

**JORDAN UNIVERSITY OF SCIENCE  
AND TECHNOLOGY  
FACULTY OF APPLIED MEDICAL  
SCIENCES (FAMS)**



**UNDERGRADUATE STUDENT  
HANDBOOK  
2015/2016**

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*EMAIL*

## **Introduction**

The Dean, faculty, and staff welcome you to the Faculty of Applied Medical Sciences (FAMS) at Jordan University of Science and Technology (JUST). We are pleased that you have chosen FAMS as the academic environment in which to pursue your educational goals.

## **FAMS Learning Policies and Procedures**

This handbook was developed to help inform you of the FAMS specific policies, procedures, and information that may vary from JUST general policies. Therefore, we ask you to carefully read the University Bulletin and FAMS Undergraduate Student Handbook to familiarize yourself with JUST general and FAMS specific policies.

Always refer to the online version of the FAMS Undergraduate Student Handbook for updates. Check your JUST email account frequently for important announcements and alerts. If you have any questions, you may contact your department.

## **About FAMS**

The FAMS offers educational programs leading to a bachelor degree of science (B.Sc.) in the following areas:

- Allied Medical Sciences
- Applied Dental Sciences
- Medical Laboratory Sciences

- Rehabilitation Sciences

The FAMS was established in 2000. There are 53 faculty members teaching in 9 different disciplines: Allied Dental Sciences, Dental Technology, Medical Laboratory Sciences, Physical Therapy, Occupational Therapy, Audiology and Speech Pathology, Optometry, Radiologic Technology, and Paramedics.

The mission of the school is to advance health and rehabilitation through research, teaching, professional service, and clinical training.

The FAMS base their teaching upon current research, clinical service, and participation in their respective professional associations. Faculty research and service typically occurs through multi-disciplinary collaboration in diverse health care and research environments.

Consequently, FAMS is always engaged in various academic and community activities such as seminars, workshops, scientific days, field demonstrations, and community outreach. Additionally, many fruitful relationships have been initiated with various local, regional, and international institutions.

Our students are educated and trained to challenge prevailing models and assumptions and to question the basis of current practice. Promoting students' development of analytical problem solving skills and human relations skills required for effective clinical and supervisory practice are strongly emphasized in our programs.

The primary objective of our undergraduate programs is to prepare qualified and fully trained graduates ready to provide health care services at the highest standards and who can pursue their education at the post-graduate level either at JUST or elsewhere.

## **FAMS Expectations for students**

For personal safety and consideration of others, the FAMS require their students to adhere to some basic standards of dress code and grooming while attending classes and when in FAMS buildings.

Students are expected to:

- Avoid wearing excessive fragrances (e.g. perfume, cologne)
- Maintain personal hygiene
- Minimize body odors (e.g. excessive smoking)

In addition, students are expected to abide by any dress code policy established by their program or department. Violations of this policy may be subject to disciplinary actions.

## **Admission Information**

### **Admission Requirements & Application Procedures**

Admission to the FAMS undergraduate programs is granted to Jordanian students who have obtained their General Secondary School Certificate from Jordan or abroad. Students need to send their complete applications by mail to the Unified Admission Coordination Office. Admission is also granted to Arab students within agreements between the Ministry of Higher Education and Scientific Research and a number of Arab states. Acceptance is granted based on a quota determined by the Ministry.

International students admitted to FAMS on basis of the Parallel Program which was initiated in 1996 aiming at providing non-Jordanian students with top quality degrees from a highly reputed university. The parallel program also opens the door to Jordanian students who have been excluded from admission through competition. All academic programs are open to students in the Parallel Program. The same academic programs, staff, lectures, exams, training opportunities, assessments, rules and regulations, which are applied in the Regular Program, are also applicable in the Parallel Program except for the tuition fees.

## **Financial Issues**

### **Tuition and Fees**

Tuition and fees are posted on the JUST website at <http://www.just.edu.jo/Admission/undergraduate/Pages/default.aspx>

## **Academic Regulations**

### **Academic Integrity Policy**

Students have the right to fair treatment by faculty and staff in accordance with the ethical standards generally recognized within the academic community. Students are expected to adhere to the student code of conduct which demands them to observe all regulations and conduct ethically and with honesty while pursuing their academic studies. Should a student be accused of a breach of academic integrity or dishonesty and have concerns regarding this matter, the head of the department and faculty dean will be ready to discuss and address those concerns and make sure the student's rights are protected.

## **Student Roles and Responsibilities**

### **University and FAMS Rules and Regulations**

Students should understand and know how to access University, FAMS and individual program rules and regulations. Students should complete the FAMS new student orientation program. They should also review the most updated online version of the University Undergraduate Bulletin, FAMS undergraduate handbook, and their program's policy information. Students should be aware of and meet important academic deadlines, e.g., registration and add/drop monitored withdrawal.

### **Communication with FAMS Faculty and Staff**

Students should stay in regular communication with their academic advisor and faculty members. To facilitate this, the students should:

- Check their JUST emails regularly.
- Inform their academic advisor, faculty or department chair of difficulties that

may impact their academic standing.

- Seek help as needed.
- Make and keep regular advising/registration appointments with their academic/faculty advisor.

### **Plan of Study**

Every student in FAMS must have a Plan of Study, signed by their academic/faculty advisor, on file with Student Services by the end of the first semester in FAMS and as revised. Any changes to the Plan of Study must be approved by the academic/faculty advisor or Department Chair. To be certified for graduation, students must have successfully completed all courses outlined in their final Plan of Study as well as any other requirements for the degree.

### **Review Academic Progress**

It is the student's responsibility to review her/his academic standing to identify undergraduate program requirements and prerequisites for intended graduate program(s) and to monitor their completion.

### **Advisor Selection**

Academic and faculty advisors for FAMS undergraduate students are assigned by the Program Directors. Students are notified of the name of their advisor by their Department. If either the student or his or her assigned advisor see that it is in the best interest of the student to be with another advisor, the student can be assigned another advisor upon his/her preference. The student must have the department chair approval to change his/her advisor though. As a general rule, students who have more than 50% of the credits required for graduation should not initiate change of advisor procedures.

### **Advisor Roles and Responsibilities**

Every FAMS student will be assigned to an academic or faculty

advisor. The advisor's role is to help guide student's academic progress. During the initial Advising Meeting the academic/faculty advisor will:

- Review the student's official file prior to the meeting with the student.
- Meet with the student as soon as possible after his/her admission.
- Assist in designing a Plan of Study for the student.
- Assist the student in choosing and registering for appropriate classes according to Plan of Study, program requirements, and or student academic standing.

### **Continued Advising and Registration**

The student's advisor should continue to provide support by:

- Being available to the student on regular basis.
- Meeting with the student as needed prior to each registration and reviewing his/her academic progress.
- Signing all completed course enrollment forms, Add/Drop, and any other necessary forms in a timely manner.
- Helping the student meet important deadlines, e.g. registration.
- Meeting with the student upon his/her notification of probationary status.
- Assisting the student to access resources as needed.
- Assisting the student in creating, reviewing, and updating his/her Plan of Study according to undergraduate program and intended graduate program or professional requirements.
- Helping ensure that the student's Plan of Study is submitted to Student Services and updated as necessary.

## **Preparation for Graduation**

To qualify for graduation, students must have successfully completed all courses outlined in the final Plan of Study and any other program requirements.

## **Clinical Education**

Clinical learning experience is an integral and essential part of FAMS undergraduate professional programs. All students in these programs are required to participate in clinical education. The following are required of all FAMS undergraduate clinical education:

- All clinical education sites must have current contracts with JUST.
- Each program's clinical education coordinator will assign students to their clinical education site.
- Students are required to have personal health insurance.
- Student must provide proof of having undergone a physical exam and blood work as well as proof of vaccinations.

Additional requirements may also include drug screening, CPR training, orientation sessions, compliance with dress code, and personal transportation. Each program's Clinical Education Coordinator will advise students of additional program or site-specific requirements and instructions on how to submit required documentation to verify completion of all requirements.

Students may be required to travel a distance or to relocate outside their home living city or town for their clinical education assignments. All expenses for transportation, housing, food, etc. are the responsibility of the student. The university may provide transportation to clinical training sites according to bus availability and after coordinating with the university transportation center. Any student who misses clinical education hours for any reason must meet with his/her Clinical Education Coordinator to discuss ways to make-up missed clinical training time. See individual program for specific details regarding clinical education.

## **Registration and Add/Drop processes**

A student must be registered for at least nine credits and a maximum of 18 credits in each semester from the time of admission until the degree is granted in order to maintain active status. Students can register for less than 9 credits in regular semesters after taking the dean's permission and with justified reasons. Those students who fail to observe this rule will be placed on inactive status and will have to seek formal readmission in order to continue in the program. If active status is not maintained, the student is not permitted to use University facilities or receive counseling or active supervision by a faculty member, advisor, or committee. A student can register for more than 18 credits up to 21 credits under two conditions. If student has a cumulative grade of 80% and above or he/she is graduating in that semester. Summer semester is optional. Students are allowed to register for a maximum of 10 credits in the summer term and 12 credits if the student is graduating in that term.

### **Registration Process**

Registration times are assigned to students by the University Registrar's Office. To register for courses, you can go to JUST Student Portal: [www.just.edu.jo/reg](http://www.just.edu.jo/reg) and log in; go to the registration tab and click the course schedule link. Once you are logged into your course schedule, you can choose the courses that you would like to take and add them to your schedule.

Prior to registering for courses, you must meet with your academic advisor within your department to determine your courses. The schedule for Classes can be found on the University Registrar's website at: <http://www.just.edu.jo/reg>

### **Add/Drop Process**

Students are allowed to add or drop classes until the end of the second week of classes for the fall and spring semesters. Add/drop during the summer semester is dependent on the length of the semester (check the University Academic Calendar for specific dates). The following is a typical add/drop process:

- Students should make an appointment with their advisor to discuss adding/dropping courses.
- Once approved by the advisor, students can make the enrollment changes online.

## **Withdrawal/Resignation**

After the add/drop deadline has passed, the student must process a Monitored Withdrawal Request form to drop a class. (See University Academic Calendar for deadlines to process a Monitored Withdrawal). A student should consult with his/her academic/faculty advisor before withdrawal from course(s). The form must be signed by the course instructor and returned to the Director of Student Services.

A student considering resignation from FAMS should consult with his/her academic advisor before doing so. Students may resign by dropping all of their classes through the last day of the add/drop period. Students should follow the regular add/drop process. When all courses are dropped within published add/drop deadlines, all course-related tuition charges and fees will be canceled. To drop all classes after the add/drop period is over, students must resign through the Student Registrar Office and all outstanding charges will be prorated. The dean's approval is also required to complete the process. Students may resign in person, by telephone, or by mail to the Student Registrar Office. In addition, FAMS requests that students submit a letter of resignation to the Director of Student Services and the Program Director stating intent and reason for resignation.

## **Grading Policy**

### **Course Grading**

The method of evaluation and grading is the prerogative of the course instructor and is based on the course objectives and expectations. FAMS faculty grading criteria is based on 100% scale. The minimum grade to pass the course is 50% and the minimum for course final grade is 35%.

Students will be apprised of the evaluation procedure by the instructor

at the beginning of each course. It is the student's responsibility to request clarification of any evaluation or grading policy.

## **Incomplete Grade Policy**

Student's assigned incomplete grades due to unfinished course work or because of extenuating personal circumstances are required to complete course requirements no later than deadline for make-up exams for the term in which the course was taken. Once the deadline has passed, a fail grade will be assigned to the student for the course on the record. The student will be required to retake the course if it is needed to fulfill requirements for graduation.

## **Repeating Courses**

Students are allowed to repeat any courses that they have studied at the university. Students are only permitted to repeat a course twice if they have passed that course. The original course remains on the transcript; however, the grade and credits originally earned are not counted in the calculation of the student's cumulative average. The grade earned by repeating a course is used instead of the grade originally earned. Any grade earned in the repeated course will be recorded on the academic transcript, even if it is lower than the original grade.

## **Academic Standing**

### **Grading System**

The student's academic achievement is based on a 100% grade scale. Each course will be graded based on the following criteria.

<b>Grade</b>	<b>Grade Rating</b>	<b>Grade Symbol</b>
90 – 100	Excellent	A

80 – 89	Very Good	B
70 – 79	Good	C
60 – 69	Fair	D
50 – 59	Weak	E
< 50	Fail	F

A student's cumulative grade is calculated using the following formulas:

1- For each course, multiply the number of credits by the student's grade in the course.

# Course credits x course grade = cumulative course grade
Example: Anatomy (3 credits), final mark (80 of 100)
3 x 80 = 240 total cumulative course grade

2- To calculate a student's cumulative grade, add total cumulative grade earned for each course. Do not include courses with I grades.

Student's cumulative grade =
Total student's cumulative grades for all courses / total # of credits

The student's cumulative grade will be classified as the following:

Cumulative grade	Grade Rating
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92 – 100	Distinction
84 – < 92	Excellent
76 – < 84	Very good
68 – < 76	Good
< 68	Fair

The student's cumulative grade for each semester is the total grades earned for that semester multiplied by total credits studied at the same semester.

The average number of years to complete any of the FAMS programs is 4 years. The maximum number of years to complete a program is 6 years.

### **Dean's List for FAMS**

The FAMS Dean's List is compiled upon completion of each fall and spring term. The criteria used to determine eligibility for the Dean's List is as follows:

- Full-time student status for the term with minimum 12 registered credits.
- Minimum cumulative grade of 85% for the term.
- The student had not been dismissed from the program or was put on probation status before.

### **Academic Probation Policy**

Students who have a cumulative grade of less than 60% at the end of any term except for the first term at university or summer term will be placed on academic probation and will receive written notification of this status. At this point it is the student's responsibility to meet with his or her advisor. In order to be removed from academic probation, the student will need to achieve a cumulative grade of 60% within his or her next two terms of study. Failure to do so, the Department Chair may recommend immediate dismissal of the

student from the program to the FAMS Dean. The final dismissal decision from the program is at the discretion of the FAMS Dean.

Students who exceed the maximum number of years to complete their program of study will be dismissed from the program.

A student who is dismissed for a program is eligible to register in the parallel program for two extra terms to increase his/ her cumulative grade. A student who is dismissed from the program is eligible to apply for another program at the university except for the program/faculty from which he/she was dismissed.

## **Graduation Requirements**

The following are the Graduation Requirements for a Bachelor's Degree from FAMS:

- Completion of all requirements for the program in which the student has enrolled.
- Completion of 12 university obligatory credits.
- Completion of minimum 9 elective credits.
- Completion of faculty obligatory credits.
- Minimum cumulative grade of 50%.
- No unresolved financial obligations to the University.

## **FAMS Facilities and Student Resources**

### **Access to Faculty of Applied Medical Sciences**

FAMS is open Sunday - Thursday between 8:00 a.m. and 4:00 p.m. Students needing to access FAMS after hours on a regular basis should contact their department to arrange special access.

#### ***Email***

*Your email address is your University Computing Account username followed by @ams.just.edu.jo. All official University correspondence is sent to this email address.*