Student Handbook 2013-2014
NAME: ________________________________________________________

ID NUMBER: ___________________________________________________

MAJOR: ___________________ EMAIL: ___________________________

### FALL

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<tr>
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<th>MONDAY</th>
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<td>IT Unit</td>
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<td>Office of Student Affairs</td>
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<td>Library</td>
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<td>Registrar’s Office</td>
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## Academic Calendar 2013 - 14

### FALL Semester

<table>
<thead>
<tr>
<th>Gregorian</th>
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<th>Description</th>
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<tbody>
<tr>
<td>09/06-22/08/2013</td>
<td>30/08-15/10/1434</td>
<td>Admission notification for Fall 2013-14</td>
</tr>
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<td>04-17/08/2013</td>
<td>27/09-10/10/1434</td>
<td>Ramadan and Al-Fitr holiday</td>
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<tr>
<td>25/08/2013</td>
<td>18/10/1434</td>
<td>Faculty report to duty</td>
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<tr>
<td>1 – 05-09/2013</td>
<td>25-29/10/1434</td>
<td>Registration period for new students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orientation for new students of Fall 13-14</td>
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<td></td>
<td></td>
<td>Payment of fees for Fall 2013-14 for all students</td>
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<tr>
<td>1/09/2013</td>
<td>25/10/1434</td>
<td>Classes begin</td>
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<td>1 – 12/09/2013</td>
<td>25/10-06/11/1434</td>
<td>Drop and Add period</td>
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<td>23/09/2013</td>
<td>17/11/1434</td>
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<td>10-20/10/2013</td>
<td>05-15/12/1434</td>
<td>Adha holiday</td>
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<td>21/10/2013</td>
<td>16/12/1434</td>
<td>Classes resume</td>
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<tr>
<td>27-31/10/2013</td>
<td>22-26/12/1434</td>
<td>Advising week for Spring 13-14 for continuing students</td>
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<tr>
<td>03-07/11/2013</td>
<td>29/12-04/01/1435</td>
<td>Registration week for Spring 13-14 for continuing students</td>
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<td>05/12/2013</td>
<td>02/02/1435</td>
<td>Last day for withdrawal from courses</td>
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<td>08-12/12/2013</td>
<td>05-09/02/1435</td>
<td>Payment of fees for Spring 2013-14 for continuing students</td>
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<td>Orientation sessions for new students of Spring 2013-14</td>
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<td>Registration begins for new students of Spring 2013-14</td>
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<td>02/01/2014</td>
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<td>04-13/03/1435</td>
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<td>19-25/01/2014</td>
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### SPRING Semester

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<tr>
<td>26/01/2014</td>
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<td>Classes begin</td>
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<td>23-29/03/2014</td>
<td>22-28/05/1435</td>
<td>Midterm break</td>
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<td>30/03/2014</td>
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<td>Classes resume</td>
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<td>06-10/04/2014</td>
<td>06-10/06/1435</td>
<td>Advising week for Summer 2014 and Fall 2014-15</td>
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<td>24/04/2014</td>
<td>24/06/1435</td>
<td>Last day for withdraw from courses</td>
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<tr>
<td>27/04-01/05/2014</td>
<td>76/06-02/07/1435</td>
<td>Registration week for Summer 2014 and Fall 2014</td>
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<tr>
<td>22/05/2014</td>
<td>23/07/1435</td>
<td>Last day of classes</td>
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<td>25/05-03/06/2014</td>
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### SUMMER Semester

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<td>03/07/2014</td>
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<td>Last day for course withdrawal</td>
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<td>Last day of classes</td>
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<td>Training experience ends</td>
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<td>20-22/07/2014</td>
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<tr>
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<td>Training experience ends</td>
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Note: The first date (e.g. 04/12/2013) is Gregorian and the second date (e.g. 01/02/1435) is Hijri.
Message from the A/VP for academic affairs

Dear Students,

I am pleased to welcome you all new and returning students to the academic year 2013-14 and delighted to present you with the Student Handbook 2013-14.

This handbook is a convenient reference that contains the university policies and procedures that you ought to be acquainted with during the current academic year.

The handbook sheds light on every aspect of your academic life at FBSU. It takes you on a tour starting with a historical background about the university and the academic facilities that it houses. It offers a thorough account of the university admission policies and procedures and its ongoing academic programs. It highlights the general academic and student information, which are consistent with the policies of the Saudi Ministry of Higher Education, that you must be familiar with including: registration, advising, course load, adding/dropping of courses, assessment of exams, grading system and codes, academic standing, etc. It also features your Bill of Rights and Code of Responsibilities that you must read and understand thoroughly in order to realize your rights and the limitations thereof. In addition, the handbook cautions you against breaching the code of responsibilities lest facing the different types of misconduct that are spelled out therein along with the respective range of disciplinary actions. Then, it announces the current tuition fees associated with every academic program, the scholarships and their criteria, and the student employment opportunities available within the university environment. Finally, the handbook concludes with an introduction of the Office of Student Affairs and the services it provides and the student clubs it encompasses.

I hope that this handbook will be of valuable benefit to you.

Best wishes for an exciting and fruitful academic year.

Abdallah Lyzzaik,
A/VP for Academic Affairs
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The University

Mission

Fahad Bin Sultan University (FBSU) offers quality academic programs using state-of-the-art facilities, inspires student learning, helps develop their skills, shapes their attitudes, fosters in them the passion for life-long learning, and instills in them the leadership skills required to compete in the work place and become leaders while committing to the highest ethical and moral standards for the betterment of society.

Vision

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

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

Historical Background

FBSU was founded in 1424 H in the city of Tabuk with one college the Computing College for males. In 1427/1428 H, the female section and the Colleges of Business and Engineering were added. In 1432 H, the Ministry of Higher Education (MoHE) approved its first graduate program, the Executive Master of Business and Administration program (EMBA), and in 1433 H it approved its second graduate program, the Master of Business Administration program (MBA), in addition to the College of Sciences and Humanities. Currently, FBSU is done with the preparation of a proposal for the College of Medical Sciences and is awaiting the MoHE approval.

FBSU is endowed with technical support from the American University of Beirut through the office of the Vice-President for Regional External Programs (REP). REP offers consulting services on the design of its curricula, selection of faculty, and the development of the University bylaws.
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 rst 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/

Labs, Computing and Networking 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.
Admission Policies and 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.

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.

» Be medically fit.

» 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 Office 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 Office 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.
Foundation Year Program
Foundation Year Program

The purpose of the program is mainly to improve students’ English language proficiency, enhance their IT skills, and enrich their math content knowledge. There is also focus on developing the general academic literacy and study skills and competencies deemed necessary for success in university.

Admission

It is important to note that admission of students to the Foundation Year Program and to 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 FY Faculty in consultation with the AUB team specifically for this purpose.

Structure

Students joining the Foundation Year Program 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 Foundation Year Program will be assigned a learning level in each of the three subjects (English, Information Technology, 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 (BYP)

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 seamlessly 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 Computing: Computer Science and Computer Engineering;

» College of Business and Management;

» College of Engineering: Electrical and Civil Engineering.

Mission

The BYP seeks to prepare holders of technical degrees to join FBSU at the third year level of the University programs.

Program Objectives

The BYP aims at developing students’ scientific competencies and increasing their opportunities to succeed in their academic courses and future careers. The Program aims at improving students’ English language proficiency, IT skills and natural and basic sciences.

Program Learning Outcomes

The BYP is designed to help students develop a basic set of 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:

» Effectively utilize the English language essential to their success at the University.

» Demonstrate the use of mathematical skills to solve various mathematical problems.

» Apply study skills necessary for success at the college level.
Admission

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

» Satisfy University admission criteria; see the “University admission criteria”.

» Be a graduate of a KSA-accredited academic organization.

» Have passed the official technical exam administered by the relevant governmental authority in case the Diploma was issued by a private academic institution.

» Have a High School degree (scientific stream) for admission to the Colleges of Computing and Engineering.

Duration of the Bridging Year Program

The program could be completed in two semesters or more depending on the entry level of the student, his skills, and the sought program of study.

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.
General Academic Information
General Academic Policies

Registration

Academic Advisors

Each student is assigned an academic adviser 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 adviser 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 Office of the Registrar. 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 rst (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.

Course Load

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

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.

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 20 credit hours during a regular semester (respectively 1 and 9 in the summer session). A maximum load of 20 credit hours in the graduation term is allowed provided the student’s cumulative GPA of all work undertaken during the preceding terms in which he/she earned his/her last 24 credit hours is not less than 3.00 out of 5.00.

Students on Academic Probation

The minimum course load in such cases is 12 credit hours; the maximum is 13 credit hours in each regular semester.
Auditing a Course
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 Registrar’s Office 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
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 Registrar’s Office must be informed of the substitution after the student has obtained the approval of his/her advisor and the Graduation Committee.
Adding and 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 may be submitted using a “Course Add Form”, which may be obtained from the Registrar’s Office. The form requires an instructor’s signature, and must be submitted to the Registrar’s Office during the drop/add period of each semester. A course add may be submitted using a “Course Add Form”, which may be obtained from the Registrar’s Office. The form requires an instructor’s signature, and

Must be submitted to the Registrar’s Office during the drop/ add period.

Important Reminders

» The course load should not exceed the maximum permissible limit.

» The courses added should not result in a conflict in the student’s schedule.

» Regularly scheduled courses cannot be added after the drop/add period.

Dropping Courses

A course drop request may be submitted using a “Course Drop Form”, which may be obtained from the Registrar’s Office. The form requires the signatures of the course instructor and the faculty advisor, and must be submitted to the Registrar’s Office during the drop/add period.

Important Reminders

» The course load must remain at or above the minimum allowable limit (12 credits for a regular semester).

» 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.

» The process for dropping classes may not be used to officially withdraw from university after the first day of the semester.
» Non-attendance does not constitute a drop or a withdrawal.

» Any student receiving a scholarship from FBSU is required to maintain a full-time status of 12-credits load 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 Registrar’s Office 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

A student’s tuition and fees will not be affected by the net number of credits for which he or she is registered on the final date for adding courses. The reason for this is that at FBSU, payment is done on a semester basis rather than on a credit-basis. This means 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.
Attendance and Withdrawals
Attendance and Withdrawals

Class Attendance

» Students are expected to attend all classes, laboratories, or required fieldwork. All missed laboratory or fieldwork must be made up. A student is responsible for the work that is done, and for any announcements that are made, during his/her absence.

» 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. In some cases, the College Council may consider removing a DN grade, provided that the absence does not exceed 50%, and giving the student the permission to sit for the final exam, on condition that the student presents an excuse, which the College Council deems as valid.

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 ve 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 Registrar’s Office. 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 Registrar’s Office, 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 Registrar’s Office, 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 les will be reevaluated based on the admission requirements applicable at the time of reapplication.
Assessment and 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 Registrar’s office. 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.

Re-grading the Final Exam

A student may request review of the final exam paper by the beginning of the final exams of the following semester at the latest.
Conduct of 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 and Codes

The grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Grade</th>
<th>Grade Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>5</td>
<td>+A</td>
<td>Outstanding</td>
</tr>
<tr>
<td>90-94</td>
<td>4.75</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>85-89</td>
<td>4.5</td>
<td>+B</td>
<td>Superior</td>
</tr>
<tr>
<td>80-84</td>
<td>4</td>
<td>B</td>
<td>Very Good</td>
</tr>
<tr>
<td>75-79</td>
<td>3.5</td>
<td>+C</td>
<td>Above Average</td>
</tr>
<tr>
<td>70-74</td>
<td>3</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>65-69</td>
<td>2.5</td>
<td>+D</td>
<td>High Pass</td>
</tr>
<tr>
<td>60-64</td>
<td>2</td>
<td>D</td>
<td>Pass</td>
</tr>
<tr>
<td>Below 60</td>
<td>1</td>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DN</td>
<td>Denied</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DS</td>
<td>Disciplinary Action</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NP</td>
<td>No grade - Pass (Not considered)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NF</th>
<th>No grade - Fail (Not considered in GPA Calculation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>in Progress</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn - Fail</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawn - Pass</td>
</tr>
<tr>
<td>T</td>
<td>Transfer</td>
</tr>
</tbody>
</table>
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 Registrar’s office by the deadline specified. The grades through grade rosters must be signed by the course instructor, the department chairman and the College Dean.

Request for a Review of the Final Course Grade

A student who feels that the grading was unfair, must fill a form and promptly (within the first two weeks after the start of the next semester) discuss the matter with the instructor of the course. If the student and the instructor are unable to arrive at a solution, the student may write a petition to the chairman of the department offering the course, no later than the end of the fourth week of the next semester. The department chairman 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 Registrar’s office. 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 Registrar’s Office 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 is assigned to the student. 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 Work**

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

» 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.

» 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.

» Students permitted to complete work for a course must do so by the end of the following 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 Office of the Registrar.

» 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.

» For the purposes of averaging, the numerical grade will not be used, until changed through the procedure set above.

» 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) the 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) The 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.

In exceptional cases, the University Council may grant a student on whom the above conditions apply a final chance to complete program requirements in two extra semesters at most.

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.
Transfer
Transfer

Transfer from another Recognized /University

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

» The student has been enrolled at a recognized university.

» The student must not have been dismissed from that university for some disciplinary action.

» The student must satisfy the transfer provisions as determined by the University Council.

If after transfer, it was found out that the student had been dismissed from his/her former university for some disciplinary action, his/her enrollment will be canceled automatically as of 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 by FBSU if it covers 70% of the topics of the latter course, involves the same components (Lecture, Lab, Tutorial), and has the same number of credits. The student must attain a passing grade for the transfer courses.

The equivalent courses will be transferred to the student’s record but will not be included in the calculation of his/her cumulative GPA. Audit Courses 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 and 30 credits for the diploma while in residence at FBSU.

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 Registrar’s Office 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.
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 should be sent to the Registrar’s Office at least one month before the beginning of the new semester. The Admissions Committee of the College studies the application of the student and forwards its recommendations to the Dean.

All Transferred credits remain unchanged in the student’s record.

FBSU Students Visiting Other Institutions

An FBSU student in good academic standing may be allowed to takes 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 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 8 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 nal 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 a PFSU-sponsored scholarship.

All MOHE Rules pertaining to this issue supersede the abovementioned rules in case of conflict.
Duration of Study in an Academic Program
Duration of Study in an Academic Program

» The minimum study period for a Bachelor degree is four calendar years encompassing eight semesters.

» The maximum study period 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 transfer student to a Bachelor program at FBSU from a recognized institution of higher education must register in the final four regular semesters and complete at least 60% of credits at FBSU of which 30 credits at least must be in the major. To support satisfying this requirement, two summer sessions shall be considered equivalent to one regular semester.

» A transfer student within FBSU must meet the residency requirement of spending a minimum of three semesters in the new College during which a minimum of 36 credits must be completed of which 12 credits should be in the major. To support satisfying this requirement, two summer sessions shall be considered equivalent to one semester.
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:

<table>
<thead>
<tr>
<th>GPA</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 4.50</td>
<td>Excellent</td>
</tr>
<tr>
<td>At least 3.75 and less than 4.5</td>
<td>Very Good</td>
</tr>
<tr>
<td>At least 2.75 and less than 3.75</td>
<td>Good</td>
</tr>
<tr>
<td>At least 2.00 and less than 2.75</td>
<td>Pass</td>
</tr>
</tbody>
</table>

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 Office of Registrar.

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 Bill of Rights
Student Bill of Rights

As an FBSU student, you have the following rights:

» To be treated with dignity by university faculty and staff members.

» To enjoy positive learning environment and suitable educational facilities.

» To expect confidentiality concerning your academic record.

» To access the relevant information and documents you are entitled for, and to receive the academic support when needed.

» To receive proper attention to any grievance without fear or worry.

» To file a petition to any matter within regulations and appeal any decision you deem unfair and receive a feedback rendered thereafter.

» To receive a comprehensive and clear syllabus of everyone of your courses at the beginning of the semester.

» To have your lectures start and end as scheduled by the Registrar’s office.

» To review your exam papers, assignments, or projects during the allowed time.

» To get timely feedback on your performance in courses.

» To have your work assessed on its own merit without any kind of prejudice.

» To be motivated to develop critical thinking, creativity, and independent objective judgment.

» To protect your rights against any kind of infringement through relevant university units.
Student Code of Responsibilities
Student Code of Responsibilities

As an FBSU student, you have the following responsibilities:

» To be courteous to all people you come across in life.

» To know FBSU rules and regulations, abide by them, and be proactive in implementing them.

» To be acquainted with your study plan and graduation requirements, and to work closely with your advisor to ensure a smooth pathway towards graduation.

» To express your concerns, thoughts, and grievances objectively and address them within the FBSU rules and regulations.

» To talk to people rather than talk down on people.

» To acquaint yourself with your course syllabi, attend classes on time, adhere to deadlines, and take advantage of the resources available to you.

» To study hard and commit to excellence and quality.

» To maintain high academic integrity and honesty through resisting cheating and plagiarism.

» To follow proper FBSU procedures, particularly in case of conflict.

» To protect FBSU property and facilities.

» To be harmonious with environment and protect natural resources.
Types of Student Misconduct
Academic Misconduct

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

» Cheating

During a test or exam, students shall depend on their mastery of the subject and not attempt to solicit any help in any way not approved by the instructor.

» Plagiarism

This is the act of a student using in some manner facts, ideas, opinions, or quotations from other persons or resources without acknowledging that in the student work.

» Dishonesty

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

» Misrepresentation of personal circumstances to an instructor in requesting a makeup exam, justifying absence, not submitting a homework assignment, etc.

» Forging parts of, or a signature on, official documents of any kind.

» Taking credit for work in a team with dismal, if any, contribution.

» Unlawfully copying material, textbooks or computer software, without prior acceptance of the owner.

» Engaging in bribery of any kind.

Non-Academic Misconduct

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

» Disruption/Obstruction of order on campus or during university authorized activities off-campus in any manner that violates FBSU policies or Saudi law.

» Distributing unauthorized published material on campus such as, flyers, leaflets, posters, etc.

» Theft.

» Destruction of property.
» Endangering public safety.

» 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.

» Engaging in behavior that leads to risks of injury, arson, or riot.

» Using force, inciting violence, attempting or inflicting injury to others on campus or during FBSU authorized events off-campus.

» Possession of dangerous materials or weapons.

» Discrimination or Harassment.

» Smoking and alcohol on campus.

» Inappropriate social behavior.

» Abuse of computers

» Improper conduct in FBSU libraries.
Disciplinary Actions
Range of Actions

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 an FBSU 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.

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 (and will appear on the student’s transcript). Expulsion denies the student the right to participate in any academic or other activities of 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. Examples: 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 to be an accessory after the fact and may be subject to disciplinary action.
Student Academic Appeals and Academic Grievance Procedures
Student Academic Appeals and Academic Grievance Procedures

Appeals Process

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.

It is the responsibility of the 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.

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.

Step 1: 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/unit chair, or in the event a student still feels aggrieved after consultation with the appropriate department chair, he/she may ask for a review by the appropriate 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.
Fees and Expenses
Fees and Expenses

Student 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 tuition and other university fees.

» Statements of Fees are available at the Office of the Registrar 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.

Up-to-date schedules for registration and payment of fees are available through the Office of the Registrar.

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 undergraduate students if the student is 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 and 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.

King Abdullah Internal Scholarships Program

Under this program, scholarships are awarded by the Ministry of Higher Education to, but not necessarily all, 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 full 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:

- Acquired the High school certificate (Thanasi) within five years from the date of application.
- Attained a score among the top 50 applicants.
- Provide evidence of either being orphan or has a disability for which FBSU has adequate supporting facilities.
- Provide evidence of financial need.
- Has exemplary character and a sense of community.
- Only one member of the same family can be awarded.

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**

**Prince Fahad Bin Sultan Scholarship**

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:

- 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.
- Provide evidence of financial need.
- Had not violated university rules and policies.
- Have maintained exemplary character and a sense of community.
- 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:

- 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.
- Had not violated university rules and policies.
- Have maintained exemplary character and a sense of community.
- 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 3.75 or above.

**Scholastic Achievement Scholarship Program**

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

**Individual Sponsored Scholarship**

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

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 minimum cumulative GPA 3.0
- A minimum GPA of 3.0 in the student’s last full-load term.
- 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 Student Affairs Office 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 of Student Affairs

FBSU is dedicated to the wellbeing and development of students. The Office of Student Affairs oversees student activities, athletics and recreation, counseling and advising, and all other student services. Through this office, activities and services are provided to enhance, support, and complement the student’s personal and educational development. The office is open from 8 am to 4 pm.

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 Office 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 to student