

Student Manual

Academic Affairs

College of Business Administration

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Adding and Dropping Courses

A student can drop or add a course at the beginning of any given semester by using the online student portal EDUGATE. Students can choose from a pool of available courses for a given semester to add to their schedule. Students can use EDUGATE to drop course that are not desired whether the decision is made at the beginning of the semester or during the semester. Students are highly encouraged to confer with an advisor before implementing any adjustment to their schedules.

Students can also drop all courses of a semester when necessary. Dropping a semester can be done through EDUGATE in which students will have a period of time throughout the semester to take such a decision. Once a request has been submitted, students will get a chance to withdraw their request and complete the semester after applying for a cancelation request to the Deanship of Admissions and Registration.

When students require an extended leave for a given semester, they can apply for a semester suspending. Students can postpone registration for a certain semester to the following semester if an application is submitted at the first week of a given semester. Students can submit a request using their EDUGATE accounts.

Credit Transfer

Students who have attended an accepted post-secondary institution may be eligible to receive some advance credit toward a CBA credential and to satisfy essential requirements. Students receiving transfer credit will require a reduced number of credits at CBA to qualify for a credential. Students may ONLY transfer a maximum of 40 percent of credits in which they will be required to complete a minimum of 60 percent of advanced courses to receive a bachelor's degree credential from CBA. For credits to be evaluated, a student must submit their transcript and a detailed outline of the courses to the department of Academic Affairs for processing.

Course Equalization

The fact that a certain course might appear in the curriculum of the program that a student has chosen doesn't guarantee that the course will be applicable as transfer credit for the student's individual major. After being admitted to CBA, the student transcript will be officially evaluated for possibility of credit transfer. The student is required to present a detailed course outline for the credits that they require to be transferred. The credits will be reviewed by the departments that offer the given courses for a possibility of equalization. Students are highly recommended to apply as early a possible to offset any delays that might occur from the evaluation process.

Release of Grades

Students can access their grades through EDUGATE in which they will find the results of all courses that have been attained. Students can also find their GPA through the EDUGATE portal. Students can order an official copy of their transcripts by requesting it from the Deanship of Admissions and Registrations.

Graduation Honors

Students who achieve a GPA level of 4.75 or more will receive a first-degree scholastic honor. Students who achieve a GPA level of 4.25 or above, and under 4.75, will receive a second degree scholastic honor. A student can be awarded an honor if they; 1- have not failed any course throughout their academic years, 2- achieve 60% of required course work for a given degree, and 3- have not exceeded the acceptable timeframe (12semesters) for completing the graduation requirements.

Students who achieve excellent in all courses taken for a given academic year will be awarded 1000SR for their accomplishments.

Attendance Policy

A student must oblige to attending classes for all courses that have been registered. All courses given by CBA require students to appear in campus in which courses are physically held in the classrooms of CBA. An instructor has the right to drop a student from all components of a course and deny the student from entering exams if the student is absent for more than 25% of the course

session hours held throughout the semester. Students must submit an acceptable excuse for absence if the student did not attend a given session in which the instructor will assess for approval.

Academic Warnings and Dismissal

Students who have earned a GPA of less than 2.00 will be placed on academic warning up until they are able to reach the required GPA level of 2.00. A student will be dismissed from CBA if they receive 3 consecutive warnings. A last chance can be given for certain cases if the student has a chance of increasing their GPA and reaching 2.00 by only studying 12 credit hours.

Advising

CBA offers many programs and courses to choose from, and the most appropriate way to take full advantage of these offerings is to take the time and talk to an academic advisor. Advisors will be able to give you clear insights on the different choices which will guide students throughout their academic journey at CBA. Students should sit with an advisor and ask about all their concerns for any academic arrangements and especially when choosing an undergraduate academic program. These programs include six different majors and also several different tracks that are offered by several departments at CBA; Accounting, Finance, Marketing, Economic, Management, and Management Information Systems.

The name of your academic advisor appears on your EDUGATE account. Students can contact their advisors by email and schedule an appointment to discuss their concerns.

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For more information please visit the link of Academic Affairs:

https://cba.ksu.edu.sa/ar/academic_affairs