



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

Registration Deanship Manual

2024-2025

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Introduction

This manual is a comprehensive reference document detailing the policies, procedures, and administrative practices managed by the Deanship of Admission and Registration at Fahd Bin Sultan University (FBSU). It is designed to ensure transparency, consistency, and efficiency in the academic administrative processes that govern the student journey—from initial admission to final graduation.

The manual provides clear guidelines to faculty, staff, and students, enabling all stakeholders to understand their responsibilities and rights within the academic system. It aligns with the university's mission to deliver quality education and student support through well-structured and up-to-date administrative frameworks. Whether it concerns student registration, course withdrawal, academic standing, graduation clearance, or any other area, this manual aims to facilitate decision-making and day-to-day operations by offering a unified reference point.

Furthermore, this document reflects FBSU's commitment to continuous improvement by standardizing processes and adapting best practices in academic administration. It is periodically reviewed and updated to remain compliant with national regulations and responsive to the evolving needs of the university community.

Organization of the Manual

This manual is organized into eight main sections, each focusing on a core functional area of the Deanship of Admission and Registration:

Section 1: Admission Policies and Procedures. This section covers the university's admission criteria, processes for different applicant types (e.g., high school graduates, bridging students, visiting students), and required documentation.

Section 2: Academic Structure and Registration. This section details the university's academic system, registration policies, credit load limits, and related registration procedures, including add/drop rules.

Section 3: Withdrawal and Postponement of Study. This section outlines policies for withdrawing from courses or semesters, postponing studies, and procedures for readmission.

Section 4: Transfer and Change of Major. This section explains the conditions and processes for transferring from other institutions, between colleges, or changing majors within the university.

Section 5: Academic Standing and Continuity. This section describes how student academic performance is monitored, including probation, dismissal, re-enrollment, and academic honors.

Section 6: Visiting Students Management. This section presents guidelines for FBSU students studying at other universities and external students visiting FBSU.

Section 8: Academic Records Management. This section describes the procedures for maintaining and issuing academic records, such as transcripts and certificates, and managing student data privacy.

Each section includes relevant definitions, policies, step-by-step procedures, and associated forms and documents, allowing users to locate and implement specific academic processes easily.

Section 1: Admission Policies and Procedures

Introduction:

This section outlines the criteria, policies, and procedures for admitting students to various programs at Fahd Bin Sultan University, including high school graduates, diploma-bridging students, and visiting students.

Definitions:

Study Plan: A set of compulsory, optional, and free courses, the sum of which constitutes the graduation requirements that the student must successfully pass to obtain the academic degree in the specified major.

Academic Year: Consists of two regular semesters (Fall and Spring) and an optional summer semester.

Regular Semester / Semester: At least fifteen weeks, excluding the registration and final exam periods, during which academic courses are offered.

Summer Semester: A period that does not exceed eight weeks, excluding the registration and final exam periods, in which academic courses are offered. The lecture time is doubled to make up for the reduced semester duration.

Policies and Procedures

A. Admission Policy

Purpose:

FBSU seeks students with a strong academic record, good personal character, a genuine interest in serving their communities, and an eagerness to serve as professionals in allied fields. Based on their results in English, Math, and IT placement tests, students with the most promising overall profile will be selected to join either the Foundation Year Program (FYP) or one of the academic programs offered in the Colleges of Computing, Science and Humanities, Business and Management, or Engineering.

Policy:

1. The University Council determines, based on the proposal of the College Councils and the Director of Admission and Registration, the number of students who can be accepted in the next academic year.
2. Applicants to FBSU must satisfy the following eligibility requirements:

- Hold a Saudi Secondary Education Certificate or its equivalent, or a Diploma certificate from the Technical College or Community College for applicants for the bridging program. The must be attained within the past five years; yet, the University Council may make an exception from this period requirement if convincing reasons are available.
 - Pass the National Skills Exam for applicants holding the Saudi Secondary Certificate
 - Fulfill college and program requirements for which the application is submitted.
 - Be physically fit.
 - Have not been dismissed from any academic institution.
 - Pass any test or personal interview that the University Council deems fit.
 - Fulfill other University requirements.
 - Admission of students to the bridging program requires that the High School Certificate branch be suitable for the applied to program.
 - Admission of students to the bridging program is limited bridging to disciplines corresponding to their specializations in the diploma.
3. All documents received by the Office of Admissions become the property of FBSU, and thus cannot be returned.
 4. Admission of applicants who meet all the conditions is evaluated by the Admission Committee according to their high school grades, results in the aptitude and the achievement exams, the personal interview and the acceptance tests, if any.
 5. Bridging students equivalency evaluation:
 - The Department Council in which the bridging student is accepted considers the equivalence of courses based on the description of the courses.
 - The student's equivalent courses should not exceed, in all cases, 40% of the number of hours of his/her study plan at the university.
 6. Applicants who are admitted to an academic program at FBSU are officially notified between August 1 and August 15 for the first semester, and between January 1 and January 15 for the second semester.
 7. Admitted students will be provided with a pamphlet containing all the necessary guidelines to proceed to the registration and payment processes, and attend the Orientation day and learn among other things about the registration requirements and registration schedule.

8. Students who have been informed of their initial acceptance but did not register during the registration period, their acceptance will be revoked unless the student requested deferred admission.
9. The applicants may apply for exemption of first year English courses if s/he attains a high score in a valid and original certificate of TOEFL, IELTS, or STEP. (refer to the English Courses Exemption Policy).

Related Documents:

- [Admission Application for Undergraduate Programs \(AA-100-F1\)](#)
- [Admission Application for Graduate Programs\(AA-100-F2\)](#)
- [Student's File Checklist \(AA-100-F3\)](#)
- [Courses Equivalency Form\(AA-100-F4\)](#)

B. Admission of High School Students Procedure

1. Applications for the fall semester are accepted until mid-July, and applications for the spring semester are accepted until mid-December.
2. Applicants are required to fill out the Admission Application Form available at the Office of Admissions and on the university website and submit it with the following documents:
 - A certified copy of the Secondary Education Certificate or an equivalent certificate.
 - A certified copy of the National Skills Exam results, if applicable.
 - A Copy of the National ID card or Residence Permit (Iqama) for non-Saudis.
 - Two colored passport-size photos.
 - “No-Objection” Certificate from the employer, if applicable.

All documents received by the Office of Admissions become the property of FBSU and thus cannot be returned.

3. The Admission Officer verifies the application form data and the applicant's documents for completeness and conformance to the university's admission conditions.
4. The applicant pays a Non-refundable application fee of 1,000 SAR and retains the payment receipt.
5. The applicant then completes the Online Admission Application on the admission website, saves the application, and receives the application number.

6. The Admission Officer creates an applicant file containing the application number, the Admission Application Form, the applicant's documents, and a copy of the application fee payment receipt.
7. The applicant file is then passed to the Admission Committee, which renders its recommendation for admission based on the applicants' high school grades, aptitude and/or achievement test results, personal interviews, and acceptance tests, if any.
8. Once an applicant is admitted, the Admission Officer uploads the applicant's information on the SIS system, and the applicant is issued a university number and student ID.
9. The university number is recorded on the student's file and handed over to the Files Officer at the Admission and Registration for safekeeping.
10. The Information Technology Center provides the admitted students access to the SIS and creates student e-learning and email accounts.
11. The chairperson of the department in which the student is admitted assigns the admitted student to an academic advisor.
12. The Registrar's Office notifies accepted students of their admission and informs them of the date and schedule of activities for Orientation Day.
13. The Registrar's Office provides admitted students with a copy of the University Catalogue and a pamphlet containing all the necessary guidelines for proceeding through the registration and payment processes.
14. Admitted students are expected to attend the Orientation day, where they will learn about the registration requirements, study plan, and registration schedule, among other things. Students' registration occurs on the published dates.

Related Documents:

- [Admission Application for Undergraduate Programs \(AA-100-F1\)](#)

C. Admission of College Diploma Students (Bridging Program)

Procedure:

1. Applications for the fall semester are accepted until mid-July, and applications for the spring semester are accepted until mid-December.
2. Applicants are required to fill out the Admission Application Form available at the Office of Admissions and on the university website and submit it with the following documents:
 - A certified copy of the Diploma Certificate.
 - The academic record of the Diploma.

- A certified copy of the Saudi High Education Certificate or equivalent.
- A copy of the National ID card or the Residence Permit (Iqama) for non-Saudis.
- Two colored passport-size photos.

All documents received by the Office of Admissions become the property of FBSU and thus cannot be returned.

3. The Admission Officer verifies the application form data and the applicant's documents for completeness and conformance to the university's admission conditions.
4. The applicant pays a non-refundable application fee of 1,000 SAR and retains the payment receipt.
5. The applicant then completes the Online Admission Application on the admission website, saves the application, and receives the application number.
6. The Admission Officer creates an applicant file containing the application number, the Admission Application Form, the applicant's documents, and a copy of the application fee payment receipt.
7. The applicant file is then passed to the Admission Committee, which recommends admission based on the applicant's high school record, aptitude and/or achievement test results, personal interview, and admission tests, if any.
8. Once an applicant is admitted, the Admission Officer uploads the applicant's information on the SIS system, and the applicant is issued a university number and student ID.
9. The university number is recorded on the student's file and handed over to the Files Officer at the Admission and Registration for safekeeping.
10. The academic record of the admitted student is evaluated by the Department's Equivalency Committee, which forwards its recommendation to the Dean of the College for approval of the courses deemed equivalent to the student's program study plan courses (see the Student Transfer Policy). The approved equivalent courses report is appended to the student's file.
11. The Information Technology Center provides the admitted students access to the SIS and creates student e-learning and email accounts.
12. The chairperson of the department in which the student is admitted assigns the admitted student to an academic advisor.
13. The Registrar's Office notifies accepted students of their admission. It informs them of the time and place of the placement test and the date and schedule of activities for Orientation Day.

14. The Registrar's officer provides admitted students with a copy of the University Catalogue and a pamphlet containing all the necessary guidelines for proceeding with the registration and payment processes.
15. Admitted students are expected to attend the Orientation day, where they will learn about the registration requirements, study plan, and registration schedule, among other things. Students' registration occurs on the published dates.

Related Documents:

- [Admission Application for Undergraduate Programs Form \(AA-100-F1\)](#)

D. Admission of Visiting Students Procedure

1. The student must not be dismissed from his original university for academic reasons.
2. The visiting student must present the following documents to the Department of Admission and Registration:
 - A letter from the university where the student is studying, addressed to the Director of Admission and Registration at Fahd Bin Sultan University, regarding the student's desire to study as a visiting student and specifying the academic courses the student wishes to pursue.
 - A certified academic record of the visiting student from the university where they are studying.
 - A certified copy of the secondary transcript of the visiting student.
 - A copy of the visitor's identification document.
3. The admission officer verifies the completeness and authenticity of the visiting student's documents.
4. The visiting student fills out the hard copy of the Admission Application Form.
5. The visiting student pays the admission fee (1,000 SR for undergraduate programs and 2,000 SR for graduate programs) and gets the payment receipt.
6. The visiting student submits the receipt of payment to the admission supervisor, who enters the student's data into the SIS system and generates the student's university number.
7. The university number is recorded on the student's file, which includes the student's documents and the Admission Application Form. The file is then handed over to the files department for safekeeping.
8. The visiting student fills out the Courses Registration Form, submits it to the college dean for approval, and pays the tuition fee of 1,100 SR per credit hour.

9. The visiting student can register online or submit the approved registration form to the registration officer, who will then register the courses and provide the visiting student with their academic schedule.

Related Documents:

- [Admission Application for Undergraduate Programs \(AA-100-F1\)](#)
- [Admission Application for Graduate Programs \(AA-100-F2\)](#)
- [Student's File Checklist \(AA-100-F3\)](#)
- [Courses Registration Form \(AA-102-F1\)](#)

Section 2: Academic Structure and Registration

Introduction:

This section outlines the academic structure at FBSU, detailing study systems, course registration processes, and add/drop procedures.

Definitions:

Study Plan: A set of compulsory, optional, and free courses, the sum of which constitutes the graduation requirements that the student must successfully pass to obtain the academic degree in the specified major.

Academic Year: Consists of two regular semesters (Fall and Spring) and an optional summer semester.

Regular Semester / Semester: A period of at least fifteen weeks, excluding the registration and final exam periods, during which academic courses are offered.

Summer Semester: A period that does not exceed eight weeks, excluding the registration and final exam periods, in which academic courses are offered. The lecture time is doubled to make up for the reduced semester duration.

Academic Level: The stage at which the student is currently enrolled, based on the number of completed credits.

Semester Course Load: The total number of study units a student can register for in a semester. The University Council determines the minimum and maximum academic loads.

Course: A study subject within the approved study plan in each major (program), and each course has a number, code, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses. A course may have prerequisites and/or concurrent courses and may also serve as a prerequisite or co-requisite for other courses in the program.

Policies and Procedures:

A. Study System and Levels Policy

Purpose:

The graduation requirements for obtaining the academic degree are distributed into levels according to the study plan approved by the University Council.

Policy:

1. The university system is a study system in which the academic year is divided into two regular semesters and an optional summer semester, provided that its duration is half the term of the regular semester.
2. The graduation requirements for obtaining the academic degree are distributed into levels according to the study plan approved by the University Council.
3. Each program offers an advisory study plan encompassing the total list of courses available to students according to their year of study. For undergraduate-level programs, the plan is typically distributed over eight regular semesters.
4. Some colleges allow full-time study, provided that the rules and procedures approved by the University Council are followed. The academic year is divided into two regular semesters.
5. The University Council establishes the registration rules, including dropping and adding courses, to ensure students register for the minimum semester course load.
6. The course load is defined as the number of hours a student registers in a regular or summer semester and is determined as follows:
 - The minimum course load limit for a regular semester is 12 credit hours, provided that a student's total number of credit hours in any two consecutive regular semesters is at least 24. This condition is relaxed in the last semester before graduation.
 - The maximum course load for a regular semester is 19 credit hours. However, a student can register for up to 21 credit hours with the approval of his/her Dean if the student has maintained a minimum cumulative GPA of 4.00 out of 5.00 in all work undertaken during the preceding semesters.
 - The maximum course load in a summer semester is 10 credit hours. However, students who are expected to graduate by the semester's end can register up to 13 credit hours.
 - The minimum course load in the graduation semester is one credit hour; the maximum is 22 credit hours during a regular semester and 13 credit hours in the summer session.
 - The maximum course load for Students on Academic Probation is 13 credit hours in each regular semester. However, students registering for an FYP course are allowed to register for up to 14 credit hours.
 - The College Dean determines the student's semester course load within this policy's maximum and minimum limits.

B. Registration Policy

Purpose:

This policy establishes the rules and regulations governing the registration of courses, including repeat and audit courses, as well as substitute courses, within the limits of the number of credits a student can register for in regular and summer semesters.

Policy:

Academic Advisors

- Each student is assigned an academic advisor who assists him/her in registering and selecting courses. The advisor is also involved in counseling advisees regarding academic difficulties or problems encountered and monitoring their academic progress.
- The academic advisor is a faculty member in the academic division in which the student is enrolled. The advisor for Foundation Year Program students is the Director of the Foundation Year Program or an individual authorized to act on their behalf.

Registration

- **General Provisions:**
 - A student may not register for any course without satisfying the prerequisite or co-requisite requirements specified in their program study plan. Registration of a course without the co-requisite or without having taken the pre-requisite requires the approval of the Department Head and the College Dean, taking into consideration the student's academic status. Such approval is granted only in special circumstances.
 - A student may not enroll in any course outside of their study plan. The Dean of the College may waive this requirement according to academic needs and constraints.
 - Course registration can be performed online or manually using the *Registration Form*. However, a student on probation can only register manually with the approval of the student's academic advisor.
 - Tuition fees at FBSU are computed on a semester basis rather than a credit basis. This means that regardless of the number of credits for which a student is registered per semester, they pay the same amount of tuition, as long as they are taking the minimum number of credits permitted by the University.
- **Early Registration:** Students are encouraged to register early. The early registration period is usually in the last third of the semester preceding the

registration semester.

▪ **Late Registration:**

- Students who, for a valid reason, are unable to complete formal registration during the designated periods may petition for late registration, which must take place within the drop/add period specified in the academic calendar (www.fbsu.edu.sa).
- A late registration fee of 1,000 SAR will be assessed to students who register after the add/drop period has expired.

Minimum and Maximum Academic Load

Registration of courses is subject to student semester course load limits as follows:

A) Regular (Fall or Spring) Semester

- The course load lower limit is 12 credit hours, and the upper limit is 19 credit hours.
- Registering more than 19 credit hours is restricted to students with a cumulative GPA of 4 or higher or students who are expected to graduate by the end of the semester as follows:
 - A student with a cumulative GPA of 4.0 or higher may register for up to 21 credit hours with the approval of the College Dean.
 - A student who is expected to graduate by the end of the semester is allowed to register for a maximum of 22 credit hours for that semester.
- Registering for less than 12 credit hours is restricted to students who are expected to graduate by the end of the semester.
- The maximum course load for students on probation is 13 credit hours. However, the course load for FYP students on probation is 14 credit hours.

B) Summer Semester: The maximum course load in a summer semester is 12 credit hours. However, for special circumstances, including the completion of graduation requirements and subject to the approval of the college dean, students can register up to 15 credit hours.

Course Audit

A student can audit a course upon approval from the course instructor and the academic advisor. The student must complete the "Course Audit Application Form." The form requires the signatures of the course instructor and the academic advisor and must be submitted to the Registrar's Office during the drop/add period. A course taken for credit may be changed to an Audit course by submitting the "*Course Audit Application Form*" by

the last day for withdrawal specified in the academic calendar (www.fbsu.edu.sa). The audited course does not count toward fulfilling the graduation requirements.

Course Substitution

A student qualifies for graduation when they have fulfilled all the requirements for the degree program they enrolled in upon admission to the University. Suppose he or she cannot complete the graduation requirements of any program because one or more courses are no longer offered (due to changes in curricula) or are not offered during the student's expected graduation semester. In that case, he/she can substitute a maximum of three courses with other equivalent ones in terms of level, content, and credit hours. The Admission and Registration Department shall be officially informed of the substitution after the student has obtained the approval of the respective Department Chair and College Dean.

Related Documents:

- [Registration Form \(AA-102-F1\)](#)
- [Substitute Course Application Form \(AA-102-F2\)](#)
- [Overload Registration Application Form \(AA-102-F3\)](#)
- [Course Audit Application Form \(AA-102-F4\)](#)

C. Registration Procedure

1. Registration for the Fall semester typically begins two weeks before the first day of regular classes. In contrast, registration for the Spring semester occurs during the break between semesters, specifically between the Fall and Spring semesters.
2. The student shall pay his/her tuition fees and other charges at the cashier or via bank deposit or transfer before registration. The University allows the scheduling of due fees for payment schedules that bear the signature and approval of the Director of Finance and the President.
3. Students are encouraged to consult with their academic advisors for the courses to be registered.
4. Registration is restricted to the courses listed within the student's study program, provided compliance with the prerequisite and co-requisite course requirements, and within the designated semester course load limits. Exceptions are subject to approval by the proper authorities as outlined in the Registration Policy.
5. Registration can be done manually through the Office of the Registrar or remotely online via the SIS registration system. Online registration is restricted to students who are not on probation.

6. Manual registration is done by filling and submitting the Registration Form to the Admission and Registration Department. Students on academic probation shall consult with their academic advisor to determine the courses to register for and fill out a Registration Form that must bear the advisor's signature.
7. The registration officer registers the courses in the system and submits the course schedule to the student.
8. Once students have registered for classes in a semester, they may process schedule modifications during the scheduled drop/add period of that semester.

Related Documents:

- [Registration Form \(AA-102-F1\)](#)
- [Substitute Course Application Form \(AA-102-F2\)](#)
- [Overload Registration Application Form \(AA-102-F3\)](#)
- [Course Audit Application Form \(AA-102-F4\)](#)

D. Add and Drop Procedure

1. Course additions and deletions are allowed in the first week of the semester. The period may be extended with the Chancellor's approval upon the recommendation of the Director of Admission and Registration.
2. The student consults with their academic advisor to determine which courses to add or drop and completes the "*Add and Drop Application Form*." The form should bear the advisor's signature.
3. Adding a course without having taken the co-requisite or the pre-requisite is not permissible without the approval of the Department Head and the College Dean. Such approval is granted only in special circumstances.
4. Dropping a course that is a co-requisite to another registered course is not permissible. In such a case, the student must either drop both courses or obtain approval from the Department Head and the College Dean. Such approval is granted only in special circumstances.
5. Course additions or deletions are subject to student academic load limits, as outlined in the Registration Policy.
6. The student submits the properly approved "*Add and Drop Application Form*" to the registration officer at the Admission and Registration Department.
7. The registration officer adds or drops courses on the system and submits the modified course schedule to the student.

8. Students without Academic Probation can add/drop courses remotely online via the SIS registration system after paying or scheduling tuition fees. The system restricts registration to courses with satisfied co-requisite and pre-requisite requirements, provided the semester course load limits are observed.

Related Documents:

- [Add and Drop Application Form \(AA-103-F1\)](#)

Section 3: Withdrawal and Postponement of Study

Introduction

This section outlines the policies and procedures for student withdrawal from courses or semesters and postponement or interruption of studies.

Definitions

Grade Letter: Description of the percentage in the alphabetical code of the final grade that the student attained in any course.

Incomplete Grade: A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. The letter grade (IC) indicates this in the academic record.

GPA: The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses.

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 to obtain the academic degree in the specified major.

Course: A study subject within the approved study plan in each major (program) and each course has a number, code, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses, and a special file kept by the department for follow-up, evaluation and development, and it may be for some courses A requirement or prerequisites or concurrent with it.

Semester Course Load: The total number of study units that a student is allowed to register for in a semester, as well as the maximum and minimum course load, are determined according to the university's executive rules

Policies and Procedures

A. Withdrawal and Postponement of Study Policy

Purpose

This Policy highlights the rules and regulations governing the students' withdrawal of courses, semesters and the university, postponement and interruption of study and conditions for Readmission.

Policy

Withdrawal from Courses:

- A student who withdraws from, or is forced to drop, a course will receive a grade of "W."
- A student cannot withdraw or be withdrawn from a course after the announced deadline (not later than 10 weeks from the start of the semester or five weeks in the summer term) unless approved by the College Academic Committee.
- A student cannot withdraw or be forced to withdraw from a course if this results in the student being registered for less than 12 credits (in a regular term) without the approval of the College Academic Committee.
- A student can withdraw from only one required course per semester. Students who wish to withdraw from more than one required course must petition the College Academic Committee for permission.
- Courses with previous or concurrent requirements must be considered when withdrawing a course, and an exemption may be made with the approval of the College Academic Committee.
- The semester tuition fees are unaffected by course withdrawal, and the summer credit tuition fees are not refundable.

Withdrawal from a course is performed using the "*Courses Withdrawal Application Form*," which bears the signatures of the course instructor and the academic advisor.

Withdrawal from a Semester:

- A student may apply to withdraw from the semester by the course withdrawal deadline at the latest. Application for withdrawal after the course withdrawal deadline announced in the University Calendar needs the approval of the Dean of the College. The student must complete the "*Semester Withdrawal Application Form*" from the Registrar's Office.
- Withdrawal from a semester is subject to the University's refund policy.
- A withdrawn semester is considered as a postponed semester to which the limits for number of postponed semesters in the Postpone Semester Policy apply.
- Withdrawn semesters are counted as part of the maximum study duration.

Postponement and Interruption of Study

- A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive regular semesters or three non-consecutive regular semesters as maximum during his/her study at the University; otherwise, he/she will be dismissed from

the University. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required to complete the program degree.

- If a student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the University. The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. The University Council may make exceptions when it deems necessary.
- A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university

Withdrawal from the University:

A student may apply to withdraw from the University at any time. The student should fill out the "*University Withdrawal Application Form*" that can be obtained from the Registrar's Office. The student should follow the student clearance procedure after settling his financial account at the Department of Finance. The student should note the University's tuition refund policy.

Conditions for Readmission

Students who withdraw from FBSU with a good academic record are granted readmission for one time only within a period not exceeding four semesters, provided that they were not on probation before the interruption date. Students wishing to return after the four-semester period or those on probation have to reapply for admission. Their files will be re-evaluated based on the admission requirements applicable at the time of reapplication.

Related Documents

- [Courses Withdrawal Application Form \(AA-104-F1\)](#)
- [Semester Withdrawal Application Form \(AA-104-F2\)](#)
- [University Withdrawal Application Form \(AA-104-F3\)](#)
- [Postponement of Study Application Form \(AA-104-F4\)](#)
- [Student Clearance Form \(AA-111-F2\)](#)

B. Courses Withdrawal Procedure

- Withdrawing from academic courses is restricted during the withdrawal period extending from the end of the add-and-drop period until the withdrawal period deadline specified in the university calendar. The student cannot withdraw from any course after the withdrawal period deadline
- Provided that the student's academic load after withdrawal is not less than "12" credit

hours, the student fills out the “*Courses Withdrawal Application Form*” and consults with his/her academic advisor.

- The Courses Withdrawal Form must be signed by the academic advisor and approved by the College Dean.
- The student submits the properly approved Withdrawal Form to the registration officer at the Admission and Registration Department. The registration officer registers the courses in the system and submits the updated course schedule to the student.
- The withdrawn course is marked with a "W" in the student's academic record.

Related Documents

- [Courses Withdrawal Application Form \(AA-104-F1\)](#)

A. Postponement of Study Procedure

1. The student who wishes to postpone the study shall fill out the “*Postponement of Study Application Form*” and submit the application form in person to the Director of Admission and Registration. The student may elect to authorize his/her guardian, father, or brother in writing or any individual with a legally binding authorization to submit the form and complete the postponement process.
2. After the approval of the Admission and Registration Department, the student or his/her authorized representative, fills out the “*Student Clearance Form*” and obtain the clearance signatures and stamps of:
 - President's Assistant for Legal Affairs who checks Student Identification and the student representative's Identification and the authenticity of the authorization.
 - Director of University Library,
 - Director of Information Technology Center,
 - Director of Security,
 - Dean of Student Affairs, and
 - Director of Finance.
3. The Director of Finance approves the clearance after all outstanding fees are paid in full or a financial settlement is worked out with the student.
4. The student, or his/her authorized representative, submits the approved Postponement of Study Application Form and “*Student Clearance Form*” to the Director of Admission and Registration.
5. The Director of Admission and Registration directs a Registrar Officer to:

6. Make copies of the Postpone Studying and the Clearance Form.
7. Provide the student copies of the approved Postponement of Study Application and Clearance forms,
8. Obtain the receipt signature of the student, or his/her authorized representative, on the original Postponement of Study Application Form,
9. Implement the student withdrawal on the system, and
10. To safeguard the "Postponement of Study Application Form" and the "Student Clearance Form," keep them in the student's file.
11. Send a request to the IT Center to temporally cease access to withdrawn student IT services, including the student email, e-learning, and library accounts.

Related Documents

- [Postponement of Study Application Form \(AA-104-F4\)](#)
- [Student Clearance Form \(AA-111-F2\)](#)

B. Withdrawal and Postponement of Study Policy

Purpose:

This Policy highlights the rules and regulations governing the students' withdrawal from courses, semesters, and the university, postponement and interruption of study, and conditions for Readmission.

Policy:

Withdrawal from Courses:

- A student who withdraws from, or is forced to drop, a course will receive a grade of "W."
- A student cannot withdraw or be withdrawn from a course after the announced deadline (not later than 10 weeks from the start of the semester or five weeks in the summer term) unless approved by the College Academic Committee.
- A student cannot withdraw or be forced to withdraw from a course if this results in the student being registered for less than 12 credits (in a regular term) without the approval of the College Academic Committee.
- A student can withdraw from only one required course per semester. Students who wish to withdraw from more than one required course must petition the College Academic Committee for permission.
- Courses with previous or concurrent requirements must be considered when withdrawing a course, and an exemption may be made with the approval of the

College Academic Committee.

- Course withdrawals do not affect the semester tuition fees, and the summer credit tuition fees are not refundable.
- Withdrawal from a course is performed using the “Courses Withdrawal Application Form,” which bears the signatures of the course instructor and the academic advisor.

Withdrawal from a Semester:

- A student may apply to withdraw from the semester by the course withdrawal deadline at the latest. Application for withdrawal after the course withdrawal deadline announced in the University Calendar needs the approval of the Dean of the College. The student must complete the “Semester Withdrawal Application Form” from the Registrar’s Office.
- Withdrawal from a semester is subject to the University’s refund policy.
- A withdrawn semester is considered a postponed semester to which the limits for the number of postponed semesters in the Postpone Semester Policy apply.
- Withdrawn semesters are counted as part of the maximum study duration.

Postponement and Interruption of Study

- A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive regular semesters or three non-consecutive regular semesters as maximum during his/her study at the University; otherwise, he/she will be dismissed from the University. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required to complete the program degree.
- If a student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the University. The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. The University Council may make exceptions when it deems necessary.
- A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university

Withdrawal from the University:

A student may apply to withdraw from the University at any time. The student should fill the “*University Withdrawal Application Form*” that can be obtained from the Registrar’s Office. The student should follow the student clearance procedure after

settling his financial account at the Department of Finance. The student should note the University's tuition refund policy.

Conditions for Readmission

Students who withdraw from FBSU with a good academic record are granted readmission within a period not exceeding four semesters for one time only, provided that he/she was not on probation prior to the interruption date. Students who wish to return after the four-semester period, or those who were on probation, have to reapply for admission. Their files will be re-evaluated based on the admission requirements applicable at the time of reapplication.

Related Documents

- [Courses Withdrawal Application Form \(AA-104-F1\)](#)
- [Semester Withdrawal Application Form \(AA-104-F2\)](#)
- [University Withdrawal Application Form \(AA-104-F3\)](#)
- [Postponement of Study Application Form \(AA-104-F4\)](#)
- [Student Clearance Form \(AA-111-F2\)](#)

Section 4: Transfer and Change of Major

Introduction:

This section clarifies the conditions, policies, and procedures for transferring between universities, colleges, or majors, as well as changing majors within FBSU.

Definitions:

Semester: A period of time not less than fifteen weeks for all academic courses to be studied, and the registration periods and final exams are not included in it.

GPA: The result of dividing the total points obtained by the student in all the courses s/he has studied since joining the university by the total number of credits prescribed for those courses.

Letter Grade: Description of the percentage or alphabetical code of the final grade that the student attained in any course.

Semester average: The result of dividing the total points obtained by the student by the total of the units determined for all the courses he studied in any semester, and the points are calculated by multiplying the prescribed unit by the weight of the grade obtained in each course the student studied.

Policies and Procedures:

A. Undergraduate Students Transfer Policy

Purpose

This Policy highlights the rules, regulations, and procedures that govern transfer conditions of undergraduate students inside and outside the university.

Policy

Transfer from another Recognized University

1. The transferred applicant will not be admitted if he/she was dismissed by the university from which the applicant is transferring. If, after transfer, it is discovered that a student was dismissed from his/her previous university for disciplinary reasons, his/her enrollment will be canceled as of the date of acceptance of his/her transfer to the University.

2. The transfer of a student from outside the University may be accepted under the following conditions:
 - The student has been enrolled at a recognized university.
 - The student must not have been dismissed from that university for disciplinary reasons.
 - The student must satisfy the transfer provisions as determined by the University Council.
3. The Admission Committee admits applicants who meet all the conditions based on their high school and diploma grades, the results of aptitude and achievement exams, the personal interview, and the acceptance tests, if any.
4. The studied courses are evaluated for equivalency by the Department's Equivalency Committee, which forwards its recommendation to the Dean of the College for approval.
5. A course is deemed equivalent to a course offered at FBSU if it covers 70% of the topics, involves the same components (Lecture, Lab, Tutorial), and has the same number of credits. The student must have a passing grade in the transferred courses.
6. The courses deemed equivalent will be transferred to the student's record as *Transferred "T"* but will not be included in calculating his/her cumulative GPA. Courses taken as Audit cannot be transferred.
7. A student transferring to FBSU must earn at least 60% of his/her credits at FBSU, including the last 60 credits for the bachelor's degree.
8. A student transferred to the university may study in other universities as a visiting student, with a maximum of 30 credit hours and for a maximum period of one year, with the approval of the Dean of the affiliated College.

Transfer from One College to another at the University

1. A student may transfer from one college to another only after spending an entire academic year in his/her current college and meeting the admission requirements of the new college.
2. A transfer application signed by the student and approved by the dean of the college the student has departed should be sent to the Registrar's Office then to the Admissions Committee of the new College at least one month before the beginning of the new semester.
3. The Admissions Committee of the College studies the applications of the students transferring to that College and forwards its recommendations to the Dean for approval.

4. All transferred credits remain unchanged in the student's record. Grades of transferred courses are preserved as well and do enter in the calculation of the student's GPA.

Transfer from One Major to another within the College

1. A student may transfer from one major to another only after spending an entire semester in his/her current major and meeting the admission requirements of the new major.
2. A transfer application signed by the student and approved by the Dean of the College should be sent to the Registrar's Office at least one month before the beginning of the new semester.
3. The College Admissions Committee studies the applications of the students transfer and forwards its recommendations to the Dean.
4. All Transferred credits remain unchanged in the student's record. Grades of transferred courses are preserved as well and do enter in the calculation of the student's GPA.

Related Documents

- [Change of Major Form \(AA-109-F1\)](#)
- [Transfer to another College Approval Form \(AA-109-F2\)](#)
- [Change of Major Form \(AA-109-F1\)](#)
- [Admission Application for Undergraduate Programs \(AA-100-F1\)](#)
- [Admission Application for Graduate Programs \(AA-100-F2\)](#)

B. Admission of Transferred Undergraduate Students Procedure:

1. The student fills and submits the Admission Application for Undergraduate Programs Form and provides the following documents to the Admission Officer:
 - The original high school transcripts,
 - Official academic record from the university from which the student is transferred, and
 - A copy of the applicant's identity card, i.e. the National ID for Saudis and the residency ID for non-Saudis.
2. The admission officer checks the applicant's documents for completeness and evaluates conformance to the terms and conditions of admission to the university and the college to which the student is applying.
3. To accept a non-Saudi, the applicant must have a valid residency ID and be subordinate to his/her guardian, and if s/he obtained the high certificate from outside

Saudi Arabia or from foreign schools in Saudi Arabia, it must be certified by the Saudi Ministry of Education.

4. The applicant fills out the online admission application on the university website (www.fbsu.edu.sa), saves the application and gets the application number.
5. The applicant pays the application fee (1000 SAR) and get the payment receipt.
6. The applicant submits the application number, the receipt of payment, along with the applicant's documents to the admission officer.
7. The Director of Admission and Registration forwards the application to the Admission Committee that decides on granting or rejecting admission after consulting the dean of the college for which the admission is sought.
8. After granting admission, the admission officer activates the admission on the SIS system and the applicant is given the university number.
9. The university number and the application and supporting documents are handed over to the files department for safekeeping in the student's file.
10. The applicant's academic record is handed to the Dean of the College to evaluate equivalency of previously studied courses.
11. The Registrar Officer updates the student record for the equivalent courses.
12. The Admission Officer informs the applicant his/her acceptance.
13. The accepted applicant reports to Admission and Registration Office to obtain his/her student ID, obtain access to SIS and IT resources, take the placement test, pay tuition fees and register.

Related Documents:

- [Admission Application for Undergraduate Programs \(AA-100-F1\)](#)
- [Admission Application for Graduate Programs \(AA-100-F2\)](#)

C. Transfer to another College Procedure

1. The registered student attends academic courses or did not register at the beginning of the semester or after the end of the final exams and after monitoring the marks at the Admission and Registration Department - Registration Section to fill out the application form for changing the major from college to college within the university.
2. The registration employee reviews the conditions and controls for changing the major from college to college and then signs with approval or rejects the application for not meeting the conditions.
3. One condition for transfer is that the student spend an entire semester in his old major.

4. After the Department of Admission and Registration approves, the student goes to the college to sign the form from the dean of the current college, the dean of the new college, and the head of the department according to his specialization.
5. The student goes to the Admission and Registration Department to sign the form from the department director.
6. The registration employee executes the request to change the major from college to college on the system.

Related Documents

- [Transfer to another College Approval Form \(AA-109-F2\)](#)

D. Change of Major within the College Procedure

1. Change of major is permitted only at the end of the semester after the grades are approved and entered into the SIS.
2. The student requesting a change of major fill out the Change of Major Application Form and submit it to the admission officer.
3. The admission officer reviews conformance to the conditions of changing the major and either accepts or rejects the application accordingly.
4. The accepted application is sent for the approval of the college dean and the chairperson of the major to which the student is transferring.
5. The application must be finally approved by the director of Admission and Registration Department.
6. The admission officer executes the change the major on the SIS system and the student's record of all the courses s/he had previously studied at the university, including the grades and cumulative GPA, are transferred to the new major record.

Related Documents

- [Change of Major Form \(AA-109-F1\)](#)

E. Credit Transfer Policy & Procedure

Purpose

The purpose of this policy is to establish clear guidelines for the admission of transfer students from other recognized institutions and to define the rules and procedures for the transfer of academic credits. This policy outlines the regulations governing the transfer of graduate students from other accredited universities, ensuring consistency, transparency, and academic integrity in the credit transfer process.

Policy

Each course considered for transfer must meet the following conditions:

1. The number of credit hours for the course under consideration must have at least the same number of credit hours as the FBSU equivalent course.
2. The course considered for equivalency must have a minimum grade of D.
3. The contents of the course(s) under consideration must cover at least 80% of the contents of the equivalent FBSU course.
4. The equivalent FBSU prerequisite (s) by course content for any course considered for transfer should also be taken and successfully passed by the student from the previous institution. If this condition is not met, the student must take the prerequisite(s) at FBSU.
5. The number of transfer credits should not exceed a maximum of 40% of the graduation requirements of credits. At least 60% of the degree requirements must be completed in residence at FBSU.

Procedure

1. The student will provide the Admissions Office with an official sealed transcript (preferably sent directly from the previous institution to FBSU) along with the official syllabi of all courses pending transfer. The student can provide the syllabi but must be official from the previous university website or have a university seal on it.
2. The Admissions Office will forward students' records to the Registrar's Office.
3. The Registrar's Office will make copies of students' records, which will be sent to the Head of Admission and Registration.
4. The head of Admission and Registration will forward documents to the Dean or chair of the concerned program, College, or department.
5. The Department Chair will distribute to the Chair(s) of the Course Equivalency Committee (CEC) in the respective department(s).
6. CEC will evaluate each student's credit hours for transfer, fill out a report on recommended credit transfers, and send the report to the program Chair.
7. The Program Chair is to sign the report and forward the documents to the Dean.
8. The dean approves or rejects the recommendations from the different departments.
9. This process should be completed within a week of receiving the complete documents from the Head of Admission and Registration.

10. The Registrar's Office will compile all recommended course transfers from departments into one form and send it to the Director of Admissions and Registration for final internal approval.
11. Registrar's Office to complete the process and inform students of the decision on transferred credits.

F. Admission Requirements of Graduate Transfer Students Policy

1. A graduate studies transfer application must be submitted in person at FBSU Department of Admission and Registration or by e-mail (admissions@fbsu.edu.sa) at least one week before the start of any regular semester. The following documents shall accompany the application:
 - Bachelor's degree certificate,
 - Latest educational qualification certificate (if any),
 - Transcript of grades,
 - Letters of recommendation (if available), and
 - Two colored passport-size photos.
2. The transfer of a student from outside the University may be accepted under the following conditions:
 - The student has been enrolled at a recognized university.
 - The student must not have been dismissed from that university for disciplinary reasons.
 - The student must satisfy the transfer provisions determined by the University Council and the transferred-to-program College and Department Councils.
3. If, after transfer, it is discovered that a student had been dismissed from his/her previous university for disciplinary reasons, his/her enrollment will be canceled as of the date of acceptance of his/her transfer to the University.
4. The applicant must have successfully completed a semester with a GPA of no less than 3.75 out of 5 or its equivalent.
5. The transfer of a graduate student is subject to the approval of the Graduate Studies Council upon the recommendation of the concerned department and college councils.

G. Transfer of Previously Studied Courses Policy

1. The applicant can apply for course equivalency before the admission or during the first semester at most.

2. The studied courses are evaluated for equivalency by the Department's Equivalency Committee, which forwards its recommendation to the Dean of the College for approval.
3. A course is deemed equivalent to a course offered at FBSU if it covers 70% of the topics, involves the same components (Lecture, Lab, Tutorial), and has the same number of credits.
4. The applicant has completed the equivalent course within no more than six semesters.
5. The applicant grade in the equivalent course should not be less than "good".
6. The courses deemed equivalent will be transferred to the student's record as "exempt" but will not be included in calculating his/her cumulative GPA. Courses taken as Audit cannot be transferred.
7. The credit hours of transferred equivalent courses shall not exceed thirty percent (30%) of the required credit hours of the transferred to program.

Transfer from FBSU to another university

1. Transfer for FBSU to another university is subject to the conditions stated in Article (30) of the [Undergraduate Study and Examinations By-Law and the Rules of Implementation](#).
2. In the event of a student transferring from FBSU to another university, FBSU is not a party to the procedure and its role is limited to submit official documents that the other university may require.

Related Documents

- [Admission Application for Graduate Programs \(AA-100-F2\)](#)

Section 5: Academic Standing and Continuity

Introduction:

This section covers policies and procedures concerning academic performance, academic probation, disciplinary warnings, academic dismissal, and re-enrollment processes.

Definitions

Academic Probation: The student was notified because his cumulative GPA was below the minimum outlined in these regulations.

Semester Course load: The total number of study units a student can register for in a semester. The University Council determines the minimum and maximum academic loads.

Semester: A period of time not less than fifteen weeks for all academic courses to be studied, and the registration periods and final exams are not included in it.

Policies and Procedures:

A. Academic Standing Policy

Purpose

This Policy highlights the rules and regulations governing the student's academic standing, including academic probation, dismissal, and the Dean's honor list.

Policy

1. Good Academic Standing

A student is considered to be in good academic standing if he/she attains an overall grade point average of at least 2.0.

2. Academic Probation:

- a) If a cumulative grade point average of less than 2.0 is earned at the end of any semester, the student will receive a warning and be placed on probation.
- b) Academic probation status can be revoked after the lapse of one regular semester from the probation date if the student achieves a semester and cumulative GPA of 2.0 or above at the end of this semester.
- c) A student on academic probation can only register through his academic advisor, provided that his/her course load does not exceed 13 credit hours without the approval of the College Dean.

3. Academic Dismissal: Academic dismissal is the permanent separation of a student from the University. Academic dismissal occurs in one of two cases:

- a) A student receives probation for three consecutive semesters. However, upon the recommendation of the College Council, the University Council may grant the student one more chance to raise his/her GPA by repeating some courses.
- b) A student, at the end of a semester, has been in a program of study for more than 1.5 times the normal period to complete the study plan of that program but has not yet completed the graduation. The University Council may grant the student additional time to complete the graduation requirement so that the total time the student spends in a program does not exceed twice the normal completion period. In exceptional cases, the University Council may grant a student on whom the above cases apply a final chance to complete program requirements in two extra semesters at most.

Access to university resources for academically dismissed students is disabled.

4. Appeal of Academic Dismissal:

- a) Shortly after grades are finalized for the semester, a letter officially notifying the student of academic dismissal will be mailed to him/her. This letter includes the form needed to appeal the academic standing officially.
- b) A student who wishes to appeal must complete all parts of the form and return it by the specified date.
- c) The University Council reviews appeals twice a year, in the beginning of the fall semester and at the end of the spring semester, and notifies the student of the final decision the day after the review meeting. Inquiries regarding academic standings and/or the appeal process should be directed to the University Council.

5. Dean's Honor List: The Dean's Honor List, published at the end of the fall and spring semesters, honors students for high scholastic achievement. A student who attains a semester GPA of at least 4.25 in no fewer than 15 credit hours and who has passed all courses for which he/she had registered will be placed on the Dean's Honor List for that semester.

Related Documents

- [Academic Probation Letter \(AA-106-F1\)](#)
- [Academic Dismissal Letter \(AA-106-F2\)](#)
- [Disciplinary Warning Letter \(AA-106-F3\)](#)
- [Disciplinary Dismissal Letter \(AA-106-F4\)](#)

B. Academic Probation and Disciplinary Warning Procedure

1. Academic Probation:

- a) The Director of Admission and Registration issues academic probation for any student whose cumulative GPA falls below 2 out of 5.”
- b) The registration of students on academic probation will be suspended until they receive a copy of the academic warning and a copy of the warning is placed in the student's file.
- c) The student's academic load on academic probation should not exceed 13 credit hours without the approval of the College Dean.
- d) A student receiving three academic probations will be dismissed from the University.

2. Disciplinary Warning:

- a) Disciplinary warning letters are issued by disciplinary committees for student misconduct, such as cheating in exams or a behavioral violation inside the university.
- b) The warning student receives a copy of the disciplinary warning letter, which is placed in the student's file in the Admission and Registration Department.
- c) The Dean of Student Affairs issues disciplinary warnings for misconduct, exam cheating, or behavioral violations inside the University.
- d) The Dean of Student Affairs sends the disciplinary warning to the Director of Admission and Registration, who keeps the original in the student's file and hands over a copy to the warned student.
- e) In the event of a disciplinary warning due to exam cheating, the Dean of Student Affairs notifies the Director of Admission and Registration of this case so that a failure mark of “E” or “F” is recorded for the course in the student's academic record.

Related Documents

- [Academic Probation Letter \(AA-106-F1\)](#)
- [Disciplinary Warning Letter \(AA-106-F3\)](#)

C. Academic Dismissal Procedure

1. The dismissed student will receive the academic dismissal decision from the Director of Admission and Registration.

2. The Registration Officer files a dismissal decision in the student's record and disseminates a copy to the Director of IT Center to disable the student's access to IT resources and a copy to the Director of Finance to proceed with settling the student's financial account.
3. In case of dismissal due to completing the program duration limit, the dismissed student may submit an appeal letter to the Director of Admission and Registration requesting an extension of this period. The University Council may give an exceptional opportunity to the student to complete the graduation requirements for a period not exceeding twice the original period of the program. In exceptional cases, the University Council may address the conditions of academically dismissed students by giving them an opportunity that does not exceed two academic semesters at most.
4. If a time extension is granted to the dismissed student, the Registration Officer informs the student of the decision, and the student's record and access to IT resources are also enabled.

Related Documents

- [Academic Dismissal Letter \(AA-106-F2\)](#)

D. Re-enrollment Policy

Purpose

This Policy highlights the rules, regulations, and procedures for re-enrolling students whose enrollment has been canceled.

Policy

1. A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:
 - a) He/she must apply for re-enrollment within four regular semesters from the date of dismissal.
 - b) The College Council and the authorities concerned must approve the re-enrollment.
 - c) The student can apply to the University for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application. Yet, the University Council may make an exception from this according to regulations issued by the Council.
 - d) A student can be granted re-enrollment only once.

- e) A student cannot be re-enrolled if he/she has been dismissed academically.
 - f) Notwithstanding with what has been mentioned in Paragraph C above, The University Council may re-enroll a student if he/she submits an excuse accepted by the Council to keep his academic record in full, provided that his interruption period does not exceed six semesters and after the approval of the relevant college council.
2. It is not permissible to re-enroll a student who was dismissed from the university or other universities for disciplinary reasons. If it becomes clear after student re-enrollment that s/he was previously dismissed for such reasons, the student's registration is considered canceled from the re-enrollment date.
 3. Students who withdraw from FBSU with a good academic record are granted readmission within a period not exceeding four semesters for one time only, provided that he/she was not on probation before the interruption date. Students wishing to return after the four-semester period or those on probation have to reapply for admission. Their files will be reevaluated based on the admission requirements applicable at the time of reapplication

Related Documents

- [Re-enrollment Application Form \(AA-107-F1\)](#)

Section 6: Visiting Students Management

Introduction:

This section details policies and procedures for managing visiting students.

Definitions

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.

Semester: A period of time not less than fifteen weeks, excluding the registration and final exams periods.

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.

Policies and Procedures:

A. Visiting Students Policy

Purpose

The visiting student 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 and regulations about visiting students from FBSU and those visiting FBSU.

Policy

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 with 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 take any course at another university if it is offered in the same semester at the student's 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. That semester is considered within the upper limit of the student's study period at the university.
 - 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 six 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 for It to be counted in his study plan.
 - l) Taking the graduation project outside the university is not permissible.
 - m) It is not permissible for a student to study during 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 full-time during his/her last academic year at FBSU, and a student who has spent the last two academic semesters at another institution is not eligible to receive an FBSU-sponsored scholarship.
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) The student has not been dismissed from his original university for academic reasons.

Related Documents

- [Taking Off-Campus Courses Application Form \(AA-110-F1\)](#)

Section 7: Graduation Processes and Student Clearance

Introduction:

This section outlines the policies and procedures for managing student graduation, issuing official documents, updating student data, and completing clearance requirements.

Definitions

Study Plan: A set of compulsory, optional, and free courses, the sum of which constitutes the graduation requirements that the student must successfully pass to obtain the academic degree in the specified major.

Academic Year: Consists of two regular semesters (Fall and Spring) and an optional summer semester.

Regular Semester / Semester: A period of not less than fifteen weeks during which academic courses are offered. This period does not include the registration and final exam periods.

Summer Semester: A period of not more than eight weeks during which academic courses are offered. This period does not include the registration and final exam periods. The lecture time is doubled to make up for the reduced semester duration.

GPA: The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses.

Semester: A period of time not less than fifteen weeks, excluding the registration and final exams periods.

Completion letter: a certificate issued by the Admission and Registration, before issuing the official graduation certificate, certifying that the student has completed the graduation requirements.

Graduation certificate: After the BOT approves graduation, the official certificate bearing the signatures of the President and the Admission and Registration Director is issued.

Graduation Documents: The officially issued and stamped transcript and degree certificate.

Policies and Procedures:

A. Graduation Policy

Purpose

This Policy highlights the rules and regulations governing study duration for academic programs, completion of graduation requirements, graduation grades, and honor degrees.

Policy

- A) To graduate with a bachelor's degree, students must satisfactorily complete all graduation requirements of the colleges they are enrolled in with a cumulative GPA of no less than 2.0. A student must be registered for the semester at the end of which he/she graduates.
- B) Based on the recommendations of the relevant department council, the College Council may define appropriate courses for the student to study to raise his GPA if he succeeds in the courses but fails in the average.
- C) **Duration of Study in an Academic Program:**
 - 1. The normal study period for a bachelor's degree is four calendar years, encompassing eight semesters.
 - 2. The maximum study period allowed for a bachelor's degree is eight calendar years. A student who fails to complete his/her degree program within these specified times must petition the College Administrative Committee for an extension of time.
 - 3. A student transferring to a Bachelor program at FBSU from other recognized institutions of higher learning must register in the final four regular semesters and must complete at least 60% of credits at FBSU, of which a minimum of 30 credits must be in his/her major before he/she is allowed to graduate with a Bachelor degree. Two summer sessions shall be equivalent to one regular semester for this requirement.
 - 4. A transfer student from within FBSU must meet the residency requirement of spending a minimum of three semesters in the new College during which he/she completes a minimum of 36 credits, out of which 12 are credits in the major, before he/she graduates with a bachelor's degree. Two summer sessions shall be considered equivalent to one semester for this requirement.

D) General Graduation Grade

The grade stated on the student's graduation diploma depends on his/her GPA at the time of graduation as follows:

GPA	GRADE
At least 4.50	Excellent
At least 3.75 and less than 4.5	Very Good
At least 2.75 and less than 3.75	Good
At least 2.00 and less than 2.75	Pass

E) Graduation with Honors

1. Honors read at commencement are based on credit hours and the grade point average posted as of the previous semester and are not official. Official Honors will be awarded upon posting final grades and completion of the degree and will be noted on the final transcript and diploma.
2. To graduate with Honors, students must:
 - Earned, in residence at FBSU, no fewer than 60% of the study plan required for graduation;
 - Have not failed in any course taken at FBSU or elsewhere;
 - Have not been subjected to any disciplinary action within the University, and
 - Have completed all graduation requirements within the allowed time.
3. First Honors degree rank is granted to students with a Grade Point Average "General Graduation Grade" of at least 4.75 out of 5 or 3.75 out of 4 upon graduation.
4. Second Honors degree rank is granted to students with a Grade Point Average "General Graduation Grade" of at least 4.25 out of 5 or 3.25 out of 4 upon graduation.

Related Documents

- [Student Clearance Application Form \(AA-111-F2\)](#)
- [Request for Duplicated Certificate Form\(AA-111-F4\)](#)

B. Preparing List of Expected Graduate Students Procedure

1. At the beginning of each academic year, the Assistant Director of Admission and Registration prepares a report of the remaining credit hours required for graduation for all senior-level students. This is done through the SIS system based on the study plan and the number of completed credit hours with a passing grade for each student.

2. The Assistant Director of Admission and Registration then prepares reports on the students expected to graduate in the first, second, and summer semesters and their cumulative GPAs.
3. The report shall be verified and signed by the Director of Admission and Registration and submitted to the university president, who submits it to the Board of Trustees for approval.

C. Issuing Graduation Documents Procedure

1. To graduate, the student must complete the graduation requirements of his/her study plan with a passing grade in all required courses and a cumulative GPA of at least 2.0 out of 5.0.
2. The Graduation and Certificates Officer at the Admission and Registration Department checks the student's academic records and study plans on the system to ensure that the student has completed the graduation requirements.
3. The Graduation and Certificates Officer ensures that the student's data on the graduation document is updated and correct and that the graduate's contact information (email and phone number) is updated.
4. The Graduation and Certificates Officer prints graduation certificates and transcripts to be issued to the graduate free of charge.
5. Graduation certificates, transcripts, completion letters, and replacements or additional copies of these documents can only be issued to graduates who have paid all due amounts in full and completed the clearance procedure.
6. The graduation certificate is subject to the BOT's approval and thus cannot be issued before the approval date. Meanwhile, subject to Clause 2.5 above, the student is entitled to a Completion Letter signed and sealed by the Admission and Registration Director certifying that the student has completed the graduation requirements.
7. The graduate may request additional or replacement copies of the certificate and the transcript at an extra charge by filling out the Request for Duplicated Certificate Form.

Related Documents

- [Temporary Graduation Certificate Form \(AA-111-F3\)](#)
- [Request for Duplicated Certificate Form \(AA-111-F4\)](#)

D. Updating Students Data Procedure

1. The Registration Officer sends request messages—via mobile and email—to all senior-level students to fill out the Student's Data Update Form to avoid delays in issuing the graduation document with accurate and updated student data. The

student is responsible for errors in the graduation document if he/she fails to update his/her data.

2. The student attends the Admission and Registration Department to fill out the Student's Data Update Form so that the graduation document can be issued according to the updated correct data.
3. The student submits the form with copies of supporting documents to the Registrar before issuing the graduation document. The supporting documents include a copy of the passport for the name in English and the date of birth in Gregorian and a copy of the personal identity (National ID for Saudis or residency—Iqama—for non-Saudis) for the name in Arabic and date of birth in Hijri. The application is not accepted without the required documents.
4. The Registrar updates the system data according to the official documents attached to the application.

Related Documents

- [Student's Data Update Form \(AA-111-F1\)](#)

E. Students' Clearance Procedure

1. The graduate student fills out the Exit Survey Form available at the Quality Assurance Office.
2. The graduate student attends the Admission and Registration Department to complete the Student's Clearance Form to receive the graduation document.
3. The Clearance Form shall bear the clearance signatures of the following:
 - College Dean,
 - Library Director,
 - Computer Center Director,
 - Security Department Director, and
 - Dean of Student Affairs.
4. The graduate student then pays all outstanding fees and gets the director of finance's signature on the Clearance Form.
5. Finally, the student submits the Clearance Form to the Director of Admission and Registration for signature before handing the student his/her graduation documents.
6. The graduation documents are delivered to the student or any of his/her parents, siblings, or spouse after confirming the relationship, or to an authorized representative of the graduate student according to a written official authorization.

7. The files officer makes copies of the student's file documents, the clearance form, and the graduation documents. The original student's and graduation documents are handed to the student or his/her representative, and copies of which with the Graduate Student Clearance form are kept in the graduate student file.

Related Documents

- [Student Clearance Application \(AA-111-F2\)](#)

Section 8: Academic Records Management

Introduction:

This section addresses the policies for maintaining and disclosing academic records and issuing student transcripts.

Policies and Procedures:

A. Academic Records Policy

Purpose

This policy highlights the rules and regulations governing the student's request for transcripts, the conditions for issuing the transcripts, and the disclosure of student records.

Policy

A) Transcript Request

Transcripts will not be issued unless all obligations towards the university are cleared. To request a transcript, the student must fill, sign, and return a "Transcript Request" Form to the Office of the Registrar.

B) Disclosure of Student Records

1. The University may disclose routine information without prior written consent from the student, such as the student's name, degrees received, major field(s) of study, awards received, and participation in officially recognized activities and sports.
2. The University will disclose other information, including academic records, only upon receiving written consent of the student except in the cases below:
 - Upon the request from other educational institutions where the student seeks to enroll and/or the Ministry of Education.
 - As necessary to academic officers, academic advisors, and faculty members within the University.
 - To parents of a dependent student.
 - In compliance with a judicial order.

Related Documents

- Transcript Request Form (AA-112-F1)