



جامعة السلطان قابوس
Sultan Qaboos University

Academic Advising: Faculty Handbook

2017

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INTRODUCTION

The job of a faculty member at Sultan Qaboos University (SQU) involves teaching, research, academic advising, administrative duties, and community service. This handbook defines the duties of an academic advisor and provides guidelines for referrals to the second level of advising, that is professional counseling provided by SOU Counseling Centre.

Academic advising is an important part of an academician's job at Sultan Qaboos University. Thus, academic advisors should familiarize themselves with appropriate University policies and regulations and plan to spend sufficient time with each of their advisees. Careful advising can prevent small problems from becoming big ones and can help students to be successful and enjoy their programme of studies at the University.

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ACADEMIC ADVISING

As a faculty member, you will be required to act as an academic advisor who guides students toward successful completion of their degrees. Your role is to help students make reasonable academic decisions and encourage them to take responsibility for their own academic progress.

Because students are seldom familiar with University and departmental requirements, or clear about career goals, your duties may include advice on “selecting a course” to discussing career opportunities”. You should act as an interested and informed adult who” can help students identify problems and consider alternative solutions and generally guide them in their decision making. You should inform them about relevant academic .regulations, but ultimately the student is responsible for knowing the academic regulations

The academic regulations are contained in the booklet “Undergraduate Academic Regulations (UAR)” obtainable from the Deanship of Admissions and Registration's website. The Undergraduate Academic Regulations booklet should be studied, as it is the definitive source of all regulations with which you will be working.

The job of an academic advisor is outlined below as a set of obligatory as well as recommended duties.



2.1 STUDENT FILE

While most of the information about your advisees is available on-line, it is appropriate to maintain a separate file (Appendix 1) for hard copies of administrative documents that minimally include the student's details and their degree and work plans (Appendix 2). The degree programme work plan is provided by your department and is usually organized by semester and year for a student with a typical registration so that courses not taken can be easily identified. The degree programme work plan is designed to ensure that the advisee is completing the courses required for graduation. If the student changes advisors and/or departments, then the file is forwarded to the new advisor.

2.2 GENERAL ORIENTATION

Students should come to their advisor at the beginning of the semester to discuss their progress. You should take this time to ensure that they know what to do and where to go. Answer their questions or direct them to someone who can.

a. Pre-registration

Study the student file and degree programme for each of your advisees in advance in order to prepare for your meeting with them. Students will eventually register for courses on-line (Appendix 3), but prior to this they should come to you for your advice. It is obligatory for students on academic probation to visit their advisor, but if you also need to see other advisees you may request Admissions and Registration to block their on-line access.

b. Course Selection:

Help the students select their courses using the degree programme work plan. Carefully check the student's transcript to ensure that the student has passed all the required and prerequisite courses from the previous semesters. A student will not be allowed to register in a course unless the student has passed the prerequisite. You are responsible for advising your advisees on co-requisite and prerequisite course requirements.

If students have not passed the prerequisites required to take up a typical course load for a given semester, then they have the following options:

1. Take an alternative required or elective course for which they have passed all prerequisites.
2. Retake a course which they have failed or received C or below in a previous semester .
3. Take an extra elective course (Advise the student that this does not contribute toward the graduation requirements).
4. Take a reduced load (Remind the student that this acts to delay graduation).



2.3 GRADE POINT AVERAGE (GPA)

The semester and cumulative GPAs are measurements of the student's semester and cumulative performance respectively, as a weighted average of grades attained by students in all courses attempted (Appendix 4). They offer a quick and easy measure of students' performance. You should explain the meaning of the GPA to your advisees. Students are performing adequately if their GPA is 2.00 and above. Students would be at risk if their GPA falls between 1.00 and 1.99 by completing 9 or more credits in the first semester and on probation if the GPA falls below 2.00. Students at risk and on probation are required to visit you to be able to use on-line registration. Appendix 4 provides a sample calculation of the GPA.

2.4 PERFORMANCE EVALUATION

You should discuss with students their performance during previous semesters and it is crucial that you are familiar with progression standards especially those concerning probation (UAR-C8). A student whose semester and cumulative GPA are at least 2.00 can carry a normal course load (15-18 credits) depending on their work plan, but students on probation are only allowed to register between 12 and 9 credits (Appendix 6). The UAR also sets minimum satisfactory credit accumulation during the study at the University (UAR-D5) as these will determine students' semester credit course loads. As an example, a student who has been in the University for 5 semesters should have accumulated between 37-60 credits. It is unacceptable for this student to earn 36 credits only. Details on the number of credits students should take depends on the progression of the student as outlined in the UAR-C8).

You should communicate clearly to the students on-probation that probation is not punitive. It allows them to continue with a reduced course load to help them improve their work.

One of the best strategies for improving the cumulative and semester GPA is to repeat a course(s) which the student previously failed, or in which low grades (D, D⁺ or C) were obtained.

2.5 GRADUATION REQUIREMENTS

The following are required for completion of the degree:

- a. Completion of the university requirements:
 - i. 3 credits in Arabic Language
 - ii. 2 credits in Oman and Islamic Civilization or Islamic Culture
 - iii. 1 credit in Contemporary Omani Society
 - iv. 6 credits in general (university) elective courses
- b. Completion of college requirements
- c. Completion of major requirements:
- d. Completion of a minimum number of credits as specified by the degree.
- e. Completion of all required courses with a minimum graduating GPA of 2.00.

If a student falls behind or is out of sequence, you should help the student formulate a plan and timetable for completing the degree within the maximum number of semesters allowed (UAR-D6).



Use the degree programme work plan and a schedule of course offerings to devise such a plan.

Students may have been unable to take a course required by their degree plan and must take a substitute course to replace it. A request (Appendix 8) must be submitted before registration in the substituted course. Details on the rules governing substituted courses are outlined in UAR-D4.

In their final semester students should apply for graduation clearance (Appendix 9) so that formalities, including a degree audit, can be undertaken.

2.6 ADMINISTRATIVE

The UAR details various regulations pertaining to course registration and other related matters. In addition to assisting in registration, there are several other administrative procedures through which you need to coach your advisee.

2.6.1 Course load

Semester course load depends on student progress in previous semesters (GPA) and whether the student is graduating or not. The course load also depends on whether the student is on extended, normal, at-risk or on probation (UAR-C8 and UAR-B3). Note that for graduating students the course loads may be extended (UAR-C8, Appendix 7).

2.6.2 Dropping or Adding a Course

Changes to students' original registration may be made on-line by the students during the first week of scheduled classes. If, however, the new registration requires an exception to either the course load or prerequisite requirement, students will have to use the «Drop and Add Form». The Add and Drop Form can be obtained from the Deanship of Admission and Registration website (Appendix 13). Note that Foundation Programme students registered for credit courses can only withdraw from them manually (Appendix 12).

2.6.3 Course Withdrawal

From the second week to the end of halfway semester in the course, students may withdraw from it and receive a «W» on their transcripts. Students may withdraw up to 4 times during their study in the University provided that their semester load does not fall below 9 credits. While withdrawal can be done on-line for the 1st and 2nd withdrawals, the student should get authorization from you for the 3rd and 4th withdrawals (UAR-B2).

2.6.4 Repeated Courses

A student may repeat failed courses (F, FW) that are required in the degree programme. All components of the repeated course must be repeated. A student may repeat a course with a passing grade C or below within three semesters (UAR-C12).



2.6.5 Re-sit

A re-sit may be granted to student who completed all degree requirements, but failed that course in the last two semesters.

2.6.6 Student Attendance

Students are primarily responsible for their attendance and absenteeism is monitored by course instructors. Attendance in classes is mandatory. Absence without prior notice or reason will result first in a warning notice followed by a withdrawal notice if absence continues. A "FW" letter grade is given if the student is asked to withdraw from a course because of absence. A student may be granted an excuse of absence as detailed in the UAR-B6.

2.6.7 Selection of a Major

Students must fulfil all pre-requisite courses and any other criteria set by the department before applying for a major.

2.6.8 Transfer between Colleges and Majors

Students may transfer from the college or an academic program in which they were admitted to another college in SQU or a program if they satisfy the transfer criteria specified in the UAR-A4. Students are allowed to transfer once only. The total duration time of study should not exceed the maximum allowable duration as per the rules stated in UAR-D6. Transfer between majors takes place with the college itself, but transfer to another college is done through the Student Information System (SIS). Students who experience academic problems for the first time, or have trouble with English, often panic and seek transfer as an escape. An advisee asking about transfer may simply need reassurance or assistance with study skills.

2.6.9 Postponement and Withdrawal

Occasionally a student may wish to leave the university. A "postponement" is a temporary leave of absence for a semester, renewable for a second semester with a guaranteed re-entry. The conditions and regulations related to postponement is given in UAR-B7. Withdrawal from the university (UAR-B8) is a more permanent departure with readmission only allowed under certain conditions. Students who feel a need to leave the university should usually be advised to file for postponement and not withdrawal. This gives them a way back if they later change their mind. The "Study Postponement" or "Withdrawal from University" forms are available from the Deanship of Admissions and Registration (Appendix 13).

2.6.10 Summer Semester

Eligibility and general registration regulations for the summer semester are elaborated in UAR-B1.



2.7 CONFLICT RESOLUTION

Some students will have difficulty with their programme of study sooner or later. In many instances small problems are mismanaged and become big problems. As an advisor you can sometimes help your advisee resolve such conflicts by:

- (1) helping them to identify the real source of the difficulty and
- (2) suggesting a course of prudent action.

Without such advice students will often take the wrong action or take no action at all.

Students' problems often fall into one or more of the following classic areas:

2.7.1 Course Management

Which part of the course needs the most attention? Do students spend their time copying notes or working on assigned problems? Do they ask their instructors where they should focus their efforts in the course? Do they know the grading policy of their instructor? Do they make use of the time they give to study efficiently? Do they attend all lectures or labs?

2.7.2 Time Management

Do students have a realistic understanding of how much study time is required? Do they waste their time? Have they thought about their priorities? Do they spend disproportionate amount of time on their courses? Do they prepare for exams well in advance?

2.7.3 Student-faculty Working Relationship

Does the student have a problem with the course or the instructor? Does the student use office (consultation) hours for extra help from the instructor?

2.7.4 Study Skills and Habits

Where and when do the students study? Give them suggestions for improvements. Do they read the prescribed textbook for the course?

2.7.5 Test Taking Skills

If they suffer from "test anxiety", what can they do about it? Do they have basic test taking skills? Do they have access to previous tests/exams in the course?

2.7.6 Need for Additional Tutoring

At times a student will not have the background or ability to keep up with a course without additional help. They may need your help to recognize this. Special tutoring may not always be available, but many times it is available and the student needs to be encouraged to make arrangements for it.



2.7.7 Alternative Course Selection

If a student has difficulty with one elective subject, it may be possible to switch to another elective (e.g, a student with a weak math background may take earth science or biology as an elective instead of physics or calculus). It is important to deal with such problems early on. Difficulties with required courses may necessitate a change of major.

2.7.8 Dropping a Course

Dropping courses is acceptable and the preferred action under certain circumstances that may include the following:

- a. It is done before the deadline (See Appendix 8) and with the realization that it will probably lengthen the duration of the student's studies.
- b. The student is working hard, but he/she cannot carry their full course load with passing marks. It is possible that a heavy work load is causing the student to perform poorly in courses where he/she would otherwise perform adequately.
- c. By dropping one course the student is then likely to perform adequately in the remaining courses.
- d. The student is under extreme physical or psychological stress (e.g., is undergoing medical treatment or has certain personal problems).
- e. If you think by dropping a course your advisee is more likely to succeed.

The following reasons are not acceptable ones for dropping a course during the semester:

- a. Quitting due to a low score on the first exam.
- b. Not liking the course or the instructor.
- c. Failing a course due to insufficient effort.
- d. To maintain a high GPA on a reduced load

2.7.9 Non-Academic Problems that Hinder

As an advisor you need to be sensitive to these issues even though you may not be able to offer your advisee any professional help. When your advisee has a difficulty, you can usually isolate the real issues by asking a few questions. This is important to do because the student will usually come to you for your approval of his/her solution to his/her perceived problem (i.e., not really seeking your advice, just your "rubber stamp"). Frequently they have not identified the best solution and possibly they have not identified the real source of the problem. Help the student to analyze carefully their situation and guide them toward a reasonable course of action.

You should encourage your advisees to resolve such conflicts before their studies suffer seriously. In cases where the student fails to adjust and becomes overwhelmed with psychological, social, or physical challenges, refer the student to the second level of advising which consists of the professional counseling or medical help that SQU provides (see Counseling section).



2.8 ENCOURAGEMENT

Even capable and conscientious students can run into difficulties which discourage them and hinder their academic performances. A few timely words of encouragement are worth their weight in gold.

2.9 STUDENT ACADEMIC

- a. You should inform your students of the importance of refraining from any academic misconduct.
- b. The Student Academic Misconduct Policy provides details of procedure to be followed in case of students' academic misconduct in assignments and in-semester examinations, projects and theses, and final examinations. The policy details the procedure to be followed for prevention, detection, inquiry, decisions, reporting, penalties and appeals.
- c. You should inform your students that an online system has been instituted to report all academic misconduct cases.

2.10 CAREER DECISIONS

As an academic working in the Sultanate of Oman, you may not have a complete picture of the career opportunities for Sultan Qaboos University graduates. However, you can stimulate your students' thinking by mentioning possibilities. Students often have a very limited understanding of the variety of job opportunities that may be available to someone within their academic discipline. Talk with them about possibilities.

Many capable students would not consider proceeding to graduate school unless advised by one of their instructors. When you advise students, who in your view have potential for further study, encourage them to

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COUNSELING

Counseling is offered by the university through the Student Counseling Center to meet students' needs who exhibit maladaptive behavior for some certain reasons. Students' maladjustment to university life may pertain to academic, personal, social, familial, vocational, or physical problems that make it difficult for them to adjust to the university environment and adversely affect their academic performance.

Counseling is usually performed by specialist counseling psychologists and counselor educators. After reviewing the student's case, a guidance and counseling specialist would arrange a number of closed counseling sessions discussing the student's problem(s) based on the code of ethics for the counseling profession. When there is a need for a student to meet a counseling specialist, you should either call the Student Counseling Center on extension number 1826 to book an appointment, or refer the student to the Student Counseling Center using the specified referral form that is electronically available in the Center's webpage at the SQU website.



Signs of maladjustment signifying the need for counseling include, but are not limited to, the following:

- a. Sudden and drastic drop in an otherwise high level of academic performance with no justifying reasons
- b. Unjustified request of postponement or withdrawal from the university
- c. Persistent negative behavior shown by the student
- d. Apparent high level of anxiety relating to exams, assignments, social life, or anxieties of unspecified origin
- e. Student's inability to face, clearly communicate or describe his/her problem
- f. Obvious signs of confusion, frustration, apathy, or despair
- g. Persistent complaints of physical problems, loss of appetite, sleep disturbance, persistent fatigue and social withdrawal
- h. The clear expression of a desire for psychological consultation (students often say that the consultation concerns a close friend or a family member)
- i. Obvious signs of depression such as pessimism, negativity, unwillingness to do everyday tasks, or reduced motivation

When referral to counseling is considered, the following should be noted:

- a. You will continue to be the academic advisor of this student.
- b. Counseling is usually confused by the students with psychotherapy and psychiatry. Advisors should explain to the student that seeing a counselor does not mean that he/she is psychologically or mentally ill. Advisors must play a major role in convincing the student and facilitating the contact with a counselor. Students should be particularly assured about "privacy" and «confidentiality» of information he/she provides to the counselor.
- c. Academic advisors must provide the guidance and counseling specialist with brief information about the student's case, either verbally or in writing.
- d. You should explain to the student the nature of counseling and that meeting the guidance and counseling specialist will be in the Student Counseling Center.
- e. If the student is under probation, you should consider the following:
 - i. Meeting the student weekly to motivate him/her for studying and doing assignments
 - ii. Helping the student to acquire effective study skills for his/her major
 - iii. Encouraging the student to develop self-confidence to improve his/her academic performance
 - iv. Assisting the student with registration of required courses and help him/her to exit academic probation
- v. Referring the student to the Student Counseling Center as soon as you observe any signs of maladjustment

APPENDIX 1. Student Information sheet

Much of this information is available through your on-line access as “Advisor” to the students.

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ
Sultan Qaboos University
College of _____
STUDENT INFORMATION SHEET

Student's ID. #	:	_____	Recent Photograph
Student's Name	:	_____	
Father's Name	:	_____	
Grandfather's Name	:	_____	
Tribe's Name	:	_____	
Date of Birth	:	Day _____ MONTH _____ Year 19____	
Sex	:	MALE _____ FEMALE _____	
Marital Status	:	MARRIED _____ SINGLE _____	
Residence During Semester:			
In the University	:	RESIDENTIAL UNIT _____ ROOM# _____ PHONE# _____ RESIDENCE SUPERVISOR'S NAME _____ PHONE# _____	
Outside the University	:	ADDRESS _____ _____ POSTAL CODE _____ PHONE# _____	
Guardian's Name	:	_____ WORK PHONE# _____	
Permanent Address	:	_____ _____ POSTAL CODE _____	

THIS PART IS TO BE FILLED BY THE ACADEMIC ADVISOR	
Current or intended Specialization (if Applicable)	_____
Department	_____
Remarks	_____ _____ _____ _____ _____



APPENDIX 2. Example of a Degree Programme Work Plan

Each programme has its own work or study plan as part of the degree plan. These can be accessed and downloaded from either the College/Department or Deanship of Admissions and Registration web sites .

DEPARTMENT OF FOOD SCIENCE AND NUTRITION

HUMAN NUTRITION

Study Plan: for Cohort 2014

Sem.	Course Code	Course Title	Cr.	Pre-req./Co-req.*	Cat.
ONE FALL		Foundation Program	0		UR
	TOTAL		0		
TWO SPRING	ARAB1001	Arabic	3		UR
	CAMS2000	Intro. CAMS	0		CR
	CAMS2003	Intro. to Food & Resource Economics	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CR
	CHEM2101	General Chemistry I	4	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604), FPMT(0105 or 0109)	CR
	LANC2140	English for CAMS I	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CR
		University Elective	2		UE
	TOTAL		15		
THREE FALL	HIST1010	Oman & Islamic Civilization	2	=ISLM1010	UR
	BIOL2101	General Biology I	4	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CR
	LANC2141	English for CAMS II	3	LANC(2140 or 2142)	CR
		University Elective	2		UE
		University Elective	2		UE
	FSHN2301	Introduction to Human Nutrition	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CE
	TOTAL		16		
FOUR SPRING	SOCY1001	Contemporary Omani Society	1	=SOC13320	UR
	CAMS3000	Seminar & Presentation Skills	2	CAMS2000, FPCS(0101 or 0102), FPMT(0105 or 0109), LANC2141	CR
	CAMS3001	Biometry & Experimental Design in AMS	3	CAMS2000, FPCS(0101 or 0102), FPMT(0105 or 0109), LANC2141	CR
	PHYS2101	General Physics I	4	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604), FPMT(0105 or 0109)	CR
	FSHN2101	Principles of Food Science	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CE
		College Elective	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CE
	TOTAL		16		
FIVE FALL	FSHN2102	Prin. of Food Science – Application Lab	2	FSHN2101	AR
	FSHN2302	Principles of Biochemistry	3	BIOL2101, CHEM2101	AR
	FSHN3304	Food Service Systems – Production & Purchasing	3	FSHN2101 + (CAMS2003)	AR
	NURS2016	Anatomy & Physiology II with Lab	4	NURS 1010	AR
	FSHN3305	Macronutrients in Human Nutrition	3	FSHN2301, (BIOL2101 or CHEM2101)	AR
		TOTAL		15	
SIX SPRING	NREC3107	Food Service Systems – Operation Management	3	FSHN2102 or NREC3101	AR
	LANC2034	Academic English for Nutrition	3	LANC2141	AR
	NURS1010	Anatomy & Physiology I with Lab	4		AR
	FSHN3306	Micronutrients in Human Nutrition	3	FSHN3305	AR
	FSHN3307	Nutrition Assessment & Planning	3	FSHN 2301	AR
		TOTAL		16	

APPENDIX 3. On-line Registration

The on-line screen for registration appears differently for the student and the academic advisor. These are shown in the following screen shots.

SULTAN QABOOS UNIVERSITY
DEANSHIP OF ADMISSIONS & REGISTRATION

Welcome Ab Mohammed Al...

[Logout](#)

Registration	Grades	Service Request	Others
Master Timetable	Student Transcript	Expected to Graduate Letter	Student Address
Online Registration	GPA Calculator	Transfer Request	My Account
Course Drop with "W"	Degree Audit	Student Minimum Accepted Credits	
Student Status Enquiry			

© Center for Information Systems

Academic advisor screen for on-line registration

SULTAN QABOOS UNIVERSITY
DEANSHIP OF ADMISSIONS & REGISTRATION

Welcome David

[Logout](#)

Welcome to SIS Online Services.. Please click the desired link.

[عربي](#)

Advisees List	Students Class List	Degree Audit	GPA Calculator
Online Grades Entry	Instructor Timetable	Master Time Table	Student Minimum Accepted Credits
FW Notification	Students on Probation List	Room Booking Report	Student Address
Student Status/Registration Enquiry	Student Transcript	My Account	Withdraw Approval

© Center for Information Systems



APPENDIX 4. Example CGPA Calculation

A second-year student has 84 points from 28 credits (attempted and earned) with a cumulative GPA of 3.00. In the next semester the following grades were obtained in new courses without any repeats:

Course code (credits)	Letter grade	Calculated points
CHEM2101 (4 credits)	C	$2.0 \times 4 = 8.0$
MATH2107 (4 credits)	C-	$1.7 \times 4 = 6.8$
ERSC1007 (2 credits)	A	$4.0 \times 2 = 8.0$
ILSM1010 (2 credits)	B	$3.0 \times 2 = 6.0$
PHYS2101 (4 credits)	C+	$2.3 \times 4 = 9.2$
Total credits = 16		total points = 38

$$\text{Semester GPA} = 38/16 = 2.375 = 2.38$$

The new cumulative GPA is calculated by:

Adding the points together ($84 + 38 = 122$) and dividing them by the credits taken in this semester added to the previous total credits attempted ($16+28 = 44$). Thus the CGPA = $122/44 = 2.77$

Note that both semester and cumulative GPAs are rounded to two decimal places.

APPENDIX 5. Registration Form for Advanced Probation Students

Students who are on probation cannot register on-line and must use this two-page form.

Sultan Qaboos University
Deanship of Admissions and Registration



جامعة السلطان قابوس
عمادة القبول والتسجيل

استمارة تسجيل طلبة الملاحظة الأكاديمية Registration Form for Probation Students

Student's Information		معلومات عن الطالب	
Name:..... Cohort/الفئة:.....		الرقم الجامعي ID الاسم:.....	
Major/التخصص:.....		Minor/الفرعي:.....	
College/الكلية:.....		College/الكلية:.....	
Academic Information		معلومات أكاديمية	
Semester to be registered/التصلي المراد تسجيله:.....		Number of Sem in credit/ عدد القصول المنجزة:.....	
Earned credits/عدد الساعات المكتسبة:.....		Attempted credits/عدد الساعات المحضبة:.....	
Cum GPA / المعدل التراكمي:.....		Sem GPA / المعدل الفصلي:.....	
Probation Type <input type="checkbox"/> فصلية /Sem <input type="checkbox"/> تراكمية /Cum <input type="checkbox"/> فصلية وتراكمية /Sem&Cum		نوع الملاحظة	
Probation Sequence <input type="checkbox"/> Prob 02/الثانية <input type="checkbox"/> Prob 03/الثالثة <input type="checkbox"/> Others/أخرى:.....		تسلسل الملاحظة	
Recommendation: Based on the above information, the student must register/repeat courses according to the following tables:		التوصية: بناءً على المعلومات اعلاه على الطالب تسجيل/اعاده المقررات حسب الجداول التالية:	
First: Courses to be Repeated		اولاً: المقررات التي يجب اعادةها	
رمز المقرر ورقمه Course Code & No	اسم المقرر Course Title	الساعات Credits	موافقة مساعد عميد المقرر Course Asst.Dean Approval
الدرجة المطلوبة Target grade	الدرجة التنبيهية Old Grade	الدرجة المطلوبة Target grade	الدرجة التنبيهية Old Grade
أقل معدل فصلي Minimum Sem GPA			
Second: New courses to be Registered		ثانياً: المقررات الجديدة التي يجب تسجيلها	
رمز المقرر ورقمه Course Code & No	اسم المقرر Course Title	الساعات Credits	موافقة مساعد عميد المقرر Course Asst.Dean Approval
الدرجة المطلوبة Target grade	الدرجة المطلوبة Target grade	الدرجة المطلوبة Target grade	الدرجة المطلوبة Target grade
أقل معدل فصلي Minimum Sem GPA			
According to the Undergraduate Academic Regulations, the student's current semester number is (.....), in which he/she should earn more than (.....) credits to avoid being withdrawn from University. If the student passes all the above recommended courses, his/her total earned credits will be (.....) with a Semester and Cumulative GPA more than or equal 2.00.		بناءً على النظام الأكاديمي يعتبر الفصل الحالي هو الفصل رقم (.....) والطلاب وعلى الطالب إنجاز أكثر من (.....) ساعة مكتسبة ليتفادي مطالته والإستعداد بسبب اجمالي عدد الساعات المكتسبة المطلوبة مع نهاية كل فصل دراسي. عند نجاح الطالب في المقررات اعلاه واستيفائه ما جاء بها من توصيات فإن اجمالي عدد الساعات المكتسبة سيكون (.....) بمعدل فصلي وتراكمي أكبر من او يساوي 2.00	
Advisor's comment:.....		ملاحظة المشرف الأكاديمي:.....	
Advisor's Name and signature:.....		اسم وتوقيع المشرف الأكاديمي:.....	
Student's signature:.....		اسم وتوقيع رئيس القسم:.....	
HOD's Name and signature:.....		اسم وتوقيع مساعد العميد المختص:.....	
Asst.D's in charge, Name and Signature:.....		اسم وتوقيع مساعد العميد المختص:.....	
Date:.....		تاريخ:.....	
College Stamp:.....		ختم الكلية:.....	
Receiving Date and signature by Admissions and Registration personnel:.....			
Please note that this form has to be filled by the student's advisor/الملاحظ الأكاديمي للطالب/عن طريق المرشد الأكاديمي للتسجيل			



The second page of the form has important information regarding required credits to avoid the student being asked to leave the University.

<p>The following system applies for the 2011 cohort onwards</p> <p>The Probation course load status progression will be: Prob01, Prob02, Prob03.</p> <p>The following messages will appear on the transcripts: First Probation: Warning Second Probation: Final Warning Third Probation: Required to withdraw from the University for Academic Reasons</p> <ul style="list-style-type: none"> Unless the semester GPA falls below 1.00, the first semester in credit should not count towards probation. The probation status progressions are consecutive. If a student goes back on probation after leaving it, he/she will return to the level in which he/she was last time. For example: Normal > Probation 1 > Probation 2 > normal > Probation 2 > Probation 3. <p>A student could be re-admitted if all of the following criteria are satisfied: - A minimum semester GPA of at least 1.80 - A minimum cumulative GPA of at least 1.80 - Achieve a minimal satisfactory credit accumulation during study at the university as laid out in the below table:</p>	<p>نظام الملاحظة الأكاديمية المطبق على دفعة 2011 وما بعدها يكون ترتيب الملاحظة الأكاديمية في سجل الطالب الدراسي كما يلي: ملاحظة أولى، ملاحظة ثانية، ملاحظة ثالثة. وستظهر العبارات التالية في كشف الدرجات: - ملاحظة أكاديمية أولى إنذار - ملاحظة أكاديمية ثانية إنذار نهائي - ملاحظة أكاديمية ثالثة، مطالب بالاستسحاب من الجامعة لأسباب أكاديمية</p> <ul style="list-style-type: none"> إن يحتسب القصل الدراسي الأول من الملاحظة الأكاديمية ما لم يحصل الطالب على معدل نقاط التقدير القسلي أقل من 1.0 أن يكون تعاقب الملاحظة الأكاديمية بشكل متتالي عند عودة الطالب للملاحظة الأكاديمية بعد خروجه منها، يوضع في نفس الملاحظة الأكاديمية التي سبق له الحصول عليها، على سبيل المثال: عادي < ملاحظة 1 < ملاحظة 2 < عادي < ملاحظة 2 < ملاحظة 3. <p>في الملاحظة الأكاديمية الثالثة، مطالب بالاستسحاب من الجامعة لأسباب أكاديمية</p> <ul style="list-style-type: none"> يمكن أن يمنح الطالب فرصة لإعادة قيده في الجامعة إذا ما حقق ما يلي: - معدل قسلي (1.8) كحد أدنى، - معدل تراكمي (1.8) كحد أدنى، - انجاز الساعات المعتمدة الموضحة في الجدول أدناه على الأقل خلال فترة دراسته في الجامعة: 																																																								
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APPENDIX 6 .Sample Deficit GPA Calculation

Suppose a student is on probation with a cumulative GPA of less than 2.00. He is limited to 12 credits and wants to know what it will take to get the cumulative GPA to 2.00.

- The starting point is to look at the bottom line of the transcript to see the «Total Credits Attempted», “Total Credits Earned”, “Total Grade Points” and the semester and cumulative GPA values.
 - o If the credits attempted are greater than credits earned it usually means that the student has failed (F) one or more courses.
 - o If there is no difference between the two numbers, then it means that all courses have passing grades (D and above).
 - o If the semester GPA is below 2.00, then, in the following semester it has to be above 2.00 to avoid continued probation.

- Identify which courses will be taken in the following semester and work out their impact on the “Total Credits Attempted” as this is crucial for calculating what the semester GPA will have to be to return to “Normal” course load status. This is best explained with the following examples:
 - o In the first example a student’s transcript shows:
Semester GPA 0.60, Cumulative GPA [CGPA] 1.88, Total Credits Attempted 29, Total Credits Earned 25, Total Grade Points 54.6 Registering 12 credits of new courses takes the “Total Credits Attempted” to 41 (29 + 12).
Total points required to reach CGPA of 2.00 is 82 (41 x 2.00)
Points required in the semester are 27.4 (82 – 54.6).
Semester GPA should be 2.28 (27.4/12) to reach a CGPA of 2.00
Thus Four ‘C+’ grades will allow the student to return to a normal course load status

 - o If the 12-credit registration included repeating the failed 4-credit course, then Total Credits Attempted is 37 (29 + 8)
Total points required to reach CGPA of 2.00 is 74 (37 x 2.00)
Points required in the semester are 19.4 (74 – 54.6)
Semester GPA should be 1.62 (19.4/12) to reach a CGPA of 2.00
BUT because the previous semester GPA was below 2.00, this semester GPA must be 2.00 (24/12)
the new CGPA will be 2.12 [(54.6 + 24)/(29 + 8)]



o In the second example, a student's transcript shows Semester GPA 2.59 CGPA 1.88, Total Credits Attempted 35, Total Credits Earned 35, Total Grade Points 65.7. Registering 12 credits in all new courses takes the "Total Credits Attempted" to 47 (35 + 12).

Total points required to reach CGPA of 2.00 is 94 (47 x 2.00)

Points required in the semester are 28.3 (94 – 65.7)

Semester GPA should be > 2.358 (28.3/12) to reach a CGPA of 2.00

Grades of 'C+' and 'B-' will allow the student to return to a normal course load status.

o If the 12-credit registration included repeating two 3-credit courses with low grades ('D' and 'D+') then «Total Credits Attempted" is 41 (35 + 6)

But the Total Grade Points are reduced by removing the points for the two courses.

For the 'D' -3 points (1 x 3) and for the 'D+' -3.9 (1.3 x 3)

Used grade points becomes: 58.8 (65.7 – 6.9)

Total points required to reach CGPA of 2.00 is 82 (41 x 2.00)

Points required in the semester are 23.2 (82 – 58.8)

Semester GPA should be 1.93 (23.2/12) to reach CGPA of 2.00

'C' grades will be sufficient for the student to return to a normal course load

- In most cases, repeating course is the best way to return to a normal course load status provided that the minimum acceptable semester credit accumulation is met.

APPENDIX 7. Overload Request for a Graduating Student



Sultan Qaboos University

Course Overload Request for expect to graduate student

College of _____

Student's Name: _____ ID & Cohort: _____

Major: _____ CGPA: _____

Number of Credits Completed: _____ Number of Credits Remaining to Graduate: _____

Expected Graduation Date: Fall 20____ Spring 20____ Summer 20____

Kindly, make (in the table below) your study plan until graduation:

Fall _____			Spring _____		Summer _____	
No.	Course Code	Cr.	Course Code	Cr.	Course Code	Cr.
1						
2						
3						
4					Total	
5						
6						
7						
Total			Total			

Student's Signature: _____ Date: _____

Advisor's Name/Signature: _____ Date: _____

HoD's Name/Signature: _____ Date: _____

For Assistant Dean for Undergraduate Studies office use only:


Signature of Assistant Dean for Undergraduate Studies: _____ Date: _____

College's Stamp

- Add and Drop form should be attached



APPENDIX 8. Substitution Form for a Required Course



Sultan Qaboos University
Deanship of Admissions and Registration
Graduation Department
Substitution Form for a Required Course

Student's Information

Student's name: _____ Mobile: _____
 College: _____ Student's ID: _____ Cohort: _____
 Major: _____ Minor: _____ Specialization: _____

The required course in the degree plan to be substituted:

Title: _____ Code: _____ Credits: _____
 Course College: _____ Course Department: _____

The required course is:

College Requirement Department Requirement Others _____

Information of the course to be registered and considered:

Course Title: _____ Code: _____ Credits: _____
 Course College: _____ Course Department: _____
 Substitution reasons:

Opinion of the registered course's HoD:

HoD's Name: _____ Signature: _____ Stamp _____

Student's signature: _____ Date: _____
 Academic advisor's name/signature: _____ Date: _____
 Student's HOD's name/signature: _____ Date: _____
 Student's Assistant Dean for Undergraduate Studies Approval :
 Name/signature: _____ Date : _____ Stamp: _____

In case the course to be taken is from another college:

Course HoD's Name/Signature : _____ Date: _____
 Course Assistant Dean for Undergraduate Studies:
 Name: _____ Signature: _____
 Date: _____ Stamp _____

Please notice:

- A transferred student from a college to another must know the courses considered in his/her new degree taken from previous college
- Additional documents may be required by Deanship of Admissions and Registration in order to process the request
- A university elective course cannot be substituted for college/ department/major required/elective courses.
- This form has to be approved before course registration
- Course description should be attached

APPENDIX 9. Graduation Clearance Form

Sultan Qaboos University
Deanship of
Admissions & Registration
Graduation Affairs Dept.



جامعة السلطان قابوس
عمادة القبول والتسجيل
دائرة شؤون الخريجين

إستمارة إخلاء طرف خريج GRADUATION CLEARANCE FORM

Student Name:..... اسم الطالب/ الطالبة:

I.D. No.:..... الرقم الجامعي:

College/ Major:..... الكلية والتخصص:

Clearance Formalities:..... إجراءات إخلاء الطرف:

Please get all the Signs and stamps from the concerned برحب الحصول على جميع التواقيع والأختام من ذوي الاختصاص

Student College:..... كلية الطالب:

College Administrator:..... المدير الإداري:

College Library Officer:..... مسؤول مكتبة الكلية:

Textbooks' Officer:..... مسؤول الكتب الدراسية:

Deanship of Student Affairs:..... عمادة شؤون الطلبة:

Director, Cultural and Sports Activities:..... مدير الأنشطة الثقافية والرياضية:

Director, Social Services:..... مدير الخدمات الإجتماعية:

Counseling and Religious Guidance:..... دائرة الإرشاد والتوجيه الديني:

(Librarian, SQU Mosque Library) (أمين مكتبة المسجد)

Director of Administration:..... المدير الإداري:

ختم عمادة شؤون الطلبة

Administrator, Main Library:..... المدير الإداري بالمكتبة الرئيسية:

Finance Department:..... دائرة الشؤون المالية:

(self-sponsored) (الدارسين على نفقتهم الخاصة)

Security Office:..... أمن الجامعة:

(Medical Students Only) (طلاب كلية الطب فقط)

Medical Library Officer:..... مسؤول المكتبة الطبية:

Public Relations Officer:..... مسؤول العلاقات العامة:

(At SQU Hospital) (بالمستشفى الجامعي)

ستعتمد هذه الاستمارة بعد تسليم البطاقة الجامعية



APPENDIX 10. Change of Major



SULTAN QABOOS UNIVERSITY

College of Agricultural and Marine Sciences
Assistant Dean for Undergraduate Studies Office
Change of Major Form

Student's Name: _____ ID & Cohort: _____/_____

Current Major: _____ CGPA: _____

Total credits completed in the current major (major requirements & electives only): _____

Current Minor: _____

Expected Graduation Date: Fall 20 ____ Spring 20 ____ Summer 20 ____

Requested Major: _____

If the major change request get accepted, the Minor will be in: _____

Basic Courses Completed & Grade:

Title	Course Code	Grade	Remarks
General Biology I	BIOL2101		
Introduction to CAMS	CAMS2000		
General Chemistry I	CHEM2101		
English for CAMS I	LANC2140 or LANC2145		
English for CAMS II	LANC2141 or LANC2146		
Pre-Calculus	MATH1106		
Calculus	MATH2107		
General Physics I	PHYS2101		

Student's Signature: Date:

Advisor's Name/Signature: Date:

HoD's Name/Signature: Date: Date:

For Assistant Dean for Undergraduate Studies office use only:

The application is **accepted** / **not accepted**. If accepted, the new advisor is:

Signature of ADUS: Date:




Conditions/important points:

- 1- Major changes are allowed only once and within the first year of the current major.
- 2- Students applying for a major change must meet admission requirements of the requested program and should have passed one science course, LANC2141, and the introductory course of his/her current major.
- 3- The new major will count only the courses relevant to the program. **Note:** not counting some of the courses may delay graduation.
- 4- For non-vacant major, the applicant should have “a minimum of 2.3 cumulative GPA” or “higher than the last admitted student” in case the last admitted student had a cumulative GPA higher than 2.3.
- 5- Priority of major allocation will be given to students without major during the major selection period.
- 6- In all cases and without exception, the maximum allowable transfer should not exceed 10% of the assigned number in each major.

Student's Signature:

APPENDIX 12. Manual Drop Form for Foundation Students

Sultan Qaboos University
Deanship of Admissions & Registration



جامعة السلطان قابوس
عمادة القبول والتسجيل

استمارة الحذف بتقدير 'س'
Drop Form for 'W' grade

Student ID Number: الرقم الجامعي:

Student Name: اسم الطالب:

College: الكلية:

توقيع المحاضر Instructor sign.	اسم المقرر Course title	عدد الساعات Credits	الشعبة Section	رمز المقرر ورقمه Course Code & No.
Remaining Credits after the drop		عدد الساعات المتبقية بعد الحذف		

ختم الكلية
College Stamp

توقيع الطالب
Student Sign.

ملاحظات :

<p>1. Students must maintain a minimum of 9 credits in every semester unless it is the final (graduating) semester.</p>	<p>١. يجب أن يتبقى للطالب ٩ ساعات كحد أدنى للبقاء في الفصل الدراسي إلا أن يكون الطالب خريجاً يحتاج إلى أقل من ٩ ساعات للتخرج.</p>
<p>2. Grade of 'W' will be in the transcript but without any effect in the GPA.</p>	<p>٢. يظهر تقدير 'س' في كشف الدرجات إلا أنه لا يؤثر على المعدل.</p>
<p>3. If a student repeats a course and then drops it with 'W', the old grade will still be counted in the cumulative GPA.</p>	<p>٣. إذا قام الطالب بإعادة مقرر، وقرر حذفه بتقدير 'س' فإن الدرجة التي حصل عليها الطالب في المرة الأولى تبقى في حساب المعدل التراكمي ولا تلتغى.</p>

(٢) النسخة : للطلاب
(2) Blue : Student

(١) الأصل : ملف الطالب
(1) Original : Student file

No. 293



APPENDIX 13. Study Postponement and Withdrawal from the University Forms

The two forms are identical except for the colour

استمارة إخلاء طرف تأجيل دراسة
Student's Clearance / Postponement form

Sultan Qaboos University
Deanship of Admissions & Registration



جامعة السلطان قابوس
عمادة القبول والتسجيل

استمارة إخلاء طرف انسحاب
Student's Clearance / Withdrawal form

Students' Details: **بيانات الطالب:**

Student's Name: اسم الطالب:

ID No: الرقم الجامعي:

College: الكلية:

Major: التخصص:

Date of Application: تاريخ التقدم بالطلب:

Reason: **السبب:**

.....

Approvals: **الاعتمادات:**

Student's College: كلية الطالب:

Asst. Dean: مساعد العميد:

Academic Advisor: المشرف الأكاديمي:

College Administrator: المدير الإداري:

College Library: مكتبة الكلية:

College Stamp: ختم الكلية:

Finance Department: دائرة الشؤون المالية:

Stamp: ختم:

University Security Officer: ضابط أمن الجامعة:

Stamp: ختم:

Deanship of Students Affairs: **عمادة شؤون الطلبة:**

Social Services Department: دائرة الخدمات الاجتماعية:

Cultural Department: دائرة الأنشطة الطلابية:

Stamp: ختم:

Main Library: المكتبة الرئيسية:

Stamp: ختم:

Deanship of Admissions & Registration: **عمادة القبول والتسجيل:**

Signature: التوقيع:

Stamp: ختم:

-Note: **ملاحظات:**

- Any records for Student Can Only be released after all Signatures Obtained

- لن تسلم مستندات الطالب إلا بعد الحصول على جميع التوقيعات ومع تسليم البطاقة الجامعية