



Title: Students at Risk Support Procedures

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Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: The procedures are subject to periodic reviews as per amendments of Academic Advising Policy

1. Purpose

The purpose of this document is to describe the procedures to be followed by relevant staff at Gulf University to assist students that are at risk with low CGPA with additional counseling and advising to overcome their problems that led to low level of academic achievement (low CGPA).

2. Scope

The document applies to all Colleges, Departments and staff involved in the provision of teaching and learning. This includes:

- Deans
- Heads of Departments
- Academic Advisors
- Instructors
- Administrative Staff involved in Students Counseling Process
- Students

3. Acronyms

BQA	Education and Training Quality Authority
CGPA	Cumulative Grade Point Average
NQF	National Qualifications Framework

4. Definitions

Academic Advisor: The academic advisor is a faculty member at Gulf University, who is responsible for guiding the students according to University Guidelines and Regulations.

Instructor: An instructor is an individual appointed by Gulf University to teach on its courses.

Student: A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

Student at Risk: A student that scores low CGPA (around or less than 2.00), lacks self-esteem, confidence and needs additional assistance.

5. Procedures Details

5.1 Academic Advisors

The following steps shall be taken in dealing with the students at risk by the academic advisors. Academic Advisors shall:

- 5.1.1 list their students, who are with low CGPA (around or less than 2.00).
- 5.1.2 follow up with students admitted with preparatory courses about the progression in their studies.

- 5.1.3 identify and follow up with students who either failed in many courses or failed more than once in a course.
- 5.1.4 conduct meetings with each student in the categories above to discuss the factors affecting their low academic achievements, shall develop a report with support plan for each case.
- 5.1.5 contact instructors who are teaching these students to overcome the difficulties encountered in their courses.

5.2 The course instructors shall:

- 5.2.1 motivate students for participation in lecture activities and discussions on an ongoing basis.
- 5.2.2 integrate students with other outstanding students for rehabilitation.
- 5.2.3 provide students with additional lectures and office hours.
- 5.2.4 Follow up with the Academic Advisors regarding the effectiveness of their plan to improve the academic progression of the weak students.

5.3 Academic Advisors, in case of the ineffectiveness of the above plan due to non-academic causes, shall refer those students to the Students Counseling Office for further assistance.

5.4 Academic Advisors shall follow up with the Students Counseling Office in regard to the progression of the referred students.

5.5 Academic Advisors shall send a summary report of students at risk to their relevant Head of Department with a copy sent to the College Dean.

5.6 Students Counseling Office shall prepare a statistical data of students at risk in each semester and shall send a report to Vice President for Academic Affairs and to relevant Deans.

6. Responsibilities

Academic Advisors are responsible for:

- Following these procedures appropriately.

Instructors are responsible for:

- Following these procedures appropriately.

Students Counseling Office is responsible for:

- Following these procedures appropriately.

Students are responsible for:

- Following these procedures appropriately.

Heads of Departments are responsible for:

- Ensuring that all faculty members and students are fully informed of these procedures.
- Ensuring that these procedures are appropriately implemented.

Deans are responsible for:

- Ensuring that all faculty members and students follow these procedures.
- Ensuring that these procedures are appropriately implemented.

Vice President for Academic Affairs is responsible for:

- Appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of these procedures.

7. Related Policies

- Academic Advising Policy
- Assessment Policy

8 Related Procedures

- Academic Advising Procedures
- Assessment Procedures

9. Related References and Standards

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook