

# College of Pharmacy

## Student Handbook

v 2023



## Table of Contents

<b>Introduction</b> .....	<b>2</b>
College of Pharmacy .....	2
<b>College of Pharmacy Vision, Mission, Goals, and Values</b> .....	<b>2</b>
Vision .....	2
Mission.....	2
Values.....	2
<b>PharmD Program</b> .....	<b>4</b>
PharmD Program Learning Outcomes .....	4
PharmD Program Curriculum.....	6
<b>Academic</b> .....	<b>9</b>
Academic Services Unit.....	9
Course or Semester Withdrawal.....	11
Student Suspension and Readmission .....	11
Visiting Students .....	11
Students Transfer.....	12
Academic Advising and Counselling.....	13
Student Assessment.....	14
Interim testing .....	15
Other assessment methods .....	15
Grading.....	15
Student Orientation .....	15
Student Attendance and Absenteeism .....	17
Students Excuse .....	17
Student Complaints .....	19
<b>Academic integrity</b> .....	<b>19</b>
<b>Artificial Intelligence (AI)</b> .....	<b>20</b>
<b>Field Experience</b> .....	<b>21</b>
Introductory Pharmacy Practice Experience (IPPE) .....	21
Advanced Pharmacy Practice Experience (APPE) .....	22
Student Recognition .....	22
Alumni and Career Counseling.....	22
Conference Attendance .....	22
<b>Non-Academic</b> .....	<b>24</b>
Student Stipend .....	24
Extracurricular Activities Club—Dawa Club .....	24
Housing and Accommodation .....	25
Athletic Center .....	25
Student Code of Conduct.....	25
Learning Resources .....	26
Safety within the College .....	27
Services for Disabled Students.....	27
<b>Important Electronic Services Platforms</b> .....	<b>28</b>

## **Introduction**

### **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. KKU began offering the Doctor of Pharmacy (PharmD) program in 2010. The PharmD program is delivered in English for six years, in terms of the training students undertake for one year. The PharmD program trains students in pharmaceutical sciences, after which the graduates will have the necessary experience to move into a related science field or work in various pharmacy fields, such as hospital or community pharmacies, pharmaceutical companies, or marketing. The PharmD program is a professional-level degree covering pharmaceutical sciences, focusing on the clinical aspects that will allow graduates to work in hospitals with the medical team. The pharmacy training periods, known as Advanced Pharmacy Practice Experiences (APPEs), have been designed to provide students with various experiences in clinical pharmacy areas, including hospitals/institutions, community pharmacies, ambulatory care, or acute care/internal medicine.

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

#### **Vision**

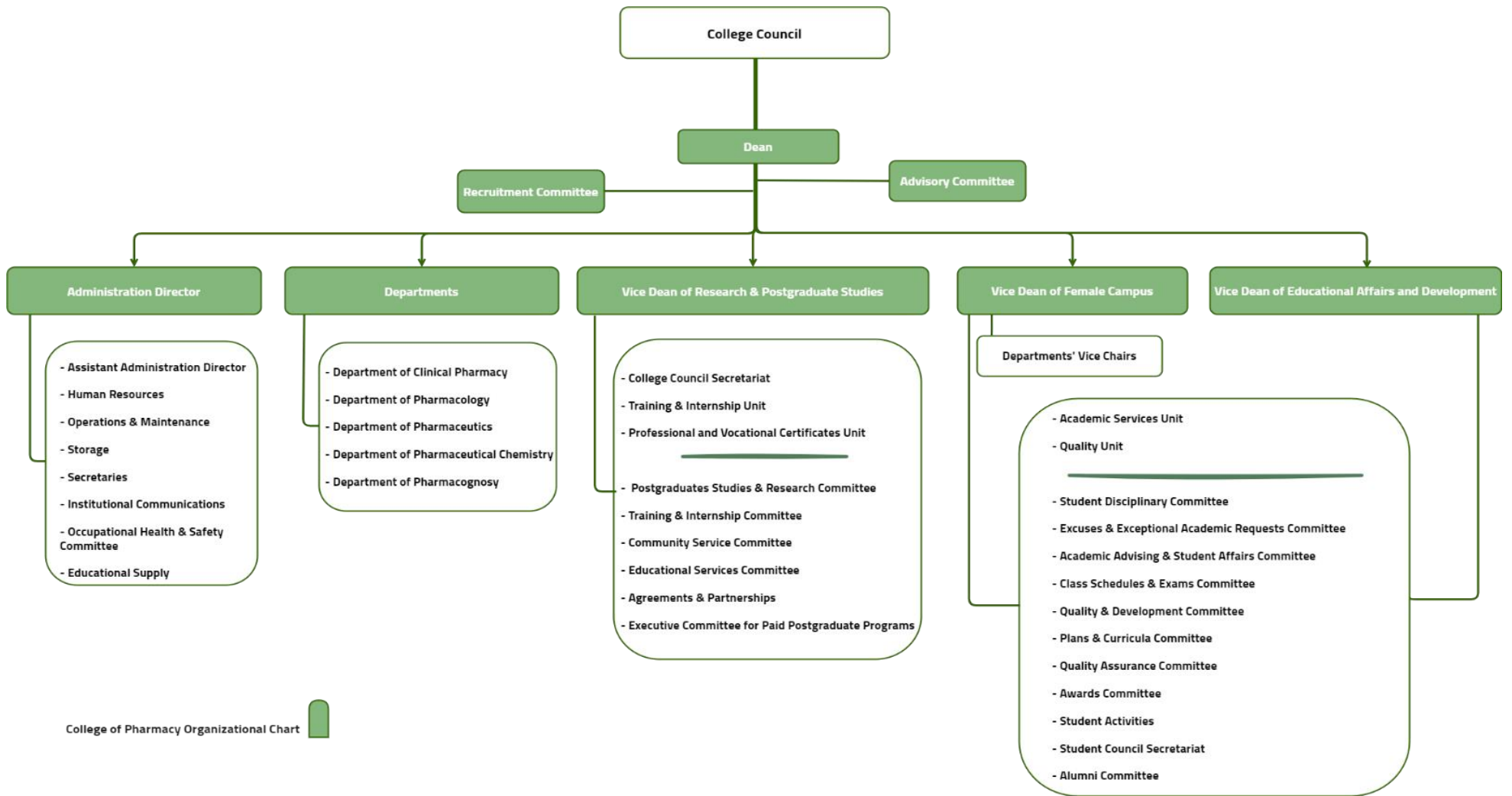
To accomplish national and international recognition for excellence and innovation in pharmacy education, scientific research, and community service.

#### **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



## 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, pharmacoconomics, 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, Autonomy, and Responsibility**

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 pharmaceuticals, biomedical sciences and pharmacy practice.

## PharmD Program Curriculum

Level	Course Code	Course Title	Required or Elective	Pre-Requisite	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ENG - 019	Intensive English Program	R	-	6 (6+0)	I
	ICI-111	The Entrance to the Islamic Culture	R	-	2 (2+0)	I
	ARAB - 201	Arabic Language Skills	R	-	2 (2+0)	I
	ENG - 019	Intensive English Program	R	-	6 (6+0)	I
Level 2	PHYS - 102	General Physics for Health Sciences	R	019ENG-6	4 (4+0)	I
	ZOOL - 105	Zoology for Health Sciences	R	019ENG-6	4 (4+0)	I
	CHEM - 110	General Chemistry for Health Sciences	R	019ENG-6	2 (2+0)	I
	CHEM - 111	Organic Chemistry for Health Sciences	R	019ENG-6	3 (3+0)	I
	COMM - 141	Basic Biostatistics	R	019ENG-6	1 (1+0)	I
Level 3	PHT - 220	Fundamentals of Pharmaceutics	R		3 (2+1)	C
	PCH - 201	Pharmaceutical Organic Chemistry	R	CHEM - 110	4 (3+1)	C
	PSL - 214	Structure and Function of Human Body I	R	ZOOL - 105	4 (4+0)	I
	MBC - 223	Biochemistry I	R	CHEM - 110	3 (2+1)	I
	CPH - 241	Pharmacy Orientation	R		2 (2+0)	C
	ICI - 112	Islamic Culture II	R		2 (2+0)	I
Level 4	PHT - 222	Physical Pharmacy	R	PHT - 220	3 (2+1)	C
	PCH - 202	Pharmaceutical Analytical Chemistry	R	CHEM - 110	3 (2+1)	C
	MBC - 228	Biochemistry II	R	MBC - 223	3 (2+1)	I
	PSL - 215	Structure and Function of Human Body II	R	PSL - 214	4 (4+0)	I
	PHT - 223	Microbiology	R		3 (2+1)	C
	ARAB - 202	Arabic Editing	R		2 (2+0)	I
Level 5	PSL - 331	Pathophysiology	R	PSL - 215	3 (3+0)	I
	PCH - 303	Medicinal Chemistry I	R	PCH - 201	3 (3+0)	C
	PHL - 331	Pharmacology I	R	PSL - 215	3 (3+0)	C

	PHT - 321	Immunology	R	PHT - 223	2 (2+0)	C	
	PHT - 320	Pharmaceutics I	R	PHT - 222	4 (3+1)	C	
	ICI - 113	Islamic Culture III	R		2 (2+0)	I	
<b>Level 6</b>	PCH - 304	Medicinal Chemistry II	R	PCH - 303	4 (3+1)	C	
	PHL - 333	Pharmacology II	R	PHL - 331	4 (3+1)	C	
	PHT - 323	Pharmaceutics II	R	PHT - 320	4 (3+1)	C	
	PHG - 310	Basics of Natural Products	R	PCH – 201	3(2+1)	C	
	CPH - 348	Professional Pharmacy Practice Laboratory I	R	PHL - 331	2 (1+1)	C	
	CPH - 360	Introductory Pharmacy Practice Experiences I (Summer Training)	R	CPH - 348	2 (0+2)	C	
<b>Level 7</b>	PCH - 405	Medicinal Chemistry III	R	PCH - 303	3 (3+0)	C	
	PHL - 435	Pharmacology III	R	PHL - 331	3 (2+1)	C	
	CPH - 442	Therapeutics I	R	PHL-331	5 (4+1)	C	
	PHT - 421	Biopharmaceutics & Pharmacokinetics	R	PHT - 323	3 (3+0)	C	
	PHG - 411	Complementary and Alternative Medicine	R	PHL - 331	2 (2+0)	C	
<b>Level 8</b>	PHL - 436	Pharmacology IV	R	PHL - 331	2 (2+0)	C	
	CPH - 452	Therapeutics II	R	CPH – 442	5 (4+1)	C	
	CPH - 454	Clinical Pharmacokinetics	R	PHT – 421	3 (2+1)	C	
	CPH - 450	Pharmacy Management	R		3 (3+0)	C	
	CPH - 451	Professional Pharmacy Practice Laboratory II	R	CPH – 348	3 (2+1)	C	
	PHT - 422	Elective course I - Industrial Pharmacy	E	PHT - 323	2 (2+0)	C	
	OR						
	PCH - 406	Elective course I - Drug Discovery	E	PCH - 303	2 (2+0)	C	
	CPH - 460	Introductory Pharmacy Practice Experiences II (Summer Training)	R	CPH - 360	2 (0+2)	C	
<b>Level 9</b>	PHL - 537	Toxicology	R	PHL - 436	2 (2+0)	C	
	CPH - 553	Therapeutics III	R	CPH – 442	5 (4+1)	C	
	CPH - 557	Pharmacy Regulations & Ethics	R	CPH - 450	1 (1+0)	C	
	CPH - 555	Pharmacoepidemiology & Research Methodology	R	CPH - 450	3 (3+0)	C	
	CPH - 556	Self-care and Non-prescription Drugs	R	CPH - 442	2 (2+0)	C	

	ICI - 114	Islamic Culture IV	R		2 (2+0)	I	
	CPH - 548	Evidence Based Practice	R	CPH - 452	3 (2+1)	C	
Level 10	CPH - 554	Therapeutics IV	R	CPH – 442	5 (4+1)	C	
	CPH - 558	Professional Pharmacy Practice Laboratory III	R	CPH - 451	3 (2+1)	C	
	CPH - 559	First Aid & Emergency medicine	R	CPH - 452	1 (0+1)	C	
	CPH - 560	Pharm D Seminar	R	CPH – 555	1 (0+1)	C	
	PHT - 521	Modern Pharmaceutical Technology	R	PHT - 323	2 (2+0)	C	
	PHG - 513	Nutraceuticals and Dietary Supplements	R	PHL – 435 CPH - 556	3 (3+0)	C	
	PHL - 538	Elective course II - Pharmacogenomics	E	MBC-228 PHL – 435	2 (2+0)	C	
	OR						
	PHG - 514	Elective course II - Pharmaceutical Biotechnology)	E	MBC-228 PHL-435	2 (2+0)	C	
	Level 11	CPH - 651	Advanced Pharmacy Practice Experience I <b>(Summer Training)</b>	R	All Courses	4 (0+4)	C
CPH - 652		Advanced Pharmacy Practice Experience II <b>(Summer Training)</b>	R	All Courses	4 (0+4)	C	
CPH - 653		Advanced Pharmacy Practice Experience III	R	All Courses	4 (0+4)	C	
CPH - 654		Advanced Pharmacy Practice Experience IV	R	All Courses	4 (0+4)	C	
CPH - 655		Advanced Pharmacy Practice Experience V	R	All Courses	4 (0+4)	C	
Level 12	CPH - 656	Advanced Pharmacy Practice Experience VI	R	All Courses	4 (0+4)	C	
	CPH - 657	Advanced Pharmacy Practice Experience VII	R	All Courses	4 (0+4)	C	
	CPH - 658	Advanced Pharmacy Practice Experience VIII	R	All Courses	4 (0+4)	C	
Total			199				

## Academic

### Academic Services Unit

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



The image is a promotional flyer for the 'Academia' platform, titled 'وحدة الخدمات الأكاديمية' (Academic Services Unit). It features a green header with the university's logo and the text 'VISION 2030' and 'كلية الصيدلة' (College of Pharmacy). The main content is organized into three columns, each with a distinct icon and a list of services:

- بوابة الأعدار** (Advisors Portal): 'جميع الأعدار تقدم إلكترونيا من خلال بوابة أعدار الطلاب للاستفادة من الخدمات الآتية: اختبار فصلي بديل, اختبار نهائي بديل, رفع الحرمان.'
- موقع الكلية** (College Website): 'الخدمات الآتية متاحة إلكترونيا 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** (Academia Portal): 'الخدمات الإلكترونية الآتية متاحة لجميع الطلاب من خلال بوابة أكاديميا: خدمة الاعتذار عن مقرر, خدمة تحديث الألبان, خدمة التواصل مع المرشد, خدمة طلب بطاقة جامعية, خدمة النطاقات الطلابية.'

At the bottom, it provides a QR code and the URL: <https://pharmacy.kku.edu.sa/ar/content/440>.

All registration related issues can be processed online through the DAR platform, "Academia." Registration and admission rules/regulations are available in the student guide [s.kku.edu.sa/SA].

The university follows a credit hour system in preparing class schedules. Students are given the freedom in selecting the courses to complete program requirements, with exception to the first semester of the study plan where students are enrolled automatically. The student can, with assistance of the academic advisor, design their study plan to graduate on the specified time or even before that in accordance with their academic status. Not all courses are made available for registration every semester, however, the following are considered:

- All courses that are prerequisite for other courses are made available for registration every semester to allow struggling students to register courses.
- Courses with high student demand are made available for registration every semester considering department capability.
- Turns are taken in making courses available for registration with ensuring that each course in the study plan is made available at least once every academic semester.
- All courses with students who are expected to graduate should be made available for registration.
- All courses that are prerequisite by the university and college should be made available for registration.
- All courses that are part of programs that are no longer admitting students should be made available for registration.

The minimum study load in registering courses is 12 credit hours, and students are allowed to register courses from upper levels according to the program study plan guide (not exceeding 4 semesters). Registration starts early before the beginning of the next semester, and students should follow the program study plan guide in registering courses, and this early registration finishes in week 10 of each semester. Student GPA is linked to the study load and the possibility of registering courses from upper levels as follows:

- Maximum 15 credit hours for GPA less than 2.
- Maximum 17 credit hours for GPA between 2 and 2.75.
- Maximum 18 credit hours for GPA between 2.76 and 3.5.
- Between 19-20 credit hours for GPA between 3.51 and 5.
- Students who are expected to graduate can register up to 24 credit hours if it is possible through the registrar after getting approval from the head of department/ concerned Vice dean.

If it was not possible to register the minimum study load due to conflict, failing to complete a prerequisite, or completing all courses for that semester, then the student is allowed to register whatever available even if it is below the minimum credit load. Students are not allowed to pass by a prerequisite unless an approval is granted by the department given that the student has studied the course before and failed it. Student enrolled for undergraduate programs are classified according to the year level (1, 2, 3, 4, 5) depending on the credit hours successfully completed by the student, according to the following table 1.:

Year	Completed credit hours
1	0-30
2	31-60
3	61-90
4	91-120
5	121-150
6	151 and more

Online registration at KKU 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. 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. 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.

### **Course or Semester Withdrawal**

Students enrolled in courses at COP may submit course withdrawal requests via 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 three 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. Students are not allowed to withdraw from the course or semester, only after successfully completing the first year of the program.

### **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, KCU**

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 Committee (AACC) is an essential part of the COP Academic Services unit. The Dean of COP establishes a committee comprised of a chairperson, a secretary, and selected faculty members. AACC and the Deanship of Students' Affairs (DSA) work in close collaboration to enhance the student experience across COP. With a student-centric approach, AACC works diligently to enhance student learning, improve student confidence and social skills, and quickly identify students in need. AACC 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, AACC 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.

#	Assessment task	Percentage of Total Assessment Score
<b>Courses with theory credit only</b>		
1	Continuous assessment (e.g. quizzes, assignments, tutorials, presentations, virtual classroom tools such as Kahoot, and other in-class activities) Note : Minimum of two assessments	30%
2	Midterm exam	30%
3	Final exam	40%
<b>Courses with theory and practice credits</b>		
1	Continuous assessment (e.g. quizzes, assignments, tutorials, presentations, virtual classroom tools such as Kahoot, and other in-class activities, and Practical assessments) Note : Minimum of two assessments	30%
2	Midterm exam	30%
3	Final exam	40%

Quizzes	Department through the chairmen approval can formulate the quiz to their preference. Only MCQs for any quiz.		
Midterm Exams	30 MCQs for 24 Marks + 3 Short questions (2 marks each) = 1 h exam		
Final Exams	Credit hour (Theory)	Number of MCQs	Exam Period
	All courses	50 MCQs	1:15 h

## 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.

## 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

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 AACC. 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.

## **Introductory and Advanced Pharmacy Practice Experiences Orientation.**

**IPPE-I:** The orientation for IPPE-I is an important component of the internship program and is typically conducted during week 2 of every semester in the virtual pharmacy. This orientation is specifically designed for students at level 9 and aims to provide them with a solid foundation in the domains essential for providing pharmaceutical care in community pharmacy settings. The orientation covers various aspects of the course such as the objectives, activities covered during the course, teaching methods, assessment methods, grade distribution, absence policies, skills to be developed after completing the course and responsibilities of the students. The primary purpose of this orientation is to familiarize students with the domains mentioned above and ensure they understand their responsibilities in both the virtual pharmacy and their assigned community pharmacy. Additionally, the orientation covers the various forms that will be used during the IPPE course, such as documentation templates, patient counseling forms, and medication order sheets. Moreover, the grading rubrics are provided to clarify the assessment criteria and expectations for the course. By providing this orientation, the internship program aims to furnish students with the necessary knowledge and skills to effectively practice throughout this course.

**IPPE-II:** The orientation for IPPE-II is given to students of level 10. This orientation session is specifically designed for students at this level and focuses on providing them with a strong foundation in the domains necessary for providing pharmaceutical care in hospital pharmacy settings. The IPPE-II coordinator conducts this orientation to ensure that students have a comprehensive understanding of the course and its requirements. During this orientation session, the IPPE-II coordinator will cover the following areas: Objectives of the course, teaching modes, IPPE-II activities, grade distribution, absence policies, skills to be developed after completing the course and the responsibilities throughout the course. The purpose of this orientation is to familiarize students with the objectives, teaching methods, IPPE-II activities, responsibilities, and assessment methods associated with their practice in the hospital pharmacy setting. By providing this orientation, the IPPE-II coordinator aims to ensure that students are well-prepared, understand the expectations of the course, and can actively contribute to the healthcare team in the hospital pharmacy environment.

**APPE III-VIII:** Students who are expected finishing their didactic courses are provided with two orientation sessions during their final semester (i.e. level 10). The first orientation is provided during weeks 2 – 4 of the semester and is intended to explain the entirety of the structure of the internship year (APPE), including the internship registration process, rotation type and site of selection, and EEO deadlines. The second orientation takes place during week 15 – 17. The purpose of this orientation is to explain the college policy related to the internship (e.g. professionalism, dress code, immunizations, absence/lateness policies, etc.),

the process of selecting professors for research rotation, the requesting site change policy, and the EEO evaluation criteria. Before the second orientation, the EEO should provide the final training schedules (individually) to the students. The EEO dedicates time at the end of both orientation sessions to answering questions concerning the internship year, and any further inquiries are welcome and answered in person at the Pharmacy Training Unit (PTU) office or via email ([eeo.pharmacy@kku.edu.sa](mailto:eeo.pharmacy@kku.edu.sa)).

### **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 Educational Affairs and Development (VDED) 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.

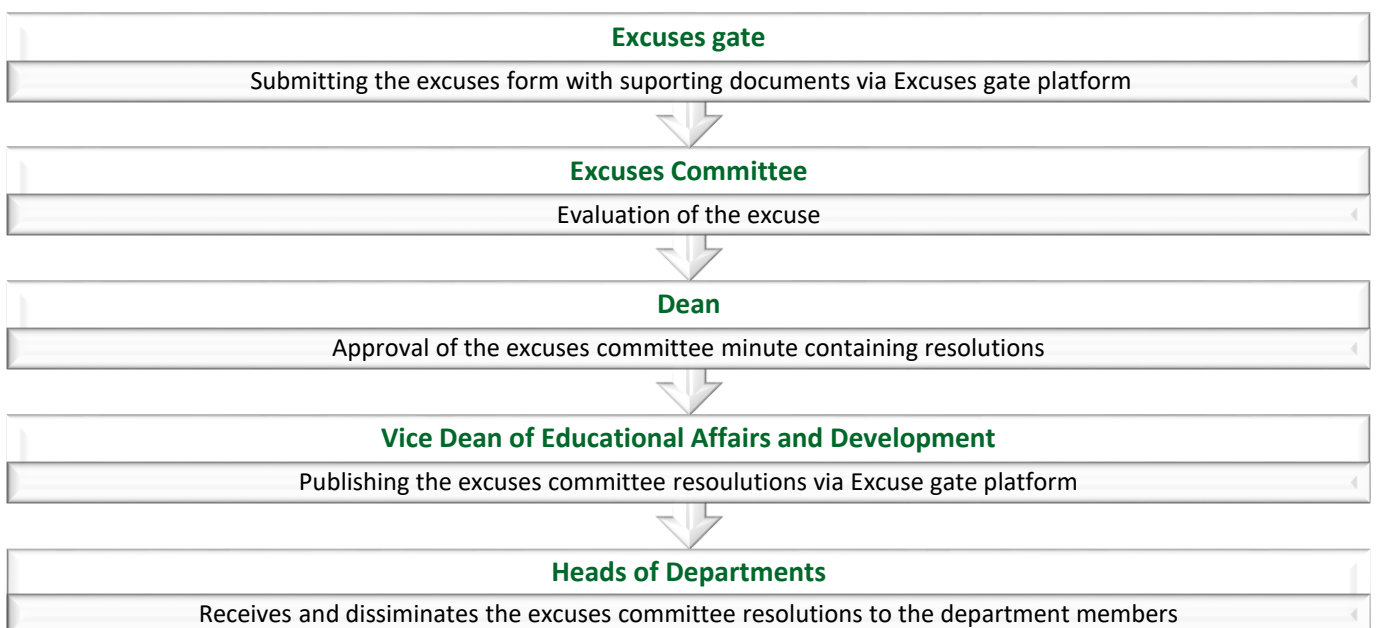
### **Students Excuse**

The College Excuses and Exceptional Requests 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 excuse's portal ([https://itcsvc.kku.edu.sa/KKU\\_StudentsExcuses](https://itcsvc.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 midterm or final 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 for counties assessments are handled by the departments in a similar manner.

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. – where 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.



## **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.*, Student Code of Conduct and Discipline Guide), and through this link [https://itcsvc.kku.edu.sa/KKU\\_StudentsComplaints](https://itcsvc.kku.edu.sa/KKU_StudentsComplaints). 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. At COP, the Dean, Vice Deans, and Heads of Departments have allocated dedicated time slots every day to meet with students and receive their feedback and grievances.

To forge strong relations with its students, COP has formed Student Councils (male and female counterparts), which include the College Dean (chair), VDED , Vice Dean of Female Campus (VDFC) of 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.

## **Academic integrity**

### **College of Pharmacy Statement on Academic Integrity**

Academic credit bestowed upon an individual should reflect their efforts and contributions. Consequently, students at the College of Pharmacy, King Khalid University are required to generate their authentic academic work. Upholding high standards of academic integrity is students' responsibility, essential for preserving the integrity of their degree. It is incumbent upon them to be well-versed in the college's policy on academic integrity. Participating in academic dishonesty, including cheating, plagiarism, and collusion in dishonest acts, is

deemed unacceptable and will not be tolerated. Such behaviours undermine the educational mission of the college and impede students' personal and intellectual development.

**Cheating includes but is not limited to:**

- Use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation.
- Copying during examination or work of another person or source.
- Unauthorized cooperation in completing assignments or during an examination.
- Collaboration or external assistance on academic work to be graded.
- In all academic work to be graded, the citation of all sources is required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time.
- Dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, and in any other matter relating to a course.
- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Use of unauthorized devices
- Submission of work completed or edited in whole or in part by another person.

**Plagiarism** is the act of presenting another person's ideas, research or writing as your own.

**Collusion** is defined as assistance or an attempt to assist another student in an act of academic dishonesty.

**Artificial Intelligence (AI)**

**College of Pharmacy Statement on Artificial Intelligence (AI) Use**

It is encouraged to utilize AI tools like ChatGPT as aids and not as a substitute for independent critical thinking or original work. Using AI in a manner that supplants these principles may breach our academic integrity policies, leading to consequences outlined in our academic misconduct policies. Using AI apps such as ChatGPT, GPT3, and DALL-E among others to complete academic work without your instructor's knowledge is considered a breach of academic honesty.

The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted for the following activities:

- Brainstorming and refining your ideas.
- Fine-tuning your research questions.
- Finding information on your topic.
- Drafting an outline to organize your thoughts; and
- Formatting, referencing, checking grammar and style.

The use of generative AI tools is not permitted for the following activities:

- Using the tool to compose discussion board prompts assigned to you
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of an entire assignment or academic work.
- Writing entire sentences, paragraphs or papers to complete class assignments

To best support your learning, you should complete all graded assignments yourself, without any use of generative artificial intelligence (AI).

## **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 four weeks long.

## **Advanced Pharmacy Practice Experience (APPE)**

The APPEs are designed to provide students with experience in research and various clinical pharmacy practice areas, including hospitals, community pharmacies, ambulatory clinics, and health institutions. The 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; five of them are mandatory rotations and must include a hospital/institutional rotation, a community pharmacy rotation, an ambulatory care rotation, an internal medicine rotation, and research rotation. The other three rotations are electives, where students can select from several options, such as academia, infectious diseases, psychiatry, IV preparation, total parenteral nutrition, pediatrics, medical supply, pharmaceutical companies, and Saudi food and drug authority. Complete training material can be found in the training handbook on the college website (Version 4, 2023).

## **Student Recognition**

COP acknowledges and rewards students who demonstrate exceptional academic performance. The College follows a fair and transparent selection process to identify high-achieving students (Dean's List). At the end of each academic year, students with outstanding GPAs at each level of study are honored with awards and certificates of recognition. Additionally, through a partnership between COP and DSA, fifth- and sixth-year students with high GPAs have the opportunity to obtain professional certificates from the American Society of Health-System Pharmacists (ASHP). Furthermore, student activities clubs and DSA offer programs tailored for talented students.

## **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. 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:

- Current GPA should be  $\geq 3.75$ .
- Not more than four students can participate in an individual conference.
- Each student can participate in only ONE conference during their undergraduate tenure.
- 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:

- 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).
- Then, the request goes to the College Board for approval.
- 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.

## **Non-Academic**

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 Code of Conduct and Discipline 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 the Educational Affairs Committee chaired by Vice President of Educational Affairs and includes all VDED of University Colleges. At the level of COP, the College Disciplinary Committee is chaired by the College Dean, VDED, VDFC, AACC 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.

## 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 Guraiger campus, serves female pharmacy students. While another, the medical library - located on the Alfaraa 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 Guraiger 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. First-aid kits are available in all the laboratories. 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. Safety and Health Occupational Committee at the College is formed by an administrative decision issued by the Dean of the College. This committee is created to foster a safe environment for faculty, students, and all staff in the college in both campuses.

## **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.

## Important Electronic Services Platforms

Table 2. 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>