

Fahad Bin Sultan University

Student Handbook



2022-2023



The University

The University

Background

Based on the principle of integration between private and public sectors in KSA in offering higher education services, the Ministry of Higher Education encourages private higher education in all academic specialties. His Royal Highness Prince Fahad Bin Sultan – Prince of Tabuk Region encouraged investors to start a private university to spread culture and education in the region of Tabuk, which has a distinguished geographical location that serves the region and its surroundings.

FBSU was established in the year 1424 H in the city of Tabuk with one college, the College of Computing. At the beginning of the academic year 1427 – 28 H, a branch for girls was added and was followed by the addition of the College of Engineering and Business and Management in 1428 – 29 H and the College of Sciences and Humanities in 1435-36 H. The University is governed by a Board of Trustees chaired by His Royal Highness Prince Fahad Bin Sultan Bin Abdul Aziz. The University continues to receive technical support from the American University of Beirut which offers consulting services on the design of curricula, selection of faculty, and the development of the University bylaws.

Vision

To become a leading university in the Kingdom of Saudi Arabia and beyond in teaching, research, innovation, and community service.

Mission

Providing high quality academic programs and distinguished research through professional teaching and administrative staff, using the latest educational and research equipment in an environment conducive to research, innovation and knowledge building to contribute effectively to build the knowledge society and the knowledge economy, while adhering to the highest ethical standards.

FBSU is committed to the educational success of a diverse student body for productive lives in the global marketplace. FBSU will be known for:

1. Promoting educational excellence with a faculty committed to teaching, research, scholarship, and service;
2. Providing innovative, experimental, and design opportunities for students;
3. Improving the quality of life for communities being served through business, IT, engineering, and cultural and civic scholarships;
4. Embracing the wide diversity for stakeholders by fostering a workplace where FBSU students, faculty, and staff feel valued.

Academic Services and Facilities

The mission of the Academic Services at FBSU is to ensure that the University's mission and goals, such as academic excellence, community service, and other core educational values, are accomplished. FBSU provides the following facilities:

Library

Library services include print and electronic collections that provide first level resources in engineering, science, mathematics, business, computing, and humanities. The resources provide a good start to complete classroom assignments and projects, explore professional literature, pursue personal learning, and conduct research.

The library includes study areas equipped with PCs connected to the internet. Through the library webpage one can use search engines to access a number of quality information sources electronically in a full-text and full-image format and popular and scholarly journals, encyclopedias and engineering handbooks, standards, catalogues and books held by KSU Library, MOHE Digital library, as well as Ebrary that contains more than 37,000 digital titles. The web address for the Library Webpage is: [http:// www.fbsu.edu.sa/Library/](http://www.fbsu.edu.sa/Library/)

Lab Facilities

FBSU is totally committed to providing students with a quality lab experience in order to prepare them to succeed in today's technology-based economies. As a vital hands-on component of all technology-based courses, the labs are well integrated into the curriculum giving FBSU graduates the ability to harness technology for the benefit of the institutions they work for.

FBSU also allocates computing and networking facilities to its faculty, staff, and students. These facilities are intended for teaching, learning, research and administration in support of the University's mission.

Learning Assistance Center

The Learning support Center offers academic assistance in the areas of Chemistry, Computer Science, Mathematics, Physics, English, and Business. Faculty members dedicate several hours each week to tutor students and work with them on one-to-one basis on any subject the student needs. Students may also receive personal academic advisement, advice on improving study skills, and workshops/review sessions. The schedule of the center is published at the beginning of each semester.

Deanship of Student Affairs

FBSU is dedicated to the wellbeing and development of students. The Deanship of Student Affairs oversees student activities, athletics and recreation, counseling and advising, and all other student services. Through this Deanship, activities and services are provided to enhance, support, and complement the students' personal and educational development.

This holistic approach to student education enables students to learn and practice the values of tolerance, civic and moral responsibility, inclusiveness and excellence in learning and leadership, values that best represent the mission of the University.

Counseling and Advising Center

The Counseling and Advising Center exists within the Deanship of Student Affairs to guarantee rendering to currently enrolled students a high quality professional service. The center provides services to students whose personal difficulties and problems interfere with their academic performance. It also assists students in formulating and achieving their educational goals through its psychological services, and assists gifted and talented students to further develop their abilities.

Counseling involves one-on-one discussions with a trained professional counselor who will listen, ask questions, and help explore options about the problems or areas of concern to the student. It is a process of self-discovery and self-knowledge.

The Center's professionally trained counselors exert all possible efforts to assist and support students with emotional concerns in a sensitive, caring, and confidential manner.

Student Activities Office

The Student Activities Office is responsible for organizing and supporting a wide range of student activities. Its mission is to help students reach their full academic potential by collaborating with faculty, staff, and the community to organize extracurricular activities that enrich students' lives in the University. Most student activities are organized by officially registered clubs and societies, with elected officers. These officers, including club president and club treasurer, play a key role in overseeing the activities and ensuring the financial state of the club. Clubs, societies and student publications are important channels for students to develop their talents. The University's clubs and societies cover a very wide range of student interests which may be in the fields of drama, music, debate, writing, art and so on.

Student organizations should submit by the end of October a tentative yearly plan indicating the number, type and nature of activities planned to take place.

Student Services Office

The activities of this Office include:

- Issuing ID cards to students and maintaining their validity.
- Issuing authenticating medical and official excuses to students, when they are absent from classes or exams.
- Preparation and maintenance of students' monthly stipend payments.
- Communication with parents/guardians of the students in matters related to their academic progress.
- Maintaining and updating the official and complete non-academic records of all students.
- Processing student complaints.

Admission Policies & Procedures

Admission Policies and Procedures

FBSU seeks students with a sound academic record, good personal character, strong interest to serve their communities, and eagerness to serve as professionals in allied fields. Students with the most promising overall profile will be selected to join either the Foundation Year Program (FYP) or any of the academic programs offered in the Colleges of Computing, Business and Management, or Engineering.

University Admission Criteria

Applicants to FBSU must satisfy the following eligibility requirements:

- Hold a Secondary Education Certificate from KSA or any equivalent certificate attained within the past five years.
- Passed the National Skills Exam.
- Hold a good conduct certificate.
- Present a “No-Objection” letter from the employer, if applicable.
- Should not have been dismissed from any academic institution.
- Fulfill program requirements.
- Fulfill other University requirements.

A student who satisfies the above criteria has to take placement tests in English, Mathematics, and Information Technology. Students who fail to achieve the required minimum score on one or more of the placement tests will be required to complete additional remedial work by joining the University’s Foundation Year Program.

Application Process

Applicants are required to fill out an application form available at the Dept. of Admissions, 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.
- A copy of the Citizenship Card or the Residence Permit (Iqama) for non-Saudis.
- Four colored passport photos.

- “No- Objection” Certificate from employer, if applicable.
- Medical Certificate.
- Good conduct Certificate.
- Non-refundable application fee.

All documents received by the Dept. of Admissions become the property of FBSU, and thus cannot be returned. Applications for the fall semester are accepted until mid July and applications for the spring semester are accepted until mid December.

Admission Notification

Applicants who are admitted to an academic program or to the Foundation Year Program at FBSU are notified between August 1 and August 15 for the first semester, and between January 1 and January 15 for the second semester. Admitted students will be provided with a pamphlet containing all the necessary guidelines to proceed to the registration and payment processes. Students who have been informed of their initial acceptance but did not register during the registration, their acceptance will be revoked unless the student requested deferred entry.

Duration of Study in an Academic Program

- **The minimum study period** for a Bachelor degree is four calendar years encompassing eight semesters (two calendar years encompassing four semesters for the diploma).
- **The maximum study period** allowed for a Bachelor degree is eight calendar years (Four calendar years for a diploma). 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.
- A student transferring to a diploma program at FBSU from other recognized institutions of higher learning must register in the final two regular semesters and must complete at least 30 credits at FBSU, of which a minimum of 15 credits must be in his/her major before s/he is allowed to graduate with a diploma. For purposes of this requirement, one summer session shall be considered equivalent to one semester.

- 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 credits at FBSU, of which a minimum of 30 credits must be in his/her major before s/he is allowed to graduate with a Bachelor Degree. For purposes of this requirement, two summer sessions shall be considered equivalent to one regular semester.
- A transfer student from within FBSU must meet the residency requirement of spending a minimum of three semesters in the new College during which s/he completes a minimum of 36 credits, out of which 12 are credits in the major, before s/he graduates with a Bachelor Degree. For purposes of this requirement, two summer sessions shall be considered equivalent to one semester.

Foundation Year Program

Program Overview

The Foundation Year Program (FYP) aims to prepare students to satisfy the university admission requirements. Its purpose is mainly to improve students' English language proficiency, enhance their Information Technology (IT) skills, and enrich their math knowledge. Students who successfully complete the program will be able to join an appropriate academic major.

Vision

To prepare Secondary School graduates for a smooth transition into university education.

Mission

To provide quality instruction in English Language, Math, and IT to all students who have chosen FBSU as their academic institution for higher education.

Admission

It is important to note that admission of students to the FYP and FBSU will be usually in the first semester, and possibly in the second semester, but not in the summer. Each student is required to take placement tests in English, IT, and Mathematics to determine the entry level. The tests are designed by the FYP faculty members in consultation with the AUB team specifically for this purpose. In addition, where applicable, students must satisfy the admission criteria set by the colleges to which they apply.

Structure

Students joining the FYP will be placed in one of two levels in English, IT, and Mathematics based on their performance on the corresponding

placement tests. The duration of each level is one semester followed by properly designed proficiency tests.

Duration of the Program

The program could be completed in one or two semesters depending on the entry level of the learner as well as on the skills and content targets as determined by the proficiency tests. It is important, therefore, that all stakeholders realize that it takes time to acquire, reinforce, and build on literacy and content skills. Students who fail to complete the program in two years may be asked to withdraw from the University.

Placement and Promotion in the FYP

All applicants to the FYP will be assigned a learning level in each of the three subjects (English, IT, and Mathematics) based on their performance on special tests designed to measure their abilities, skills, and knowledge in these three areas.

In the English program, other specially prepared diagnostic tests may be used to test the mastery level in the various language skills and elements (listening, speaking, reading, writing, grammar, and vocabulary).

Promotion to a higher level in each of the three subjects (English, IT, Mathematics) is not automatic; learners must demonstrate that they have successfully met the instructional objectives set for the current level before moving on to a higher level. The placement test will be administered again to serve as a measurement of progress made by the learners over the period of one semester.

Learner Evaluation

In addition to traditional achievement tests and quizzes, learners will be assessed by alternative forms of assessment that are more formative and qualitative in nature, such as portfolios, focused observations with

checklists, self and peer assessment, interviews, projects, oral presentations, and conferences.

Exit from the program will be determined upon achievement of a satisfactory score on well- designed measures of proficiency in the various areas.

Bridging Year Program

Bridging Year Program

Program Overview

The Bridging Year Program (BYP) provides opportunities for students who hold a diploma from a two- or three- year technical college to pursue a Bachelor's degree at Fahad Bin Sultan University. The courses of this Program are designed to bridge the gap between a student's prior education and the requirements of the third year university courses as seamless as possible. The Program could be completed in two semesters or more depending on the entry level of the student, his/her skills, and the sought program of study. Students who pass the BYP need to spend the third and fourth years of the Bachelor's degree at FBSU.

The BYP is offered in the following majors:

- College of Business and Management: Business Administration
- College of Computing: Computer Science and Computer Engineering;
- College of Engineering: Civil, Electrical, and Mechanical Engineering.

Vision

To prepare holders of associate degrees for smooth transition into university education.

Mission

The BYP seeks to prepare holders of associate degrees to smoothly continue their education in the appropriate majors at FBSU.

Program Objectives

The BYP has two main objectives:

1. Develop students' scientific competencies and increase their opportunities to succeed in their academic courses and future careers and
2. Improve students' English language proficiency, IT skills, and knowledge in natural and basic sciences.

Program Learning Outcomes

The BYP is designed to help students develop basic skills and competencies that will prepare them to better engage their major course of study. Students who successfully complete the BYP will be able to:

1. Effectively utilize the English language essential to their success at the University.
2. Demonstrate the use of mathematical skills to solve various mathematical problems.
3. Apply study skills necessary for success at the college level.

Admission

To be admitted to the BYP, a diploma graduate must:

1. Satisfy University admission criteria; see the “University admission criteria”.
2. Be a graduate of a KSA-accredited academic organization.
3. Have passed the official technical exam administered by the relevant governmental authority in case the Diploma was issued by a private academic institution.
4. Have a Secondary School degree (scientific stream) for admission to the Colleges of Computing and Engineering.

Duration of the Program

The duration of the BYP is normally one or two semesters depending on the entry level of the student, his/her performance, and the sought program of study.

General Academic Information

General Academic Policies

Minimum and Maximum Course Load

Course Load: course load is defined as the number of credit-hours for which a student is registered in a regular semester or a summer session. The course load varies from one major to another and is determined as follows:

Regular Semester

The minimum course load limit is 12 credit hours during a regular semester, provided that the total number of credit hours registered by a student in any two consecutive semesters is not less than 24. This condition is relaxed in the last semester before graduation.

The maximum course load is 19 credit hours. However, a student is permitted to 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 terms in which he/she earned his/her last 24 credit hours.

Summer Session

The maximum course load in a summer session is 9 credit hours.

Graduation Term

The minimum course load in this case is 1 credit hour, and the maximum is 22 credit hours during a regular semester and 13 credit hours in the summer session.

Students on Academic Probation

The maximum course load in such case is 13 credit hours in each regular semester. However, students registering on an FYP course are allowed to register for up to 14 credit hours.

Registration

Academic Advisors

Each student is assigned an academic advisor who assists him/her in registration and selection of courses. The advisor is also involved in counseling on any academic difficulties or problems encountered, and in monitoring the academic progress of advisees.

The academic advisor is a faculty member in the academic division in which the student is enrolled; the advisor of the Foundation year program students is the Director of the Foundation Year Program or anyone he/she authorizes to act on his/her behalf.

Registration Procedures

Course registration is done through the Admission and Registration Department. A student Identification Number (ID) is necessary for registration. Registration for the Fall semester normally starts two weeks prior to the first day of regular classes of that semester and continues for about one week after classes begin (the exact period is specified in the Academic Calendar), while, registration for the Spring semester takes place in the break between semesters (i.e. between the Fall and Spring semesters). A student must complete his/her own registration in person and pay the tuition fees and other charges during the registration period

Once students have registered for classes, they may process schedule modifications during the scheduled drop/add period of that semester.

Early Registration

At approximately the middle of the first (fall) semester, early registration is held in each College for the courses to be taken by students during the second (spring) semester; and in the middle of the second semester of each year, students register for both the coming summer session and the first semester of the following academic year.

Early registration is required of all enrolled students who intend to continue their studies at the University during the following terms.

Late Registration

Students who, for a valid reason, are unable to complete formal registration may petition for late registration, which must take place within the drop/ add period specified in the academic calendar. A late registration fee of 300 SR will be assessed to students who register after the announced registration period.

Adding & Dropping Courses

Adding and Dropping Courses

A student may change his/her schedule by adding or dropping courses, or changing sections only after obtaining the approval of his/her academic advisor.

Adding Courses

Students may add courses with available seats during the drop/add period of each semester. A course add is performed using a “Course Drop/Add Form”, which may be obtained from the Admission and Registration Department. The form requires the advisor’s signature, and must be submitted to the Admission and Registration Department during the drop/add period of the respective semester.

Important Reminders

- The course load should not exceed the maximum permissible limit.
- It is the advisor’s responsibility to ensure added courses do not result in conflicts in the student’s schedule.
- Regularly scheduled courses cannot be added after the drop/add period.

Dropping Courses

Students may drop courses from their schedule during the drop/add period of each semester. A course drop is performed using “Course Drop/Add Form”, which may be obtained from the Admission and Registration Dept. The form requires the advisor’s signature, and must be submitted to the Admission and Registration Dept. during the drop/add period of the respective semester.

Important Reminders

1. The course load must remain at or above the minimum allowable limit (12 credits for a regular semester and 1 credit for a summer session).
2. If the course dropped is a co-requisite for another registered course, the two courses should be dropped simultaneously, or continue to be studied together.
3. The process for dropping courses may not be used to officially withdraw from university after the first day of the semester.
4. Non-attendance does not constitute a drop or a withdrawal from a course.
5. Any student receiving a scholarship from FBSU is required to maintain a full- time status of 12-credits load in a regular semester (6 credits in a summer session); otherwise, he/she loses the scholarship.

Changing Sections

If a student wishes to change a section, he/she may choose a section that will not create a time conflict with his/her current schedule, and must fill out the “Section Change Form”. The form requires the signatures of the course instructor and the faculty advisor, and must be submitted to the Admission and Registration Dept. during the drop/add period.

Duration of the Drop/Add Period

The initial drop/add period normally ends by the second week of the semester. Throughout this period, the dropped courses will not appear on the student’s transcript. Courses dropped beyond this period (until the final course drop deadline) will appear as (W) on the student’s permanent academic record.

Tuition Adjustments for Drop and Add

Tuition fees at FBSU are computed on a semester basis rather than credit-basis. This means that regardless of the number of credits for which a student is registered per semester, he/ she pays the same amount of tuition, as long as he/she is taking the minimum number of credits permitted by the University.

Auditing a Course

A student is allowed to audit a course only in his/her last semester before graduation. The audited course must not be a required course for graduation. The student must fill out the “Audit Form”. The form requires the signatures of the course instructor and the faculty advisor, and must be submitted to the Admission and Registration Department during the drop/add period. A course taken for credit may be changed to an Audit course by submitting the Audit Form by the last day for withdrawal specified in the academic calendar.

Course Substitution

If a student is unable to complete the requirements of any program due to the termination of a course or when accrediting new programs that comprise courses the student has not studied, he/she can substitute a maximum of two courses with other equivalent courses, in terms of level, content, and credit hours. The Admission and Registration Department must be informed of the substitution after the student has obtained the approval of his/her advisor and the Graduation Committee.

Assessment & Examinations

Assessment and Examinations

Examinations

Courses are evaluated either by (1) at least three written examinations, or by (2) oral and/or practical examinations, research, term papers and other activities plus at least two written exams. In any case class work score must not be less than 30% of the final course grade. All examinations, excluding the finals, are scheduled by the instructors. It is recommended that at least one exam be conducted and the results disclosed before the last day of the final course withdrawals deadline so that a student can decide whether to drop the course or not.

Final examinations are scheduled by the Admission and Registration Department. The schedule indicates the date, time and location of all examinations. The day and time of a final examination should be strictly adhered to. In exceptional cases, with justifiable reasons, a faculty member may request a rescheduling of a final examination with the approval of the dean.

The duration of a final written examination should not be less than one hour and not more than three hours.

Make-Up Examinations

If a student misses an examination, other than the final, the instructor will make arrangements for a make-up examination, if the student submits an approved excuse for his/her absence.

If a student misses a final exam and does not present a valid excuse for his/her absence will get a grade of zero on that exam. The final grade he/she receives for that course will be calculated on the basis of his/her performance on previous course work.

If the student misses a final examination due to circumstances beyond his/her control, the student may request from the instructor, by means of a petition, a make-up examination before the end of the next semester. The instructor then submits his/her report to the College Council. If the petition is accepted, the Dean of the College informs the student in writing of the decision of the College Council and the date of the make-up examination.

Conduct of Final Examinations

No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.

Failing Courses

If a student fails a course, no re-examination is permitted. A student who fails a required course must repeat the course at the earliest opportunity. A student who fails an elective course is not required to repeat it as long as s/he can achieve the minimum cumulative average and the minimum number of credits required for graduation. However, the grade of the non-repeated course will be included in tallying the cumulative GPA.

Repeating Courses

A student who fails a required course must repeat the course. A student who wishes to improve his/her academic standing may repeat a course for which he/she has previously obtained a ``C" or a lower grade. Should a student repeat a required course and fail, he/she must repeat the course. A student who fails a course three times may be dismissed from the University. If dismissed, the student may petition the Dean of the College to be granted another chance to pass the course. When a course is repeated, the highest grade is considered in computing the student's cumulative average. All grades are included in the student's transcript.

Grading System & Codes

Grading System and Codes

The grading system is as follows:

Grade	Points	Letter Grade	Grade Interpretation
95-100	5.00	A+	Outstanding
90-94	4.75	A	Excellent
85-89	4.50	B+	Superior
80-84	4.00	B	Very Good
75-79	3.50	C+	Above Average
70-74	3.00	C	Good
65-69	2.50	D+	High Pass
60-64	2.00	D	Pass
Below 60	1.0	F	Fail
AU			Audit
DN			Denied
DS			Disciplinary Action
NP			No grade-Pass (Not considered in GPA Calculation)
NF			No grade-Fail (Not considered in GPA Calculation)
IC			Incomplete
IP			In Progress
W			Withdrawn
WF			Withdrawn - Fail
WP			Withdrawn – Pass
T			Transfer

Final Grade Policy

It is expected that:

- At least 60 percent of the total course grade should be allocated to written examinations, with a minimum of 30% assigned to the final exam with emphasis on practical work and projects for the remaining percentage. Any grading scenario that does not meet this policy should be cleared with the dean early in the semester.
- A certain portion of the final grade will be assigned for class participation among other possible course requirements (e.g., term paper, project, homework, etc.)

Submission of Final Grades

All final grades must be submitted by the instructor to the Admission and Registration Department by the deadline specified. The grades through grade rosters must be signed by the course instructor, the department chairperson and the college dean.

Reviewing a Final Course Grade

A student, who feels that the grading was unfair, must fill a Final Grade Review form and submit it to the chairperson of the department offering the course for approval within the first two weeks after the start of the next semester. If approved, the student can discuss the matter with the instructor of the course. During the two week period, the student is allowed to review his final exam paper along with the instructor. If the student and the instructor are unable to arrive at a solution, the student may write a petition to the chairperson of the department offering the course, no later than the end of the fourth week of the next semester. The department chairperson will investigate through the Academic Committee the student's arguments and may call for a review of the instructor's evaluation of the student based on the student's class work and final examination scores.

Change of Grade

Normally, grades cannot be changed after the submission of the final grades to the Admission and Registration Department. Under certain circumstances, a written request from the course instructor can be addressed to the registrar explaining the reasons for the change. Such a request for a grade change must be endorsed by the department chairman and the dean of the college and approved by the College Council. The Admission and Registration Department should be informed of the change of grade no later than the beginning of the final examinations for the following semester.

Work In Progress

For courses of a research nature which require more than one semester to complete, the grade of IP (In Progress) is assigned to the student in all terms, where the course is registered, prior to the completion of the designated work. After the completion of the course, the student will be given the grade he/she has earned. In case the work is not completed within the specified time, the Department Council concerned may recommend changing the grade from IP to IC (Incomplete).

Incomplete Work

If the work for a course is not completed by the date on which the semester ends, the following procedures will apply:

- a. To secure permission to complete the work for a course, a student must submit a valid excuse to the instructor and the Department Council at least two weeks before the date of the scheduled final exam of the course.
- b. Incomplete course work will be reported as an “IC” followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is to be based on a grade of zero on all missed work. The student grade will not be included in the calculation of the cumulative or semester GPA.
- c. Students permitted to complete work for a course must do so by the end of the following regular semester. After the incomplete work is done and evaluated by the faculty member, a grade change will be considered by the Department Council and a new grade is reported to the Admission and Registration Department.
- d. If no valid excuse is presented and the work, if permitted, is not completed within the time limits specified above, the “IC” will be changed, and the numerical grade available becomes the final grade in the course.
- e. For the purposes of averaging, the numerical grade will not be used, until changed through the procedure set above.
- f. It is the responsibility of the student to find out from his/her instructor

the specific dates by which requirements must be fulfilled. The deadline for submission of incomplete grades by the instructor is within 72 hours after a student has completed the course work.

Academic Standing

Academic Standing

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

Academic Probation

If at the end of any semester, a cumulative grade point average of less than 2.0 is earned, the student will receive a warning and will be placed on probation. The status of academic probation can be revoked after the lapse of one regular semester from the date of the probation if the student achieves a semester and cumulative GPA of 2.0 or above at the end of this semester.

Academic Dismissal

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

1. A student receives probation in three consecutive semesters. However, the University Council may, upon recommendation of the College Council, grant the student one more chance to raise his/her GPA by repeating some courses;
2. 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 such that the total time the student spends in a program does not exceed twice the normal completion period.

Appeal of Academic Dismissal

A letter officially notifying the student of academic dismissal will be mailed to him/her shortly after grades are finalized for the semester. Included with this letter is the form needed to officially appeal the academic standing. A student who wishes to appeal must complete all parts of the form and return it by the specified date. 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 by email or telephone the day after the review meeting. Inquiries regarding academic standings and/or the appeal process should be directed to the University Council.

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. Students who attain a grade point average of 4.25 or better in no fewer than 15 hours of graded university level work and who have completed all work for which they are registered by the end of the semester will be on the Dean's List for that semester.

Attendance & Withdrawal

Attendance and Withdrawals

Class Attendance

FBSU students are expected to attend all classes, laboratories, or required field work. A student is responsible for the work that is done, and for any announcements that are made during their absence. They are allowed 15% absence without excuses and 25% absence with excuses. Tardiness to classes is not at all tolerated. In cases of tardiness, the following rule applies: students who are absent for more than 10 minutes of class time are considered as absent. Students who absent themselves during a semester for more than 25% of the required number of lectures of any course are not allowed to continue the course, denied from sitting for the final examination, and assigned a course grade of DN, which is reported on their transcript.

Withdrawal from Courses

- Students who withdraw or are 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.
- Students cannot withdraw or be forced to withdraw from a course if this results in the student being registered for less than 12 credits 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 to do so.

Withdrawal from University

A student may apply to withdraw from the University at any time. The student should fill the Withdrawal from University form that s/he could secure from the Admission and Registration Department. The student should note the University’s refund policy mentioned elsewhere in this catalog.

Dropping the Semester

A student may apply to withdraw from the semester latest by the course withdrawal deadline. 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 fill the Withdrawal from Semester form from the Admission and Registration Department, and the withdrawal is subject to the University's refund policy mentioned elsewhere in this catalog. Dropped semesters are counted as part of the maximum duration of study.

Postponement and Interruption of Study

A student may apply to take a leave of absence for a maximum of two consecutive semesters or a maximum of three non consecutive semesters from interruption during the course of his/her studies. The student must fill the Postponement of Study form that he/she can obtain from the Admission and Registration Department, otherwise the student will be considered to have taken an unauthorized postponement and thus will be classified as an inactive standing (absent). The postponed and the absent semesters are not included in the maximum period of attaining the degree.

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 this four-semester period, or those who were on probation, have to reapply for admission. Their files will be reevaluated based on the admission requirements applicable at the time of reapplication.

Transfer

Transfer

Transfer from another Recognized /University

The transfer of a student from outside the University may be accepted under the following conditions:

1. The student has been enrolled at a recognized university.
2. The student must not have been dismissed from that university for disciplinary reasons.
3. The student must satisfy the transfer provisions as determined by the University Council.

If, after his/her transfer, it is discovered that a student had been dismissed from his/her previous university for disciplinary reasons, his/her enrollment will be considered canceled as from the date of acceptance of his/her transfer to the University.

The student file is evaluated by the Department's Equivalency Committee, which forwards its recommendation to the Dean of the College. 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 attained a passing grade in the transferred courses.

The courses deemed equivalent will be transferred to the student's record but will not be included in the calculation of his/her cumulative GPA. Courses taken as Audit cannot be transferred.

A student transferring to FBSU must earn at least 60% of his/her credits at FBSU, including the last 60 credits for the Bachelor degree.

Transfer from One College to Another at the University

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 desired College. A transfer application signed by the student and approved by the Dean of the College that the student intends to depart should be sent to the Admission and Registration Department then to the Admissions Committee of the desired College at least one month before the beginning of the new semester. The Admissions Committee of the latter College studies the application and forwards its recommendations to its Dean.

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

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. A transfer application signed by the student and approved by the Dean of the College should be sent to the Admission and Registration Department at least one month before the beginning of the new semester. The Admissions Committee of the College studies the applications of the students transferring and forwards its recommendations to the Dean.

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.

FBSU Students Visiting Other Institutions

An FBSU student in good academic standing may be allowed to take courses at another institution subject to the following conditions:

- ❖ The student attains prior approval from his/her college.
- ❖ The student studies at an accredited university and in the same major.
- ❖ Courses to be taken are equivalent (a match of at least 70%) to those required for graduation.
- ❖ The maximum number of credits must not exceed 21 credits of which no more than 9 credits are specialized/core courses. The final year project cannot be taken outside FBSU.
- ❖ Students cannot normally take a course at another university if it is offered at FBSU during the same semester. Under special circumstances, students may petition the College Council for exemption.
- ❖ The maximum total number of credits that a student can take at FBSU and outside during a regular semester is 19 credit hours. The maximum is 9 credits for the summer session.
- ❖ Only courses with passing grades will be recorded in the student's transcripts but will not be used in the calculation of his/her GPA.

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.

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 an external institution is not eligible to receive an FBSU-sponsored scholarship.

All MOHE Rules pertaining to this issue supersede the abovementioned rules in case of conflict.

Duration of Study

Duration of Study

- The normal study period for a Bachelor degree is four calendar years encompassing eight semesters.
- The maximum study period allowed for a Bachelor 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.
- 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. For purposes of this requirement, two summer sessions shall be considered equivalent to one regular semester.
- 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 degree. For purposes of this requirement, two summer sessions shall be considered equivalent to one semester.

Graduation

Graduation

To graduate with a Bachelor Degree, the student must satisfactorily complete all the graduation requirements of his/her with a cumulative GPA of at least 2.0. The student must be registered for the semester at the end of which he/she graduates.

General Graduation Grade

The grade stated on the student's graduation certificate 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

Graduation with Honors

To graduate with honors, students must have earned, in residence at FBSU, no fewer than 60% of study plan required for graduation; must not have failed in any course taken at FBSU or elsewhere; must not have been subjected to any disciplinary action within the University, and must have completed all graduation requirements within the allowed time. Grade point averages required for honors are as follows:

- First honors rank: Grade point average of 4.75 or above
- Second honors rank: Grade point average of at least 4.25 and strictly less than 4.75.

Note: 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 of final grades and completion of the degree, and will be noted on the final transcript and diploma.

Academic Records

Academic Records

Transcript Request

Transcripts will not be issued unless all obligations to the university are cleared. To request a transcript, the student needs to fill, sign, and return a “Transcript Request” Form to the Admission and Registration Department.

Disclosure of Student Records

The University may disclose routine information without prior written consent from the student like student’s name, degrees received, major field(s) of study, awards received, and participation in officially recognized activities and sports.

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 Higher 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.

Student Code of Rights and Obligations

- **University Student Rights**

The rights of the University Student in the academic field shall include:

- A) University Student shall be entitled to the appropriate study environment in order to easily study and comprehend, through provision of all available educational capabilities to serve this objective.
- B) University Student shall be entitled to have the scientific materials and the knowledge related to the University courses he/she studies, in accordance with the regulations governing the academic work.
- C) University Student shall be entitled to obtain the study plans in the college, department or specialty available to him/her, as well as the right to access the study plans before the commencement of study, carry out the procedures of registration in the courses available to him/her as per the registration system and rules, subject always to the order of priorities in student registration in accordance with fair controls when it is not possible to fulfill the desires of all students in registration a certain course.
- D) University Student shall be entitled to remove or add any course, or remove the entire semester as allowed by the University's study and registration system, all within the time limit prescribed therefor and announced for the students on time thereof.
- E) University Student shall be entitled to fulfill all the scientific and laboratory credit hours he/she registered for according to the study plan; and he/she shall be entitled to compensatory lectures instead of those that have been canceled.
- F) University Student shall be entitled to raise inquiries to and hold appropriate scientific discussions with the faculty members, provided that the discussion does not go beyond the what is required by public morals and limits of decency and good behavior, whether during the lecture or during the announced office hours dedicated for meeting with Students.
- G) University Student shall have the right to have the exam questions extracted from the university courses, material content and topics raised and discussed at the lectures. Furthermore, the logical and balanced distribution of grades to questions must be observed in order to ensure the fair assessment of Student's capabilities.
- H) University Student shall be entitled to sit for all exams that are held for the University courses, unless there is a statutory obstacle preventing him/her from doing so according to the relevant regulations and instructions, provided that a student shall be notified of his/her prevention from sitting for exam well in advance of the exam date.

- I) University Student shall be entitled to obtain the typical answers sheet for the semester exam questions, as well as the distribution of grades to the parts of answer based on which the student's performance is assessed, before the prescribed final exam takes place.
- J) University Student shall be entitled to request that his/her answer in the final exam be reviewed, in accordance with the provisions of the regulations and decisions issued by the University with respect to regulating the review mechanism and controls.
- K) University Student shall be entitled to know the results he/she attained in the exam.

University Student's rights in other than the academic areas include:

University Student shall be entitled to:

- A) Enjoy the social care and aid provided by the University, and participate in the activities held at the University in accordance with the regulations and instructions governing these activities.
- B) Benefit from the health care provided by the University through the health center on the campus.
- C) Benefit from the University's services and utilities (university book, central and branch libraries, play grounds and stadiums, restaurants, car parking, and others) in accordance with the regulations applicable in the University.
- D) Be nominated to training courses, programs and local and foreign trips, and increase his/her participation in the cultural activities, as well as participating in the local community service activities and volunteer works.
- E) File a complaint or grievance with respect to any matter affecting him/her in their relationship with the faculty members or any department, college, or unit of the University. Filing such complaint or grievance shall be through the rules applied by the Student Rights Protection Unit, and a student must be allowed, by the competent authority, to follow up with his/her complaint and the results thereof.
- F) Be allowed to defend him/herself before any authority in the University with respect to any disciplinary case against him/her; a punishment may not be imposed on him/her except after their statements are considered, unless it is proven that his/her absence is due to unacceptable excuse after being summoned for the second time.
- G) File grievance against the disciplinary decision issued against him/her, in accordance with the rules prescribed in this regard under the student disciplinary provisions.

- H) Maintain the contents of his/her profile kept at the University, and he/she shall be dealt with in an integral manner. Student's profile contents may NOT be delivered to any other person except the relevant student him/herself, his/her guardian or whoever he formally authorizes to this end. This shall not apply to the cases in which the delivery of or access to the student's profile contents by investigation authorities, judicial bodies or any other government entity. The contents of student profile may not be disclosed or published unless such disclosure or publication is required under a disciplinary decision against the student; and
- I) a student with special needs shall be entitled to the appropriate service and decent dealing that is suitable to his/her needs in accordance with the applicable regulations and rules.

- **University Student Obligations**

Student Obligations in the Academic Field:

- A) Student must regularly attend his/her classes and satisfy all academic requirements pursuant to the rules and schedules regulating the start and end of study semester, study field change, registration, withdrawal and addition or removal of courses, in accordance with the provisions contained in the regulations and laws applicable by the University.
- B) Student must show respect to the University's faculty members, employees and workers as well as the employees of other companies contracting with the University, the other students inside the University, guests and visitors, and may not cause harm to those either by word or deed in any way.
- C) Student shall respect the rules and arrangements related to lectures, and must attend the prescribed lectures and keep organized therein, without absence except with an excuse acceptable as per the rules and regulations.
- D) When preparing researches and other academic requirements like papers and studies, the student shall not cheat or involve others in the preparation thereof by whatever manner, or commit plagiarism, or resort to any illegitimate means to prepare such researches, reports, papers or studies or any other basic requirements of the courses.
- E) Student shall adhere to the rules and arrangements related to exams and quizzes; he/she shall not cheat, or attempt cheating, or assist in cheating by whatever manner or conduct; he/she shall refrain from committing impersonation, forgery, or entry of any prohibited materials or devices into the exam halls or laboratories.
- F) Student must adhere to the instructions given to him/her by the official or the exam invigilator in the exam hall or laboratories; he/she must not disturb the calm while sitting for the exam.

Student Obligations in Non-academic field:

- A) Student shall adhere to the rules, regulations, instructions and decisions issued by the University in implementation thereof (together "Regulations"); he/she shall not circumvent or violate any of such Regulations, or submit forged documents to enjoy any undeserved advantage contrary to the provisions of the relevant Regulations.
- B) Student must always bear his/her student card while in the University; he/she shall present such card to the employees or faculty members when requested to do so and when carrying out any transaction for the student in the University.
- C) Student shall not cause damage to any of the University properties, whether by destroying, tampering with or disabling such properties, or participate with others in doing so, regardless of whether such damage is caused to the buildings or equipment.
- D) Student must adhere to the instructions related to organizing, arranging and using the University facilities and equipment for the purposes dedicated thereto; he/she shall obtain a prior permission from the competent authority to use those facilities or equipment when they want to utilize the same for other than the dedicated purposes.
- E) Student must adhere to the dress and behavior that is appropriate for the Islamic norms and the University dress code; he/she may not commit any actions that violate the Islamic or public morals applicable in the University based on the Public Order Regulation.
- F) Student must maintain quietness while inside the University facilities; he/she shall refrain from smoking, causing disturbance or calling for and participating in unlawful gathering.

Types of Student Misconduct

Academic Misconduct

Offences involving academic misconduct include, but not limited to, the following:

Academic Integrity

Academic Integrity and honesty are central components of a student's education. Ethical conduct maintained in an academic context will eventually be taken into student's professional career. Anything less than total commitment to honesty undermines the efforts of the entire academic community. Both students and faculty are responsible for ensuring the academic integrity of the University.

Cheating

Students who use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects, are guilty of cheating. Cheating is essentially fraud. It deceives others and causes them to make an assessment based on the misinterpretation of a student's actual ability, or performance. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

Plagiarism

Students who fail to credit properly ideas or materials taken from others commit plagiarism. Putting his/her name on a piece of work-any part of which is not yours- constitutes plagiarism, unless that piece is clearly marked and the work from which he/she has borrowed is fully identified. Plagiarism is a violation of the university's academic regulations and is subject to disciplinary action.

Dishonesty

This encompasses a range of practices of which are the following:

1. Misrepresentation of personal circumstances to an instructor in requesting a makeup exam, justifying absence, not submitting a homework assignment, etc.
2. Forging parts of, or a signature on, official documents of any kind.
3. Taking credit for work in a team with dismal, if any, contribution.
4. Unlawfully copying material, textbooks or computer software, without prior acceptance of the owner.
5. Engaging in bribery of any kind.

Non-Academic Misconduct

This also encompasses a range of practices of which are the following:

1. Disruption/Obstruction of order on campus or during university authorized activities off-campus in any manner that violates FBSU policies or Saudi law.
2. Distributing unauthorized published material on campus such as, fliers, leaflets, posters, etc.
3. Theft.
4. Destruction of property.
5. Endangering public safety.
6. Causing mental or physical harm on campus or during FBSU authorized events off-campus: Engaging in physical aggression, intimidation, coercion, bullying, extortion, blackmail or bribery.
7. Engaging in behavior that leads to risks of injury, arson, or riot.
8. Using force, inciting violence, attempting or inflicting injury to others on campus or during FBSU authorized events off-campus.
9. Possession of dangerous materials or weapons.
10. Discrimination or Harassment.
11. Smoking and alcohol on campus.
12. Inappropriate social behavior.
13. Abuse of computers
14. Improper conduct in FBSU libraries.

Disciplinary Actions

Range of Disciplinary Actions

Abusing any of the intellectual freedoms will result in disciplinary actions that correspond to the type of abuse. The possible disciplinary actions are also applicable in other situations as clarified in the student handbook.

Warning

This may be oral or written. It is a statement that the student has inadvertently violated an FBSU regulation. The warning will be documented and recorded. Examples: Littering and smoking in prohibited areas.

Reprimand

This will be in writing. It is a statement that the student has violated a university regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the university community. Examples: inadvertent plagiarism, failure to cite sources appropriately, and inappropriate conduct in examinations.

Dean's Warning

This will be in writing. Only two Dean's warnings are allowed in a student's academic career at the University. It is recommended that any violation of the university regulations after the second dean's warning results in consideration of suspension. Dean's warnings are normally accompanied by secondary disciplinary actions. Examples: Plagiarism, academic dishonesty, disruption-obstruction In-class disruption, mental or physical harm, discrimination and harassment.

Suspension

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). A student may be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the university, only upon the recommendation of the University Disciplinary Committee. Examples: Cheating, theft, and destruction of property

Expulsion

This will be in writing and will form part of the student's permanent record (it will appear on the student's transcript). Expulsion denies the student the right to participate in any academic or other activities at the University for an indefinite time. Only under the most unusual circumstances, and upon the recommendation of the University Disciplinary Committee, will an expelled student be readmitted to the University. On the other hand, cases whereby other committees, e.g., the student affairs committee recommend suspension or expulsion of a student, should be referred to the University Disciplinary Committee. Example cases include: academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.

Note: Any person who maliciously lies to cover up an act sanctioned by the code of conduct will be considered an accessory after the fact and may be subject to disciplinary action.

**Student Academic Appeals &
Academic Grievance Procedures**

Student Academic Appeals and Academic Grievance Procedures

These procedures should be used to appeal or resolve disputes concerning an academic grade or other academic decision considered by a student to be arbitrary or contrary to University policy. For the purposes of these procedures, a student is someone holding “active” registration status as the time of the alleged violation.

Appeals Process

The following procedures outline the steps of the academic appeal and/or grievance process. It is recommended but not required that the student first arrange a conference to discuss the appeal or grievance with the faculty member(s) whose action is addressed in the student’s appeal or grievance. It is expected that all of the parties involved at each step of the appeals/grievance process will make a good faith effort to resolve the issues.

Step1: Department Chair. In the event that a student feels he/she has not received satisfaction from his discussion with the faculty involved or in the event that a student prefers not to discuss his/her concerns directly with the involved faculty, the student may arrange a conference to discuss the appeal or grievance with the Department Chair (or equivalent). If the department chair is the involved faculty member, this step may be skipped.

Step 2: Dean (or equivalent). In the event there is no department chair in the College or academic Unit involved, or in the event the involved faculty member is the Department Chair or Unit Director, or in the event a student still feels aggrieved after consultation with the Department Chair, he/she may ask for a review by the respective Dean (or equivalent). If the involved faculty member is the Dean of the College (or equivalent) this step may be skipped.

Step 3: Student Academic Review Committee. In the event the student is not satisfied with the results of the reviews by the Department Chair and the Dean (or equivalent) he/she may ask for a review committee to be formed. This request shall be in writing to the Coordinator of Academic Affairs Committee.

It is the responsibility of a student to initiate the appeals procedure at each step. If the appeal is pursued through Step 3, it is expected that, unless there are unusual circumstances, the request for a hearing by the Student Academic Review Committee will be submitted within 90 days from the last day of the term in which the alleged violation arose. If the student fails to pursue the matter in the manner

provided by this policy, after a conference with the College Dean if applicable, the original academic decision will be final. The student should bring to the various conferences and to the Student Academic Review Committee hearing all evidence on which he/she intends to rely.

Fees and Expenses

Fees and Expenses

Costs to students in tuition and other University fees, are kept at a minimum consistent with the provision of high quality instruction and adequate facilities and equipment. The University reserves the right to change any or all fees at any time without prior notice. Such changes are applicable to students currently registered with the University as well as to new students.

Students are not permitted to enter classes at the beginning of the term until their fees are paid or special arrangements have been made with the Office of the Comptroller.

Payment of Fees

- Each FBSU student must pay all his/her tuitions and other university fees.
- Statements of Fees are available at the Office of the Comptroller or on the FBSU website.
- Under special circumstances, late payment of tuition fees is permitted during a period of no more than five working days after the announced deadline, and is subject to a late payment fee.
- Checks must be issued to the order of the bank concerned using the following format: Pay to the order of (Name of Bank) - Account FBSU.
- Students are expected to meet all financial obligations to the University by the appropriate due date. For any student who fails to promptly meet his/her financial obligations, the University reserves the right to place an encumbrance on the student's record that prevents registration for future semesters and the release of transcripts and diplomas, and also prevents access to other university services. It is each student's responsibility to be informed of all registration and fee payment dates and deadlines.

Refund policy

If for justifiable reasons a student withdraws after registration from either the fall or the spring semester, fees are refunded according to the following schedule:

- Before the official start of classes 100% of full tuition
- During the first week of classes 75% of tuition
- During the second week of classes 50% of tuition
- During the third week of classes 25% of tuition

No refunds are due after the end of the third week of classes.

Tuition Discount and Fee Waiver Program

Tuition is partially waived for students in undergraduate programs if the students are associated with the university in one of the following ways:

Dependents of University Staff

Up to three dependents (sons, and/or daughters, and/or wives) of University Staff are eligible for 30% discount on their tuition and fees provided that other outstanding fees are paid within university set deadlines.

Siblings

Siblings attending the university are eligible for 10% discount each on their tuition and fees provided that other outstanding fees are paid within university set deadlines.

Full-Payment Discount

Any student who pays full tuition for a whole academic year within the university set deadlines will receive a 1000 SR cash back refund.

Scholarships & Financial Support Program

Scholarships and Financial Support Program

Objectives

The objective of the Scholarship and the Financial Support Programs at FBSU is to help students with strong potential for academic success to pursue post-secondary higher education that would not be possible otherwise. Under this policy, scholarships will be granted to students who meet the established eligibility criteria without any form of discrimination. Scholarships and Financial Support funds come from a variety of sources as outlined below.

Awards

King Abdullah Internal Scholarships Program

Under this program, scholarships are awarded by the Ministry of Higher Education to Saudi students of satisfactory academic performance. The primary purpose of this program is to prepare distinguished generations for a knowledge society built upon a knowledge-based economy. Customarily, the University provides its students with the timely and needed support for them to fulfill the scholarship requirements.

Prince Sultan Scholarships

Under this program, 50 scholarships are awarded to orphans and persons with disabilities. Each scholarship covers 100% of the tuition and fees for one year, renewable for up to four years. Awards are granted to the students who satisfy the following criteria:

- a. Acquired the High school certificate (Thanauia) within five years from the date of application.
- b. Attained a score among the top 50 applicants.
- c. Provide evidence of either being orphan or has a disability for which the university has adequate supporting facilities.
- d. Provide evidence of financial need.
- e. Have exemplary character and a sense of community.
- f. Be the only member of the same family to apply.

Merit Scholarships Program

The aim of the Merit Scholarship Program is to promote academic excellence and create a positive competitive environment among students. Awards recipients are selected on the basis of scholastic abilities as well as character, integrity, leadership, and potential contribution to the community.

The Merit Scholarship Program awards, each year, scholarships to undergraduate students who had spent the last two academic semesters at FBSU and are deemed to have a promising scholastic potential as evidenced by their scholastic achievement. Students are required to apply for financial aid to receive these scholarships. Recipients of any scholarship will not be included in this program. Eligible students for the MoHE scholarship program must have applied to this program and been denied before being considered for the Merit Scholarship Program.

Available scholarships under this program are:

Prince Fahad Bin Sultan Scholarships

Under this program, 25 Scholarships are awarded. Each scholarship covers 100% of the tuition and fees for one year. Awards are granted to Saudi students who satisfy the following criteria:

- a. Maintain a cumulative GPA of 3.75 or higher for third and fourth year students and a cumulative GPA of 4.00 or higher for first and second year students.
- b. Provide evidence of financial need.
- c. Had not violated university rules and policies.
- d. Have maintained exemplary character and a sense of community.
- e. All outstanding fees are paid within university set deadlines.

Students leaving Level II of the Foundation Year Program and entering a regular degree program are eligible to receive the scholarship provided that their Foundation Year Level II Cumulative Average is equivalent to a GPA of 3.75 or above.

Sabih Al-Masri Scholarship

Under this program, 10 scholarships are awarded, 5 for males and 5 for females. Each scholarship covers 100% of the tuition and fees for one year. Awards are granted to students who satisfy the following criteria:

- a. Maintain a cumulative GPA of 3.75 or higher for third and fourth year students and a cumulative GPA of 4.00 or higher for first and second year students.
- a. Had not violated university rules and policies.
- b. Have maintained exemplary character and a sense of community.
- c. All outstanding fees are paid within university set deadlines.

Students leaving Level II of the Foundation Year Program and entering a regular degree program are eligible to receive the scholarship provided that their Foundation Year Level II Cumulative Average is equivalent to a GPA of 3.75 or above.

Scholastic Achievement Scholarship Program

The purpose of the Scholastic Achievement Scholarship Program is to encourage students at FBSU to maintain and perhaps further their scholastic performance. This type of scholarship may be sponsored by individuals or agencies.

Individual Sponsored Scholarships

Any individual or family may provide a set number of scholarships as an act of philanthropy. The awarding individual sets the amount and the criteria under which the scholarships are awarded.

Institution Sponsored Scholarships

Any private or public institution may provide any number of scholarship awards. The institution sets the criteria under which the scholarships are awarded pending the approval of the University.

Student Employment Program

Student Employment Program

Objectives

FBSU offers a limited number of packages under the Student Employment Program every term, excluding summer. This form of privilege is a win-win proposition: it provides some help to qualified students who need assistance with college expenses and in return, students are required to work in various campus offices up to 15 hours per week. Students benefiting from this program can benefit from a tuition waiver to be decided by the University Council.

Eligibility Requirements

To be eligible for FBSU Student Employment Program, a student must demonstrate an evidence of need and should maintain the following average and status requirements:

- a. A minimum cumulative GPA of 3.0.
- b. A minimum cumulative GPA of 3.0 in the student's last full-load term.
- c. Carry a minimum load of 12 credits during the term of employment.

Any student who fails to satisfy the eligibility criteria will not be granted a privilege under this program. Newly admitted students are not eligible for this program during their first term at FBSU.

Application

Students are required to submit in person a Student Employment Application by August 10th, for the Fall Term and by the end of December for the Spring Term.

Students granted employment should coordinate with the Deanship of Student Affairs for their work assignments.

Disqualification

Student Employment privilege will be revoked if the student:

- Does not fulfill his/her duties in a previous contract as required.

- Receives a disciplinary probation as a result of misbehavior.
- Had intentionally presented false evidence or misleading statements in the employment application.

Such violations may jeopardize the student's chances of benefiting from the program in the future

Deanship Student Affairs

Deanship of Student Affairs

FBSU is dedicated to the wellbeing and development of students. The Deanship of Student Affairs oversees student activities, athletics and recreation, counseling and advising, and all other student services. Through this Deanship, activities and services are provided to enhance, support, and complement the student's personal and educational development.

This holistic approach to student education enables the student to learn and practice the values of tolerance, civic and moral responsibility, inclusiveness and excellence in learning and leadership, values that best represent the mission of the University.

Counseling and Advising Center

The Counseling and Advising Center exists within the Deanship of Student Affairs to guarantee rendering to currently enrolled students a high quality professional service.

The Counseling and Advising Center provides services to students whose personal difficulties and problems interfere with their academic performance. It also assists students in formulating and achieving their educational goals through its psychological services, and assists gifted and talented students to further develop their abilities.

Counseling involves one-on-one discussions with a trained professional counselor who will listen, ask questions, and help explore options about the problems or areas of concern to the student. It is a process of self-discovery and self-knowledge.

The Center's professionally trained counselors exert all possible efforts to assist and support students with emotional concerns in a sensitive, caring, and confidential manner.

Student Activities Office

The Student Activities Office is responsible for organizing and supporting a wide range of student activities. Its mission is to help students reach their full academic potential by collaborating with faculty, staff, and the community to organize extracurricular activities

that enrich student life in the University. Most student activities are organized by officially registered clubs and societies, with elected officers. These officers, including club president and club treasurer, play a key role in overseeing the activities and ensuring the financial state of the club. Clubs, societies and student publications are important channels for students to develop their talents. The University's clubs and societies cover a very wide range of student interests which may be in the fields of drama, music, debate, writing, art and so on.

Student organizations should submit by the end of October a tentative yearly plan indicating the number, type and nature of activities planned to take place.

Student Services Office

The activities of this office include:

- Issuing ID cards to students and maintaining their validity.
- Issuing authenticating medical and official excuses to students, when they are absent from classes or exams.
- Preparation and maintenance of students' monthly stipend payments.
- Communication with parents/guardians of the students in matters related to their academic progress.
- Maintaining and updating the official and complete non-academic records of all students.
- Processing student complaints.
- Communicating messages for the University Disciplinary Committee

