

Postgraduate Registration Policy

Policy #	GS-120	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

1. Purpose

This policy sets the rules and regulations governing the registration of courses including repeating and auditing courses and registration of substitute course in graduate programs.

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. Course:** A study subject within the approved study plan in each major (program) and each course has a number, code, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses. A course may have a requirement of prerequisites and/or concurrent courses and may be a prerequisite and/or co-requisite for other courses in the program.
- 2.3. Course load:** The total number of credits that a student is allowed to register for in a semester considering the minimum and maximum academic load established by the University Council.

3. Policy

- 3.1.** Each student should consult the graduate coordinator or the department chair in each academic department, who assists him/her in registration and selection of courses, especially during the first semester.
- 3.2.** Each student should have an academic advisor for his master thesis project or thesis, and it is preferably to apply for academic advisor appointment during the second semester of his study. The academic advisor is a faculty member in the academic division in which the student is enrolled.
- 3.3.** Course registration can be done through the Office of the Registrar, by the Department to which the student belongs, or through the online registration system by the student himself/herself. Manual registration is done by submitting the Registration Form to the Admission and Registration Department. The form must bear the signature of the student's academic advisor.
- 3.4.** Students are encouraged to make early registration. The early registration period is usually in the last third of the semester preceding the registration semester.
- 3.5.** Students who, for a valid reason, are unable to complete formal registration during the designated periods may petition for late registration, which must take place within the drop/add period specified in the academic calendar (posted on FBSU website www.fbsu.edu.sa). A late registration fee will be applied to students who register after the second week of the semester.

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- 3.6. A student may not register any course without satisfying the course prerequisite/co-requisite requirements specified in the study plan. The Dean of the College may waive this requirement according to the student's academic status.
- 3.7. A student may not study any course outside of his study plan. The Dean of the College may waive this requirement according to academic need and constraints.
- 3.8. 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 academic 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 Course Audit Form by the last day for withdrawal specified in the academic calendar (www.fbsu.edu.sa).
- 3.9. In the event that the student is unable to complete the requirements of the master degree due to the cancellation of a specific course, or in the event that it is not introduced in the academic program in the semester in which the student is expected to, or in the event that new programs are approved that contain courses that the student has not studied, the student can substitute a maximum of two equivalent courses with the approval of the of academic advisor, the department chairperson and the college dean. The substitute course should be equivalent in level, content, and credit hours to the study-plan course. (see Substitute Course Form).
- 3.10. The minimum number of credit hours that the student can register in regular semester is 6 credit hours and the maximum number of credit hours is 12 credit hours per semester. An exception to those limits can be made for exceptional cases upon the recommendation of the Department Chairperson and the approval of the Dean of Graduate Studies.
- 3.11. Tuition fees at FBSU are computed on a semester basis rather than credit-basis. This means that regardless of the number of credits for which a student is registered per semester, he/she pays the same amount of tuition, as long as he/she is registering credit hours not less than the minimum number of credit hours and not exceeding the maximum number of credit hours.
- 3.12. The tuition for registering credit hours less than the minimum credit hours will be paid per credit hour in accordance to the university rates set forth by the University Council.
- 3.13. The number of credit hours for the postgraduate master program shall not be less than (24) credit hours excluding the master thesis and not more than (42) credit hours. The University Council determines based on the proposal of the academic department and the academic college along with the recommendation of the Graduate Studies Council the required courses.
- 3.14. The period of study for obtaining the master's degree should be at least four semesters and not more than eight semesters excluding the summer semesters.

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5. Related Documents

- 5.1. Registration Procedure (GS-120-P1)
- 5.2. Registration Form (AA-102-F1)
- 5.3. Substitute Course Form (AA-102-F2)
- 5.4. Course Audit Form (AA-102-F4)