngalotaibi@iau.edu.sa
Khlood Fahad Al-Rshedi	Lecturer	Psychiatric & Mental Health Nursing	Kfalrashedi@iau.edu.sa
Faisal Lafi AL-thfairi	Lecturer	Psychiatric & Mental Health Nursing	faldhafeeri@iau.edu.sa
Fatima Sehmi Al-Qahtani	Instructor	General Nursing	falqahtani@iau.edu.sa



Community Health Nursing Department			
Name	Academic Rank	Specialty	Email
Amna Omer Mustafa	Teacher	General Nursing	aoomar@iau.edu.sa

Nursing Education Department			
Name	Academic Rank	Specialty	Email
Sana Abdulkareem AlMahmoud	Assistant P.	Leadership & Management	saalmahmoud@iau.edu.sa
Eshtiaq Abdulaziz Al-Faraj	Assistant P.	Nursing Education	ealfaraj@iau.edu.sa
Reem Nasser Al -Dossary	Assistant P.	Leadership & Management	rnaldosari@iau.edu.sa
Shereen Rajab Dorgham	Assistant P.	Leadership & Management	srdorgham@iau.edu.sa
Jordan Tovera Salvador	Assistant P.	Leadership & Management	jtsalvador@iau.edu.sa
Adel Ali Al Abdeli	Assistant P.	Leadership & Management	aalabdaly@iau.edu.sa
Ahrjaynes Balanag Rosario	Lecturer	Leadership & Management	Abrosario@iau.edu.sa
Lilibeth DelaVictoria Reyes	Lecturer	Leadership & Management	lbreyes@iau.edu.sa
Kathlynn Sanchez	Lecturer	Business Management	kbsanchez@iau.edu.sa
Bassem Mezeel Al Onaizi	Assistant P.	Nursing administration	bmalanzi@iau.edu.sa
Rawan Abdulaziz Al Turki	Lecturer	Nursing Education	raalturki@iau.edu.sa
Reema Saad Zahrani	Lecturer	BSN-General	rszahrani@iau.edu.sa



Contact Us

Faculty members make every effort to be available for their students. Office hours with sign-up sheets to meet with faculty are posted each semester. If a student cannot meet with faculty during these times, they should communicate this with the faculty via email or blackboard so that another mutually convenient time may be arranged. Students are expected to use the official university email addresses. Faculty members may not respond on weekends or vacations.

Contact details:

Main Campus - College of Nursing

Building #750

Imam Abdulrahman Bin Faisal University,

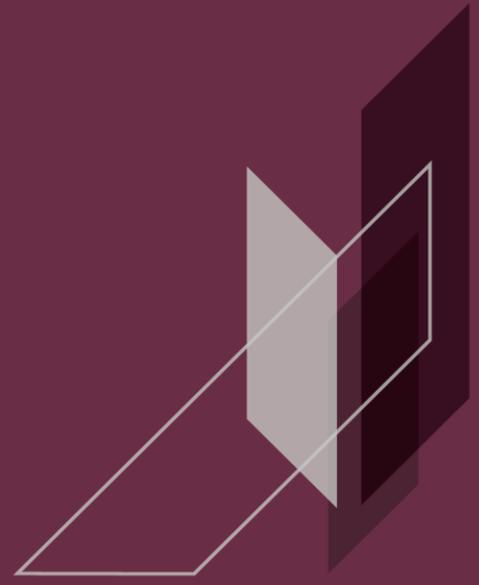
Dammam

Kingdom of Saudi Arabia

Telephone: 013331603

Email: aalbarak@iau.edu.sa





جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية التمريض College of Nursing