

Visiting Students Policy

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| Policy # | AA-110 | Revision # | 02 |
| Accessibility level | A | Effective date | 20 Jan 2021 |

1. Purpose

The visiting student is the one who studies courses at another university or at a branch of the university without transferring to the other university or branch. This policy highlights the rules regulations pertaining to visiting students from FBSU and those visiting FBSU.

2. Definitions

- 2.1. **Study plan:** A set of compulsory, optional, and free courses, which constitute from the sum of its units the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 2.2. **Semester:** A period of time not less than fifteen weeks excluding the registration and final exams periods.
- 2.3. **Summer semester:** A period of time that does not exceed eight weeks excluding the registration and final exams periods, and during which the period allocated to each course is doubled.

3. Policy

- 3.1. Visiting Students from FBSU to other universities:

The courses studied as a visiting student at another university are subject to equivalency approval according to the following controls:

- A) The prior approval of the student's college.
- B) The study must be in a recognized college or university.
- C) The studies must be at a university having the same major.
- D) That the studied course is equivalent or covers at least 70% of the course description of the equivalent course in the student's study plan.
- E) The University Council determines the maximum percentage of study credit hours that can be transferred from outside the University for the visiting student, provided that all equivalent hours do not exceed 40% of the bridging students study plan.
- F) The averages of the courses that are equivalent to the visiting student from the other university are not counted in the student's cumulative GPA, and the word "exempt" is placed for the equivalent course of the student's academic record.
- G) A maximum of 18 credit hours can be transferred for a visiting student.
- H) The student cannot study any course at another university if it is offered in the same semester at the university.
- I) It is not permissible for a student to study more than one regular semester as a visiting student during his study period at the university, and that semester is considered within the upper limit of the student's study period at the university.



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- J) The maximum total of hours a student can study as a visiting student at other universities is 18 credit hours for a regular semester and 6 credit hours for the summer semester.
- K) The student must obtain a grade of at least (C) in the course he is studying outside the university in order for the course to be counted in his study plan.
- L) It is not permissible to take the graduation project outside the university.
- M) It is not permissible for a student to study the graduation semester outside the university.
- N) The student is not allowed to study a visiting course during his preparatory year at the university.
- O) An FBSU student in good academic standing, who did not transfer to FBSU from another institution and wishes to study abroad, may spend up to one year and earn up to 30 credits at a foreign university. An FBSU student must spend his/her final year at FBSU.
- P) In all cases the student must register on a full-time basis during his/her last academic year at FBSU and that a student who had spent the last two academic semesters at another institution is not eligible to receive an FBSU-sponsored scholarship.
- 3.2. A student from another university may study as a visitor at FBSU according to the following controls:
- A) The approval of the college or university in which he is studying in advance of his/her studies as a visiting student at FBSU.
- B) That the student has not been dismissed from his original university for academic reasons.

4. Related Documents

- 4.1. Visiting Students Admission Procedure (AA-110-P1)
- 4.2. Taking Off-Campus Courses Application Form (AA-110-F1)

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