

**Undergraduate Study and Examinations Bylaws
and
Rules of Implementation
at
Fahad Bin Sultan**

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Chapter 1

Definitions

Article 1

The following terms and phrases, wherever they appear in this by-law, shall have the meanings indicated in front of each of them, unless the context requires otherwise.

Academic year: Two regular semesters and a summer semester, if any, or four levels or more and one or two summer levels, if any.

Academic system: The method of study followed at the colleges and institutes of the university, either by the level-system, or the semester- system, or the year- system.

Academic semester: A period of no less than fifteen (15) weeks in the two-semester system, and not less than twelve (12) weeks in the three- semester system, not including the registration, the add and drop period, and the final examination periods.

Academic level: An academic method in which the duration is less than a semester, so that it is not less than four weeks and not more than eight weeks, and so that the total academic weeks are not less than forty weeks per year.

Full academic year: A period of no less than forty weeks a year.

Summer semester: A period not exceeding eight (8) weeks for the two- semester system and not less than six weeks (6) for the three-semester system, during which the contact hours allocated for each academic course is doubled.

Summer level: A period not less than four (4) weeks for the level system, during which the contact hours allocated for each academic course is doubled.

Study plan: A list of compulsory, elective, and free courses, which the sum of its units constitutes the graduation requirements that the student must pass successfully to obtain the academic degree in the specified specialization.

Course: A subject within the approved degree plan in each program. Each course has a number, code, title, and detailed description of its contents. A portfolio on each course is kept in its corresponding department for follow-up, evaluation, and updates. Some courses may have prerequisite or co-requisite requirement(s).

Credit hour: The weekly theoretical lecture (or clinical or tutorial lecture) of no less than fifty (50) minutes, or the practical lesson of no less than one hundred (100) minutes, or the field lesson specified in the study plan.

Teaching methods: Different teaching methods, including face-to-face learning, blended learning, distance learning, self-paced learning, and other forms of teaching.

Academic upgrade program (bridging): A program designed to prepare students who have diploma to achieve a bachelor's degree.

Classwork score: The grade which reflects the student's performance during a level or a semester or an academic year (if any) and this includes examinations, research, and other activities related to a particular course.

Final examination: An examination in course materials, given once at the end of every semester, academic level, or full academic year.

Final examination score: The score attained by a student in the final examination for each course.

Final score: The total sum of the class work score plus the final examination score for each course out of a total grade of 100.

Academic transcript: A detailed record that includes all the courses the student has studied and the grades that have been obtained, including the two GPAs: (semester and cumulative).

Visiting student: A student who studies some courses at another university, or in a branch of the university to which they belong, without being transferred.

The grade: A percentage, or alphabetical letter, assigned indicating the final score received in a course.

Incomplete grade: A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic transcript by the letter grade (IC).

In-progress grade: A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic transcript by the letter grade (IP).

Semester GPA: The total quality points a student has earned, divided by the total credit hours assigned for all courses taken in a given semester or level or an academic year. The quality points are calculated by multiplying the credit hour of each course by the weight given to each grade in each course.

Cumulative GPA: The total quality points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours assigned for these courses.

Graduation ranking: The assessment of a student's scholastic achievement during their study at the University.

Course load: The total number of credit hours a student can register in each semester, or academic level or full academic year, and in accordance with the University Council decisions.

The Rule of Implementation for Article 1:

Terms and definitions related to Fahad Bin Sultan University are attached in Appendix No. (1).

Chapter 2

Objectives and Validity of the By-Law

Article 2:

This by-law aims to organize the study and exams mechanisms and procedures at the university in order to achieve high efficiency and quality in the educational process and academic procedures for the post-high school stage.

Article 3:

The provisions of this by-law apply to universities that implement the Higher Education Council's system, as issued by Royal Decree No. (M/8) on 4/6/1414 H, as well as universities that implement the Universities' System, as issued by Royal Decree No. (M/27) on 2/3/1441 H.

Chapter 3

Study Systems

Article 4:

1. When approving its programs, the university shall adhere to the following, in order:
 - a. The Unified Saudi Classification for Educational Levels and Specializations, issued by Council of Ministers Resolution No. (75) On 27/1/1442 H, and any amendments or updates thereto.
The National Qualifications Framework in the Kingdom of Saudi Arabia, issued by a decision of the Board of Directors of the Education and Training Evaluation Commission at its first meeting for the second session held on 16/6/1441 H, and any amendments or updates thereto.
2. The student progresses from one academic level to another, in accordance with the study system and the study plan approved by the University Council.

The Rule of Implementation for Article 4:

1. The courses for each academic degree are distributed across eight/ten/fourteen levels depending on the program. The core courses, elective courses, and the number of credits the student must successfully complete to earn the degree in their major are detailed for each level. This distribution of courses and credits is referred to as the 'study plan'.
2. All study plans are approved by the Board of Trustees after receiving approval from the University Council. Each program is identified by a specific title and code. Additionally, the learning outcomes of each program are formulated, including specifications for academic programs and courses in accordance with the National Framework.
3. Departments must review and update their study plans while taking into account the Unified Saudi Classification for Educational Specializations and the National Qualifications Framework, as well as adhering to the following rules:

If a college wishes to create a new program or update an existing one, the college shall present the proposal to the College Curriculum Committee, the Department and College Councils, and the Institutional Curricula Committee. The proposal should then be submitted to the University Council to obtain initial approval before proceeding with further preparation.

The plan cannot be modified except with the approval of the Department and College Councils, the recommendation of the Institutional Academic and Curriculum Committee, and the subsequent approval of the University Council.

When establishing changes to a study plan, it is expected that some courses may no longer be offered, or new courses may be added. Therefore, students

who progress at a slower pace should fulfill their graduation requirements according to the timeline of their original degree plan. If the new plan requires taking a course that was previously cancelled but cannot be registered for, the student may take an equivalent course (in terms of content and credit hours), with the approval of their academic advisor, the Department Council, and the College Dean. In this case, the Deanship of Admission and Registration must be informed.

If a dismissed or suspended student is readmitted, the student is subject to the same study plan that was assigned to him/her in their last semester at the University, unless that plan has been canceled. If the student's original study plan has been canceled, the student will be transferred to the most recent study plan that is appropriate for their major.

4. Departments shall establish a list of approved elective courses and submit it to the College Council. The approved list is to be forwarded to the Deanship of Admission and Registration.
5. The student must continue the academic achievement within the framework of the study plan. If he/she completes all requirements of the plan, he/she will be eligible for graduation.
6. The student is responsible for understanding and following academic rules and regulations, including graduation requirements.

Article 5:

The academic year is divided, and the degree requirements necessary for graduation are distributed according to the study system and study plan approved by the University Council, as follows:

1. Two or more regular semesters, and it is possible to have one summer semester that its duration is half of the duration of a regular semester.
2. Four or more levels, with each academic level lasting a minimum of four weeks and a maximum of eight weeks. The total number of academic weeks during the year must not be less than forty. There may be one or two summer levels, if any, each with duration that is half the duration of a regular academic level.

The Rule of Implementation for Article 5:

1. Undergraduate programs follow the semester system, in which the academic year is divided into two semesters, each lasting not less than fifteen weeks. The student progresses by studying and passing courses within each semester, according to the provisions of transitioning from one level to another.
2. There may be a summer semester that its duration is half the duration of a regular semester, with the faculty's teaching load also reduced to half of that of a regular semester.
3. The Deanship of Admission and Registration prepares the academic calendar for each year and obtains approval from the University Council.

Article 6:

Studying at some colleges may follow a full academic year system, as determined by the rules and procedures approved by the University Council.

Article 7:

The University Council may adopt specific teaching methods in its programs, based on proposals from the Colleges or Institutes Councils, if the selected teaching methods are suitable for the nature of the program's subject matter. These decisions are made in consideration of the guidelines issued by the Universities' Affairs Council.

Article 8:

At least 10% of the total courses of any study plan shall be taught using one or more teaching methods other than face-to-face instruction. The University Council determines the regulations governing such courses.

The Rule of Implementation for Article 8:

1. The methods of non-face-to-face teaching are as follows:

Blended learning (at least 10% of the teaching hours are conducted online)
Online learning (all teaching hours are conducted online)
Self-paced learning
Summer training programs
Other programs (non-traditional teaching programs)

2. The maximum percentage of courses taught using methods other than the face-to-face instruction in the study plan is 20%.
3. The course instructor can suggest converting the teaching of their course to one of the above mentioned non-face-to-face methods. To do so, the course instructor must prepare a detailed proposed course specification and submit the request to the Chairperson of the department with a detailed explanation indicating the appropriateness of teaching the course with a method different from the face-to-face instruction at least eight weeks before the start of the semester. The College Academic and Curricula Committee shall study and evaluate the detailed proposal and ensure the suitability of the selected teaching method with the nature of the course's subject matter and its academic level.
4. The College Academic and Curricula Committee then submits its recommendation to the College Dean for final approval to teach the course in a non-face-to-face method.
5. The following factors must be considered when teaching courses using a non-face-to-face method:
If the course is taught remotely, the professor must ensure that students attend the course and keep a record of absent students.

The course professor is responsible for providing academic supervision of these courses and announcing clear remote office hours for students.

Exams and quizzes must be held in accordance with the approved course specification.

Final exams must be held on campus.

Article 9:

1. Based on recommendations from the College Councils, the University Council may approve the following:

Academic promotion programs (Bridging programs) in certain majors, in accordance with regulations approved by the Universities Affairs Council.

Interdisciplinary programs.

2. The University Council may accept a student who has a bachelor's degree in one major to study a bachelor's degree in a different major, based on a proposal from the Colleges or Institutes Councils.

The Rule of Implementation for Article 9:

1. Bridging Programs:

The university may provide bridging programs for graduates of educational institutions, enabling them to fulfill the requirements for a bachelor's degree in the same or related major, in accordance with the regulations specified by the University Council.

2. Interdisciplinary Programs:

An Interdisciplinary program is a program that is developed and implemented by multiple majors and has specific learning outcomes that cannot be achieved through a single specialization.

3. Regulations of developing interdisciplinary programs:

Any two or more academic departments within the university may collaborate to offer an interdisciplinary program, subject to the following conditions:

1. Approval is required from the Department Councils involved in the interdisciplinary program's implementation and the Colleges Councils to which those departments are affiliated.
2. A joint committee must be formed from the participating departments, with one of the faculty members serving as the Committee Chair. The committee has the same authority as a Department Council.
3. A detailed proposal for the program must be written in accordance with the regulations of the Institutional Curriculum Committee, the National Qualifications Framework, and the Unified Saudi Classification of Educational Levels and Specializations.

4. The interdisciplinary programs must be reviewed by the Institutional Curriculum Committee before being approved by the University Council and the Board of Trustees.

4. Interdisciplinary program structure and management:

1. The academic department that contributes the largest number of new courses will host the interdisciplinary program.
2. The program will be managed by a joint committee composed of representatives from the participating departments. The committee will be responsible for program evaluation, quality management, and will report to the College Dean of the responsible department.
3. A Chairperson for the committee will be appointed by the President. The committee is considered a permanent committee and is directly linked to the College Dean to which the program is affiliated.
4. The interdisciplinary program is subject to all other university regulations that apply to other programs, except as otherwise stated in this by-law.

5. Dual programs regulations: (Double Major):

1. University colleges, represented by their departments, may prepare a list of programs that they wish to offer as double major programs for students, specifying the enrollment requirements for each double major, subject to approval by the Department and College Councils.
2. Double major programs must be reviewed by the University Institutional Academic and Curriculum Committee before being approved by the University Council, in accordance with the National Qualifications Framework and the Unified Saudi Classification of Educational Levels and Specializations.
3. Students may choose a double major in addition to their main major, subject to the following regulations:
 - a. Joint credit hours will be counted toward both majors.
 - b. Student may take courses in both majors simultaneously, subject to the regulations of the Study and Examination by-law, such as the study load in each semester.
 - c. Student who wish to pursue a double major must have completed at least 40% of their current major specialization credits and have a cumulative average of at least (3.00 out of 5.00), subject to approval by their academic advisor.
 - d. Students are required to participate in the Cooperative Training Program for their main major specialization only.
 - e. If a summer training program (Internship) is available in both majors, students are required to choose only one, based on the recommendations of the two Colleges' Councils.

4. Upon completion of all required courses and obtaining the required GPA for each academic degree, the student will receive one graduation certificate from their main college, with the other major recorded in their academic transcript and certificate.
5. Except as stated in these regulations, all other university regulations for programs apply to students.

Regulations for Minor Programs:

1. University colleges, represented by their departments, may prepare a list of programs that they wish to offer as minor programs for students, specifying the enrollment requirements for each minor, subject to approval of the Department and College Councils.
2. Minor programs must be reviewed by the University Institutional Curriculum Committee before being approved by the University Council.
3. Students may choose a minor, subject to the following regulations:

Students may apply for a minor in another college or within the same college if their GPA is at least (3.00) and they have completed at least 40% of their major specialization credit hours.

Students are entitled to obtain only one minor.

Students must complete all requirements of the minor degree (the number of credit hours depend on the major), in addition to any prerequisites.

Students must complete all requirements of the minor degree before or in conjunction with the requirements of the major.

If a summer training program (Internship) is available in both majors, students must choose one program based on the recommendations of the two Colleges' Councils.

4. Both the minor and major will be recorded in the academic transcript and certificate upon graduation, according to the approved accreditations.
5. Except as stated in these regulations, all other university regulations for programs apply to students.

Article 10:

The University Council is authorized to award a student, who has completed a certain number of credit hours but has not fulfilled the requirements for a bachelor's degree, a Diploma in their major. This article must be implemented in accordance with the regulations approved by the University Council, as long as it does not contradict the Unified Saudi Classification for Levels and Educational Specializations issued by the Council of Ministers Resolution No. (75) On 27/1/1442 H., and any amendments or updates to it, and the National Qualifications Framework in the Kingdom of Saudi Arabia issued by a decision of the Board of Directors of the Education and Training Evaluation commission in its first meeting for the second session held on 16/6/1441 H, and any amendments or changes to it.

The Rule of Implementation for Article 10:

1. The University Council approves the Diploma's By-Law, which regulates the rules for awarding a diploma after its approval by the Institutional Academic and Curriculum Committee.
2. A student who has completed a certain number of credit hours but has not fulfilled the requirements for a bachelor's degree may be awarded the following:
 - Intermediate Diploma if the student has completed at least 60 credit hours and at least two academic years of the bachelor's degree program they are enrolled in, in accordance with the Diploma By-Law.
 - Advanced Diploma if the student has completed 90 credit hours and at least three academic years of the bachelor's degree program they are enrolled in, in accordance with the Diploma By-Law.
3. The learning outcomes of the Intermediate or Advanced Diplomas must be consistent with the Saudi Classification of Specialties and the National Qualifications Framework.

Chapter 4

Admission

Article 11:

The University Council determines the conditions and regulations of admission, as well as the number of students who can be accepted in the academic year, based on proposals of the College Councils (or their equivalent in the university), taking into account the decisions issued by the Universities Affairs Council, the national development requirements, and reports from the competent authorities to anticipate supply and demand for the labor market.

The Rule of Implementation for Article 11:

1. The Deanship of Admission and Registration, in coordination with the university administration, submits a recommendation to the University Council regarding the number of students who can be accepted for admission in the following academic year.
2. To be accepted for admission, a new student must meet the following requirements:

They must have obtained a High School certificate or its equivalent from inside or outside the Kingdom. If the certificate was issued from outside the Kingdom of Saudi Arabia, the student must submit a letter from the Ministry of Education in the Kingdom of Saudi Arabia stating that the certificate is equivalent to the High School certificate in Saudi Arabia.

They must successfully pass any test or interview deemed necessary by the College Council.

They must fulfill any other conditions determined by the University Council and announced at the time of submission.

3. Students can be granted conditional admission, which may be cancelled if the fees payment and the course registration procedures are not completed within the specified time announced by the Deanship of Admission and Registration.
4. Financial rules and regulations contained in Appendix (2) must be followed.

Article 12:

In accordance with Articles (9) and (10) of this by-law, a student may be accepted for admission if they have obtained:

1. A diploma degree (or its equivalent) to complete a bachelor's degree and equalize the courses that have been previously taken.
2. A bachelor's degree (or its equivalent) in a specific major to obtain a bachelor's degree in another major and equalize the courses that have been previously taken.

Chapter 5

Academic Procedures

Article 13:

The University Council sets the rules governing academic procedures, including registration and adding and dropping courses within the approved study plan, with the requirement that students register for the minimum academic load.

The Rule of Implementation for Article 13:

1. The student is responsible for understanding and complying with the academic rules and regulations, including graduation requirements, which are announced on the Deanship of Admission and Registration website.
2. The student is responsible for understanding and complying with the financial rules and regulations.
3. The academic load is determined according to the following rules:

The minimum and maximum academic load per semester:

1. The minimum number of credit hours is (12) per semester.
2. The maximum number of credit hours is (21), according

Cumulative Grade Point Average (GPA)	The maximum academic load
Less than 2.00	12
2.00-3.99	19
4.00-5.00	21

The maximum academic load in the summer semester: The maximum academic load for the summer semester is (12) credit hours.

The minimum and maximum academic load for a student in their last semester: The maximum academic load for a student in their last semester is (22) credit hours and (15) credit hours in the summer semester, provided that their cumulative grade point average is at least (2.00) out of (5.00).

4. Dropping and adding courses:

During the time period in which a student is allowed to do so, they may change their schedule by adding or dropping courses after obtaining the approval of their academic advisor, provided adherence to the minimum and maximum academic load rules. A student may add/drop courses during the first two weeks of the semester (first week for the summer semester) without affecting the student's academic transcript. However, the add/drop period may be extended by the University Council if deemed necessary. In all cases, the following conditions must be met:

Dropping a course: If the course to be dropped is a co-requisite, the student must either drop both co-requisite courses or complete both courses concurrently.

Adding a course: To add a course, the course load must not exceed the maximum load allowed for registration, all requirements must be met, and the section must be available.

5. Auditing a course

A student may change their course status from credit to audit based on the recommendation of the course instructor, the approval of the Department Chair offering the course, as well as the approval of the academic advisor and the Department Chair of the student's major. When auditing a course, the student must consider the following:

The audit status of a course may not be converted to a credit.

The grade of "Auditing" is not included in the semester or cumulative grade point average, and the number of its credits is not counted within the number of credits required for graduation.

The deadline for submitting applications to change course status to audit status to the Deanship of Admission and Registration is the same as the deadline for dropping one or more courses, as indicated in the academic calendar.

6. Repeating a Course

A student who fails a required course must repeat it. Should a student repeat a required course and fail, he/she must repeat the course.

A student may repeat any course. The highest grade will be the student's final grade in the course, provided that they pass the repeated course.

7. Academic Standing Report

At the end of each semester, the academic standing of the student, which reflects their achievement during their study at the University, is determined and recorded in their academic transcript.

Good Academic Standing: To be in good standing, a student must have a minimum cumulative and semester GPA of (2.00) out of (5.00).

Academic Probation: If a student's cumulative GPA is less than (2.00) out of (5.00), after final grades have been processed at the end of each regular semester, they will be placed on academic probation.

Academic probation can be revoked if the student achieves a cumulative GPA of no less than (2.00) out of (5.00).

8. Enrollment in the Summer Training Program (Internship):

Depending on the student's major, a student may be required to participate in a summer training period of 40 working hours per 1 credit hour, with a maximum of 3 credit hours. The study plan determines the rules set by the concerned college.

9. Academic transcript:

A student can view their academic transcript at the end of each semester through Student Information System (SIS). Academic transcripts are not issued to or sent to any authority outside the University, except upon

written request from the student. Partial academic transcripts are not issued; rather, academic transcripts include all the grades earned by the student during his/her years of study at the University, from the date of their admission until the issue date of the records. All information in the student's academic transcript must be accurate and remain confidential.

10. The financial rules and regulations stated in Appendix (2) must be observed.

Article 14:

A student is required to attend courses in-person or virtually according to the teaching method specified in the study plan. If the student's attendance is less than the limit determined by the University Council, the student will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given the grade (DN) in the course.

The Rule of Implementation for Article 14:

A student is required to attend lectures and laboratory sessions. If a student's absences (excused or unexcused) exceed the allowed limit based on the number specified for the course, as indicated in Appendix (3), the student will be barred from continuing the course, denied entrance to the respective final examination, and given the grade (DN) in the course.

Article 15:

The College or Institute Council, or any other authorized body delegated by it may remove the (DN) and allow the student to take the final exam, provided that the student presents an excuse that is accepted by the Council. The University Council determines the minimum attendance percentage of lectures, laboratory sessions, or training from the total contact hours of the course, whether in-person, online, or according to the teaching method.

The Rule of Implementation for Article 15:

If a student is marked as (DN) in a course due to the number of absences in the lectures and practical lessons specified for the course, whether these absences were excused or unexcused, then the (DN) cannot be removed, and the student cannot be allowed to take the final exam. However, the College Dean may grant an exception to this rule, in accordance with the procedures followed at the university.

Article 16:

A student may withdraw for a level, semester, or year without being considered to have failed the courses if the student presents an acceptable excuse to the authorized body specified by the University Council, provided that the withdrawal period is counted within the period necessary to complete the graduation requirements. The conditions and procedures for implementing this by-law are determined by the rules of implementation.

The Rule of Implementation for Article 16:

A student may withdraw for a semester or summer semester without being considered to have failed the courses, provided that the withdrawal period is counted within the period necessary to complete the graduation requirements, according to the following:

1. If the student completes the withdrawal request before the end of the second week of the semester (before the end of the first week of the summer semester), all courses will be dropped for the student without affecting the student's academic transcript.
2. If the student completes the withdrawal request after the end of the second week of the semester (after the end of the first week of the summer semester) and before the end of the thirteenth week of the semester (before the end of the sixth week of the summer semester), all courses will be dropped for the student, and the student will be given grade of (W) in the registered courses. If the student received a grade of (DN) in one or more courses, the grade (DN) remains unchanged.
3. A withdrawal request is not allowed after the end of the thirteenth week of the semester (the sixth week of the summer semester), except for exceptional cases. The College Council may make an exception for such cases, provided that the request is made before the end of the fourteenth week of the semester (the seventh week of the summer semester).
4. A student is allowed to withdraw from a maximum of four consecutive or separate semesters, and the Deanship of Admission and Registration may make an exception based on the College's recommendation.

Article 17:

A student may withdraw from one or more courses. The conditions and procedures for doing so are specified in the rules of implementation for this by-law.

The Rule of Implementation for Article 17:

1. If a student completes a request to withdraw from a course (drop a course) before the end of the second week of the semester (before the end of the first week of the summer semester), the course will be dropped without affecting the academic transcript.
2. If a student completes the request to withdraw from a course after the end of the second week of the semester (after the end of the first week of the summer semester) and before the end of the thirteenth week of the semester (before the end of the sixth week of the summer semester), the course will be dropped, and the student will be given a grade of Withdrawn (W). If the student received a grade of (DN) in one or more courses, the grade remains unchanged.

Article 18:

A student may request to postpone their studies for an academic level, semester, or a full academic year for reasons that are accepted by the entity designated by the University Council. The conditions and procedures for doing so are specified in the rules of implementation for this by-law.

The Rule of Implementation for Article 18:

1. A student may postpone their studies for a maximum of four consecutive or non-consecutive semesters. The Deanship of Admission and Registration may make an exception when necessary, based on the College's recommendation.
2. A completed postponement application must be submitted before the beginning of the semester.
3. The postponed period is not included in the period required for completing the program degree.

Article 19:

A student's enrollment will be cancelled if the student discontinues studying for a period determined by the University Council without submitting a request for postponement or withdrawal. A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic transcript that have been obtained before the cancellation of the enrollment. The conditions and procedures for implementing this by-law are specified in the rules of implementation.

The Rule of Implementation for Article 19:

1. The University Council or any other body to which it delegates its authority may cancel a student's enrollment if the student discontinues studying for a semester without submitting a request for postponement or withdrawal.
2. If a student's enrollment is cancelled, and he/she applies for re-enrollment, the Rules of Implementation for Article 21 shall apply.

Article 20:

A student who has been dismissed from the University for disciplinary reasons may be re-enrolled only after three years from the issuance of the dismissal decision. The conditions and procedures for doing so are specified in the rules of implementation for this by-law.

The Rule of Implementation for Article 20:

The University Council may consider the case of a student who was dismissed from the University for disciplinary reasons and wishes to be re-enrolled, after at least three years from the issuance of the dismissal decision. The University Council may form a committee to prepare a recommendation based on the student's case.

Article 21:

A student who has withdrawn from the university may apply for re-enrollment with the same ID number and academic transcript if the student submits an excuse accepted by the authority specified by the University Council. The conditions and procedures for doing so are specified in the rules of implementation for this by-law.

The Rule of Implementation for Article 21:

A student who withdrew or had his/her enrollment canceled due to discontinuing the studies may apply to the college for re-enrollment with the same ID number and academic transcript by following these guidelines:

1. The student must apply for re-enrollment within four regular semesters from the date of withdrawal or enrollment cancelation.
2. The College Council must approve the re-enrollment.
3. If a student's withdrawal or enrollment has been cancelled for five or more semesters, the student can request to return to the university according to the following regulations:

Approval of the College Council to re-enroll after considering the reasons for discontinuation.

Re-enrollment is done as a new student with a new student ID number, without considering the old academic transcript.

4. A student can be granted re-enrollment only once. The University Council or any other body to which it delegates its authority may make exceptions and approve a re-enrollment with the same ID number and academic transcript when necessary.

Article 22:

The student is dismissed from the university in the following cases:

1. If the student receives three consecutive warnings due to a decrease in the cumulative GPA specified for graduation, according to Articles (41) and (42) of this by-law. The University Council may give the student an additional opportunity to raise the cumulative average.
2. If the student does not complete the graduation requirements within half of the period specified for graduation in addition to the program period as a maximum.

In exceptional cases, the University Council may give students who fall under the above-mentioned paragraphs (1) or (2) an exceptional opportunity that does not exceed one academic year to complete their studies.

The Rule of Implementation for Article 22:

At the end of each semester, all cases are presented to the College Council to grant students additional opportunities according to the regulations governing this article.

Chapter 6

Transfer and Equalization

Article 23:

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

1. The university or the educational institution at which the student has studied, whether inside or outside the Kingdom of Saudi Arabia, has to be licensed by the relevant authority in the country of study.
2. The student must not have been dismissed from the university they were transferred from for disciplinary reasons.
3. The student must satisfy any other transfer conditions determined by the University Council.

The Rule of Implementation for Article 23:

1. The college or university from which the student has transferred must be recognized by the Ministry of Education at the time of the study.
2. If it becomes evident after a student's transfer that they were dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of their transfer to the university. No refund of course fees will be given.
3. The student must meet the admission requirements applied at the university.
4. The student's cumulative GPA at the university they transferred from must be at least (2.00) out of (5.00).
5. 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.

Article 24:

The College or Institute Council may equate a course or group of courses taken by a student outside the university, based on recommendations from the Departments Councils that offer the equivalent courses, provided that these courses are similar or equivalent in syllabus and content. The equivalent courses will be recorded in the student's academic transcript. The University Council determines the regulations governing this process, including the possibility of including the courses within the student's GPA in their academic transcript.

The Rule of Implementation for Article 24:

1. The college or university from which the student has transferred must be recognized by the Ministry of Education at the time of the study.
2. Courses taken as Audit cannot be transferred.

3. No more than 40% of total study plan credit units can be equated.
4. The course must be at least 70% equivalent in content and have at least the same number of equivalent credit hours as the course being taught at FBSU.
5. The grades for the courses that are equated are not calculated within the student's cumulative GPA. However, the equivalent courses must be recorded in their academic transcript, and the courses' credit hours are counted among the hours required for graduation.

Article 25:

A student may transfer from one college to another within the university, from one department to another within the college, or from one academic program to another within the department in accordance with the regulations approved by the University Council or its delegates.

The Rule of Implementation for Article 25:

1. A student may transfer from one college to another within the university based on the recommendation of the academic advisor and approval from the two College Deans concerned.
2. A student may transfer from one academic program to another within the college based on the recommendation of the academic advisor and the Department Chairs of both programs and the approval of the College Dean.
3. A student may transfer from one academic program to another within the department based on the approval of the Department Chair.
4. The student must continue all the registered courses at that level prior to transferring, following the rules of adding and dropping courses.
5. The transfer is recorded in the student's academic transcript at the beginning of the semester following the transfer request.

Article 26:

All courses that a student has studied and that have been equated for them when transferring from one college to another within the university, from one department to another within the college, and from one major to another within the department, will be recorded and calculated in their academic transcript according to the rules set by the University Council.

The Rule of Implementation for Article 26:

All courses that have been studied by a student who transferred from one college to another are recorded in their academic transcript including the grades and semester and cumulative GPAs obtained throughout their studies at the university.

Article 27:

The University Council sets the rules and regulations for exempting students from studying a course or group of courses at a rate not exceeding 25% of the total units of the study plan. Students who are exempted from these courses will be given a grade (E).

The Rule of Implementation for Article 27:

The University Council sets the rules and regulations for exempting students from studying a course.

Chapter 7

Visiting Students and Student Exchange

Article 28:

With the approval of the student's college, a student may study one or more academic courses at another university, inside or outside the Kingdom, or in a branch of the University to which they belong without transferring, provided that their studies coincide with the studies at their university or as a visiting student. These courses are considered equivalent and are recorded in the student's academic transcript. The University Council determines the rules governing this, including the possibility of calculating it within the student's GPA in their academic transcript.

The Rule of Implementation for Article 28:

1. A student may study one or more academic courses at another university, inside or outside the Kingdom, after obtaining approval from their college, under the following rules:

The student must obtain approval from the concerned department council and the college Dean.

The university that the student wishes to enroll in outside the Kingdom must be recognized by the Ministry of Education, and the college council has the right to make an exception.

The courses to be studied by the visiting student must be equalized in accordance with the regulations for course equalization at the university, according to the specified regulations and the Rules of Implementation for Article 24 before approving their studies at another university.

The course is not offered at FBSU in that semester. Under special circumstances, students may petition the College Council for exemption.

The student cannot study the program requirements at another university or college unless approved by the college dean.

The maximum number of credits must not exceed 19 credits of which no more than 9 credits are specialized/core courses. The final year project cannot be taken outside FBSU.

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.

2. A visiting student from another university is subject to all rules and regulations of Fahad Bin Sultan University.

Chapter 8

Exams

Article 29:

1. The University Council, based on the recommendation of the College or Institute Council and the proposal of the Department Council to which the course belongs, determines the mechanism for calculating the semester work score, the final exam, and the assessment method according to the nature of the course.
2. The final exam for a course is held once, and the University Council may make an exception according to the nature of the course, based on the recommendation of the College Council and the proposal of the Department Council.

The Rule of Implementation for Article 29:

1. The semester work score is calculated out of 60% of the total course score, and the final exam score is calculated out of 40% of the total course score. An exception can be made for any course based on the college council recommendation.
2. The course instructor determines the assessment methods. The assessment methods should be specified in the course specification in accordance with the course learning outcomes.

Article 30:

The College or Institute Council is responsible for organizing the final exams in a way that ensures the proper functionality of the educational process. The final exam score and the final score should be recorded within a period specified by the rules of implementation for this by-law.

The Rule of Implementation for Article 30:

1. The Deanship of Admission and Registration, in coordination with the colleges, schedules final exams and ensures that the student is not examined in more than two courses a day. The Deanship of Admission and Registration has the right to make exceptions in certain cases after coordination with the concerned college.
2. The duration of the final exam is not less than two hours. The College Dean may make an exception to this rule upon the recommendation of the Department Chair.
3. It is permissible to request a change in the final exam schedule for a course based on the proposal of the course instructor and the recommendation of the Department Chair and College Dean for valid reasons. The Deanship of Admission and Registration may approve the request, considering that the proposed date should be during the final exams period.

4. All course instructors and students must adhere to the final exam schedule prepared by the Deanship of Admission and Registration.
5. The student is not permitted to enter the final exam half an hour after the beginning of the exam, or if another student has already left the exam hall. Additionally, students are not allowed to leave the exam hall before an hour has elapsed.
6. For courses that do not require final exams according to their specification, the course instructor must give the students alternative tests or assignments according to the assessment methods stated in the course specification.
7. The course's final grade must be recorded within a maximum period of 48 hours from the time of the final exam in line with the approved academic calendar of the university and the last day for submission of all grades. The Deanship of Admission and Registration may make a written exception if needed.
8. The Deanship of Admission and Registration follows up the process of monitoring and submitting grades.
9. It is not possible to modify the a student's grade or score of a course without a clear and acceptable justification, and written approval from the College Dean based on a report from the course instructor and the recommendation of the Department Chair.
10. In the event of cheating, attempting to cheat, or violating any of the rules and regulations of the exams, the rules and policies of Student Behavior and Discipline shall be applied.

Article 31:

A student who is absent from a final examination will be given a zero score for that examination. Their grade in the course will be calculated based on the classwork score they obtained over the semester.

Article 32:

If a student fails to attend a final examination in any course due to a compelling excuse, the College or Institute Council may choose to accept their excuse and allow them to take a make-up exam. The make-up exam must be taken prior to the end of the following semester or the following academic year of the college or institute that applies the academic year system. In such cases, the course grade will be altered based on the result of the make-up exam, or a Fail (F) grade will be recorded if they did not take the make-up exam.

The Rule of Implementation for Article 32:

1. The student submits a request for the make-up exam to the College Dean of the respective course within the first two weeks of the following regular semester.
2. If the request is approved, the course instructor then prepares and holds the make-up exam no later than the end of the next semester.

3. The course instructor submits a grade alteration request form based on the exam result. The grade shall be approved by the College Dean before submitting it to the Deanship of Admission and Registration.
4. In case the make-up exam is not taken during the following semester, the student will have a score of zero on that exam, and their grade in that academic course will be calculated based on the classwork score that they obtained over the semester.

Article 33:

Based on the recommendations of the course instructor, the Department Council that offers the course may allow a student to complete the requirements of any course in the following semester, next academic level, or the following academic year for colleges or institutes that apply the full academic year. In such a case, an In Progress (IP) grade is recorded in the student's academic transcript. The student's grade in the course will not be included in the calculation of the semester or cumulative GPA unless the requirements for that course have been completed. If the period referred to in this article has passed and the In Progress (IP) grade has not been changed in the student record due to their failure to complete it, it will be changed to a grade of Fail (F) and will be included in the calculation of the semester and cumulative GPAs.

The Rule of Implementation for Article 33:

1. Upon the approval of the Department Council, the course instructor will assign an In Progress (IP) grade to the student after specifying the scope of work and the time necessary to complete the course requirements.
2. The course instructor should submit a request to change the student's grade based on what they have completed, which will be approved by the College Dean.
3. If the instructor does not change the In Progress (IP) grade within the specified period, the Deanship of Admission and Registration will change the grade to Fail (F) and inform the student and the Department Chairperson.
4. If a student has registered in the semester following the one in which they obtained an (IP) grade in one of the courses, and has not completed that course requirements, then the previous grade will be changed to Fail (F) by the Deanship of Admission and Registration.
5. Having an (IP) grade results in the student's general grade being listed as pending during that semester, which includes being pending to be included in the Dean's list.
6. No student is allowed to register for a course if they have obtained an In Progress (IP) grade in its pre-requisite course, unless approved by the Department Chair of the registered course.

Article 34:

If a research-based course requires more than one semester to complete, the student will receive a grade of In-Progress (IP). Once the course is completed, the student will receive the grade they have earned. If the student fails to complete the course within the specified time, the Department Council responsible for the course may approve assigning an Incomplete (IC) grade to the student's transcript for that course.

The Rule of Implementation for Article 34:

1. Upon the approval of the Department Council, the course instructor assigns an In-Progress (IP) grade to the student after specifying the scope of work and the time necessary to complete the course requirements.
2. The course instructor will change the student's grade after completing the course, and the final grade will be approved by the Department Chair and the College Dean before being submitted to the Deanship of Admission and Registration.
3. Having In-Progress (IP) grade results in having the student's general grade as pending during that semester, which includes being pending to be included in the Dean's list.
4. If the student was unable to complete the course in the specified time, the Department Council responsible for the course may assign an Incomplete (IC) grade to the student, and the rules of Article 33 regarding the Incomplete (IC) grade shall be applied.

Article 35:

The University Council, based on the recommendation of the Council of the College or Institute that follows the full academic year system, may determine the number of failed course units in which a student can re-take the final exam (second round) for the course they failed.

Article 36:

A student may appeal the final grade of a course within a period not exceeding 15 days from the approval of the final result. The rules of implementation of these by-laws specify the mechanism and procedures for appealing the final result.

The Rule of Implementation for Article 36:

A Student may appeal the final examination score of a course by filling out a form for re-grading the final exam and submitting it to the College Dean of the respective course, provided the application must be submitted within a period not exceeding 15 days from the approval of the final result.

The Dean of the respective college will transfer the application to the Chair of the relevant department who will (within two working days) will transfer the application to the course instructor for reviewing the final exam paper of the student and

recommends the modification to the grade, if any, to the Chair of the Department, according to the following rules:

The Department Chair must ensure the grading is precise and that grades are accurately recorded. If the grades were recorded inaccurately, the grade must be modified, and it will not be counted among the number of re-grading requests.

However, if the grades are recorded correctly, and the student is still not satisfied with their grade, the Department Chair will ask the course instructor for the student's final exam sheet and the key answer sheet. The Department Chair will present the two sheets to the student for comparison. If the student is convinced of the grading, they will sign the form of agreement, and the request will be preserved.

If the student is not convinced of the course instructor's grading, the Department Chair forms a committee of two instructors who are specialized in the topics of the course, provided that the course instructor is not among the committee, to re-grade the student's answer sheet.

If the Department Chair, Vice Dean, or the Dean is the teacher of the course for which the appeal is made, the Vice Dean, Dean, or President, respectively will be responsible for conducting (a) and (b) above.

- e. The committee will submit the result of the re-grading to the Department Chair (or the responsible person as stated in paragraph (d) containing the decision on whether to amend the student's grade or to reject the appeal. The grade must be modified only if the result of the re-grading will change the student's grade or result in passing the course. Then, the Department Chair must submit the form that includes the re-grading result to the College Dean.

If the committee's decision was to alter the grade, the student's grade will be modified directly according to the mechanism used for grade alteration, and this decision must be considered final.

The student must be notified of the decision by the Department Chair.

With regard to written midterm exams, each College Council will set special rules for re-grading, considering that students may use their right to appeal as long as it is done before the start of the final exams period.

Chapter 9

Grades

Article 37:

The general grade of the grade point average (GPA) at the time of the student's graduation is based on their cumulative GPA and is calculated as follows:

1. Excellent: if the cumulative GPA is no less than 4.50 out of 5.00 or 3.50 out of 4.00.
2. Very good: if the cumulative GPA is 3.75 or higher but less than 4.50 (out of 5.00), or 2.75 or higher but less than 3.50 (out of 4.00).
3. Good: if the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5.00), or 1.75 or higher but less than 2.75 (out of 4.00).
4. Pass: if the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5.00), or 1.00 or higher but less than 1.75 (out of 4.00).

The Rule of Implementation for Article 37:

The general grade is calculated on the basis of a GPA of (5.00), as shown in Appendix (5)

Article 38:

The student's grades for each course are calculated according to Appendix (4) of this by-law.

Article 39:

Honors degree:

1. First-class honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5.00) or between 3.75 and 4.00 (out of 4.00) at the time of their graduation, and second- class honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 (out of 5.00), or 3.25 or higher but less than 3.75 (out of 4.00) at the time of their graduation.
2. The student who is eligible for first- or second-class honors must meet the following criteria:

- a. They must not have failed any course completed at the University or any other university. This also includes visiting and transferred student.

They must have completed all graduation requirements by the median time between the maximum and minimum limits for completing the degree program, as a maximum.

They must have completed 60% or more of the graduation requirements at the university from which they are graduating.

The Rule of Implementation for Article 39:

At the end of each semester, the Deanship of Admission and Registration lists the names of distinguished students in the Distinction List (Dean's list) according to their semester GPAs, as follows:

1. The list contains academically distinguished students at the end of each semester except for the summer semester.
2. The Dean's List of each academic program is published on the home page of each college after the end of each semester.
3. A letter of appreciation is issued by the Dean of the College for the distinguished students.
4. The list of distinguished students (Dean's list) for each semester is announced in the fifth week of the next semester.
5. Listing terms are as follows:
 - a. The student who has earned a semester GPA equal to (4.75) or higher, and has completed 12 non-audit credit hours or more.
 - b. Students who receive a grade less than very good (B) during the semester are not eligible for the Distinguished List (Dean's List).

Article 40:

The University Council may present a different grading system after the approval of the Council for Universities Affairs.

Chapter 10

Graduate and Learning Outcomes

Article 41:

A student graduates after successfully completing all graduation requirements according to the academic system and study plan approved by the University Council, provided that their cumulative GPA is not less than the graduation GPA determined by the University Council for each major, and in all cases, it must not be less than a “Pass” grade.

The Rule of Implementation for Article 41:

1. A student graduates if they have earned a cumulative GPA of no less than (2.00) out of (5.00).
2. During the semester, the Deanship of Admission and Registration presents the lists of students expected to graduate at the end of the semester to the University Council.
3. The Deanship of Admission and Registration presents the lists of the students who have completed the graduation requirements to the University Council (or its delegate) at the end of each semester for approval.
4. The Deanship of Admission and Registration prepares and issues graduation certificates for those who have completed the graduation requirements at the end of each semester and grants them to students after completing the clearance procedures.

Article 42:

Based on the recommendations of the concerned Department Council, the College Council may determine the suitable courses for the student to raise their cumulative GPA if they have successfully completed academic courses but failed in the GPA.

The Rule of Implementation for Article 42:

1. No changes to academic transcripts are allowed under any circumstances after the graduation certificate has been issued.
2. If the cumulative GPA is lower than the required GPA for graduation, and if the student fulfills the terms mentioned in Article 10 and its implementation rules, they can be granted an intermediate or advanced diploma according to the specified rules.

Article 43:

The university is committed to applying practices that ensure the quality of the teaching and learning process.

The Rule of Implementation for Article 43:

The Deanship of Quality Assurance and Academic Accreditation monitors the educational process and its quality in accordance with the requirements of the university system. Additionally, it prepares annual reports to be referred to when making decisions about the quality and continuity of academic programs.

Article 44:

The university works to raise the efficiency level and enhance students' skills before graduation, in order to ensure their distinction and that they are competitors in the labor market.

Chapter 11

General Rules

Article 45:

The University Council may change the duration of the academic semester, the summer semester, the academic level, the summer level, and the full academic year specified in Article 1 of this by-law, after obtaining the approval of the Universities Affairs Council or whoever it delegates.

Article 46:

Without prejudice to the provisions of this by-law and the University's admission terms and conditions, the University may admit any student who has earned a high school certificate or its equivalent more than five years ago, if they present convincing reasons. It may also require them to pay tuition fees for admission, in accordance with the regulations set by the Universities Affairs Council.

Article 47:

Considering the decisions issued by the Universities Affairs Council, based on the College Council's recommendation, the University Council may approve a joint program between the university and an educational institution outside the Kingdom, provided that it is licensed by the competent authority in the country of study and has earned program accreditation from one of the international accreditation commissions approved by the Education and Training Evaluation Commission. The Universities Affairs Council may set the regulations and procedures for this.

Article 48:

The University Council may set terms, conditions, and procedures for attracting talented, distinguished, creative, and innovative students.

The Rule of Implementation for Article 48:

1. The University Council sets the terms, conditions, and procedures necessary to attract talented, distinguished, and creative students.

Article 49:

Considering what is issued by the competent authorities, the university may provide the opportunity for high school students to study or attend some general academic courses in the university, according to the terms and conditions set by the University Council.

The Rule of Implementation for Article 49:

An application from a high school student to study one or more courses can be accepted at the university. The terms and regulations of the visiting student mentioned in the Rules of Implementation for Article 28 must be applied.

Article 50:

Considering the rules, by-laws, and decisions, the Council of each university approves the Students Behavior and Disciplinary rules in the university.

Article 51:

The Council of each university approves the rules of implementation of this by-law.

Article 52:

The Universities Affairs Council may interpret this by-law.

Article 53:

This by-law replaces the Undergraduate Study and Examinations By-Law, amended by Higher Education Council Resolution No. (13/27/1423) dated 11/2/1423 H, and cancels any provisions that may conflict with it.

Article 54:

This by-law shall be effective from the beginning of the academic year 1444.

Appendix (1) **FBSU Definitions**

Terms and Phrases Used at Fahad Bin Sultan University

Summer Training Program: One/Three credit hours of practical training in a student's field of specialization that is required by some university programs, each credit hour is equivalent to (40) working hours.

Course load: The total number of credit hours for which the student is registered for in a regular semester or a summer semester.

Appendix (2) **Financial Rules and Regulations**

Financial Rules and Regulations

- Tuition fees are subject to VAT for non-Saudi students.
- Except for newly admitted students, late registration fees are applied for registering after the second week of the start of a semester (as designated in the Academic Calendar).
- All fees, other than tuition fees, are nonrefundable.
- A student pays 25% of tuition fees if they withdraw within the first week of a semester.
- A student pays 50% of tuition fees if they withdraw during the second week of a semester.
- A student pays 75% of tuition fees if they withdraw during the third week of a semester.
- Tuition fees are nonrefundable when the student withdraws more than three weeks after the beginning of the semester.
- Fees are subject to change without prior notification.

Postgraduate and medical programs are subject to separate regulations.

Appendix (3) **Warning and Denial (DN) System**

Contact Hours	Warning	Denial (DN)
Two hours weekly	5 or more	7 or more
Three hours weekly	7 or more	10 or more
Four hours weekly	9 or more	13 or more
Six hours weekly	12 or more	19 or more

Appendix (4) Grades

The grades earned by students in each course are calculated as follows:

GPA (out of 4.0)	GPA (out of 5.0)	Code in English	Grade in English	Percentage
4.00	5.00	A+	Exceptional	100 - 95
3.75	4.75	A	Excellent	95 - 90
3.50	4.50	B+	Superior	90 - 85
3.00	4.00	B	Very Good	85 - 80
2.50	3.50	C+	Above Average	80 - 75
2.00	3.00	C	Good	75 - 70
1.50	2.50	D+	High Pass	70 - 65
1.00	2.00	D	Pass	65 - 60
0.00	1.00	F	Fail	Less than 60
-	-	IP	In-Progress	-
-	-	IC	Incomplete	-
0	1.0	DN	Denial	-
-	-	NP	No Grade - Pass	60 and more
-	-	NF	No Grade - Fail	Less than 60
-	-	W	Withdrawn	-
-	-	E	Exempted	-

Appendix (5) Calculation of Cumulative GPA

Example of the Calculation of Cumulative GPA (out of 5.00)

First Semester:

Course	Title	Cr Hrs.	%	Code	GPA	Points
ARAB 101	Arabic Communication Skills	3	85	B+	4.5	13.5
SOCS 101	Islamic Civilization I	3	96	A+	5.0	15.0
CSC 101	Introduction to Computing	3	73	C	3.0	9.0
ENGL 101	Basic Academic English I	3	87	B+	4.5	13.5
PHYS 101	General Physics I	3	76	C+	3.5	10.5
MATH 101	Calculus I	3	80	C+	3.5	10.5
Total		18				72.0

First Semester GPA = Total points / Total credits = 72.0 / 18 = 4.00

Second Semester:

Course	Title	Cr Hrs.	%	Code	GPA	Points
ARAB 201	Advanced Academic Arabic	3	92	A	4.5	13.5
ENGL 102	Basic Academic English II	3	88	B+	4.5	13.5
MATH 102	Calculus II	3	72	C	3.5	10.5
PHYS 102	General Physics II	3	77	C+	3.5	10.5
CHEM 101	General Chemistry I	3	68	D+	2.5	7.5
ELEE 230	Programming for Engineers	3	83	B	4.0	12.0
Total		18				67.5

Second Semester GPA = Total points / Total credits = 67.5 / 18 = 3.75

Cumulative GPA = Cumulative total points / Cumulative total credits

$$= (72.0+67.5) / (18+18) = 139.6 / 36 = 3.875$$