

THE STUDY SYSTEM AT THE COLLEGE OF SCIENCE

Teaching at the College of Science is subject to the following scheme:

1. The school year consists mainly of two regular semesters and a summer semester, if available.
2. The stage of academic progress is indicated by the academic level since the number of levels to graduate is at least eight levels in conformity with the approved Study Plan.
3. The duration of the level is a full semester (of not less than 15 weeks) and this period does not include the periods of registration and final exams.
4. The duration of the summer semester is not less than eight weeks whereby the teaching time allocated for each course is doubled.
5. A number of courses (subjects) are taught during each academic level according to the program of each specialty in the different departments.
6. Students have to study 136 class units (credit hours) to obtain a Bachelor's Degree as follows:
 - A. The student studies a number of 31 credit hours during the Preparatory Year (two semesters in one academic year).
 - B. The student studies 97 credit hours (optional + compulsory) in the Program of Specialization in the various College departments throughout the six semesters following the Preparatory Year (beginning with the third semester).
 - C. University Requirements: The student selects 8 credit hours of the requirements of the University out of 22 optional credit hours during the period of study at the College.
- 7 - The student chooses the department before the end of the Preparatory Year based on the conditions set by each department.

The New Academic System (e-Register)

Registration is the cornerstone of the academic system, the center of the educational process, and the first step to start university life. The new Academic System (e-Register) offers new students the following opportunities:

1. Create an e-mail through the site of the Deanship of Electronic Transactions and Communications:
<http://www.ksu.edu.sa/sites/KSUArabic/Deanships/Computer/Pages/>
2. Have access to the academic system by using the link: **<http://edugate.ksu.edu.sa>**; then, entering a user name and a password.
3. **Online Registration** (registration, adding, and dropping): a student can register, in person, from any location during the periods of Registration and Drop and Add plus an additional period specified in the

academic calendar; thus, without having to visit the College or the Department, the student can perform the following:

A. **Registration:** Registration of courses and deciding the required number of credit hours.

B. **Drop and Add:** The student may drop and add courses during the first week of teaching provided that the study load does not go above, or lower than, the allowed course load.

1. View the course schedule of the College and the available/closed groups.
2. View the study schedule and print it.
3. View the Academic Record and print a copy (an unofficial copy).
4. View the results of the final exams as soon as they are put online.
5. View the Study Plan, the courses passed by the student, and the ones remaining to be studied.
6. Know about the penalties imposed upon the student.
7. View the financial rewards.
8. Make suggestions and submit complaints.
9. Write the academic performance evaluation of faculty members.
10. Exchange electronic messages and change the password.

* In case of any problem while registering, please consult the College Registration Office (room 1A7 - Building 4).

Rules and Mechanisms for Registration of Courses

- **The Course** is a module that meets the needs of the level specified in the approved Study Plan in each specialty (Program). The Course has a number, a code, a title, and a description depending on the different departments (see the Department's Manual Guide).

- **The Course** is divided into a set of theoretical lectures and practical lessons (study units) taught weekly during the academic semester.

- **The Credit Hour** is a weekly theoretical lecture that is not less than fifty minutes, or a practical lesson which is not less than one hundred minutes.

- The registration of the courses for all students is done automatically through the website: <http://edugate.ksu.edu.sa>
- The academic levels vary in the number of the units of study, from 12 units to 20 units, for each level.
- The Courses are registered automatically at the beginning of the following semester for the student's convenience. Then, the student can modify the course schedule by adding or dropping courses.
- The following table shows the student's study load corresponding to the cumulative average:

GPA	2	2.5	3	3.5	4	4.5	5
Hours allowed for registration	14	15	16	17	18	19	20

- **Processes of dropping and adding** are performed by the student electronically during the first week of the semester through accessing the site of the academic system of the University Deanship of Admission and Registration (<http://edugate.ksu.edu.sa>).
- No student has the right to register a course without passing its pre-requisite course.
- Students, who pass all courses without failures, are registered in the courses of the level beginning gradually with the lower levels according to the study plans approved.
- Students, who fail in some courses, are registered in courses that ensure their minimum study load in each semester taking into account the following points:
 - No conflict in the course study schedule.
 - Satisfying the previous requirements of the course or courses to be registered.

Calculating the Average and Cumulative GPA:

The Average and cumulative GPA are calculated every semester for the student automatically by the system. To calculate your averages, you should follow the following steps:

Calculating the Semester Average:

The GPA is calculated considering the following points:

1. Knowing the credit hours of the courses.
2. knowing the mark obtained in each course.
3. Knowing the corresponding grade of each mark.
4. Knowing the value of each grade.
5. Knowing the points = number of hours of the course \times value of the grade.
6. Determining the total points obtained in all courses of the semester.
7. Determining the total number of hours registered in the semester.
8. The average is calculated every semester according to the following equation:

$$GPA = \frac{\text{Total Points (ites 6)}}{\text{Number of hours registered in the semester (item 7)}}$$

The following table shows the percentage of marks, grade and value obtained by the student in each course, which is used to calculate the points:

Mark	Grade	Letter of Grade	Value of Grade
From 95-100	Excellent +	A+	5.00
From 90 to less than 95	Excellent	A	4.75
From 85 to less than 90	Very Good+	B+	4.50
From 80 to less than 85	Very Good	B	4.00
From 75 to less than 80	Good +	C+	3.50
From 70 to less than 75	Good	C	3.00
From 65 to less than 70	Pass +	D+	2.5
From 60 to less than 65	Pass	D	2.00
Less than 60	Failure	E	1.00
Absence from lectures (25% or more)	Debarred	H	1.00

Calculating the Average Cumulative:

The GPA semester average is calculated as follows:

- 1) The grand total of points (for all semesters that have been studied).
- 2) The grand total of credit hours (for all semesters that have been studied).
- 3) The cumulative average is calculated according to the following equation:

$$GPA = \frac{\text{Grand total of points}}{\text{Grand total of credit hours}}$$

Here is an example of how to calculate the grades above:

Calculating the grade of the first semester:

Course	Credit Hours	Mark	Grade	Grade Value	Points
Phys 101	4	67	D+	2.5	$4 \times 2.5 = 10$
Chem101	4	73	C	3	$4 \times 3 = 12$
Eng 121	3	77	C+	3.5	$3 \times 3.5 = 10.5$
Arab 101	2	81	B	4	$2 \times 4 = 8$
	13				40.5
GPA = Total points \div No. of hours registered in semester = $40.5 \div 13 = 3.12$					

Calculating the grade of the second semester:

Course	Credit Hours	Mark	Grade	Grade Value	Points
Math 101	3	61	D	2	$3 \times 2 = 6$
Stat 101	3	73	C	3	$3 \times 3 = 9$
Computer Science 206	3	80	B	4	$3 \times 4 = 12$
Arab 103	3	88	B+	4.5	$3 \times 4.5 = 13.5$

Islam 101	2	92	A	4.75	$2 \times 4.75 = 9.5$
Eng 122	3	97	A+	5	$3 \times 5 = 15$
	17				65
GPA = Total points \div No. of hours registered in semester = $65 \div 17 = 3.82$					

Calculating the average cumulative:

GPA = Total points \div Total hours of the semester = $105.5 \div 30 = 3.52$

Dropping and adding of a course:

- The process of dropping and adding is performed through portal (<http://edugate.ksu.edu.sa>) during **the first week of the semester only**; but the number of credit hours registered has to be at least 12 hours.
- The student may drop only one course due to an excuse acceptable to the Dean of the College. This procedure should occur at least five weeks before the final exams begin. The student has the right to apply for such a procedure at a maximum of four courses during the whole period of study at the College.

Attendance, postponing and dropping out of College:

- The student must be regular in attendance attending at least 75% of the lectures and the practical classes.
- If any student has a percentage of absence of 25% , or more, in any course, he is denied access to the final exam of this course and his result is F.
- A student may apply for postponement of the study before the beginning of the semester for an excuse accepted by the College Board. The postponement should not exceed two consecutive semesters or three intermittent semesters as a maximum limit while studying at the College.
- The University Council may, in case of necessity, exempt the applicant from the previous provision.
- If a student drops out of College for one semester without requesting the postponement of his registration, the University has the right to dismiss his registration. The University Council has the right to do this for a lesser period.
- The student is not considered as dropping out of College if he is a visiting student at another university.

Visiting Student:

The Visiting Student is a student who studies some courses at another university, or at a branch of the university to which he belongs without being transferred. The courses he studied are accredited according to the following regulations:

- The student has to have a transcript (including a grade point average) for, at least, two semesters at his college before he applies as a visiting student.

- The student must obtain a prior approval from his college permitting him to study as a visiting student while specifying the courses that will be studied. The College has the right to require a specific grade to be achieved by the student to offset the course. The student should obtain an official letter from the Deanship of Admission and Registration directing him to study as a visiting student.
- The student has to join a college or a university officially recognized.
- The courses, under consideration by the student to be studied outside the University, must be equivalent in their description to the University courses, and their course units should be no less than the units of any of the courses contained in the graduation requirements.
- The maximum of the total units of study that can be calculated from outside the University is twenty percent (20%) of the total units required for graduation at King Saud University.
- The courses that are studied by the visiting student are not included in the cumulative average. These courses are recorded in his academic record.
- The student must provide the Deanship of Admission and Registration with the results he obtained during the first two weeks of study in the semester following the period of study as a visitor. If not reported within that period, the student is considered as dropping out of College during those semesters.

Dismissal from the University:

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

- If he receives three consecutive warnings due to a cumulative average below a minimum of 2.
- The student may be given a fourth opportunity by the Council of the University based upon the recommendation of the College Council to raise his cumulative GPA by studying the available courses.
- The University Council may give the dismissed students, due to warnings, an opportunity that does not exceed two semesters as a maximum.
- If the student does not fulfill his graduation requirements at the College in a period of up to half of the period prescribed for graduation in addition to the duration of the Program.
- The student is given an exceptional opportunity by the University Council to meet the graduation requirements during a maximum period not exceeding twice the original term specified for graduation.
- The University Council may allow dismissed students, due to the exhaustion of failure times, to attend twice the duration of the Program. This extension should not exceed a maximum of two semesters.

Examinations and Grades:

- Based on a proposal from the Department Council, the College Council specifies a mark for the student's semester work, varying from 40% to 60% of the final grade of the course.
- The mark of the course's semester work is calculated by one of the following two methods:

- Oral, practical tests, research, or other forms of classroom activity, or from all the above or some of them, in addition to at least one written exam.
 - Two written exams at least.
- Based on the recommendation of the course teacher, it is permissible for the Council of the Department, that teaches the course, to allow the student to complete the requirements of any course in the following semester and to give the student a grade of I (incomplete) in his academic record. Only the grades achieved by the student are included in the GPA or cumulative after the completion of the requirements of that course.
 - If one semester passes without changing the grade incomplete (I), the student is given an F which is calculated in the GPA and cumulative.
 - The grades obtained by the student in each course are calculated according to the schedule mentioned above.

Restrictions of the Final Examination:

- No student may be tested in more than two courses in one day.
- The student is not allowed to enter the final exam after half an hour of its beginning, and is not allowed to leave the exam room before half an hour after its beginning.
- Based on a recommendation from the relevant Department Council, the College Council specifies the duration of the final written exam to be within a period not less than one hour, and not more than three hours.
- Cheating in the exam, initiating it, or violating the instructions and rules of examination procedures are actions punishable in accordance with the Regulations of the Students' Discipline issued by the University Council.
- In cases of necessity, the College Council, in charge of teaching a course, has the right to approve re-marking of the answer sheets in a period of time not later than the beginning of the following semester in accordance with the following rules:
 - A student may apply for re-marking the answer sheets of only one course per semester.
 - The student, who wishes to re-mark his answer sheets, may apply for re-marking to the department, that teaches this course, not later than one month after taking the final exam.
 - A student, who has already applied for re-marking and proved the invalidity of his application, should never apply for re-marking his answer sheets in any exam in the future.

Transferring:

1) Transferring from one college to another within the University:

- It is permissible, with the consent of the respective deans of the colleges, to transfer from one college to another in accordance with the conditions approved by the College Council to which the student wishes to transfer.
- The student's college academic record has to show all courses previously studied, including grades, semester and cumulative averages throughout the study at the college from which he is transferred.

2) Transferring from one major to another within the College:

- The student may, after the approval of the Dean, transfer to another specialty within the College according to the guidelines established by the College Council.
- The student's college academic record has to show all courses previously studied, including grades, semester and cumulative averages throughout the study at the college from which he is transferred.

Graduation:

The student graduates after completing successfully the graduation requirements in accordance with the study plan, provided that his cumulative average is no less than 2 (Pass) .