

# Frequently Asked Questions

## EE Department

### 2012

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## 1. Registration

Q1.1) How can I get an approval to register in a closed section?

A1.1) To be added in a closed section, submit a request to the department during the first four days of the semester. Detailed instructions will be provided before the start of the semester.

Q1.2) I want to register for a course but its final exam is in a conflict with one of my other exams for another course. The instructor agreed to arrange the final exam for me. What should I do to get the registrar approval?

A1.2) Submit a petition with the approval of the course instructor and the department Chairman. The course instructor must agree to arrange for the final exam, which might not be possible for a coordinated course.

Q1.3) I am a senior student and I want to register for a graduate level course as one of my major electives (EE 4xx), what is the required procedure?

A1.3) You need to submit two petitions as follows:

1- An Undergraduate student can register a graduate course only in the last term before graduation, and that requires him to submit an **academic petition** approved by **the chairman** and requires approval also by **the Dean of graduate studies**.

2- To consider a course that is not in the approved list as a major elective, an **academic petition** approved by the **chairman**, approved by the **Dean of college**, and approved by **the Vice Rector** of academic affairs is required.

Q1.4) How can I audit a course ?

A1.4) You can audit a course only in your last semester before graduation. To do that, you need first to register for the course. Then you submit the audit request to the registrar after the approval of the course instructor and department chairman.

## 2. Curriculum and Courses:

Q2.1) Can I take MGT 301 instead of ISE307 ?

A2.1) No you cannot. All EE students must take ISE307.

Q2.2) I took a C grade in a course. Can I repeat it ?

A2.2) No, you cannot repeat a course with a C grade. However, courses with grades D or F can be repeated keeping in mind that the old grade will be still calculated in the overall average.

Q2.3) I change my major to EE, will ICS 101 be accepted instead of ICS 103?

A2.3) No, ICS 101 is based on Fortran but ICS 103 is based on C language and they are totally different languages.

Q2.4) I change my major to EE, will ICS 102 be accepted instead of ICS 103?

A2.4) Most probably yes, please submit a petition for course substitution. ICS 102 is based on Java and it is very close to ICS 103.

Q2.5) I am involved in the extra-curriculum activities at student clubs; will you give a credit for volunteer work in the transcript?

A2.5) No, but your participation in such club will add a great value to your CV. When you apply for jobs, companies will also appreciate your volunteer work.

Q2.6) I have been accepted for the exchange program at international universities. What are the courses that I can take?

A2.7) Please make sure to take the department approval for any course that you are planning to take during the exchange program so that it will substitute for equivalent courses at KFUPM. We have a list that is being updated regularly at the department secretary.

Q2.7) Can I take courses during the summer outside the university?

A2.7) You must take the approval of the Deanship of Admission and Registration before taking any course outside KFUPM. The department role is just to check if the course is equivalent or not.

Q2.8) What is the difference between EE and AEE?

A2.8) The difference between EE and AEE programs is the training part as shown in the following table:

	<b>EE Program</b>	<b>AEE Program</b>
1	Summer training is 8 weeks.	COOP training is 28 weeks
2	Summer training has a pass or fail grade with no credit hours.	COOP training has a letter grade with 9 credit hours.
3	Summer training is during the summer semester.	COOP training can be taken during the second and summer semesters, or during the summer and first semesters.

### 3. Co-op and Summer Training:

Q3.1) What are the requirements for the coop program?

A3.1) You must complete all 300 level EE courses, English 214 and be in a good standing (GPA > 2).

Q3.2) What are the requirements for summer training EE399 ?

A3.2) You should be in a Junior good Standing (GPA > 2) and have passed Eng 214

Q3.3) I am now in Co-op program; can I take another EE course while I am doing the coop?

A3.3) No you can't.

## 4. Elective Courses:

Q4.1) What do you mean by a technical elective course?

A4.1) A technical elective course must include technical engineering educational tools such as Math, Experiments, Statistics, or Analysis. That means that courses, similar to management and general studies, are not technical.

Q4.2) Which course should I take as a Technical Elective (XE xxx) ?

A4.2) There is an approved list of technical electives available at the department website. For any other course outside this list, you need the department approval. Please bring the course syllabus and content and see the undergraduate coordinator or the department chairman.

Q4.3) Can I take additional EE elective courses?

A4.3) Yes you can take additional EE courses.

Q4.4) Can I take an EE elective courses instead of the technical elective XE?

A4.4) No, the technical elective (XE) must be taken from other departments.

## 5. Double majors:

Q5.1) I am interested in taking a double major. How can I do that?

A5.1) For a double major, you need the approval of the department. Please submit a letter requesting a double major to the department chairman or the undergraduate coordinator.

## 6. Change of Major:

Q6.1) How can I change my major from AEE to EE ( or from EE to AEE) ?

A6.1) Submit a change of major form, which is available at the registrar, and seek the signature of your advisor and then the undergraduate coordinator or the department chairman.

Q6.2) How can I change my major from one department to another?

A6.2) Submit a change of major form, which is available at the registrar, and take the approval of your current department and your new department.

## 7. Petitions:

You need to file petitions when you violate registration regulations, guidelines or your curriculum. If you don't have a valid reason, you should follow the registrar regulations and your curriculum. Not every petition will be accepted, therefore, don't put yourself in this situation unless you have a strong justification.

Please also note that petitions need time for processing since some of them require the signature of chairman, Dean, and Vic-Rector. Therefore, please plan ahead and make enough time to process your petition.

You need to submit a petition for the following cases:

### Registration Violations, Waivers & Academic Petitions

S. No	Reason	Need Approval from
<b>100/200 level courses</b>		
1	<i>JR</i> student <b>delaying 100 level</b> course	Chairman + Dean, Admissions & Registration
2	<i>SR</i> student <b>delaying 100/200 level</b> course	Chairman + Dean, Admissions & Registration
3	<i>JR</i> student wants to <b>drop 100 level</b> course	Chairman + Dean, Admissions & Registration
4	<i>SR</i> student wants to <b>drop 100/200 level</b> course	Chairman + Dean, Admissions & Registration
<b>Out of Major Courses</b>		
5	Student taking <b>more than one out of major</b> courses	Chairman + College Dean + Dean, Admissions & Registration
<b>COOP Program</b>		
6	Student going to <b>COOP</b> , has <b>Earned Hours &lt; 85</b>	Chairman + College Dean + Vice Rector Academic Affairs
7	Student going to <b>COOP</b> , <b>CGPA &lt; 1.75</b>	Chairman + College Dean + Vice Rector Academic Affairs
8	Student going to <b>COOP</b> , <b>MGPA &lt; 1.75</b>	Chairman + College Dean + Vice Rector Academic Affairs
9	Student going to <b>COOP</b> , <b>1.75 ≤ CGPA &lt; 2.0</b>	Chairman + College Dean + Assistant Dean Student Affairs
10	Student going to <b>COOP</b> , <b>1.75 ≤ MGPA &lt; 2.0</b>	Chairman + College Dean + Assistant Dean Student Affairs
11	Student taking <b>COOP in last term</b>	Chairman + College Dean + Vice Rector Academic Affairs
<b>Summer Training</b>		
12	Student going to <b>Summer Training</b> , <b>CGPA &lt; 2 OR MGPA &lt; 2 OR both</b>	Chairman + College Dean + Vice Rector Academic Affairs
13	Student going to <b>Summer Training</b> , has <b>Earned Hours &lt; 65</b>	Chairman + College Dean + Vice Rector Academic Affairs
14	Student taking <b>Summer Training in last term</b>	Chairman + College Dean + Vice Rector Academic Affairs

Under Load		
15	Student <b>Course Load &lt; 12 (Under load)</b> for the <b>first time</b>	Chairman
16	Student <b>Course Load &lt; 12 (Under load)</b> from the <b>second time onwards</b>	Chairman + College Dean + Vice Rector Academic Affairs
Over load		
17	<b>Good Standing</b> Student with <b>CGPA &gt; 3</b> is allowed to register <b>21 Credit Hours</b>	Chairman
18	<b>Good Standing Graduating Student with <math>2 \leq \text{CGPA} &lt; 3</math></b> is allowed to register <b>21 Credit Hours</b>	Chairman
19	<b>Academic Warning</b> or <b>Probation Student</b> is allowed to register between <b>16-19 Credit Hours</b>	Chairman + College Dean
Substitution And Electives		
20	<b>Course Substitution</b>	Chairman + College Dean + Vice Rector Academic Affairs
21	Student taking a <b>General, Technical, or Free Elective</b> outside the approved list	Chairman
22	Student taking <b>Major Elective</b> outside the approved list	Chairman + College Dean + Vice Rector Academic Affairs
23	<b>Course Prerequisite, Co-requisite Violation</b> (Student wants to take a course without the prerequisite or co-requisite)	Chairman + College Dean + Vice Rector Academic Affairs
24	<b>Course Standing Violation</b> (Student wants to take a course of higher class or of other college or other departmental restrictions)	Chairman + College Dean + Vice Rector Academic Affairs
Final Examination Conflict		
25	Conflict of <b>Final Examination Schedule</b> between 2 courses	Course Instructor + Chairman (along with department stamp)
Changing from Summer Training to COOP option or vice versa		
26	Student Changing his program from <b>Summer Training to COOP</b> (for <b>ICS, ISE, CISE, ARE, COE, CP</b> departments only)	Need Memo from chairman
Transfer Credit		
27	Student requesting a <b>transfer of credits</b> taken an <b>another University</b>	College Council (College Dean)