



College of Economics and
Political Science



ORIENTATION FILE FOR MBA STUDENTS - FALL 2022

➤ BRIDGING COURSES AND ENGLISH LANGUAGE COURSE (LANC)

The student, who required registering for Bridging courses and/or English Language Course (LANC), must complete them in the first semester. The required GPA to pass the Bridging courses is 2.75.

➤ COURSE LOAD

1. Full-time student: the normal course load is 12 credit hours per semester and the minimum is 9 credit hours.
2. Part-time student: The normal course load is 6 credit hours with 3 credits being the minimum. Failure to conform to the course load leads to deregistration in that semester.
3. All students of cohort 2022 and onwards, will take 9 core courses and 3 elective courses
4. All master classes will start from 4:15 pm to 8 pm.

“The degree plan will be provided upon approval”



ADD AND DROP

1. Students may add or drop courses during the Add/Drop period, if it shall not affect the student's record.
2. A course dropped between the end of the Add/Drop period and the end of the withdrawal period will appear as a withdrawn (W) in the student's transcript.
3. A course dropped after the withdrawal period will result in an F grade.



POSTPONEMENT OF STUDY

The student can apply for Postponement of Study through the SQU Portal. This will require approval from the Program Director, Dean of the College and Dean of Postgraduate Studies. Upon receiving acceptance, the student may be granted permission to postpone study during the program's official study duration if there are compelling reasons such as **health or unexpected family conditions**. Normally, postponement must be processed within the withdrawal with W period and should not **exceed two semesters**. Periods of postponement are not counted towards the program's duration.



ATTENDANCE

Students expected to attend all classes they are registered in and will be issued an official “Absentee Warning Notice” if they miss 10% of the total semester contact hours. Students will receive an FW grade if they miss 20% of the total semester contact hours and will be issued an “Absentee Failure Notice”.



PROBATION STUDENT

If the CGPA falls below 3.0, the student is placed on probation and is given only one semester to regain the required CGPA. A student who earns an F grade in any course, regardless of the reasons, will be subject to a full review by the College Dean. If sufficient evidence of special circumstances and suitability for postgraduate study are presented, the student may be allowed to register in the program on probation and must repeat the course in which the F grade was earned.



THANKS!

Contacts details

In case you have any inquiries, please contact us through the following phone numbers or email:
Office of the Assistant dean for Postgraduate Studies and Research (CEPS Building – 2nd floor)
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MBA Team:

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