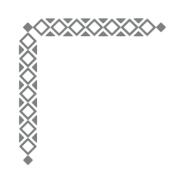KING KHALID UNIVERSITY

KKU Student Guide

CONTENT

- **Definitions**
- **Course enrollment**
- **Course or semester withdrawal**
- **Student suspension and readmission**
- **Visiting students**
- **Students transfer**
- **Academic record (Transcript)**
- **Student attendance and absenteeism**
- **Students stipend**
- **Graduation**

Definitions

Academic Year: Two regular semesters and a summer semester, if any.

Academic Semester: A period of no less than fifteen weeks of instruction.

Summer semester: A period not exceeding eight weeks of instruction. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.

Academic Level: Indicates the level of study in accordance with approved study plans.

Study Plan: The total number of compulsory and elective courses that student must pass to obtain a degree in a specialty.

Course: A subject of study within an approved study plan in each program.

Credit Hour: A weekly lecture or a clinical lesson, with a duration not less than fifty (50) minutes, or a laboratory session or field work of not less than 100 minutes' duration.

Academic Warning: A notification given to a student with a cumulative GPA below 2 out 5.

Final Examination: A course examination given once at the end of the semester.

Grade: A description for the percentage obtained, or the alphabetical letter of the final score earned by the student in any course.

Incomplete Grade: A provisional grade assigned to each course in which a student fails to complete the requirements by the due date. In the academic record (transcript), the Incomplete Grade is given the code (IC).
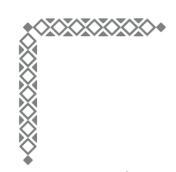
Semester GPA: The total of points a student has earned, divided by the total of credit hours prescribed for all courses studied in a semester. Total points are calculated by multiplying the prescribed credit hours by the grade weight obtained in each course studied by the student.

Cumulative GPA: The total of points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours prescribed for these courses.

General Grade (Graduation Ranking): The assessment of a student's academic achievement during his/her study at the university.

Study load: The minimum number of credit hours a student can register in a semester. The minimum and maximum study load is determined as per the implementation rules of the deanship of registration and admission.

The following terms take the meaning given alongside each of them:

Academic Record (Transcript): Official document which shows the student's study status, including the name of the college in which the student studies as well as the student's specialization, the level, registered courses, semester/year GPA, the cumulative GPA and academic warnings (if any).

Alternative exam: This is arranged for a student absent from an exam with an acceptable excuse.

The Postponement of Study: The student's non-registration of any course in the semester or the academic year of which the study is requested to be postponed. The period of postponement, in this case, will not be considered as part of the formal period of graduation.

Ending of Enrollment: Ending of the student's relationship with the university either by dismissal, withdrawal, or interruption of study.

The Minimum Study Load: The number of credit hours registered by the student during the semester/academic year which is neither less than 12 hours in the semester system nor less than 20 credit hours in the full-year system of study.

The Maximum Study Load: It is the maximum number of credit hours registered by the student during the semester/academic year.

Summer Semester: It is a duration of study of not less than seven weeks. This duration does not include the final exam period.

Deprivation (Denial): To deny a student entry to the final exam because his/her attendance rate at lectures and lab sessions is less than the required minimum limit of attendance (20%)

Course Enrolment

General rules of registration by the university

The registration of students with a regular schedule:

Online registration at KKU is a systematic process that entails the reservation of seating in selected course(s) for eligible students. Registration follows the steps outlined by the deanship of admission and registration (DAR) in advance of each semester's respective registration window. Students may view their schedules two weeks before the start of a semester. DAR gives students two days to modify their schedules. For regular students, course enrollment is an automatic process; no enrollment requests are required to be submitted (neither online nor in-person). However, a student may submit a request to change a course section or to register in or drop a course via the "*Tawasol/contact us*" icon on the Academia platform. Submitted requests are then processed and approved automatically by DAR through the college registrar.

The registration of students with an irregular schedule:

Irregular students - such as those with low GPAs - may process their course registration requests through the Academia platform. The registration request process is akin to that described above in the registration of students with a regular schedule section. Students submit their requests via the "contact us" icon on the Academia portal. The registrar's office will then review the feasibility of a student's request and based on the rules and regulations stipulated by DAR; the request will be accepted or rejected.

When online request submission is not feasible – i.e., a student is unable to access the online portal, an unresolved timing conflict exists, etc. - students may submit their registration request manually to the registrar's office. During the manual submission process, the registrar

and the academic advisor are available to assist and guide students to optimal registration outcomes.

Irregular students may add, drop, or modify their schedules within the timeframes outlined by DAR. The minimum credit hours required for registration is 12 hours per semester, whereas the maximum allowable credit hours per semester is 20 hours. However, DAR is entitled to raise the maximum to 24 credit hours if the student is expected to graduate.

Course or Semester withdrawal

Students enrolled in courses at KKU may submit course withdrawal requests via the Academia portal. A student may withdraw from a course once per semester (automatically), and this withdrawal will not impact the student's GPA. Course withdrawals should occur at least five weeks before final examinations. The student cannot drop the same course more than once and may only drop four courses throughout his or her academic tenure at KKU .Students are required to track the status of their requests (online through the Academia portal) and are allowed 72 hours to cancel any pending requests .In cases where a student intends to seek an exemption to the course withdrawal rules listed above, they must submit a withdrawal form to the College Council – request approval or rejection is at the discretion of the College Council.

As well, students are also permitted to withdraw from an entire semester at KKU. Students may submit semester withdrawal requests via the Academia platform, but they must do so at least three weeks before the final examination period. The semester withdrawal limit is three withdrawals throughout a student's tenure at KKU. However, the registrar may process semester withdrawal applications in cases where the withdrawal deadline has passed or where a student has reached the permissible limit for semester withdrawals. If a student has exhausted the semester withdrawal limit, they may request a fourth-semester withdrawal, which will be subject to College Council approval.
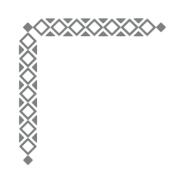
Student suspension and readmission

Students may be subject to academic suspension if they are absent for an entire semester without first formally requesting a semester postponement. A student may submit their first readmission request electronically (first time only), or they may submit it manually to the College Council (provided that the application is within four semesters of the suspension). Readmission requests must include support documentation, and the College Council may provide approval within the first two weeks of the semester. Typically, one readmission request is allowed; however, students may receive an exemption by the Rector based on the case report issued by the College Council. Students who have received two academic warnings or those who have been for disciplinary reasons will not be re-admitted.

Visiting students

From another university college to KKU college:

A "visiting student" is an external student who wishes to study courses at KKU without formally transferring into KKU. Throughout the Kingdom, visiting students' requests are tracked and updated. Visiting students, through their respective universities' registration platforms, must register as visitors to the universities they desire to attend. A visiting student may register in courses at KKU, provided that the student obtains the necessary approval from their home institution before he or she submits their application to KKU. Individual departments at KKU then review applications, perform course content comparisons, and the respective department chair sends an approval or disapproval notification to the student (via the online portal). Upon the completion of their studies, visiting students must update their home institutions regarding the passing or failing courses taken at KKU.

From KKU college to another university college:

Students at KKU may also register in courses offered by other recognized universities. Interested KKU students would initiate the process by submitting a visiting student application via the Academia platform. Additionally, students must submit course content descriptions - for each course that they wish to take at the host university - to the KKU registrar's office. The completed request will then be forwarded to the appropriate department at KKU for course content-similarity evaluation. The threshold for external course content equivalency is 80%. That is, to be equivalent, external courses must have at least 80% course content-similarity with courses offered at KKU.

Based on the course content-similarity assessment, the head of the respective department will either approve or disapprove a student's application. Grades for all approved external courses are to be submitted to DAR by no later than the first two weeks of the new semester following the end of the external course. A maximum of 20% of the total credits used towards graduation may be external credits. However, in some instances, the College Council may reconsider the maximum allowable external credit hours.

Students Transfer

From another university to KKU:

Students who apply to transfer from another university to KKU (external transfer) may be accepted only after fulfilling all the requirements specified by the University Council. Both the home university and KKU must approve the transfer according to their respective rules and regulations. A Saudi national studying at a recognized college or university may apply for an inter-university transfer, provided that their cumulative GPA is no less than 2.0. The transfer may be initiated only during a regular semester, and the student must have completed a minimum of two but not more than four academic semesters at the time of the application. Any student with an academic record that contains a suspension or an expulsion for any disciplinary reasons is not eligible for a transfer. All transfer procedures shall be completed

during the period specified by DAR – transfers must be submitted by the end of the first week of a semester. A student seeking a transfer must successfully pass any examination or meet any requirements deemed necessary by the University Council. Transfer students must submit a sealed transcript accompanied by an approval letter from their home institution (submitted to the deanship of KKU). The Standing College Committee reviews all courses taken outside KKU by prospective transfer students and assesses their KKU course equivalencies. All courses deemed to be equivalent to KKU courses are added to student records at KKU, but these courses are not used in cumulative GPA calculations. The Standing Committee for Student Affairs has the right to regulate transfers from all private universities and colleges within the Kingdom.

From KKU to another university:

Several provisions exist to facilitate the transfer of students from KKU to other universities. The transfer procedures for KKU students to move to external universities are similar to those outlined in the section above.

From a college in KKU to another college within KKU:

The university permits students from other KKU colleges to transfer into KKU (internal transfers). All internal transfer requests at KKU are conditional on seat availability within the College, as well as a student's cumulative GPA. KKU students may complete only one internal transfer, and their remaining study period at the time of transfer must be sufficient to meet all KKU graduation requirements. Furthermore, KKU internal transfer students must have attained a minimum GPA of 3 (out of 5), and they must have spent a minimum of two semesters and less than four semesters in their home college before transferring to KKU. All transfer procedures must be completed within the period specified by the DAR and must be completed by no later than the first week of the semester.

Cumulative GPA: The total of points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours prescribed for these courses.
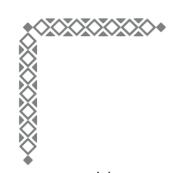
Academic Record (Transcript): Official document which shows the student's study status, including the name of the college in which the student studies as well as the student's specialization, the level, registered courses, semester/year GPA, the cumulative GPA and academic warnings (if any).

Percentage	Grade	Code	GPA (out of 5.00)
95-100	Exceptional	A +	5.00
90 less than 95	Excellent	A	4.5
85 less than 90	Superior	B +	4.0
80 less than 85	Very good	B	4.00
75 less than 80	Above Average	C +	3.50
70 less than 75	Good	C	3.00
65 less than 70	High Pass	D +	2.50
60 less than 65	Pass	D	2.00

Student attendance and absenteeism

Rules on attendance and absenteeism are explained in detail to students during the new students' orientation program and then reiterated to students at the start of each semester. These rules on attendance and absenteeism are explicitly and repeatedly detailed to students, as they are in full force for the entire duration of a student's time at CO Attendance is recorded at the beginning of each course, then posted by course coordinators to the Academia website (https://registration.kku.edu.sa) and the blackboard system (https://lms.kku.edu.sa). Student attendance is routinely tracked, and attendance notifications are sent to students' cell phones.

Regular students are required to attend laboratory sessions and lectures. If a student's attendance rate falls below the required minimum set by DAR (80% of theory lectures and

laboratory sessions assigned for each course), that student may not continue the course nor enter that course's final examination. Students who are unable to sit a course examination due to attendance denial are deemed to have failed that course and will receive a grade of "DN" for the course. The Vice Dean for Academic Affairs regularly receives compliance and absence reports that track student absence rates – regularly tracking absence rates at thresholds of 10%, 15%, and 20%. Further, students are also sent SMS warning notifications regarding their attendance status.

Student stipend

All public universities throughout the Kingdom grant students a monthly stipend. Regular KKU students receive a monthly stipend of 990 SAR. To receive these payments, KKU students enter their bank account information in the Academia platform, and then their payments are directly deposited into their listed bank account. These stipend payments continue to be issued, provided that the student maintains a GPA greater than 2.0 (out of 5) and is within the formal program period. Disabled KKU students also receive a special allowance. The amount of the payment is dependent on the type of disability as delineated by the Ministry of Human Resources and Social Development.

Stipend Description	Amount (SAR; monthly)
Scientific colleges (BSc)	990 SAR (monthly)
Humanities colleges (BSc)	850 SAR (monthly)
Disabled students	According to the type of disability
Excellence (BSc)	1000 SAR (yearly)

Graduation

The DAR is responsible for saving, documenting and verifying students' records prior to graduation. DAR submits the formal list of graduating students to the university council. Graduation certificate is issued in Arabic and English. No change is to be introduced to the academic record in any case after the graduation document is issued. According to the degree plan, a KKU student shall graduate after successfully completing the graduation requirements, provided the cumulative GPA is not less than 2 out of 5 with a grade of D as specified by the university council. Before graduation, the student must finish all courses outlined in the curriculum within the outlined timeframe.