

## Mechanism for identifying failing students in their program

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Failing Student are identified by course professors and academic advisors, and follow-up on their attendance and academic achievement (follow-up academic records for students) since the beginning of the semester until their problems are counted, followed up, and up-to-date with their level.

### Follow-up and evaluation of Failing Student:

1) Defining the failing student: the student is defined through the following procedures:

- The level of the general academic achievement of the student:  
⇒ The cumulative GPA is less than 2 out of 5 (this means that the student has received a warning or an academic warning).

2) Determine and identify the problems that failing students suffer from:

- The problems faced by the failing students are identified and determined through the academic advisor, through individual and group advising meetings, using the models of the Academic Advising Unit.
- Some students with special cases are referred to the academic advising unit, which diagnoses their problems and finds solutions for them.

- The need to identify the reasons and factors that led to academic delay, such as lack of time management, the inability to memorize and recall, the students' poor quick-wittedness, the failure to solve assignments, poor home follow-up, the student's hatred of the subject, the presence of circumstances that prevent him from studying, or for reasons related to the course instructor or curriculum and other reasons.

### 3) Determining areas of delay and defining ways and means of care:

The Committee for Follow-up of failing student in the Academic Advising Unit, through academic advisors, studies the cases of failing students and determines the best ways to deal with them. The following procedures are used in dealing with them:

- ✓ Holding meetings between the academic advisor and the student to determine the cause of academic delay, and work to solve these causes, whether academic, social, or psychological.
- ✓ Contacting the student's guardian in some cases, informing him of the student's academic delay, and finding out its reasons.
- ✓ If the failing is due to psychological and health conditions, then the solution is done through the academic advisor by the case study report that referring to the Academic Advising Unit then transferred to psychological center in the Jouf University
- ✓ If the reason for failing is due to the inability to comprehend or academic achievement, then the reasons for that are studied with

the student, and those reasons are treated by taking appropriate corrective measures through rehabilitation courses.□

- ✓ Courses that have a high rate of student failing, such as English and Mathematics, are identified and communicated with departments to provide additional lectures for these courses for failing students.

4) **Suggesting and defining ways to solve problems and follow up on resolving the problems suffered by the failing students:**

- ✓ Organizing a meeting with the students who delay academically, and holding meetings with the teachers of the courses who were late in them to discuss the reasons for the delay, and guide them to the best ways to improve their academic level, after the results of the semester work and the mid-term and semester exams.
- ✓ The academic advisor communicates with the Academic Counseling Committee by submitting a monthly report to the Academic Counseling Unit regarding these students using the academic advisor's identification and follow-up form for failing students.

**\* Corrective procedures followed for students who delay in the event of inability to absorb or collect through:-**

- ✓ The focus of the faculty member on the students who fail to motivate them to participate and deliver during the lecture and stimulate their study skills.
- ✓ Encouraging the student to visit the course instructor during office hours to inquire about any issue that the students need further clarification on.

- ✓ The academic advisor provides advice on how to organize the student's time outside the university and guides him to ways of studying well according to an organized schedule.
- ✓ The academic advisor encourages students to participate in student activities at various levels in the deanship and the university, as participation is key for students to adapt to university life and raise their academic level.
- ✓ Guiding students by the academic advisor and course professor on how to use the university's electronic portal, the digital library, and the e-learning system.

5) Evaluating the performance of struggling students to determine the extent to which the objectives of the mechanisms are achieved:

The performance of Struggling students is evaluated to determine the extent to which the objectives of the mechanisms are achieved through the following procedures:

- Through improvement in the cumulative GPA and semester GPA, and a comparison between the pre and post-GPA.
- By following up on the improvement in academic achievement in the subjects in which the student failed.

Models used:

The following indicative models were used:



- An academic and student counseling form for a male / or female student.
- Individual indicative case form.
- A group counseling form.
- A form (a form to assist a struggling student at the university).
- A model for counting and following up with the academic advisor for students who fail to study.
- Form for counting and following up with the academic advisor for outstanding and gifted students.
- Case study form.

Academic Advising Committee

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