

# Deanship of Graduate Studies and Research Al Yamamah University



## Graduate Student Handbook



2020 – 2021

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# Graduate Student Handbook

## 1. Introduction

The graduate student handbook is designed to provide students with the most important policies, regulations, and guidelines that govern the Graduate Studies at Al Yamamah University and it is meant to be a quick reference tool for a wide range of graduate student concerns, from admission requirements to the study plans, to course registration, to graduation requirements, and other issues of concerns to graduate students. Please note that the handbook is not a substitute for YU policies and regulations.

Currently, Al Yamamah University has five graduate programs. The College of Business Administration offers four graduate programs: Master of Business Administration (MBA), Executive Master of Business Administration (EMBA), Master of Human Resources Management (MHRM), and Master of Management Information Systems (MMIS) while the fifth program, i.e., the Master of Business Law (LLM) is offered by the College of Law.

Students, admitted to the graduate business programs: MBA, EMBA, MHRM, and MMIS with non-business backgrounds, may be required to take one or two of the following foundation courses in first semester of the program and pass these courses at the first attempt with a minimum of a C+ Grade, while maintaining a cumulative GPA of, at least, 3.0 to be qualified for graduate course enrollment.

#	Course Code	Course Title	Credits
1	PGRD 495	Accounting and Finance Fundamentals	3
2	PGRD 496	Business Statistics Fundamentals	3

Students, admitted to the LLM program with no law backgrounds, may be required to take one or two of the following foundation courses in first semester of the program. Foundation courses must be passed at the first attempt with a minimum of a C+ Grade. Students must maintain a cumulative GPA of, at least, 3.0 to be qualified for graduate course enrollment.

#	Course Code	Course Title	Credits
1	LAW 460	Introduction to Legal Studies	3
2	LAW 461	Source of Obligation	3

## 2. Graduate Programs

The following subsections will provide a brief summary of the four graduate programs offered by the College of Business Administration: MBA, EMBA, MHRM, and MMIS along with the LLM program that is offered by the College of Law.

## 2.1 Master of Business Administration (MBA)

The MBA is a full-time, two-year, 42-credit program and it is designed for students from a wide range of backgrounds with undergraduate degrees from recognized institutions who wish to advance their careers into leadership positions. The program uses a balanced approach that integrates theories with practical classroom instructions to provide students with the essential decision-making, analytical, and problem-solving skills needed to effectively manage and lead organizations in an increasingly competitive business environment.

The program emphasizes the development of critical thinking and the effective integration of fundamental business knowledge and skills to providing students with sophisticated tools and techniques for analysis and decision making that allow them to be effective leaders who create value for their organizations and improve their productivity.

### 2.1.1 MBA Core Courses

#	Course Code	Course Title	Credits
1	MGT 502	Foundations of Leadership	3
2	ACC 503	Financial Accounting	3
3	ECO 506	Managerial Economics	3
4	MIS 504	Information Systems	3
5	STT 503	Quantitative Business Analysis	3
6	FIN 503	Managerial Finance	3
7	MGT 508	Organizational Theory and Behavior	3
8	MKT 506	Marketing Management	3
9	MGT 512	Strategic Management	3
10	MGT555	Research project	3

### 2.1.2 MBA Elective Courses\*

#	Course Code	Course Title	Credits
1	PMT 554	Project Management Strategies	3
2	MGT 521	Human Resources Management	3
3	MGT 535	International Business	3
4	MKT 553	Consumer Behavior	3
5	MGT 531	Business Ethics	3
6	MGT 541	International Management	3
7	ENT 554	Entrepreneurship – Corporate Ventures and Start- ups	3

\*Students may take other approved elective courses.

### 2.1.3 MBA Study Plan

#### Year 1: Fall Semester

#	Course Code	Course Title	Credits
1	MGT 502	Foundation of Leadership	3
2	ACC 503	Financial Accounting	3
3	ECO 506	Managerial Economics	3

**Year 1: Spring Semester**

#	Course Code	Course Title	Credits
1	MIS 504	Information Systems	3
2	STT 503	Quantitative Methods for Business and Management	3
3	FIN 503	Managerial Finance	3

**Year 1: Summer Semester**

#	Course Code	Course Title	Credits
1		Elective I	3
2		Elective II	3

**Year 2: Fall Semester**

#	Course Code	Course Title	Credits
1	MKT 506	Marketing Management	3
2	MGT 531	Strategic management	3
3	MGT 508	Organization Theory and Behavior	3

**Year 2: Spring Semester**

#	Course Code	Course Title	Credits
1	MGT 555	Research Project	3
2		Elective III	3
3		Elective IV	3

**2.2 Executive Master of Business Administration (EMBA)**

The EMBA is a 42-credit, two-year program that is taught in module courses during the evening and weekends to fit the busy schedules of business executives. The program is designed for business executives with a minimum of three-year experience in leadership positions. The average work experience of our current EMBA students is 8 years. The program is taught in modules of a five-day long course. It is offered in a partnership with Washington State University (USA). Students will graduate with an EMBA degree from Al Yamamah University and a graduate certificate from Washington State University.

**2.2.1 EMBA Core Courses**

#	Course Code	Course Title	Credits
1	ACC 505	Financial Accounting	2
2	MGT 530	Management Ethics and Law	2
3	MGT 511	Operations Management	2
4	STT 505	Management Statistics	2
5	MGT 545	IT for Managers	2
6	FIN 505	Financial Management	2
7	MGT 525	Organizational Behavior and Leadership	2
8	MKT 515	Marketing Management	2
9	MGT 506	Strategic Management	2
10	HRM 510	Human Resources Management	2

11	BUS 540	Business Research Methods	2
12	BUS 535	International Business	2
13	ECO 504	International Economics	2
14	MGT 540	International Management	2
15	BUS 536	Business Feasibility Study	2
16	MGT 590	Individual Business Plan	4

### 2.2.2 EMBA Elective Courses

As indicated above, the EMBA program is offered in a partnership with WSU. Students completing the EMBA program get an EMBA degree from Al Yamamah University and a graduate certificate from WSU. Thus, EMBA students may select one of the business tracks offered by WSU once they complete their EMBA core courses. Information about the WSU tracks is available at the Office of Graduate Studies.

### 2.2.3 EMBA Study Plan

#### Year 1: Fall Semester

#	Course Code	Course Title	Credits
1	ACC 505	Financial Accounting	2
2	MGT 530	Management Ethics and Law	2
3	MGT 511	Operations Management	2
4	STT 505	Management Statistics	2

#### Year 1: Spring Semester

#	Course Code	Course Title	Credits
1	HRM 510	Human Resource Management	2
2	FIN 505	Financial Management	2
3	MKT 515	Marketing Management	2
4	MGT 507	Strategic Management	2
5	ECO 504	International Economics	2

#### Year 1: Summer Semester

#	Course Code	Course Title	Credits
1	MGT 525	Organization Behavior and Leadership	2
2	BUS 540	Business Research Methods	2

#### Year 2: Fall Semester

#	Course Code	Course Title	Credits
1	BUS 535	International Business	2
2	MGT 540	International Management	2
3	MGT 545	IT for Managers	2
4	BUS 536	Business Feasibility Study	2
5	MGT 590	Individual Business Plan	4

**Year 2: Spring Semester**

#	Course Code	Course Title	Credits
1		Elective I	2
2		Elective II	2
3		Elective III	2
4		Elective IV	2

**2.3 Master of Human Resource Management (MHRM)**

The MHRM is a full time, 42-credit, two-year program. The program is designed to provide practical, career-focused training that prepares students to make significant contributions to their organizations. The program provides students with a deep understanding of the importance to the enterprise of HR systems that fully support corporate strategies and have been carefully designed to develop and enhance skills of workforce planning and management.

**2.3.1 MHRM Core Courses**

#	Course Code	Course Title	Credits
1	HRM 501	Introduction to Human Resources Management	3
2	MGT 503	Management and Leadership	3
3	MGT 531	Business Ethics	3
4	HRM 503	Human Resources Information System	3
5	MGT 526	Organizational Theory and Behavior	3
6	HRM 520	HR Staffing	3
7	HRM 522	Labor Law and Civil Service Law	3
8	HRM 524	Training and Development	3
9	HRM 554	Compensation and Performance Management	3
10	HRM 555	HR Strategies	3
11	HRM 557	Action Research /Work-based Project	3

**2.3.2 MHRM Elective Courses\***

#	Course Code	Course Title	Credits
1	HRM 511	International Human Resource Management	3
2	MGT 512	Strategic Management	3
3	HRM 526	Job Analysis and Job Design	3
4	HRM 540	Managing a Diverse Workforce	3
5	ECON 522	Manpower Economics	3
6	MGT 516	Corporate Social Responsibility	3
7	HRM 511	International Human Resource Management	3

\*Student may take other approved elective courses.

**2.3.3 MHRM Study Plan****Year 1: Fall Semester**

#	Course Code	Course Title	Credits
1	HRM 501	Introduction the Human Resource Management	3
2	MGT 503	Management and Leadership	3
3	MGT 531	Business Ethics	3



**Year 1: Spring Semester**

#	Course Code	Course Title	Credits
1	MGT 526	Organization Theory and Behavior	3
2	HRM 520	HR Staffing	3
3	HRM 503	Human Resource Information Systems	3

**Year 1: Summer Semester**

#	Course Code	Course Title	Credits
1		Elective I	3
2		Elective II	3

**Year 2: Fall Semester**

#	Course Code	Course Title	Credits
1	HRM 554	Compensation and Performance Management	3
2	HRM 555	HR Strategies	3
3	HRM 522	Labor Law and Civil Service Law	3

**Year 2: Spring Semester**

#	Course Code	Course Title	Credits
1	HRM 557	Action Research/ Work-Based Project	3
2	HRM 524	Training and Development	3
3		Elective III	3

**2.4 Master of Management Information Systems (MMIS)**

The MMIS is a full time, 42-credit program that is designed to build a solid foundation in a broad spectrum of significant information systems challenges and applications. The program entails cutting-edge courses in programming, database management, and data communication and networking. The program is developed to prepare our graduates to be the future leaders in the area of Management Information Systems and to ensure that our MMIS graduates can manage information technology resources efficiently for local and international companies and government agencies and help them to succeed in achieving their goals using best practices in information systems.

**2.4.1 MMIS Core Courses**

#	Course Code	Course Title	Credits
1	MIS 501	Database Systems	3
2	MIS 503	Management of Software Development	3
3	MGT 531	Business Ethics	3
4	MIS 504	Management Information Systems	3
5	MGT 512	Strategic Management	3
6	MIS 509	Information Systems Security	3
7	STT 503	Quantitative Methods of Business and Management	3
8	MIS 564	Systems Analysis and Design	3
9	HRM 503	Human Resources Information Systems	3
10	MIS 505	Principles and Practices of Communications and Networks	3

### 2.4.2 MMIS Elective Courses\*

#	Course Code	Course Title	Credits
1	MIS 531	Data Mining	3
2	MGT 502	Foundations of Leadership	3
3	ENT 554	Entrepreneurship-Corporate Ventures and Start-Ups	3
4	MGT 508	Organization Theory and Behavior	3
5	ECO 505	Managerial Economics	3
6	FIN 503	Managerial Finance	3
7	MKT 506	Marketing Management	3
8	HRM 522	Labor Law and Civil Service Law	3
9	HRM 554	Compensation and Performance Management	3
10	HRM 526	Job Analysis and Job Design	3

\*Student may take other approved elective courses.

### 2.4.3 MMIS Study Pan

#### Year 1: Fall Semester

#	Course Code	Course Title	Credits
1	MIS 501	Database Systems	3
2	MIS 503	Management of Software Development	3
3	MGT 531	Business Ethics	3

#### Year 1: Spring Semester

#	Course Code	Course Title	Credits
1	MGT 512	Strategic Management	3
2	MIS 509	Information Systems Security	3
3	MIS 504	Management Information Systems	3

#### Year 1: Summer Semester

#	Course Code	Course Title	Credits
1		Elective I	3
2		Elective II	3

#### Year 2: Fall Semester

#	Course Code	Course Title	Credits
1	HRM 503	Human Resource Information Systems	3
2	MIS 564	System Analysis and Design	3
3	STT 503	Quantitative Methods of Business and Management	3

#### Year 2: Spring Semester

#	Course Code	Course Title	Credits
1	MIS 505	Principles and Practice of Communications and Networks	3
2		Elective III	3
3		Elective IV	3

## 2.5 Master of Business Law (LLM)

The LLM is a full time, 36-credit program that offers students the opportunity to advance their understanding of laws governing commerce at the global and national levels. It provides students with the fundamental legal framework that helps them deal with the current legal challenges. This involves exploring areas, such as corporate law, international trade transactions, and competition law. In addition, Students will be given the opportunity to discover current issues, such as intellectual property, the legal challenges of foreign investment and business operations.

### 2.5.1 LLM Core Courses

#	Course Code	Course Title	Credits
1	BUS 542	Research Skills and Methods	2
2	LAW 502	International Business Law	2
3	LAW 504	Corporate Law	2
4	ECO 501	Introduction to Economics	2
5	MGT 532	Management Ethics and Law	2
6	LAW 526	Banking Law	2
7	LAW 528	Capital Market Regulations	2
8	LAW 522	Insolvency Law	2
9	BUS 535	International Business	2
10	LAW 532	International Intellectual Property Law	2
11	MGT 540	International Management	2
12	LAW 544	Investment Law	2
13	LAW 546	International Commercial Arbitration	2
14	LAW594	Independent Research I	3
15	LAW595	Independent Research II	3

### 2.5.2 LLM Elective Courses

#	Course Code	Course Title	Credits
1	LAW 561	E-Commerce Law	2
2	LAW 567	Corporate Governance	2
3	LAW 563	Competition Law	2
4	LAW 569	Insurance Law	2
5	LAW 571	Special Topics in International Law	2
6	LAW 574	Negotiation	2
7	LAW 564	International Business Transactions	2
8	LAW 572	Advanced Topics in Business Law	2

### 2.5.3 LLM Study Plan

#### Year 1: Fall Semester

#	Course Code	Course Title	Credits
1	BUS 542	Research Skills and Methods	2
2	LAW 502	International Business Law	2
3	LAW 504	Corporate Law	2
4	ECO 501	Introduction to Economics	2

**Year 1: Spring Semester**

#	Course Code	Course Title	Credits
1	LAW 526	Banking Law	2
2	LAW 528	Capital Market Regulations	2
3	LAW 522	Insolvency Law	2
4	MGT 532	Management Ethics and Law	2

**Year 1: Summer Semester**

#	Course Code	Course Title	Credits
1		Elective I	2
2		Elective II	2

**Year 2: Fall Semester**

#	Course Code	Course Title	Credits
1	LAW 594	Independent Research I	3
2	LAW 532	International Intellectual Property Law	2
3	MGT 540	International Management	2
4	BUS 535	International Business	2

**Year 2: Spring Semester**

#	Course Code	Course Title	Credits
1	LAW 544	Investment Law	2
2	LAW 546	International Commercial Arbitration	2
3	LAW 595	Independent Research II	3

**3. Admission Requirements**

The following subsections will provide the admission requirements for all five graduate programs: MBA, EMBA, MHRM, MMIS, and LLM.

**3.1 Admission Requirements for MBA, MHRM, and MMIS Programs**

Applicants for admission to the MBA, MHRM, and MMIS programs at the College of Business Administration are required to have the followings:

1. A bachelor's degree or equivalent from an accredited institution recognized by the Ministry of Education (MOE) with a minimum cumulative grade average of "high good".
2. Applicants earned their Bachelor's degrees from a country where English is not the official language must satisfy, at least, one of the following English proficiency tests (not older than three years from the admission date):
  - TOEFL iBT = 70 or above with a minimum score of 65 in all parts
  - IELTS = 6.0 or above with a minimum score of 5.5 in all parts
  - STEP = 90 or above
  - Al Yamamah University's English Placement Test (EPS) = L7 or above

3. Updated curriculum vitae (CV)
4. Applicants with non- business backgrounds may be required to complete one or two of the Pre-Grad courses (foundation courses).

### 3.2 Admission Requirements for the EMBA Program

All applicants for admission to the EMBA program at the College of Business Administration are required to have the followings:

1. A bachelor's degree or equivalent from an accredited institution recognized by the Ministry of Education (MOE) with a minimum cumulative grade average of "high good".
2. Applicants earned their Bachelor's degrees from a country where English is not the official language must satisfy, at least, one of the following English proficiency tests (not older than three years from the admission date):
  - TOEFL iBT = 70 or above with a minimum score of 65 in all parts
  - IELTS = 6.0 or above with a minimum score of 5.5 in all parts
  - STEP = 90 or above
  - Al Yamamah University's English Placement Test (EPS) = L7 or above
3. Minimum of three-year professional work experience in leading positions.
4. Updated curriculum vitae (CV)
5. Applicants with non- business backgrounds may be required to complete one or two of the Pre-Grad courses (foundation courses).

### 3.3 Admission Requirements for the LLM Program

All applicants for admission to the LLM program at the College of Law are required to have the followings:

1. A bachelor's degree or equivalent in Law, Business, or Sharia from an accredited institution recognized by the Ministry of Education (MOE) with a minimum cumulative grade average of "high good".
2. Applicants earned their Bachelor's degrees from a country where English is not the official language must satisfy, at least, one of the following English proficiency tests (not older than three years from the admission date):
  - TOEFL iBT = 60 or above with a minimum score of 55 in all parts
  - IELTS = 5.5 or above with a minimum score of 5.0 in all parts
  - STEP = 87 or above
  - Al Yamamah University's English Placement Test (EPS) = L7 or above

3. Two letters of recommendations from professors who taught you in the past. Alternatively, two letters from managers/supervisors to whom you reported at the workplace in the last five years.
4. Updated curriculum vitae (CV)
5. Applicants with non-law backgrounds may be required to complete one or two of the Pre-Grad courses (foundation courses).

#### 4. Admission Postponement

Admission Postponement: A student may postpone his/her admission into the graduate program for a maximum of two semesters provided that the Department Council and both Deans of the College and Graduate Studies and Research have approved the postponement. The postponement period shall not be counted within the time period required to complete the degree requirements.

#### 5. Registration

Registration for graduate students is conducted through the Office of Graduate Studies and the online registration portal which allows for an online self-registration service. New students should get acquainted with courses offered by their home colleges depending on their program, study plan, and choice of courses for each semester. The Office of Graduate Studies takes care of the registration for newly admitted graduate students for their first semester. Subsequently, students can modify their schedules (add or drop) as they see it fits their timeframe.

Registration for the fall and spring semesters normally starts about two weeks prior to the first day of regular classes and continues for about one week after classes begin (the exact period is normally specified in the YU Academic Calendar), while, registration for the summer semester takes place according the calendar which is normally a week ahead of the commencement of the semester and continues for the first two or three days of the summer classes. In regular semesters, that is, the fall and spring semesters, late registration starts from the second week of the semester. Students may ADD/DROP courses without fees until the end of the first week of the semester and with fees until the end of second week. Please bear in mind, if a student withdraws from the semester after the end of the 3<sup>rd</sup> week of a regular semester, the tuition fees paid will not be refunded.

During regular semesters, that is, the fall and spring semesters, students may withdraw with a “W” from a specific course no later than one calendar month before the end of the regular teaching excluding the final exam period. In the summer semester, students may withdraw with a “W” from a specific course no later than two weeks before the end of the regular teaching excluding the final exam period. However, in case of hardship as determined by the appropriate academic dean and with approval of the

Dean of Graduate Studies and Research, a student may be permitted to withdraw with a “W”, provided the request is submitted before the final exam of the course.

Students, who would like to withdraw from all courses registered in a given regular semester, must do so no later than two weeks before the end of the regular teaching excluding the final examination period. Students, who would like to withdraw from all courses registered in a given summer semester, must do so no later than one week before the end of the regular teaching excluding the final examination period.

## 6. Graduate Course Load

The minimum enrollment requirement for MBA, MMIS, and MHRM students is 3 credit hours per semester while the minimum enrollment for EMBA and LLM students is 2 credit hours per semester. The maximum enrollment for full-time graduate students in a regular semester is 9 credit hours while the maximum enrollment for the summer semester is 6 credit hours. However, a graduating student may be allowed to register extra 3 credit hours with the approval of both the Dean of the College and the Dean of Graduate Studies and Research.

## 7. Tuition Fees and Other Charges

The following subsections provide succinct summaries of the tuition fees and other charges for all graduate programs: MBA, EMBA, MHRM, MMIS, and LLM.

### 7.1 Master of Business Administration (MBA)

#	Tuition and Others Fees	Amount	Remarks
1	Admission fees	SAR 3,000	Non-refundable fees
2	Foundation course fees	12,000	SAR 2,000 per credit (6 x 2,000)
3	Total program tuition fees*	153,900	SAR 3,600 per credit for courses (39 credits)**

\*Total program tuition fees with WSU certificate = SAR 171,000. \*\*SAR 4,500 per credit for research project (3 credits).

### 7.2 Master of Human Resource Management (MHRM)

#	Tuition and Others Fees	Amount	Remarks
1	Admission fees	SAR 3,000	Non-refundable fees
2	Foundation course fees	12,000	SAR 2,000 per credit (6 x 2,000)
3	Total program tuition fees*	153,900	SAR 3,600 per credit for courses (39 credits)**

\*Total program tuition fees with WSU certificate = SAR 171,000. \*\*SAR 4,500 per credit for research project (3 credits).

### 7.3 Master of Management Information Systems (MMIS)

#	Tuition and Others Fees	Amount	Remarks
1	Admission fees	SAR 3,000	Non-refundable fees
2	Foundation course fees	12,000	SAR 2,000 per credit (6 x 2,000)
3	Total program tuition fees*	151,200	SAR 3,600 per credit for courses (42 credits)

\*Total program tuition fees with WSU certificate = SAR 168,300.

## 7.4 Executive Master of Business Administration (EMBA)

#	Tuition and Others Fees	Amount	Remarks
1	Admission fees	SAR 3,000	Non-refundable fees
2	Foundation course fees	12,000	SAR 2,000 per credit (6 credits)
3	Total program tuition fees*	189,000	SAR 4,500 per credit for courses (42 credits)

\*Total program tuition fees with WSU certificate = SAR 197,000.

## 7.5 Master of Business Law (LLM)

#	Tuition and Others Fees	Amount	Remarks
1	Admission fees	SAR 3,000	Non-refundable fees
2	Foundation course fees	12,000	SAR 2,000 per credit (6 x 2,000)
3	Total program tuition fees*	144,200	SAR 4,000 per credit for courses (36 credits)

\*Including Syracuse courses.

## 7.6 Payment Methods

1. Through SADDAD (Al Yamamah University Code: 072, Subscription Number: your Al Yamamah University student number)
2. By a check from the bank addressed to: Al Yamamah University Company Ltd.
3. A bank transfer or direct deposit into the University bank account as shown below. A copy of transfer or deposit note must be provided to Finance Department to get a payment receipt.

Al Yamamah University Bank Account Information:

- **Company:** Al Yamamah University Company Limited
- **Account Number:** 001855550001
- **IBAN:** SA0645000000001855550001
- **Bank:** Saudi British Bank (SABB)

## 8. Grading System

Al Yamamah University uses the 4.0 grade point average system. The grades are described in the table below and are included in the determination of the grade point average (GPA). For example, “very good” is a GPA of 3.0 out of 4.0. The minimum passing grade in all YU graduate courses is a C+ Grade and graduate students must maintain a cumulative GPA of, at least, 3.0 to be able to continue in their graduate programs. The grading system is detailed in the following table:

#	Letter Grade	Percentage	Points (GPA)	Descriptor
1	A+	95-100	4.00	Excellent
2	A	90-94	3.75	Excellent
3	B+	85-89	3.50	Very Good
4	B	80-84	3.00	Very Good
5	C+	75-79	2.50	High Good



6	F	0-74	0.00	Fail
7	I	-	-	Incomplete
8	W	-	-	Withdrawal
9	NP	-	-	No Grade Pass
10	NF	-	-	No Grade Fail
11	DN	-	-	Denial

**Incomplete (I)** is given when students with satisfactory work but, for reasons beyond their control, they are unable to meet the full requirements of the course. The Incomplete (I) is given by the course instructor and approved by both the Director of Graduate Programs and the Dean. If a student is assigned an “I”, the course instructor must notify the student in writing of the requirements for the “I” removal and the deadline for the removal using the “I” Removal Form (IRF). The IRF should be signed by the student and a copy of which should be sent to the Office of Graduate Studies. The Office of the Graduate Studies will convert the “I” into an “F” grade if the student fails to remove the “I” by the end of the subsequent semester following the semester in which the “I” was assigned.

**Withdrawal (W)** is permitted for any student who withdraws before the withdrawal deadline. Withdrawals with a “W” grade is not allowed after the withdrawal deadline except in case of hardship as determined by the appropriate academic dean. Students must complete the official withdrawal form and have it signed by the Director of Graduate Programs and the Dean.

**No Grade Pass (NP)** is a GPA neutral grade that is given to students who pass a course or a number of courses without affecting their overall GPA. In response to the COVID-19 pandemic, the University gave this option to its students during the spring and summer semesters of 2020.

**No Grade Fail (NF)** is a GPA neutral grade that is given to students who fail a course or a number of courses without affecting their overall GPA. In response to the COVID-19 pandemic, the University gave this option to its students during the spring and summer semesters of 2020.

**Denial (ND)** is given to students who are absent for 20% or more of the contact hours required for a certain course and they are denied the right to take the final exam for the course.

## 9. Makeup Examinations

In case of emergencies, when a student missed a final exam(s) with the permission of the Dean, the student may receive a grade of Incomplete (I), provided that the missed exam(s) is cleared in the

following semester. If the Incomplete requirements are not met in the subsequent semester, the Incomplete grade (I) will be automatically converted into an (F).

Failing to attend midterm exams should be immediately reporting through the course instructor to the Office of Graduate Studies and the Director of the Graduate Programs.

1. Permission to retake a makeup exam(s) should be approved by the Dean.
2. Providing official medical reports from government or private hospitals.
3. Failing to attend a final exam(s) will result in a zero score in the final exam(s) unless a student is given permission not attend the final exam(s) with an (I) grade.

## 10. Grade Appeals

A student may file a grade appeal on final grades obtained for any course(s) of study in a given semester, within one week from the start of the subsequent semester (excluding summer term), subject to the following conditions:

1. The appeal form should be filled in and submitted to the Office of Graduate Studies.
2. The appeal shall be referred to the Appeal Committee through the Dean.
3. No student may submit more than two (2) appeals in a given semester (one for summer term), and the respective fees/appeal have been paid.
4. The Appeal Committee should submit its decision to the Dean within 10 working business from receiving the appeal request.
5. If the student would like to see the exam paper, then this could be done in the presence of the instructor and the department head after filing their first grade appeal.
6. The student will be notified by the decision of the Appeals Committee within two working business day of the Committee's decision.
7. If the student disagrees with the Committee's decision, the student may submit a reconsideration request to the Dean within two working business days of being notified by the Committee's decision.

## 11. Academic Standing

Graduate students are classified as in good academic standing based on some criteria, such as academic probation, subject to dismissal, or some types of disciplinary actions. Normally, graduate students are considered in good academic standing if they:

- Are making adequate progress toward the completion of degree requirements.
- Have a cumulative GPA of, at least, 3.0.
- Have no more than two “Incomplete” grades on their records.
- Have not received warning letters from the Office of Graduate Studies/college or been placed on formal academic probation.

## 12. Academic Probation

Graduate students will be placed on academic probation by the Office of Graduate Studies at the end of any semester in which their cumulative GPA falls below 3.0. Students on probation have one semester to bring their cumulative GPA to 3.0 or higher. Probation is removed at the end of any semester in which students achieve a cumulative GPA of 3.0 or higher. Students, who fail to remove their probation by the end of the second semester on probation, will be dismissed from the graduate program. Decisions involving academic probation and dismissal are entered on the students’ permanent records.

Based on the recommendation of both the Department and College Councils, the Graduate Studies and Research Council may extend the academic probation for one or two semesters for a graduate student to bring his/her cumulative GPA to 3.0 or higher.

## 13. Dismissal

Interruption of Study: In the following two cases, a student shall be considered as a dropout and his/her record as closed:

1. If the student was accepted in the program, but did not register in time.
2. If the student registered a course or more, but did not attend.

As well, in the following events, a student enrolment in the graduate program will be terminated by the decision of the Graduate Studies and Research Council:

1. If the student accepted in the program and not registered during the period of regular registration.
2. If the student has not successfully completed supplementary (foundation) courses.
3. If the student dropped courses for a whole semester or withdraw from the program without an acceptable excuse.
4. In the event that it has been proved that the student is not serious in studying or neglecting the academic obligations.

5. If the cumulative average of the student has fallen below 3.0, "Very Good" in two consecutive semesters.
6. If the student has exhausted all allowable postponement periods without completing the requirements of his/her degree.
7. If the student becomes ineligible to continue in his/her graduate program due to infringing academic ethics and standards or violations of regulations and laws.
8. If the student has not completed the requirements of his/her degree within the allowed period.

#### **14. Time to Degree**

Time to the degree: Graduate students should complete all the requirements for their degrees within a maximum of eight semesters excluding summers. Based on the recommendation of both the Department and College Councils and the approval of Graduate Studies and Research Council, a graduate student may be given a maximum of two additional semesters to complete the requirements of his/her degree.

#### **15. Readmission**

If students, who previously withdrew from the YU graduate programs, wish to apply for readmission, they must submit a readmission petition to their home college. Whether they are readmitted is at the discretion of the University. Readmission applicants may be in competition with other applicants for admission.

#### **16. Leave of Absence**

Study Postponement: A student may postpone his/her study under the following conditions provided the Departmental Council and both Deans of College and Graduate Studies and Research approve the student's request:

1. The student must have successfully completed, at least, one semester in the program.
2. The total postponement should not exceed four semesters, that is, two years of study.
3. The postponement request should be submitted to the Director of the Graduate Programs, at least, two weeks before the semester starts.
4. The postponement period shall not be counted within the maximum time required to complete the degree requirements.

Withdrawal: A student may drop all courses in a given semester after registering provided that the following conditions are met:

1. Submit a request to the Director of the Graduate Programs, at least, five weeks before the final exam period.
2. The request must be approved by the Department Council, and Deans of both College and Graduate Studies and Research.
3. The semester should not be counted within the additional opportunity period.
4. The semester should be counted within the postponement period.
5. A student failing to abide by these rules will be considered as having failed all courses he/she registered in in the dropped semester.

## 17. Withdrawal from the Graduate Program

Withdrawal: If a student wishes to withdraw from the graduate program, the student should apply for withdrawal through the Deanship of Graduate Studies and Research before the commencement of final examinations. If a student, who previously withdrew from the graduate program, decides to rejoin, he/she will be considered as a new applicant and shall meet the admission requirements.

## 18. Reinstatement

Resuming Study: Based on the recommendation of the Graduate Studies and Research Council and the final approval of the University Council, a drop-out or terminated student who has been hindered by personal barriers, accepted by both the Department and the College Councils, can resume studies in the program. However, the following conditions should be taken into consideration:

On the lapse of more than six semesters, a terminated student shall be considered as a new student, irrespective of the number of semesters completed in the program.

A terminated student may be asked to retake some of the already covered courses upon returning after six semesters or less. Courses should be specified by Department and College Councils and approved by the Graduate Studies and Research Council; previously studied courses should be counted within the cumulative grade average after the resumption of the study; the period spent in the program before the termination of the degree should be counted within the maximum time limit as well.

## 19. Transfer Students

Transfer to the University: A transfer student from another accredited university may be accepted based on the recommendation of both Department and College Councils and the approval of the Dean of Graduate Studies and Research taken into consideration the following criteria:

1. The student must meet all the admission requirements along with any additional requirements deemed to be necessary by the relevant department/college.
2. The student must have not been dismissed from the transferring university.
3. The already completed courses may be transferred as per following criteria:
  - a. Transferred courses must have been completed within the last three years (no more than six semesters).
  - b. Transferred courses must be relevant to the program to which the student has been transferred.
  - c. Transferred courses should not be more than 30 percent of the program courses.
  - d. The student must have achieved, at least, 3.0 out of 4.0 “Very Good” grade, that is, a B grade in transferred courses.
  - e. Transferred courses should not be counted in the calculation of the student’s new cumulative average.
  - f. The transferred courses are approved by the Dean of Graduate Studies and Research based on the recommendation of both the Department and College Councils.

## 20. Transfer of Credits

Students may apply for transfer credits for graduate-level courses taken at YU or at other institutions. It is recommended that students apply for transfer credits at the beginning of their graduate program. The Admission and Registration will receive the credit transfer request from students, compile all the required documents (official transcripts in English, course descriptions and the receipt of the SAR 1,000 transfer payment fees). The Admission and Registration will send the required documents to the concerned colleges. After receiving the transfer form(s) that is approved from the concerned parties, the Admission and Registration office will add the approved transferred courses to the student’s transcript and keep the approved transfer form(s) in the student’s file. Please note that the University charges a transcript evaluation fee of SAR 1,000 per transcript.

## 21. Changing Degree Program

Transfer within the University: A graduate student may transfer from one program to another at the University with the approval of the Graduate Studies and Research Council based on the recommendation of both the Departments and College Councils to which the student is applying, provided that the following items are taken into account:

1. Current requirements of admission should apply to transfer students, in addition to any additional conditions that may be deemed necessary by the appropriate department.
2. Courses already studied at the University may be transferred if the relevant department finds them equivalent to the program to which the student is transferred and they should be included in the cumulative average of the student.
3. The student has not been previously dismissed from the current graduate program.
4. Time spent in the program from which the student is transferred shall be counted within the maximum time limit for the degree.
5. Transfer from one program to another is permitted only once for the degree.

## 22. Graduation

Regular full-time, graduate students are expected complete all requirements of their graduate program within two years (4 regular academic semesters; excluding the foundation semester). To graduate, a student must complete all degree requirements with a minimum cumulative GPA of, at least, 3.0 out of 4.0. Once they finish all requirements of their program, graduate students are expected to submit the clearance form to the Office of Graduate Studies to start processing their certificates and transcripts. Normally, it takes one month to process and issue the graduation certificates.

## 23. Honor Code

Graduate students are subject to the regulations of the University under the Honor Code. Students, who commit plagiarism, cheating on examinations, or other violations of the Honor Code, should be reported to the Office of Graduate Studies. Students who violate the Honor Code may become ineligible to continue in the graduate program. It is the responsibility of every graduate student at Al Yamamah University to support and comply with the Honor Code and YU regulations that prohibit cheating and other violations of academic standards. It is expected from graduate students to hold themselves, as members of the YU community, to the highest academic standards and society norms and values.