**A detailed report on the advising services provided by the Academic advisor to his students by the end of each semester approved by the head of the department**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total number of students | Number and percentage of outstanding students  | Number and percentage of defaulters | Re-enrollment  | Classification of students by rate |
| The number and percentage of students increased their rate | The number and percentage of students dropped their rate |
|  |  |  |  |  |  |
| Number of individual counseling sessions | Number of group counseling sessions | Number of case studies with academic advisor | Number of students with special needs | Number of preventive counseling sessions | Number of improvement extension meetings | Number of counseling sessions |
|  |  |  |  |  |  |  |
| Acadimic advisor | College | Degree | Acadimic specilization | Head/Department coordinator | Supervisor of Advising unit |
|  |  |  |  |  |  |  |

 **Dean of the College**