



# College of Pharmacy Student Handbook

King Khalid University  
First Edition 2020



# College of Pharmacy Student Handbook

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## **Introduction**

### **Background**

The College of Pharmacy (COP) at King Khalid University (KKU) came to fruition in the city of Abha in 2001. COP is composed of five distinct departments - the departments of Pharmaceutical Chemistry, Pharmacognosy, Pharmaceutics, Pharmacology, and Clinical Pharmacy. Currently, it offers two undergraduate pharmacy programs: the Pharmaceutical Sciences Program (BPharm) and the Doctor of Pharmacy (PharmD) program. The BPharm program is five years in length, while the PharmD program is six years. These programs are entirely instructed in the English language and follow the same curriculum in the first three years, then diverge into two different curriculums in years four and five. In terms of the training period, BPharm students undergo one academic semester (consisting of two mandatory rotations and one elective rotation), while PharmD students undertake one academic year (composed of four mandatory rotations and four elective rotations). The BPharm program thoroughly trains students in the pharmaceutical sciences discipline, thereby equipping them with requisite skills and experiences essential to their success. Upon graduation, BPharm students can move into a related field of science, or they may work in a variety of positions in the pharmacy field - within a range of institutional settings such as hospitals or community pharmacies, pharmaceutical companies, within marketing departments of companies, etc. On the other hand, The PharmD program is more tailored towards the acquisition of skill sets and experiences necessary to excel in clinical settings. Graduates of the PharmD program will be well versed in pharmaceutical sciences and will be able to contribute as working clinicians within hospitals or medical teams.

### **College of Pharmacy Vision, Mission, Goals, and Values**

#### **Vision**

To accomplish national and international recognition for excellence and innovation in pharmacy education, scientific research, and community service.

#### **Mission**

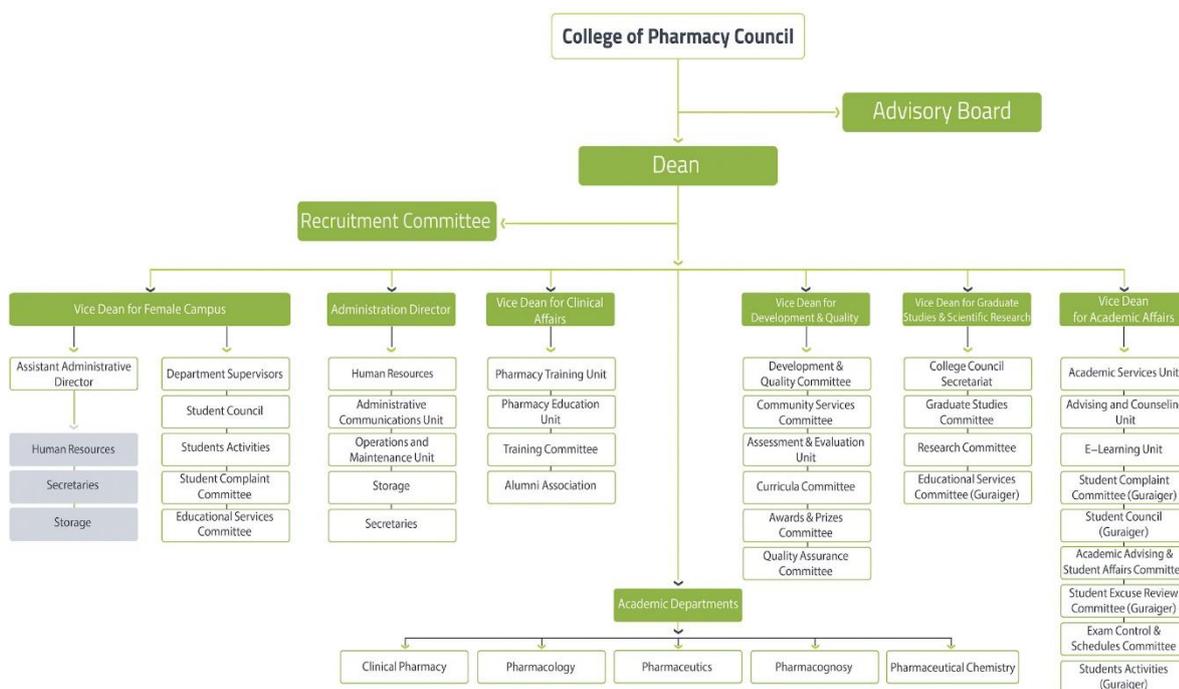
To graduate capable pharmacists who play an effective and efficient role within the health care professional team, and to serve the community through direct patient care, scientific research, and community engagement

#### **Values**

Honesty, commitment, respect, excellence, innovation, and transparency

## College of Pharmacy

The College of Pharmacy (COP), King Khalid University (KKU), was established in 2001. It is a core member of KKU's Health Colleges System. Other constituent members in this system include The Colleges of Medicine, Dentistry, and Applied Medical Sciences (at Abha and Khamis Mushait). The College is composed of five distinct departments -the departments of Pharmaceutical Chemistry, Pharmacognosy, Pharmaceutics, Pharmacology, and Clinical Pharmacy. At its inception, COP offered the BPharm program as its inaugural entry-level degree program. In 2010, in response to national and international trends in pharmacy education, KKU initiated the PharmD program. Currently, both of the programs mentioned above are part of the College's undergraduate pharmacy program offerings. The BPharm program is five years in length, while the PharmD program is six years. The programs are entirely instructed in the English language and follow the same curriculum in the first three years, then diverge into two different curriculums in years four and five. In terms of the training periods, BPharm students undergo four months of practical training, while PharmD students undergo one year. Upon graduation, BPharm students can move into a related field of science, or they may work in a variety of positions in the pharmacy field - within a range of institutional settings such hospitals or community pharmacies, pharmaceutical companies, within marketing departments of companies, etc. On the other hand, The PharmD program is more tailored towards the acquisition of skill sets and experiences necessary to excel in clinical settings. Graduates of the PharmD program will be well versed in pharmaceutical sciences and will be able to contribute as working clinicians within hospitals or medical teams



**College of Pharmacy  
Organizational Chart**

## PharmD Program

The PharmD program at the College of Pharmacy, King Khalid University, is committed to providing a rigorous undergraduate program in pharmaceutical studies and clinical practices. The program's curriculum is built with an integrated approach to drug therapy management and is designed to graduate professional pharmacists who are drug therapy experts. The study plan consists of a six-year undergraduate degree program - one initial first year and five subsequent professional years. The professional years of the program are structured to provide both academic rigor and clinical experiences.

An academic year contains two regular semesters, each consisting of 15 weeks of classes – with classes culminating in an examination period (2 to 3 weeks in length). Each week of classes entails approximately 28 hours of instruction. The curriculum provides students with a strong foundation in pharmaceutical, biomedical, and clinical sciences. During their first three years of professional studies, students study foundational courses. These courses include courses in biomedical and pharmaceutical sciences (e.g., Pharmaceutical chemistry, pharmacognosy, pharmacology, and pharmaceutics). Additionally, the curriculum thoroughly covers the social, behavioral, and administrative aspects of pharmacy practices. In terms of in-field practical training, the program includes both introductory (IPPE) and advanced (APPE) pharmacy practice in governmental and private hospitals of the Aseer region.

## PharmD Program Learning Outcomes

### Knowledge and Understanding

**K1.** Recall the scientific knowledge derived from pharmaceutical sciences including natural and synthetic drugs, pharmacodynamics pharmacokinetic profile, drug formulation and delivery and other disciplines.

**K2.** Define scientific information related to biomedical sciences including functions of human body, biological, genetics, biotechnological, microbiological, and other aspects.

**K3.** Recognize the basic principles of pharmacy practice involving therapeutics, evidence-based pharmaceutical care, pharmacy management, pharmacoeconomics, pharmacepidemiology, and other areas.

**K4.** Recall necessary foundational knowledge of research and administrative skills required in pharmacy profession.

### Skills

**S1.** Implement knowledge from the foundational sciences to become a medication therapy expert.

**S2.** Apply the knowledge derived from different pharmaceutical areas in conducting research studies in the fields of pharmacy practice and pharmaceutical sciences.

**S3.** Utilize evidence-based drug information retrieved from authentic resources to fulfill an appropriate patient- centered treatment plan.

**S4.** Demonstrate effective verbal and written communication and counseling skills when interacting with patients, healthcare professionals and the public.

**S5.** Interpret information obtained from various pharmacy-related resources regarding drug dosing, clinical pharmacokinetic parameters, and statistical data relevant to pharmacy practice and research.

**S6.** Contribute to decision making process by constructing patient-centered evidence-based pharmaceutical care plan and medical recommendations.

### Values

**V1.** Show responsibility and accountability through advocating patients' right to safe and effective medication use.

**V2.** Demonstrate leadership abilities through professionalism, self- and time-management, and team work skills that help resolving challenges in the pharmacy profession.

**V3.** Demonstrate high level of professional and ethical behavior with mutual respect towards patients and other healthcare professionals.

**V4.** Participate actively in enhancing the health care profession and general public awareness.

**V5.** Illustrate life-long learning in the field of pharmaceutics, biomedical sciences and pharmacy practice.

## PharmD Program Curriculum

Table 1. Program curriculum by year

First Year	Level 1				Level 2			
	Course Code	Course Title	Pre	Cr Hr	Course Code	Course Title	Pre	Cr Hr
	ENG 019	Intensive English Program	None	6	PHYS 102	Physics for Health Sciences	None	4
	ICI 111	The Entrance to the Islamic Culture	None	2	ZOOL 105	Biology for Health Sciences	None	4
	ARAB 201	Arabic Language Skills	None	2	CHEM 110	General Chemistry for Health Sciences	None	2
					CHEM 111	Organic Chemistry for Health Sciences	None	3
					COMM 141	Basic Biostatistics	None	1
	Total			10	Total			14

Second Year	Level 3				Level 4			
	Course Code	Course Title	Pre	Cr Hr	Course Code	Course Title	Pre	Cr Hr
	PHT 220	Fundamentals of Pharmaceutics	None	3 (2+1)	PHT 222	Physical Pharmacy	PHT 220	3 (2+1)
	PCH 201	Pharmaceutical Organic Chemistry	CHEM 110	4 (3+1)	PCH 202	Pharmaceutical Analytical Chemistry	PCH 201	3 (2+1)
	PSL 214	Structure & Function of Human Body I	ZOOL 105	4 (4+0)	MBC 228	Biochemistry II	MBC 223	3 (2+1)
	MBC 223	Biochemistry I	CHEM 110	3 (2+1)	PSL 215	Structure & Function of Human Body II	PSL 214	4 (4+0)
	CPH 241	Pharmacy Orientation	PHT 222	2 (3+1)	PHT 223	Microbiology	None	3 (2+1)
	ICI 112	Islamic Culture II	ICI 111	2 (2+0)				
	Total			18	ARAB 202	Arabic Editing	ARAB 201	2 (0+2)
					Total			18

Third Year	Level 5				Level 6			
	Course Code	Course Title	Pre	Cr Hr	Course Code	Course Title	Pre	Cr Hr
	PSL 331	Pathophysiology	PSL 215	3 (3+0)	PCH 304	Medicinal Chemistry II	PCH 303	4 (3+1)
	PCH 303	Medicinal Chemistry I	PCH 201	3 (3+0)	PHL 333	Pharmacology II	PHL 331	4 (3+1)
	PHL 331	Pharmacology I	PSL 215	3 (3+0)	PHT 323	Pharmaceutics II	PHT 222 PHT 320	4 (3+1)
	PHT 321	Immunology	PHT 223	2 (2+0)	PHG 310	Basics of Natural Products	PCH 201 PCH 202	3 (2+1)
	PHT 320	Pharmaceutics I	PHT 222	4 (3+1)	CPH 348	Professional Pharmacy Practice Laboratory I	CPH 241 PHL 331	2 (1+1)
	ICI 113	Islamic Culture III	ICI 112	2 (2+0)				
Total				17	CPH 360	Introductory Pharmacy Practice Experiences I (Summer Training)	CPH 348	2 (0+2)
				Total				19

Fourth Year	Level 7				Level 8			
	Course Code	Course Title	Pre	Cr Hr	Course Code	Course Title	Pre	Cr Hr
	PCH 405	Medicinal Chemistry III	PCH 304	3 (3+0)	PHL 436	Pharmacology IV	PHL 435	2 (2+0)
	PHL 435	Pharmacology III	PHL 333	3 (2+1)	CPH 452	Therapeutics II	CPH 442 PCH 405 PHL 435	5 (4+1)
	CPH 442	Therapeutics I	PHL 331 PHL 333 PCH 303 PCH 304 PSL 331	5 (4+1)	CPH 454	Clinical Pharmacokinetics	PHT 421 CPH 442	3 (2+1)
	PHT 421	Biopharmaceutics & Pharmacokinetics	PHT 320 PHT 323	3 (3+0)	CPH 450	Pharmacy Management	CPH 348 CPH 360	3 (3+0)
	PHG 411	Complementary and Alternative Medicine	PHG 310 PHL 331	2 (2+0)	CPH 451	Professional Pharmacy Practice Laboratory II	CPH 442 CPH 348 CPH 360	3 (2+1)
					PHT 422 OR PCH 406	Elective course I - Industrial Pharmacy Elective course I - Drug Discovery	PHT 320 PHT 323	2 (2+0)
Total				16	CPH 460	Introductory Pharmacy Practice Experiences II (Summer Training)	CPH 360 CPH 450 CPH 451	2 (0+2)
				Total				20

Fifth Year	Level 9				Level 10				
	Course Code	Course Title	Pre	Cr Hr	Course Code	Course Title	Pre	Cr Hr	
	PHL 537	Toxicology	PHL 436	2 (2+0)	CPH 554	Therapeutics IV	CPH 553 PHT 223 PHT 321	5 (4+1)	
	CPH 553	Therapeutics III	CPH 452 PHL 436	5 (4+1)	CPH 558	Professional Pharmacy Practice Laboratory III	CPH 553 CPH 451	3 (2+1)	
	CPH 557	Pharmacy Regulations & Ethics	CPH 450	1 (1+0)	CPH 559	First Aid & Emergency medicine	PSL 331 CPH 452	1 (0+1)	
	CPH 555	Pharmacoepidemiology & Research Methodology	CPH 452 CPH 450	3 (3+0)	CPH 560	Pharm D Seminar	CPH 553 CPH 555 CPH 451	1 (0+1)	
	CPH556	Self-care and Non-prescription Drugs	PHL 436 CPH 442	2 (2+0)	PHT 521	Modern Pharmaceutical Technology	PHT 320 PHT 323	2 (2+0)	
	ICI 114	Islamic Culture IV	ICI 113	2 (2+0)	PHG 513	Nutraceuticals and Dietary Supplements	PHL-435 CPH 556	3 (3+0)	
	CPH 548	Evidence-Based Practice	CPH 452	3 (2+1)	PHL 538 OR PHG 514	Elective course II -Pharmacogenomics Elective course II - Pharmaceutical Biotechnology	PHL 537 PHL 436 MBC 228	2 (2+0)	
Total				18	Total				17

Sixth Year	Level 11				Level 12				
	Course Code	Course Title	Pre	Cr Hr	Course Code	Course Title	Pre	Cr Hr	
	CPH 651	Advanced Pharmacy Practice Experience I (Summer Training)	All Courses	4 (0+4)	CPH 656	Advanced Pharmacy Practice Experience VI	All Courses	4 (0+4)	
	CPH 652	Advanced Pharmacy Practice Experience II (Summer Training)		4 (0+4)	CPH 657	Advanced Pharmacy Practice Experience VII		4 (0+4)	
	CPH 653	Advanced Pharmacy Practice Experience III		4 (0+4)	CPH 658	Advanced Pharmacy Practice Experience VIII		4 (0+4)	
	CPH 654	Advanced Pharmacy Practice Experience IV		4 (0+4)	Total				12
	CPH 655	Advanced Pharmacy Practice Experience V		4 (0+4)	Total				12
Total				20	Total Credits (Six years)				199

## Facilities and student support services

The College of Pharmacy (COP) is committed to fostering an engaging student learning environment that promotes knowledge acquisition and the refinement of skills. As such, COP provides inclusive orientation programs - i.e., new student orientations, introductory pharmacy practice experiences (IPPE) orientations, etc. These programs serve to acquaint new students with on-campus facilities and the various student services available to them. Further, these orientations strive to educate students on their rights and responsibilities while highlighting current policies/procedures on attendance, student representation on councils/committees, the complaints process, misconduct, etc. Extracurricular activities at COP are positively encouraged, and the “Dawa Club,” a student club, organizes many sports, educational, and cultural activities.

Accessibility to COP facilities (classrooms, labs, etc.), particularly to those community members who have a disability, is of primary importance to COP. COP aims to provide an accessibility-friendly environment and continuously works to that end by implementing mechanisms for monitoring the efficacy and quality of accessibility measures across the College. The Academic Advising and Counselling unit (AACU) at COP provides students with counseling and advisory services. Students seeking assistance receive sound academic, psychological, and social guidance delivered by well-qualified, caring staff. AACU also works proactively to identify underperforming students and implement individualized intervention strategies that enable them to succeed. Additionally, COP applies efficient procedures for monitoring students’ progress towards fulfilling graduation requirements and provides career development programs that align with market trends.

## Academic

### Academic Services Unit

All academic issues are to be processed via the Academia platform and administered by the Academic Services unit of COP.

**وحدة الخدمات الأكاديمية**

عزيزي الطالب / الطالبة:

يمكنكم الحصول على جميع الخدمات الطلابية إلكترونياً من خلال المواقع التالية:

**بوابة الأعداد**

جميع الأعداد تقدم إلكترونياً من خلال بوابة أعداد الطلاب للاستفادة من الخدمات الآتية:

- اختيار فصلي بدلي
- اختيار نهائي بدلي
- رفع الحرمان

**موقع الكلية**

الخدمات الآتية متاحة إلكترونياً من خلال موقع الكلية

- اعتذار عن مقرر دراسي بعد انتهاء فترة التقديم على بوابة أكاديميا
- اعتذار عن الفصل الدراسي بعد انتهاء فترة التقديم على بوابة أكاديميا

**بوابة أكاديميا**

الخدمات الإلكترونية الآتية متاحة لجميع الطلاب من خلال بوابة أكاديميا

- خدمة الاعتذار عن مقرر
- خدمة الاعتذار عن فصل دراسي
- خدمة تحديث الألبان
- خدمة التواصل مع المرشد
- خدمة طلب بطاقة جامعية
- خدمة النطاقات الطلابية

للحصول على جميع الخدمات الطلابية تفضلوا بزيارة موقع كلية الصيدلة - وحدة الخدمات الأكاديمية - النماذج وذلك على الرابط التالي <https://pharmacy.kku.edu.sa/ar/content/440>

## Registration

All registration related issues can be processed online through the DAR platform, "Academia." Registration and admission rules/regulations are available in the student guide (posted on the DAR website).

### Registration of students with a regular schedule

Online registration at KCU is a systematic process that entails the reservation of seating in selected course(s) for eligible students. Registration follows the steps outlined by DAR in advance of each semester's respective registration window. Students may view their schedules two weeks before the start of a semester. DAR gives students two days to modify their schedules.

For regular students, course enrolment is an automatic process; no enrolment requests are required to be submitted (neither online nor in-person). However, a student may submit a request to change a course section or to register in or drop a course via the "Tawasol/contact us" icon on the Academia platform. Submitted requests are then processed and approved automatically by DAR through the college registrar.

### Registration of students with an irregular schedule

Irregular students - such as those with low GPAs - may process their course registration requests through the Academia platform. The registration request process is akin to that described above in students' registration with a regular schedule section. Students submit their requests via the "contact us" icon on the Academia portal. The registrar's office will then review the feasibility of a student's request, and based on DAR's rules and regulations; the request will be accepted or rejected. When online request submission is not feasible - i.e., a

student cannot access the online portal, an unresolved timing conflict exists, etc. Students may submit their registration request manually to the registrar's office. During the manual submission process, the registrar and the academic advisor can assist and guide students to optimal registration outcomes. Irregular students may add, drop, or modify their schedules within the timeframes outlined by DAR. The minimum credit hours required for registration is 12 hours per semester, whereas the maximum allowable credit hours per semester is 20 hours. However, DAR is entitled to raise the maximum to 24 credit hours if the student is expected to graduate.

### **Course or Semester Withdrawal**

Students enrolled in courses at COP may submit course withdrawal requests via the Academia portal. A student may withdraw from a course once per semester (automatically), and this withdrawal will not impact the student's GPA. Course withdrawals should occur at least five weeks before final examinations. The student cannot drop the same course more than once and may only drop four courses throughout his or her academic tenure at COP. Students are required to track the status of their requests (online through the Academia portal) and are allowed 72 hours to cancel any pending requests. In cases where a student intends to seek an exemption to the course withdrawal rules listed above, they must submit a withdrawal form to the College Council – request approval or rejection is at the College Council's discretion.

As well, students are also permitted to withdraw from an entire semester at COP. Students may submit semester withdrawal requests via the Academia platform, but they must do so at least three weeks before the final examination period. The semester withdrawal limit is three withdrawals throughout a student's tenure at COP. However, the registrar may process semester withdrawal applications in cases where the withdrawal deadline has passed or where a student has reached the permissible limit for semester withdrawals. If a student has exhausted the semester withdrawal limit, they may request a fourth-semester withdrawal, which will be subject to College Council approval.

### **Student Suspension and Readmission**

Students may be subject to academic suspension if they are absent for an entire semester without first formally requesting a semester postponement. A student may submit their first readmission request electronically (first time only) or submit it manually to the College Council (provided that the application is within four semesters of the suspension). Readmission requests must include support documentation, and the College Council may provide approval within the first two weeks of the semester. Typically, one readmission request is allowed; however, students may receive an exemption by the Rector based on the case report issued by the College Council. Students who have received two academic warnings or those who have been for disciplinary reasons will not be re-admitted.

## Visiting Students

### From another pharmacy college to COP, KKU

A “visiting student” is an external student who wishes to study courses at COP without formally transferring into COP. Visiting students’ requests are tracked and updated nationally using a unified online platform. Visiting students, through their respective universities’ registration platforms, must register as visitors to the universities they desire to attend. A visiting student may register in courses at COP, provided that the student obtains the necessary approval from their home institution before he or she submits their application to COP. Individual departments at COP then review applications, perform course content comparisons, and the respective department chair sends an approval or disapproval notification to the student (via the online portal). Upon the completion of their studies, visiting students must update their home institutions regarding the passing or failing courses taken at COP.

### From COP, KKU to another college of pharmacy

Students at COP may also register in courses offered by other recognized universities. Interested COP students would initiate the process by submitting a visiting student application via the Academia platform. Additionally, students must submit course content descriptions - for each course they wish to take at the host university - to the COP registrar’s office. The completed request will then be forwarded to the appropriate department at COP for course content-similarity evaluation. The threshold for external course content equivalency is 80%. That is, to be equivalent, external courses must have at least 80% course content-similarity with courses offered at COP. Based on the course content-similarity assessment, the head of the respective department will either approve or disapprove a student’s application. Grades for all approved external courses are to be submitted to DAR by no later than the first two weeks of the new semester following the end of the external course. A maximum of 20% of the total credits used towards graduation may be external credits. However, in some instances, the College Council may reconsider the maximum allowable external credit hours (credit hours visiting other universities).

## Students Transfer

### From another university to COP, KKU

Students who apply to transfer from another university to COP (external transfer) may be accepted only after fulfilling all the requirements specified by the University Council. Both the home university and KKU must approve the transfer according to their respective rules and regulations. A Saudi national studying at a recognized college or university may apply for an inter-university transfer, provided that their cumulative GPA is no less than 2.0. The transfer may be initiated only during a regular semester, and the student must have completed a minimum of two, but not more than four academic semesters at the time of the application. Any student with an academic record that contains a suspension or an expulsion for any disciplinary reasons is not eligible for a transfer. All transfer procedures shall be

completed during the period specified by DAR – transfers must be submitted by the end of the first week of a semester. A student seeking a transfer must successfully pass any examination or meet any requirements deemed necessary by the University Council. Transfer students must submit a sealed transcript accompanied by an approval letter from their home institution (submitted to the deanship of COP). The Standing College Committee reviews all courses taken outside KKU by prospective transfer students and assesses their COP course equivalencies. All courses deemed to be equivalent to COP courses are added to student records at COP, but these courses are not used in cumulative GPA calculations. The Standing Committee for Student Affairs has the right to regulate transfers from all private universities and colleges within the Kingdom.

### **From COP, KKU to another university**

Several provisions exist to facilitate the transfer of students from COP to other universities (*c.f.* KKU executive rules for study and exams). The transfer procedures for COP students to move to external universities are similar to those outlined in the section above.

### **From a college in KKU to COP**

The university permits students from other KKU colleges to transfer into COP (internal transfers). All internal transfer requests at COP are conditional on seat availability within the College, as well as a student's cumulative GPA. KKU students may complete only one internal transfer, and their remaining study period at the time of transfer must be sufficient to meet all COP graduation requirements. Furthermore, COP internal transfer students must have attained a minimum GPA of 3 (out of 5), and they must have spent a minimum of two semesters and less than four semesters in their home college before transferring to COP. All transfer procedures must be completed within the period specified by the DAR and must be completed by no later than the first week of the semester.

### **Academic Advising and Counselling**

The Academic Advising and Counselling unit (AACU) is an essential part of the COP Academic Services unit. The Dean of COP establishes both male and female AACUs – each comprised of a chairperson, a secretary, and selected faculty members. AACU and the Deanship of Students' Affairs (DSA) work in close collaboration to enhance the student experience across COP. With a student-centric approach, ACCU works diligently to enhance student learning, improve student confidence and social skills, and quickly identify students in need. ACCU offers individually tailored support plans - which direct targeted medical, psychological, and financial assistance - to each in need student. Tailored supports may include financial aid, accommodation equipment for disabled students (glasses, wheelchairs, etc.), smoking cessation assistance, advanced counseling for more serious mental health issues, etc. Additionally, AACU is mandated to monitor student code of conduct violations and design and implement programs that promote good conduct and academic honesty.

## Student Assessment

Course learning outcomes (CLOs) are assessed using several assessment methods, as listed in the individual course specifications. Examples of these methods include the following types:

### Summative assessments

A summative assessment is a way to measure a student's achievements at the end of an instructional unit. It consists of a midterm and final examination (for both theory and practical sessions). Before the students sit for the exam, the exam questions will be assessed according to the different course learning domains. The grading machine will also assess the multiple-choice questions (MCQs) for their degree of difficulty and inherent discrimination.

Table 2. Assessment Summary

Type of Examination	Timing of Examination	Percentage of Total Grades
Courses with Practical Components		
Theory exam		
Midterm	Week 6-10	30
Final	Week 16-18	40
Practical exam		
Midterm	Week 5-11	10
Final	Week 14-15	10
Courses without Practical Components		
Midterm	Week 6-10	30
Final	Week 16-18	50

### Interim testing

Interim testing is a way to assess a student's performance throughout the academic semester. It consists of assignments and quizzes. Students receive two assignments via the Blackboard platform and are encouraged to utilize online resources to aid in task completion. These assignments may involve critical thinking questions, exercises, or group activity. On the other hand, quizzes can be paper-based or conducted entirely online. Typically quiz questions are written in multiple-choice format, and like their exam counterparts, the questions are assessed according to the different learning domains before they are to students. The grading machine will also assess MCQs for their degree of difficulty and inherent discrimination.

Table 3. Interim Assessment Summary

Type of Examination	Timing of Examination	Percentage of Total Grades
Courses with Practical Components		
Assignment #1	Week 2-5	2.5
Assignment #2	Week 11-13	2.5
Quiz	Week 4-5	5
Courses without Practical Components		
Assignment #1	Week 2-5	5
Assignment #2	Week 11-13	5
Quiz	Week 4-5	10

### Other assessment methods

Some courses utilize oral presentations as a method of assessment (depending on the level of the students). In such cases, the presentations may be individual or group-based. These presentations are used to gauge students' communication skills and are marked using a rubric, with the presentations comprising 5-10 marks of the total course grade.

### Grading

Table 4. Letter Grades

A	B	C	D	F	AB	DE	W
90-100%	80-89%	70-79%	60-69%	< 60%	Absent	Denied Entry	Withdrawn

### Student Orientation

#### Orientation for junior students (level 3 students)

At the beginning of each academic year, all new students partake in a comprehensive orientation program that is hosted by the Academic Advising and Counselling unit (AACU). The Dean of COP, the respective department heads, and teaching staff all attend this welcoming session. The session supplies incoming students with pertinent information regarding campus life, academic rules and regulations, facilities, lab safety, learning resources, courses offered by the various departments, and teaching and assessment methodologies. As well, the session introduces the COP faculty members to the new students.

The session for new female students – takes place on the female campus - is similar to that described above and is organized by the Assistant Dean of COP in conjunction with AACU.

### **Introductory pharmacy practice experiences (IPPE) orientation**

Interns beginning their IPPE courses participate in an orientation session held in the virtual pharmacy. The orientation sessions occur during the second week of a semester, with level 9 intern students taking part in the session for IPPE-I (practice in community pharmacy). The IPPE-I session focuses on the four training domains, namely: prescription management, dose calculations in a community pharmacy, the process of identifying and reporting errors, and OTC practice. The purpose of this orientation is to familiarize students with these domains, their responsibilities in the virtual pharmacy and their assigned community pharmacy, the forms they will use during IPPE, and the grading rubrics. While the second orientation for IPPE-II (practice in hospital pharmacy) is for students at level 10. During this orientation session, the IPPE-II coordinator describes the objectives, teaching modes, IPPE-II activities, their responsibilities in the virtual pharmacy and their assigned hospital pharmacy, and the assessment methods.

### **Student Attendance and Absenteeism**

Rules on attendance and absenteeism are explained in detail to students during the new students' orientation program and then reiterated to students at the start of each semester. These rules on attendance and absenteeism are explicitly and repeatedly detailed to students, as they are in full force for the entire duration of a student's time at COP (*c.f.*, KKU executive rules for study and exams). Attendance is recorded at the beginning of each course, then posted by course coordinators to Academia website (<https://registration.kku.edu.sa>) and the blackboard system (<https://lms.kku.edu.sa>). Student attendance is routinely tracked, and attendance notifications are sent to students' cell phones.

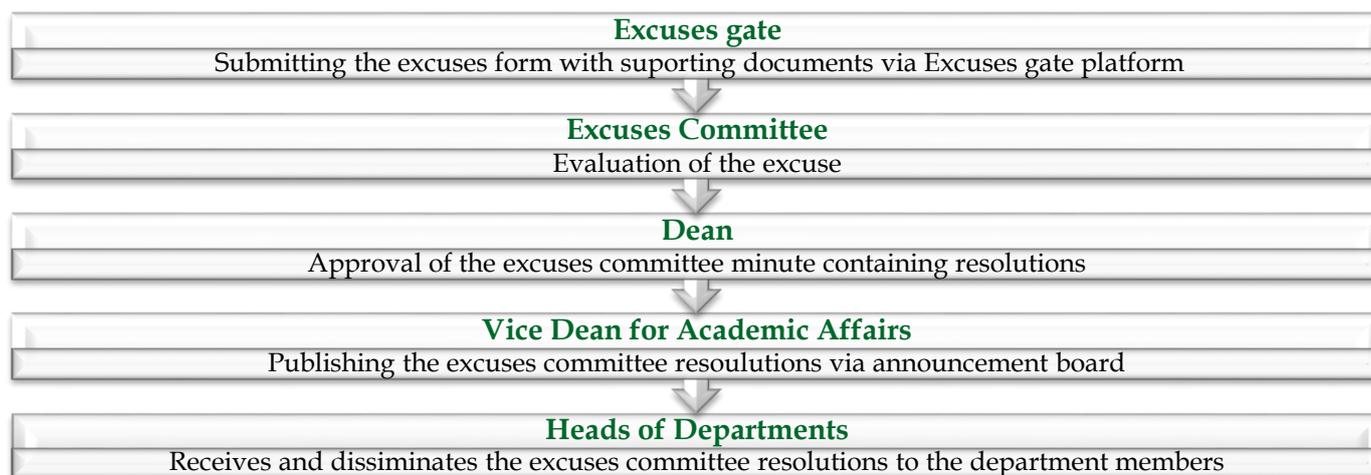
Regular students are required to attend laboratory sessions and lectures. If a student's attendance rate falls below the required minimum set by DAR (80% of theory lectures and laboratory sessions assigned for each course), that student may not continue the course nor enter that course's final examination. Students who are unable to sit a course examination due to attendance denial are deemed to have failed that course and will receive a grade of "DN" for the course. The Vice Dean for Academic Affairs regularly receives compliance and absence reports that track student absence rates – regularly tracking absence rates at thresholds of 10%, 15%, and 20%. Further, students are also sent SMS warning notifications regarding their attendance status.

## Students Excuse

The College Excuses Committee, formed on an annual basis by the Dean of COP, is tasked with the processing and review of student excuses. Students wishing to file an excuse must submit their excuses online via the excuses portal ([https://itsvc.kku.edu.sa/KKU\\_StudentsExcuses](https://itsvc.kku.edu.sa/KKU_StudentsExcuses)). A valid governmental branch must have issued any medical or other excuse documentation accompanying student excuse requests. The Excuses Committee meets on weekly - from week 6 to week 12 of a semester (inclusive) - to review and render decisions on excuses it has received. The Committee maintains detailed minutes of its meetings and subsequently submits these meeting minutes plus any resolutions it has issued to the Dean of COP (within one week of each sitting). The work of the Committee entails studying alternative quiz or exam requests, lifting prohibition requests, etc. In terms of turnaround, the time from student request initiation to the final committee decision is about seven days. Students are kept abreast of their excuse application status via the COP notice board. Finally, the Excuses Committee's duties shift to the College Council after week 12 of a semester and to the dean during the summer breaks.

Excuses deemed legitimate are sickness, the death of a family member (father, mother, brother, sister, son, daughter), a traffic accident, imprisonment, and proven appointments (court hearings from a judge, notaries, and hospital appointments outside the Abha region). Acceptable medical documentation is a valid medical report issued by KKU medical city or another governmental hospital. In the case of a car accident that renders a student unable to attend COP due to injury, the student or someone (i.e., relative) on their behalf must submit a validated medical report. For imprisonment, the student must request that the prison authority formally notify the College. In the case of personal or family emergencies - i.e., family abuse, a transportation problem, sudden health issues, etc. - were the student is unable to provide valid documentation, a college committee will review the case. The College Dean, the respective department head, and a student advisor will form the review committee.

The College Council handles all excuse requests for final exam absences. All excuse applicants will receive a notification informing them of the approval or denial of their excuse. In the case of an approved excuse, the student's respective department must hold a makeup exam within the first two weeks of the semester. Within two weeks of exam completion, the College must provide the exam results to DAR. If the College Council approves, alternative exams may be held during the final examination period.



The mechanism of processing students' excuses in COP

### Student Complaints

COP encourages good student-faculty relations. The University Council has approved relevant policies and procedures for student complaints, which are widely available (*c.f.*, Students' Right and Responsibilities Guide). COP handles all complaints and is committed to the fair and dignified treatment of all students. The College works tirelessly to implement sensible and consistent procedures for student management while protecting students against punitive actions (or biases) that may result from their complaints. COP has introduced a college committee for student complaints comprised of the Dean and Vice Dean for Academic Affairs. This Committee assesses and resolves a wide range of students' complaints. Furthermore, the Dean, Vice Dean for Academic Affairs, and the Heads of Departments are available for two hours daily to meet with the students and receive their complaints.

To forge strong relations with its students, COP has formed Student Councils (male and female counterparts), which include the College Dean (chair), Vice Dean for Academic Affairs, and a group of student leaders representing all academic levels at the College. This council discusses a wide range of issues (academic and non-academic) that impact students. Student members of this council may voice their fellow students' concerns freely and without fear of repercussion.

The student academic appeal and complaint procedures are conveyed clearly to all COP students. A student has the right to request a re-evaluation of a grade or mark. Students who feel they have received inaccurate grades, or an unfair grading may submit a complaint – the complaint must be within two weeks of the grading incident and must be accompanied by a completed student complaint form. If a student remains unsatisfied with the re-evaluation, the student may request another re-evaluation through the Dean's office. The Dean will either address the request through the College Council or form a committee to provide case

recommendations. If the College Council or Committee also rejects the re-valuation complaint, the student reserves the right to appeal directly to the Students' Rights Committee.

## **Non-Academic**

### **Student ID Card**

Newly admitted students are required to obtain a student identification (ID) card. The university ID card provides proof of identity throughout campus. It also allows easy access to many university services (e.g., receiving monthly stipends, borrowing books from the library, accessing the university recreational center, and entering examinations). Admitted students may order their university ID card online through the Academia portal (see infographic: <https://pharmacy.kku.edu.sa/ar/content/440>). The card can then be picked up in person from the Identification Card Office at the Deanship of Admission and Registration (DAR).

### **Student Stipend**

All public universities throughout the Kingdom grant students a monthly stipend. Regular COP students receive a monthly stipend of 990 SAR. To receive these payments, COP students enter their bank account information in the Academia platform, and then their payments are directly deposited into their listed bank account. These stipend payments continue to be issued, provided that the student maintains a GPA greater than 2.0 (out of 5), and is within the PharmD program period (5 years). Disabled COP students also receive a special allowance. The payment amount depends on the type of disability as delineated by the Ministry of Human Resources and Social Development.

### **Extracurricular Activities Club – Dawa Club**

COP promotes student activities – such as community services and extracurricular activities - through a “Dawa Club.” The Dawa Club receives annual funding from the DSA and works collaboratively with the Students' Clubs unit at DSA. The Club aims to promote creativity among students, it encourages the discovery of hidden student talents, and it emphasizes the importance of community and volunteering. The Club also nurtures student experiential learning and the development of student communication skills.

Dawa Club activities can be broadly grouped under three main areas: sports, social, and cultural/educational. The Club organizes National Day events for the College. These celebratory events bring together the COP community – the Dean, faculty members, and fellow students – and highlight the nation's achievements and prosperity. The Club organizes various sports activities within the College and participates in several sports tournaments around campus. It also conducts educational activities (pharmacy-related or otherwise) such as seminars, academic exhibitions, and workshops to broaden student knowledge and experience. The Club also organizes social events (at least once per year) that allow students

and faculty members to interact and socialize together in an informal setting. Additionally, the Club strives to facilitate and encourage student community service. Male and female students organize several pharmacy awareness activities in public places (shopping malls, schools, etc.) – these events promote health awareness and educate the public about pharmacy and medications.

## **Housing and Accommodation**

The university provides subsidized housing for students (male and female) who cannot afford it otherwise. DSA oversees housing services and aims to provide suitable student accommodations that are conducive to their studies. As such, many housing complexes throughout the city are available to students. These housing complexes feature amenities and services such as maintenance, security, Internet, etc..

## **Athletic Center**

DSA oversees sports activities and maintains the numerous sports centers scattered across the KKU campuses. The largest KKU sports center is situated close to the COP building. The facility is well suited for various sports activities (i.e., soccer, volleyball, basketball, swimming, etc.). Hence, the center is typically buzzing with student activity and features several sports tournaments throughout the semester.

## **Student Code of Conduct**

The KKU Council has enacted students' rights and responsibilities guidelines (*c.f.*, Students' Right and Responsibilities Guide), which touch on many academic and non-academic misconduct. The policies and procedures listed therein are explicitly detailed, with listed sanctions applied relative to the type of misconduct. The Higher Disciplinary Committee and the Lower/College Disciplinary Committee are the two disciplinary committees tasked with handling student misconduct. These Committees conduct misconduct case hearings, determining if a violation occurred, and deciding on appropriate corrective actions. The Higher Disciplinary Committee is composed of eight members, including the Vice President for Educational and Academic Affairs (chair), the Dean of DAR, the Deanship of Students Affairs (DSA), the College Dean, the Vice Dean of the College (student home college), the Vice Dean of DSA, a faculty member with a strong Islamic theology/jurisprudence background, a representative from the university legal team, and a secretary. At the level of COP, the College Disciplinary Committee is chaired by the College Dean and comprised of AACU Chair and a faculty member chosen by the Dean. Disciplinary actions are meted out for a variety of academic and non-academic violations including, but not limited to, cheating, plagiarism, harassment, misuse of documents, defacement of KKU property, distribution of the final examination process, disseminating of illicit drugs or explosives, and identity theft.

## **Cheating in examinations**

COP is intolerant of any form of – attempted or actual – cheating in examinations. The College Examination Committee (male and female sections) oversees the examination process. The Committee, chaired by the Vice Dean for Academic Affairs, is comprised of several faculty members and staff assistants. It ensures a smooth examination process and tracks and reports all cheating cases. If a student partakes in a cheating incident or violates examination rules, invigilators must discretely inform the Examination Committee. Committee members monitor, investigate, document examination misconduct, and prepare incident reports and case recommendations for the College Disciplinary Committee.

## **Learning Resources**

COP learning resources include the central library, sub-libraries, the Saudi Digital library, e-learning deanship, and various college subscriptions to specialized learning resources, etc. There are several sub-libraries located throughout the university's campuses and colleges. One such library, situated on the Alsamer campus, serves female pharmacy students. While another, the medical library - located on the Alguraiger campus - serves male biomedical students. Information on all sub-libraries is easily accessible on the main library website. As well, students have access to a handbook on KKU library policies/guidelines, guidelines/rules, instructional manuals for using the various databases, etc..

The central and sub-libraries provide a wealth of resources and amenities for both students and faculty alike. The libraries feature up to date books, reference materials, Internet connect high-tech computers, while the central library has WIFI ready computer labs. Comprehensive policies govern both traditional and electronic learning resources. Additionally, qualified librarians are on hand to help users with borrowing/returning items, finding resources across the library system, and much more. Further, an electronic system is currently in development that will make collection searches and allocation across the libraries easier.

The central library has extended its hours of service for academic staff and students. University staff and male students' hours are from Sunday-Wednesday, 7.30 AM to 7.00 PM, and Thursdays, 7.30 AM to 2.30 PM. For female staff and students, the library is open Saturdays from 9.00 AM- 2.00 PM. While the sub-library at the College of Medicine and sub-library on the Alsamer campus are available from 8:00 AM to 2:00 PM every day (except on official holidays and weekends). KKU maintains an active subscription to the Saudi Digital Library and makes it readily available to students through on-campus computers and off-campus (via a proxy system). Students and faculty members have 24/7 access to databases on the Digital Saudi Library website.

The Deanship of Library Affairs (DOLA) provides access to the Saudi Digital Library (SDL) website through the main KKU library website. This entails access to different scientific websites and search engines such as Access Pharmacy, Doab directory of open access books, and E-book central. The SDL has more than 310,000 E-books, 100,000 periodicals, 184 electronic databases, 5 million theses.

The College of Pharmacy provides specialized professional resources for specific to pharmacy studies such as Micromedex® and Up-to-Date® (Lexicomp®). These resources are available during lectures, practicals, introductory, and advanced pharmacy practice experience rotations.

### **Safety within the College**

The College of Pharmacy is fully committed to providing and maintaining a healthy and safe learning environment for all students. The College has instituted all the necessary safety measures, and all its corridors prominently display safety information. The Department of Safety and Security provides security systems and secures all COP facilities. Fire evacuation procedures and first-aid kits are available in all the laboratories, and routine fire drills are standard. The College has detailed emergency plans, clear safety signage, emergency exit signs, and laboratory safety manuals. In the first week of each semester, students receive safety guidelines instruction from their lab instructors. These safety guidelines cover general laboratory protocols and major lab safety rules. They also stipulate that emergency contact information must be prepared and displayed in booklets; these booklets must be visible and easily accessible in the laboratories.

### **Services for Disabled Students**

The College is particularly keen on ensuring that the facilities are accessible to disabled persons. For instance, all the entrances to COP buildings have ramps and slanted flooring, allowing easier access for disabled patrons. The buildings feature lifts so that disabled persons may move easier between the different floors of the building. Further, the College instituted specific laboratory design protocols that assist students who are unable to reach benches and shelves within the laboratories.

## Student Recognition

COP recognizes students who excel in their studies. The College implements fair and transparent rules for selecting high-performing students (*c.f.*, <https://pharmacy.kku.edu.sa/ar/content/DeansList>). At year-end, students with a high GPA (for each level of study) receive awards and certificates of recognition. COP is quite mindful of the importance of international exposure for its students. To that end, COP, in collaboration with the KKU administration, proudly initiated an abroad summer training program (for promising students and students with a high GPA). The selected students go on a six-week international training program to visit universities and renowned pharmaceutical companies' laboratories.

## Alumni and Career Counseling

Over one thousand students have graduated from COP. The college administration recognized the crucial role of alumni in promoting the reputation and attracting talents. Therefore, the College has established an alumni association intended to forge a continued connection with its alumni where they can help improve the college academic programs and promote students and alumni's professional development (*c.f.*, <https://pharmacy.kku.edu.sa/en/content/533>). To this end, the College conducts many events throughout the year, including career day, to share their professional experiences with the college students.

## Conference Attendance

The main objective of supporting undergraduate student participation in academic events (conferences, symposia, competitions, and professional meetings) is to:

- Enhance student research skills
- Encourage student's involvement in academic research.
- Encourage students to interact and exchange ideas on a global platform with internationally well-known scholars, researchers, and people from industry and academia

Eligible undergraduate students may be supported to attend any conference or scientific meeting based on the following conditions:

- 1- Current GPA should be  $\geq 3.75$
- 2- Not more than four students can participate in an individual conference
- 3- Each student can participate in only ONE conference during their undergraduate tenure
- 4- Only actual participation (poster, paper, and oral presentation, etc.) will be funded by the university if approved

The processing of attendance requests shall go through several steps as follows:

- 1- The student (with their supervisor) must send a request to the head of the respective department along with all the required documentation (the participation acceptance letter from the organizer, students' transcript, supervisor recommendation, National ID copy, and agreement form for female students).
- 2- Then, the request goes to the College Board for approval.
- 3- Finally, the request, if it's approved, should be endorsed by the Student Affairs Deanship for approval and then subsequently will be sent to the Student Affairs Dean for approval.

Note: The request must be sent to the Student Affairs Deanship at least six months before the event.

For more information: Contact the college Academic Services Unit

## Field Experience

The field experience is divided into an Introductory Pharmacy Practice Experience (IPPE) and an Advanced Pharmacy Practice Experience (APPE), as explained below.

### Introductory Pharmacy Practice Experience (IPPE)

Two IPPEs are taken in levels 9 and 10, along with their didactic courses, to familiarize students with the pharmacist's duties in the community (IPPE-I) and hospital (IPPE-II) pharmacy settings. Interns starting their IPPE courses are given an orientation in the virtual pharmacy during week two of the course. Students in level 9 do the orientation for IPPE-I (training in community pharmacy). It focuses on the four training domains: prescription management, dose calculations in community pharmacy, the process of identifying and reporting errors, and OTC practice. The second orientation, for IPPE-II (practicum in hospital pharmacy), is done by students in level 10. During this orientation session, the IPPE-II coordinator describes the objectives, teaching modes, IPPE-II activities, their responsibilities in the virtual pharmacy, their assigned hospital pharmacy, and the assessment methods. IPPE sessions take place in the virtual pharmacy, as well as in real community and hospital pharmacies. During those sessions, students are taught to process prescriptions, identify medication errors, calculate dosage, utilize drug information resources, dispense medications, counsel patients, and communicate professionally with patients and healthcare providers. Students are assessed and evaluated in the above mention sessions, using tailor-made evaluation techniques. Registration in IPPEs follows the same process as any other didactic course.

The IPPE structure has undergone an improvement in the updated curriculum. Courses will be offered during the summer semesters between levels 6 and 7 (IPPE-I: community pharmacy) and between levels 8 and 9 (IPPE-II: hospital pharmacy). This new structure will ensure that students obtain more introductory experience by being in an actual pharmacy during their entire IPPE period, with each segment being five weeks long.

### Advanced Pharmacy Practice Experience (APPE)

The APPEs are designed to provide students with experience in various clinical pharmacy practice areas, including hospitals, community pharmacies, ambulatory clinics, and health institutions. Their purpose is to foster independent judgment in students and to combine student fundamental knowledge with clinical applications. Students are required to complete 1,600 hours of APPE experience during three semesters, a period of 40 weeks, after passing all the program courses. The APPE experience consists of eight rotations; four of them are mandatory rotations and must include a hospital/institutional rotation, a community pharmacy rotation, an ambulatory care rotation, and an internal medicine rotation. The other four rotations are electives, where students can select from several options, such as academia,

infectious diseases, IV preparation, and total parenteral nutrition, pediatrics, psychiatry, and research rotations.

## Orientation

Students who are ready to complete their didactic courses are given two orientation sessions during their last semester (i.e., level 10) regarding the APPE. The first orientation is held during week 2, and it aims to explain the structure of the internship year, the internship registration process, the selection of rotation types and sites, and the deadlines set by the Experiential Education Office. The second orientation occurs in weeks 12 or 13. This orientation details College policies relating to the internship (e.g., professionalism, dress code, immunizations, absence/lateness policies, etc.), the process of selecting faculty members for the research rotation, the process of requesting a site change, and the evaluation criteria set by the Experiential Education Office. During the second session, the Experiential Education Office also distributes the final training schedules to the students. At the end of both orientation sessions, the Experiential Education Office allocates time for questions related to the internship year.

## Registration

At the beginning of each semester, the Experiential Education Office (EEO) announces the availability of registration forms, lists of the approved training sites, and the deadlines for submission. Students who wish to receive training outside the approved training sites are required to fill out a Request for Letter to External Site form; then, the EEO sends official letters to the external sites by the end of the registration period. A period of two-weeks is given for the external site to respond. In the case of a rejection or nonresponse, the EEO places students in the approved sites based on the students' preferences, GPA, and desired training sites' availability. Also, students are allowed to request a change in their training site within a week (i.e., five business days) of the training schedules' announcement. After the finalization of student training schedules, site changes are not allowed except for valid reasons. To request a site change – after training schedule finalization – the intern must submit a request form to the EEO at least one month before the rotation start date. The Training Committee will then review the site change request at its next meeting and make a ruling accordingly. If the change request is approved, the EEO processes the site change and notifies the intern, faculty supervisor, and the affected sites. Further, the EEO has also created a specific form for collecting interns' bank account information (to deposit intern stipends). Interns receive an additional payment of 2,500 SAR per stipend payment for their internship year (APPE).

## Rotation Types and Activities

Interns have the option to select their rotations from 37 sites offering hospital/institutional training, community pharmacy training, ambulatory care training, and training in internal medicine. As well, five options are available as elective rotations. The total number of seats available in each rotation was 187; additionally, a large number of seats are also available through the Nahdi pharmacies.

An intern's typical activities during their APPEs include reviewing patient charts, attending daily rounds, counseling patients, providing drug consults, and delivering detailed case presentations and journal clubs. Interns also partake in clinical rotations supervised by preceptors from COP. These rotations teach interns to make recommendations, to detect drug problems, and to inform physicians of drug issues.

A research rotation is also available to interns. During this rotation, the interns learn the basic principles of research design and methodology, as well as ethics-related rules and regulations. Interns also have the opportunity to work with faculty members on a specific project and perform research-related activities, such as data collection, analysis, and writing parts of the research project. At rotation end, interns must present the outcome of their research project to department members. This presentation may be in the form of an oral presentation or poster or submit their research abstract to a conference or a journal.

## Field and Field-Experience Supervisors

After the finalization of intern training schedules, the Experiential Education Office (EEO) sends detailed instructions to faculty members who have expressed interest in supervising interns. Faculty members who are assigned to serve as field-experience supervisors visit the intern's site every week. These weekly visits serve many objectives: to ensure that the training process is running smoothly, to discuss the intern's progress with the field supervisors (i.e., preceptors), to determine how interns should be evaluated, to listen to the intern's feedback, to consistently evaluate the site and the tasks assigned to the interns, and to inform the EEO of any significant issues.

## Intern and Site Evaluation

The evaluation of interns is based on the program learning outcomes, which include knowledge, skills and values. Each of these learning domains or outcomes is explicitly described in the evaluation form. The evaluation form also lists the requisite skills that interns are expected to acquire under each domain. Further, the evaluation form lists twenty skills, each being worth five marks, for a total of one hundred marks. Although not mandatory, the Experiential Education Office (EEO) encourages preceptors to evaluate interns twice during a rotation (mid-rotation and end of rotation). The purpose of the mid-rotation evaluation is to detect any deficiencies in the intern's performance and to provide early advice on

improvements that will lead to a successful rotation. By the end of each rotation, the site's preceptors must evaluate each intern using the evaluation form created by the EEO. To pass a rotation, an intern must achieve a final mark greater or equal to 60%; otherwise, the intern will have to repeat the failed rotation. The sites themselves are evaluated based on surveys completed at the end of rotations by interns and supervisors. In the week following the last rotation in the semester, the intern grades are entered into the academic system. Finally, training certificates - stamped and signed by the Dean of COP - are issued to those interns who successfully passed all their rotations.

## Important Electronic Services Platforms

Table 5. Summary of Important Online Platforms

Programs	Description	Link
<b>Academia</b>	Academic services, i.e., academic record, schedule handling, course registration, and other academic issues	<a href="http://reg.kku.edu.sa">reg.kku.edu.sa</a>
<b>Electronic Mail</b>	Every new full-time student receives a university email account.	<a href="mailto:email.kku.edu.sa">email.kku.edu.sa</a>
<b>Blackboard</b>	Blackboard is a user-friendly digital learning platform that allows students to access their course syllabuses, write online tests, check their grade books, participating in discussion boards, etc.	<a href="http://lms.kku.edu.sa">lms.kku.edu.sa</a>
<b>Saudi Digital Library</b>	The Saudi Digital Library allows the search of a wide range of computerized bibliographic databases.	<a href="http://lib.kku.edu.sa">lib.kku.edu.sa</a>
<b>COP website</b>	COP website encompasses many academic services that students can access	<a href="http://pharmacy.kku.edu.sa">pharmacy.kku.edu.sa</a>
<b>Excuses gate</b>	It allows students to submit their excuses electronically without submitting them manually to the Academic Services Unit.	<a href="http://itcsvc.kku.edu.sa/KKU_StudentsExcuses">itcsvc.kku.edu.sa/ KKU_StudentsExcuses</a>