

# Graduation Policy

Policy #	AA-111	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

## 1. Purpose

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

## 2. Definitions

- 2.1. **Study Plan:** A set of compulsory, optional, and free courses, the sum of which constitutes the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 2.2. **Academic Year:** Consists of two regular semesters (Fall and Spring) and an optional summer semester.
- 2.3. **Regular Semester / Semester:** A period of time not less than fifteen weeks in which academic courses are offered. This period does not include the registration and final exams periods.
- 2.4. **Summer Semester:** A period of time that does not exceed eight weeks in which academic courses are offered. This period does not include the registration and final exams periods. The lecture time during which is doubled to make-up for the reduced semester duration.
- 2.5. **GPA:** The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses.

## 3. Policy

- 3.1. To graduate with a Bachelor degree, students must satisfactorily complete all graduation requirements of the colleges they are enrolled in with a cumulative GPA not less than 2.0. A student must be registered for the semester at the end of which he/she graduates.
- 3.2. Based on the recommendations of the relevant department council, the College Council may define appropriate courses for the student to study to raise his GPA, in the event that he succeeds in the courses and fails in the average.
- 3.3. **Duration of Study in an Academic Program**
  - The normal study period for a Bachelor degree is four calendar years encompassing eight semesters.
  - The maximum study period allowed for a Bachelor degree is eight calendar years. A student who fails to complete his/her degree program within these specified times must petition the College Administrative Committee for an extension of time.
  - A student transferring to a Bachelor program at FBSU from other recognized institutions of higher learning must register in the final four regular semesters and must complete at least 60% of credits at FBSU, of which a minimum of 30 credits must be in his/her major before he/she is allowed to graduate with a Bachelor degree. For purposes of this requirement, two summer sessions shall be considered equivalent to one regular semester.

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

### 3.4. General Graduation Grade

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

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

### 3.5. Graduation with Honors

- 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.
- To graduate with Honors, students must:
  - Have earned, in residence at FBSU, no fewer than 60% of study plan required for graduation;
  - Have not failed in any course taken at FBSU or elsewhere;
  - Have not been subjected to any disciplinary action within the University, and
  - Have completed all graduation requirements within the allowed time.
- First Honors degree rank is granted to students with Grade Point Average "General Graduation Grade" of at least 4.75 out of 5 or of at least 3.75 out of 4 upon graduation.
- Second Honors degree rank is granted to students with Grade Point Average "General Graduation Grade" of at least 4.25 out of 5 or of at least 3.25 out of 4 upon graduation.

## 4. Related Documents

- 4.1. Preparing List of Expected to Graduate Students Procedure (AA-111-P1)
- 4.2. Issuing Graduation Documents Procedure (AA-111-P2)
- 4.3. Updating Students Data Procedure (AA-111-P3)
- 4.4. Students Clearance Procedure (AA-111-P4)
- 4.5. Updating Students Data Form (AA-111-F1)
- 4.6. Students Clearance Application Form (AA-111-F2)
- 4.7. Certificates Replacement Form (AA-111-F3)