



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Preparation Program

POLICIES AND PROCEDURES

MANUAL 2013

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Note: The Preparation Program adheres to the PMU Academic Policies in most areas. However, there are some circumstances in which there are variations due to the special needs of the Program that differ from those of the colleges.

Duties and Responsibilities of Coordinator (Beginner, Intermediate, Advanced)

A. Purpose of the Policy

The position of coordinator is designed to provide assistance in the effective teaching by the instructors at the level for which she/he is responsible and for improving the quality of instruction.

B. Policy Statement:

- The Coordinator will report to the Chair (Associate) of the Preparation Program.
- Must be an instructor in that level/subject.
- Will be assigned a maximum of 15 contact hours teaching load.
Must possess a reasonable number of years of teaching experience or knowledge of that Level/subject.
- Must possess a good disposition and/or friendly personality to enable her/him to play the role of a caring and supportive leader.
- Coordinates with the counterpart on the opposite campus.
- Conducts meeting among instructors to discuss issues affecting the level/subject.
- Provides assistance in terms of materials, use of technology especially for the new comers.
- Coordinates effort in updating syllabi, and pacing schedules at the start of the semester.
- Organizes workshops and trainings for the benefit of the level/subject.
- Coordinates with the Test Center for administration of standardized tests.
- Writes reports of the activities of the level/subject.
- Provides cover for absent instructors in the level/subject.

Attendance Policy for Students

A. Purpose of the Policy

- Standardizes attendance policy procedures across and between levels.
- Maximizes student growth by encouraging student attendance in scheduled class hours.
- Provides student and faculty with realistic expectations based on time invested.
- Promotes appropriate attendance habits.

B. Policy Statement:

- Attendance will be recorded from the first day of classes.
- Attendance is posted on Blackboard.
- Attendance will be taken for all programs.

C. Policy Implementation

- Attendance is on a per period hour basis.
- This procedure must be clearly conveyed to the students prior to the start of the new semester
- Attendance must be accurately recorded each day and checked periodically
- A weekly report of absences must be submitted to the office of the Associate Director for Students or to the Associate Chair
- In the event that a student questions the attendance record and it is discovered that the instructor has not faithfully recorded the attendance, then the student's word will be the basis for the decision
 - Students will be allowed to skip up to 15 % of classes regardless of the excuses. The instructor just records the attendance without requiring excuse forms to be filled.

- At the point of missing 15 % the student will be informed of being dropped from the class if there are more absences, regardless of whether or not they have excuses.
- After being dropped from the class, a student may continue to attend provided they come on time and attend the class the whole time. If they do not comply, they can be barred from attending the class by the instructor

Course and Grades

A. Purpose of the Policy

- Maintains consistent grading standards across and between levels.
- Ensures students are aware of their grades at all times.
- Allows faculty to monitor and assess student progress.
- Provides available information for any administrative personnel dealing with student grievances.

B. Policy Statement:

- The course coordinator will update each semester any changes to the syllabus. This will include changes to grade weightings given to content areas.
- The mapped curriculum document will be the basis of updating changes.
- The course/level coordinator, in consultation with faculty, will assign a weighting to each assessment. This will be incorporated into the syllabus.
- Faculty must keep grades current on Blackboard throughout the semester and accessible to students.
- At the beginning of the semester, students are notified through Blackboard of assigned weighting.
- The Chair/Asso Chair will check for appropriate weighting and that grades are entered regularly on Blackboard.

Production and Analysis of Standardized Examinations

A. Purpose of the Policy

- Allows the examination to be prepared in a timely manner.
- Secures test information thereby producing more reliable and valid testing results.
- Prepares an examination that is representative of the materials taught and outcomes defined for that course and that content.
- Provides each faculty member with the opportunity to be part of the evaluation preparation process through the level coordinators.
- Provides valid test results by eliminating any targeted teaching of explicit test content.
- Promotes development of learning skills that goes beyond memorization and first level application of content.

B. Policy Statement:

- A Testing Center must be established.
- The Testing Center is responsible for the preparation, administration, and analysis of examinations.
- The Testing Center is responsible for the security of all examinations.

C. Policy Procedure:

- Exam content related issues should be referred to the Testing Coordinator.
- Other issues on exam days should be referred to the hall monitors.
- Irregularities and cheating incidents will be reported to the hall monitor in writing for further action.
- Testing Coordinators receive confirmed test dates, copies of syllabi and pacing schedules as well as any notes on preferred themes/topics from level coordinators.
- Testing Coordinators generate all 12 valid standardized test items, construct papers, answer keys and scripts and record audio as needed.
- Draft papers reviewed by coordinators and proofread by designated proofreaders.
- Final papers re-proofread by second designated proofreader.
- Communication tests entered into Blackboard.

Examination Administration Policy

A. Purpose of the Policy

To ensure effective administration of the standardized examinations.

B. Policy Statement:

- No student will be admitted to any examination without the PMU ID card.
- No cell phones, handbags or other type of bags permitted beside students inside the examination room. All personal belongings should be placed at the places designated by the proctors.
- Female students must cover their hair and wear abayas during examinations overseen by male proctors.
- Sunglasses are prohibited inside the examination rooms.
- Male students should have their “Ghutra” pulled back so that student’s eyes and ears are visible.
- Speaking, commenting, or any sort of direct or indirect communication between students is strictly prohibited during examinations.

- Students are expected to strictly comply with the proctor's instructions at ALL times, with no discussion, comments or any sort of disruption to others.
- PMU officials will be touring and checking students IDs throughout the examination period.
- Students will not be allowed in the examination room after the examination has started.
- Students are not allowed to leave the examination room before half the examination time has elapsed (e.g. if the examination time is 2 hours, the proctor will not allow you to leave before 1 hour has passed).
- Students are required to minimize disruption to the instructor and other students, and are only allowed to raise their hand when they have a question, NOT CALL the instructor, NOR speak, nor ask another student.
- If a student is observed breaking an examination rule, the proctor observing indicates it to the Hall Supervisor/Monitor (by raising his hand) to witness the infraction and write a detailed irregularity report. The details of the report are to be provided by the proctor.

Make - Up Examination Policy

A. Purpose of the Policy

- To be fair to students who may have valid excuses for missing a Standardized Examination.

B. Policy Procedures:

- Make- up examinations are NOT allowed except under extreme circumstances.
- A student who misses an examination must first submit a request for a make-up examination, with supporting documentation to the Counselor within one week of the administration of the test; a decision will then be taken by the Dean/Chair in consultation with Student Affairs.
- In the event the make-up examination request is approved, it will be administered on a common date and time for ALL who missed the examination. The Communication examination may be given online, and the Writing examination on paper.
- Students failing to take the make-up examination will receive a zero (0) grade for the examination.
- Instructors are NOT to write and administer their own tests in place of a Standardized examination.
- This policy applies ONLY to SE2 (Midterm) and SE 4 (Final).
- Students who miss SE1 (Pre-Midterm) or SE3 (Pre-Final) must also submit a request for retest within a week with supporting documentation.
- If the excuse is accepted, the student does not have to take the examination, and the SE1 or SE 3 grade will not be included in the calculation of the final grade. However,

if the excuse is rejected, the student will receive a zero (0) for the test and the 0 will be included in the calculation of the final grade.

- During the Summer Semester, there are no SE1 or SE3 examinations. However, make-up tests for SE2 and SE4 will follow the same guidelines, except that excuses must be submitted within a day of the missed examination and the make-up examination will be given within 2 days thereafter.
- Exceptions to the above will be dealt with on an individual basis by the Department Chair and/or the Dean of the Preparation Program.

Placement into the Preparation Program

A. Purpose of the Policy

To ensure that students are placed at the correct level.

B. Policy Statement:

- The Preparatory Program selects the test(s) to be administered.
- The tests are administered in coordination with the Student Affairs.
- Students are placed according to the results.
- The Placement test consists of the following components:
 - Reading
 - Listening
 - Speaking
 - Writing

Placement in the Study Skills Courses

A. Purpose of the policy:

- **To ensure that Intermediate and Advanced students are placed in the correct Study Skills courses.**

B. Policy Statements:

- Students that are accepted as new students at the Intermediate Level will register in PRPL 0011- Study Skills I and PRPL 0012- Study Skill II consecutively.
- Students that are accepted as new students at the Advanced Level will register in PRPL 0012- Study Skills II only.
- Students that are accepted as new students at the Intermediate Level will register PRPL 0011- Study Skills I. In the event a student is accelerated to CORE by taking IELTS or TOEFL he/she will be exempted from taking PRPL 0012- Study skills II.
- Students entering directly into CORE will be exempted from taking both Study Skills I & II.
- Students promoted from the Intermediate or Advanced Level directly to CORE based on obtaining the required score on IELTS or TOEFL will be exempted from taking Study Skills courses.
- Students failing Study Skills but passing their Communication and Writing courses will be allowed to enter the CORE program on a conditional basis, but they will have to repeat

the Study Skills class. Upon the successful completion of the Study Skills course, the student will be fully admitted to the CORE program.

- A student who misses the Study Skills 1 at the Intermediate level may take Study Skills I and Study Skills II concurrently at the Advanced level.
- A student who misses any of the Study Skills courses in the Advanced level must take it in their freshman year.

Misplaced Students Policy

A. Purpose of the Policy

- To correct the level of students who may have been misplaced according to the placement criteria.

B. Policy Procedures:

- In the event a student functions at a disproportionately high level in class in all skills reflective of his/her ability to function at the next higher level, the instructor or the student may petition the level Coordinator to be reclassified.
- The instructor submits his/her recommendation with documentation.
- The Coordinator in consultation with the department Chair/Associate Chair makes the final decision.
- The registrar is informed to make the appropriate changes.
- The time frame for a student to be reclassified is two weeks from the beginning of the semester.

Exit from the Preparation Program

A. Purpose of the Policy

- To provide smooth transition from Prep to Core in exceptional cases.

B. Policy Statement:

- Satisfactory Completion of Coursework with 70% minimum Average at the Advanced Level
- Passing the Preparatory Advanced Exit Examination (PAEE) with overall score of 70 and a minimum of score of 20 in the writing component.

C. Policy Procedures:

- The PAEE will be administered during the final examination schedule.
- The final standardized examination for the advanced level (SE3) will be administered the last week of classes.
- If a student passes both the coursework and PAEE, the student proceeds to Core.
- The following will apply if a student passes either the PAEE or the Coursework and fails the other.

*The student has an option to repeat the semester at the Advanced level or to take the external IELTS or TOEFL and obtain the minimum scores specified (**TOEFL IBT overall 70 and a minimum of 20 in writing, or TOEFL PBT 520 or above, or IELTS overall band of 5.5 and minimum 5.0 for writing**)*

- Borderline cases will be referred to the special committee selected by the Chairs and/or the Dean in consultation with Level Coordinators.

Minimum Qualifications for PREPARATION PROGRAM faculty Appointments

A. Purpose of the Policy

The Preparation Program is seeking highly qualified individuals with expertise in specifically in English Language instruction. It also takes into account the needs for Study Skills and TOEFL preparation

B. Policy Statement:

(1) EFL Faculty

- English language proficiency
 - Native English speaker
- Degree
 - Master's degree or equivalent in Teaching English as a Foreign/Second Language (TEFL/TESL), applied linguistics, foreign-language pedagogy, or a related field. A bachelor's degree may be accepted if the individual has a broad background of EFL/ESL experience and/or certification.
- Experience
 - Two years of teaching experience, preferably in a communicative-centered program, or in a preparation program for students entering college.

(2) Math Faculty

- Degree
 - Master's degree in mathematics.
- Experience
 - At least two years teaching experience at the college level.
 - Preference to candidates who have prior experience in teaching under-prepared college students and experience in cooperative learning and alternative forms of assessment.

(3) Study Skills Faculty

- Degree
 - Master's degree, preferably in psychology, counseling, educational counseling, or a related field.
- Experience
 - At least two years' teaching experience at the college level.
 - Preference to candidates with prior experience teaching under-prepared and/or EFL college students and experience in cooperative learning and alternative forms of assessment.
- Additional skills
Knowledgeable concerning computer-assisted learning.

Policy Statement Concerning the Preparation Program to appear in the Student

Handbook.

The Preparation Program at Prince Mohammad Bin Fahd University is established to act as a bridge between high school and college, specifically in English Language learning. Most students graduating from high school where Arabic is predominantly the language of instruction will be moving into an academic program within the university in which English is the medium of instruction and are therefore not able to make this transition without additional English language instruction.

Students applying to the university are given a placement test in English. Those who score high enough and are placed in the intermediate level may take up to a year before being eligible to take college courses. Those who are placed at the advanced level may take a semester before being eligible to move on to college courses. Students are assessed through standardized tests during the course of the semester. Students that do not reach the standard at the end of the semester at all levels are held back and must repeat the level. Students that enter the Preparation Program below the intermediate level may take up to two years before reaching the standard required to enter the college courses and must sign a PMU commitment agreement when first admitted to the Program.

Courses including English, Prep Math, and Study Skills that are offered in the Preparation Program are non-credit courses and do not carry any university credit towards a degree.

Students may repeat a level NO MORE THAN ONCE. If they do not pass the second time, they will be dropped from the Preparation Program.

Note: Please refer to the Acceptance Letter/Payment and Refund Policy.