



# Deanship of Admission and Registration

## Student Guide

This guide contains all the information organizing the academic process at the colleges' level based on the executive rules of study and examination at the university. Furthermore, additional information that is provided in this guide includes methods for obtaining the student identification card, creating an account in academia portal and finally rules and regulations for utilizing the services listed in the contents section.

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## **Students' Academic Timetable**

Academic timetables are automatically registered for all KKU students at the beginning of each semester by the Deanship of Admission and Registration and can be accessed through Academia.

### **Please Be Alert that:**

- Courses are registered for each student automatically at the beginning of each semester and the student has the right to modify from the electronic portal in the allocated time frame and modification will be subjected to seat availability.
- The minimum academic load in the registration of courses is (12) academic units in the regular semester unless there is a clear reason why the student should stay below that limit.
- The maximum number of credit hours that the student can be enroll in a semester depends on the student's GPA and study plan. The study plan should not exceed (20) hours as a maximum in the regular semesters and (10) hours in the Summer semester.
- For students of joint programs, if the student does not succeed in any of the courses of the joint programs plan, the student remains registered in the joint program until he/she completes and clears all his courses, provided that he/she does not exceed 3 semesters.
- The student is considered as an 'academic struggler' if he/she does not succeed in any of the courses of the level in which he/she is enrolled.

### **The Mechanism of Deletion and Addition of Courses:**

The student can carry out the process of deleting and adding or modifying the courses through Academia in the allocated time frame according to the academic calendar. The student can benefit from the communication service with the college if he/she has a problem with the timetable and could not modify it during the allocated time frame.

## **Dropping of an Academic Semester**

The student can seize enrollment in an academic semester without being considered a failure through the academic portal.

### **Please Be Alert that:**

- The student is not considered a failure when he/she seizes enrollment for the dropped semester.
- Dropped semesters are calculated within the period or timeframe specified for the completion of the graduation requirements.
- The student has the right to withdraw the drop request within 72 hours of submitting the request.
- The student is required to follow the website after submitting the drop request and attending lectures until he/she is approved to do so.
- If the drop request is approved, the student will be assigned an excused withdrawal grade in all courses of that semester.

### **Conditions:**

- 1. The student is allowed to drop the semester during the permitted timeframe when he/she achieves the following:**
  - The student must submit a drop request for the dismissal through the academic portal within the period specified for him/her in the academic calendar.
  - The student is not entitled to drop and postpone for more than two consecutive semesters or three non-consecutive semesters during his period at the university.
- 2. The student has the opportunity to drop the semester beyond the permitted timeframe when he achieves the following:**
  - If the student is not assigned a grade in any of the courses of the semester for which he/she is to drop.
  - The college submits a drop request if students do not comply with what is stipulated in the regulations governing this, so that its subject is presented to

The Department and College Council, and the student is informed in the event of rejection of this and upon approval, it is sent to the Deanship of Admission and Registration for implementation.

## **Dropping of a course**

A student can file for dropping a course in any semester through the Academia portal.

### **Please Be Alert that:**

- The student is not considered a failure when he/ she files for dropping the allocated course.
- The course is not counted within the semester or cumulative average average GPA.
- The student is assigned a grade of (p) or (w) in the course.

### **Conditions:**

- 1. The student has the opportunity to drop a course during the allowed timeframe when he/she achieves the following:**
  - The student has the right to drop only one course per semester automatically, according to the academic calendar of the university.
  - -When dropping a course, the academic load should not be less than the minimum (12 hours after the drop).
  - The student is not entitled to drop more than 4 courses during his allocated period at the university.
  - The student is not entitled to drop the same course more than once during the period of his study.
- 2. The student has the opportunity to drop a course beyond the permitted period when he/she achieves the following:**
  - If the student is not assigned a grade in the course for which he/she wishes to drop.
  - The college submits a drop request for the course if students do not comply with what is stipulated in the regulations governing this, so that its subject is presented to The Department and College Council, and the student is informed in the event of rejection of that, and upon approval, it is sent to the Deanship of Admission and Registration for implementation.

## **Postponement of an Academic Semester**

The student can postpone an academic semester through the portal of Academia.

### **Please Be Alert that:**

- The student submits a request to postpone a semester through the electronic portal of Academia two weeks before the beginning of the semester (before announcement of academic timetables).
- The student is not considered a failure if he/she postpones a semester.
- The postponement period is not counted within the period specified for the student to complete the graduation requirements.
- If a female student is accompanying her scholar husband, she has the right to postpone the study for a period equal to the duration of her husband's scholarship, provided that she brings proof of the duration of his scholarship and proof of presence with him in the country of the scholarship.
- The student is not entitled to postpone for more than two consecutive semesters or three non-consecutive semesters during his stay at the university.

### **Conditions**

**A student can postpone a semester study when the following conditions apply:**

-The student submits a postponement request of the semester through the electronic portal Academia.

## **Financial Rewards**

A monthly stipend is paid to regular students at the university in accordance with specified conditions and controls.

### **General Terms**

- Attendance at the university.
- The presence of a bank account number for the student
- The reward is not paid to the visiting student at a university outside King Khalid University until after bringing an academic record certified by that university and hence payment is made retroactively.
- Not to exceed the statutory period of the program.

- The student's GPA must not be less than 2

### **The Amount of the Financial Reward received by the student:**

<b><u>Description</u></b>	<b><u>Type</u></b>	<b><u>Payment Interval</u></b>	<b><u>Amount</u></b>
Bachelor's Degree	Reward	Monthly	1000
Literary Specialties (Regular Students)	Reward	Monthly	850
Students with special Needs	Reward	Monthly	Subjective
Excellence Rewards	Reward	Annually	1000
Postgraduate Students (Regular Students)	Reward	Monthly	900
Postgraduate Students	Books and references Allowance	Annually	900
Postgraduate Students	Master Thesis Printing Allowance	Once	3000
Postgraduate Students	PhD Thesis Printing Allowance	Once	4000

- Note: The Student Fund fee of SAR 10 is deducted from the monthly stipend amount for each student in favor of the Student Fund Institution.

### **Visiting Students (External)**

The student has the right to study some courses in any other recognized university after obtaining approval from the college through the electronic portal Academia, and the equivalent of the courses in which he/she succeeded at the end of the semester.

#### **General Terms**

- The student must have an embedded record with a cumulative GPA of at least two actual semesters in the college he/she joined before his application.
- Prior approval must be obtained from the student's college to allow him to study as a visiting student with the determination of the courses that he/she will be studying, and the college has the requirement to obtain a certain GPA for the course equivalency.
- The course taught by the student outside the university must be equivalent in its vocabulary by at least 80% and the number of course hours should be equal to or greater than the course hours at King Khalid University.

- The maximum total number of study units that can be calculated from outside the university is (20%) of the total graduation hours from King Khalid University.
- The results of the courses that are equalized by the visiting student are not counted in his cumulative GPA.
- The student must provide the Deanship of Admission and Registration with his results obtained within two weeks of the start of the study in the next semester, otherwise the student is considered to have dropped out of the college.
- The student submits his/her application through the Academia portal at the timeframe allotted for that.

## **GPA (Grade Point Average) Calculation Mechanism**

It is the summation of dividing the total points obtained by the student in all the courses he/she studied since joining the university over the total number of units studied, for example:

Semester Two

Course	Units	Percentage	Grade	Estimated Weight	Points
سلم 104	2	96	أ	5.00	10
كم 317	3	83	ب	4.00	12
رياض 314	4	71	ج	3.00	12
فيز 326	3	81	ب	4.00	12

Second semester average = (total points 64 / total units 12) = 3.83.

GPA = total points of the two semesters (46 + 48.25) / total units of the two semesters 24 = 3.93.

## Termination of Enrollment

The student's enrollment is terminated if he/she discontinues the study for one semester

### Re-enrollment

A student whose enrollment has been terminated for the first time can be re-enrolled through the electronic portal Academia.

### **Please Be Alert:**

- It is not permissible to re-enroll the student if he/she is academically dismissed.
- The student should not have committed behavioral violations during the interruption period.
- He should not have joined another university during the interruption period and dismissed it for disciplinary or academic dismissal.
- To obtain the approval of his/her reference to study, if the student works in a government or private institution.
- It is not permissible to re-enroll a student whose registration has been terminated from the university or who has withdrawn from the university if he/she has more than two academic warnings.
- The student applied to the university as a new student in the announced period of admission without reference to his previous academic record if he/she was accepted.

### Conditions

- The student who is registered for the first time can be electronically through the electronic portal of Academia.
- The student is not entitled to re-enroll more than once throughout the period of his study, and the University Council may make an exception from that.



### **If no conditions apply to the student shall:**

- Apply to the college by re-enrolling him/her within the first two weeks from the start of the semester.
- Studying the student's situation and presenting his/her subject to the department and college council.
- Submit the recommendation to the Deanship of Admission and Registration.
- The Deanship of Admission and Registration submits the student's application to the University Council.

### **Change of Major [Internal Transfer]**

The student can submit a request to change a major to another department or to another college during the period of his study at the university according to the regulatory conditions

### **Conditions**

- The student must have spent two full semesters in his previous specialization and not more than four semesters.
- Achieving competitive GPA and achieving college conditions.
- Subject to the capacity of internal transfer seats offered by the colleges.
- Apply during the announced period of transfer.
- The student has the right to transfer to another college only once during the period of his study.

- The student has the right to change the major within the college in which he is accepted only twice during the period of his study.

## **Implementation mechanism**

### **Student**

The student submits a request to change the major through the electronic portal (Academia) during the period allocated for internal transfer.

### **Faculty**

Setting the conditions for transferring from the college.

Determining the number of transferred students in coordination with the Deanship of Admission and Registration.

## **Change of Degree**

### **Change of degree from bachelor's degree to diploma:**

- Change of degree is only once for the duration of the study.
- The student must apply for a change of academic degree in the internal transfer period announced through the electronic portal (Academia).
- The student should not have been dismissed from the university.
- The student should not have been absent from the university for more than two semesters.
- The student should not have been dismissed from the university for disciplinary reasons.
- The student should not have his registration folded in the previous semester.
- Always make sure when changing a degree to choose the appropriate specialization for your level of study.

## **Supplementary Program**

A student with a diploma degree may apply for the supplementary program to obtain a bachelor's degree in specializations corresponding or related to his/her specialization in accordance with the conditions and controls announced at the time.

#### **Eligibility Criteria:**

- 1- Apply within the period allowed on the portal.
- 2- To complete all the requirements of the diploma degree and obtain the certificate.
- 3- Subject to the conditions announced on the website at the time of application.

## **Academic Semester and Additional Opportunities**

### **Bachelor's Degree**

1. The student is warned if his/her GPA falls below 2.00 out of 5.00, and this appears in the academic record, and all Students know their academic status after the end of each semester through the electronic portal and review the student advisor in case needed.
2. A bachelor's degree student is dismissed from the university if the student receives three consecutive warnings, and is considered academically suspended until the decision of the College Council shall be issued as follows:
  - The College Council gives the student a fourth chance to students who can raise their GPA, assuming that the student can obtain 75 points from 15 academic units, provided that this is calculated and implemented automatically, with the exception of the number of units for students of the College of Sharia to be excluded from this to be 100 points from the 20-hour study, and the Arabic language department to be 80 points from the 20-hour units.
  - The College Council gives the student a fifth chance for students who can raise their GPA, assuming that he obtains 60 points from studying 15 academic units, provided that this is calculated and implemented automatically, provided that the number of units for students of the College of Sharia is 100 points from 20-hour study, and the Arabic language department has 80 points of 20-hour study 100 points from the 20-hour study, and the Arabic language department to be 80 points from the 20-hour study.

- The Standing Committee for Student Affairs may, in exceptional cases, address the situation of dismissed students to whom applies the provisions of the previous two paragraphs by giving them an exceptional and final opportunity after the student submits to the committee explaining the possible excuses.

## **Dismissal from the University**

- The student is dismissed from the university if he/she does not complete the graduation requirements for the bachelor's degree within the period allotted for his graduation, and the student's situation is processed according to the following:
  - If the student does not complete the graduation requirements within a maximum period of half of the period allotted for his graduation, in addition to the program period, the College Council an exceptional opportunity to the student to complete the graduation requirements with a maximum not exceeding twice the original period specified for graduation, provided that the reason for the failure shall be acceptable to the College Council.
  - If the student does not finish the graduation requirements after that, the college raises the student's subject to the Standing Committee for Affairs, Student give dismissed students due to exhaustion of double period the program is a last chance for one semester to graduate Student give dismissed students due to exhaustion of double period the program is a last chance for one semester to graduate

## **Diploma Students**

1. The diploma degree student (community college students) shall be dismissed from the university if the student receives two consecutive academic warnings, and academically suspended until the College Council issues a decision on it as follows:
  - A third chance is given to those who can raise their cumulative GPA, assuming that they obtain 75 points from 15 study units, provided that it is calculated and executed automatically.

- The Standing Committee for Student Affairs may, in exceptional cases, address the situation of dismissed students to whom the provisions of the previous paragraph by giving them an exceptional and final opportunity after the student submits to the committee explaining the possible excuses.
- The college, in coordination with the Deanship of Admission and Registration, lists all the received cases, presents them to the competent councils, and submits The Standing Committee for Student Affairs within a period not exceeding one week from the beginning of the next semester.

## **Implementation mechanism Additional opportunities**

### **Student**

Apply for an additional opportunity to the Dean of the College no later than the first week of the beginning of the semester.

### **Deanship of Admission and Registration:**

Granting the student an additional opportunity or opportunities after ensuring that the conditions for granting them are met.

### **Faculty**

1. Assessment of the student's academic status.
2. Submit the approval recommendation to request the additional opportunity for the student if the approval is made by the authorized figure.
3. Inform the student of the rejection of the application for the additional opportunity if it is not approved by the authorized figure.

## **Withdrawal from the University**

Withdrawal is defined as an academic movement carried out by the student to clear him from the university.

Withdrawal before the specified period should be done through the electronic portal Academia and without fail.

Withdrawal after the specified period should be during the examination period and it is considered a failure in all subjects.

## **Absence from Final Exams and Substitute Exams**

Is defined as the inability to attend the final exam in any of the semester courses due to a compulsive excuse.

### **General Terms**

1. The student who is absent from the final exam submits his excuse to the Dean of the College before the beginning of the next semester by the student him/herself or someone on his behalf. The College Dean in turn refers the excuse to the College Council, and in the event that the College Council does not accept the excuse, the student must be informed of this officially, in case of conviction of the excuse, the department is assigned to hold the substitute exam not exceeding two weeks from the beginning of the semester.
2. The Deanship of Admission and Registration shall be informed electronically of the grade obtained by the student in the event that his excuse is accepted after taking the substitute exam in a maximum period of the end of the second week from the beginning of the next semester; the Deanship makes the final approval of the degree with the possibility of processing the student registration.
3. If the publication of the result of the substitute test is delayed until after the beginning of the third week of the semester, the grade adjustment shall be approved and the Deanship of Admission and registration deletes the course from the student's registration, with no possibility of adding another course to the student's schedule.
4. The substitute exam can be held during the final exam period if the excuse is submitted early, and it is approved.
5. The student's grade cannot be changed after one semester.

### **Mechanism of holding Substitute Examinations:**

1. The first week of the semester or before it shall be a known date for students to hold exams, according to the exams regulations for the undergraduate and its executive rules at King Khalid University to hold substitute exams at the college level.

2. Excuses are submitted to the Dean of the College before the beginning of the next semester, and they are submitted either by the student himself or his representative.
3. If the medical report period includes a final exam, the department chair and the course coordinator estimate a suitable period for retaking the exam.

## **Acceptable excuses for Substitute Examinations**

The excuses accepted by the university, in the light of which the student is granted a substitute exam, include the following:

1. Sick excuses, provided that a medical report is submitted for the student certified by the university's medical services or a government hospital.
2. Death of a first-degree family member (father, mother, brother, sister, son, daughter).
3. A traffic accident resulting in injuries that prevent movement; the student must deliver the necessary medical report by a relative immediately after the exam by him/herself or a representative.
4. Arrest or imprisonment, and the student must request that the university be informed of a letter from the authority where he/she was arrested addressed to the college to which he/she belongs.
5. Appointments confirmed by official bodies, such as court hearings certified by a judge or notary, or appointments to hospitals outside the region that
6. cannot be postponed, and others.
7. Compelling and emergency personal and family circumstances, such as: domestic violence, transportation problems, health symptoms for which there are no medical reports, and estimated that these cases are by a committee consisting of the dean of the college, the head of the department to which the student belongs, and the student advisor.

## **Implementation mechanism**

### **Deanship of Admission and Registration:**

- Final approval of requests to modify grades approved by the Dean of the College.
- Make a schedule for the student when the grade is modified at the beginning of the semester.

### **College**

- Holding a substitute exam for the student.

- The faculty member enters the modified grade through his page on the portal (Academia) and confirms the grade.
- The Dean of the College approves the degree.

## **Graduation**

The student graduates after successfully completing all the courses of the academic plan, provided that the cumulative GPA is not less than (2.5). If the student's GPA is lower, the College Council may, based on the recommendation of the specified department council, determine appropriate courses the student enrolls in to raise his/her GPA.

## **Deanship of Admission and Registration**

- The Deanship of Admission and Registration reviews and audits all student records to ensure that the student has completed all the graduation requirements.
- -The Deanship of Admission and Registration shall submit to the University Council memoranda containing lists of the names of students nominated for graduation in the first session following the final exams period for each semester, including the summer semester.
- Students who receive an incomplete grade (L) or who are allowed to take a substitute exam in one or more courses in another level of the graduation program, or those who are in the like, individual graduation notes will be submitted to them upon completion of the requirements, and the last semester in the student's record is the graduation semester.
- Students whose academic plans require the completion of specific practical training requirements, are submitted to the University Council approval to grant them the degree at the end of the semester in which they finish this requirement, provided that the following sentence is stated in the student's record 'The student has completed the practical training requirements during this semester'.
- Each graduate is granted a graduation document in both languages: Arabic and English, in which he/she clarifies: his/ her full name, the civil registration number, the college, the specialization, the degree obtained, his/her grade upon graduation, and the status of enrollment.



- The document is signed by the Dean of Admissions and registration, stamped with the seal of the university.
  
- In case of loss or damage to the graduation document, a replacement of a lost or damaged document may be issued according to the following:
  - The student announces the loss of his graduation document in one of the local newspapers, provided that he/ she submits a request to issue a replacement after two weeks have passed since the date of the announcement, and the declaration shall be attached to its application, or its damaged document shall be prepared.
  - A replacement or damaged document shall be stamped on each replacement document.