**Academic Regulations**

**Petitions**
There is a process whereby a student can petition for deviation from certain requirements. The student must submit a petition signed by the academic advisor to the FEA Records Office. The petition is then studied by the FEA Academic and Curriculum Committee. For more information on dealing with special or unique cases; the student and advisor should refer to details in the University Catalogue, the University Policy Manual, the Student Handbook and the Faculty Handbook, the Student Code of Conduct on the AUB website: http://pnp.aub.edu.lb/general/conductcode/index.html, and the University Faculty Advising Handbook.

**Attendance**

**Classes and Laboratories**
1. Students are expected to attend all classes, laboratories, and required fieldwork. All missed laboratory or fieldwork must be made up. A student is responsible for the work that is done, and for any announcements that are made during his/her absence.
2. Students who, during a semester, miss more than one-fifth of the sessions of any course in the first ten weeks of the semester [five weeks in the case of the summer term] will be dropped from the course. A faculty member who drops a student from the course for this reason must have stated in the syllabus that attendance will be taken.
3. Students who withdraw or are forced to drop a course will receive a grade of “W.”
4. A student cannot withdraw or be withdrawn, from a course after the announced deadline unless approved by the FEA Academic and Curriculum Committee.
5. Students cannot withdraw, or be forced to withdraw, from a course at any time if this results in the student being registered for less than 12 credits without the prior approval of the FEA Academic and Curriculum Committee.

**Examinations and Quizzes**
Students who miss an announced examination or quiz must present an excuse considered valid by the instructor of the course. The course instructor should then require the student to take a make-up examination.

Medical reports and/or qualified professional opinions issued by an AUB employee, AUH doctor, or by the University Health Services will be accepted. Should there be a question about the validity of any excuse presented by the student, the matter should be referred by the faculty member to the FEA Academic and Curriculum Committee.

**Cheating**
Plagiarism, cheating, or other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately reported to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or a zero for the exercise or examination, or to assign an “F” in the course.
On-Line Plagiarism Tutorial and Test
The Board of Deans has determined that all AUB students must complete an on-line plagiarism tutorial and test. Students can take the test as many times as necessary. The homepage of the Plagiarism Tutorial and Test is available at: http://staff.aub.edu.lb/~eplagio/Tutorial-Test/home_Tutorial_Test.htm
The Tutorial and Test is divided into four sections:
- Overview: when and how to give credit; recommendations; decision flowchart.
- Examples: word-for-word and paraphrasing plagiarism: 5 examples each.
- Practice with Feedback: identifying plagiarism: 10 items.
- Test

When students pass the test a “Notification of Test Completion” appears and they click “submit” to have it sent to the Office of the Registrar. The Office of the Registrar will have in its database the information about the students who have passed the test, and the date when they did so. The system will also generate e-mails to the passing students giving them unique validation codes [to be used as a proof they passed the test-if needed].

Examinations
Final examinations are to be held at the end of each semester and are to be administered according to the schedule predetermined by the Office of the Registrar.

Course Load
To be considered full-time, a student must be registered for a minimum load of 12 credits per semester. Students can normally register for up to 17 credits per semester and nine credits during the summer term. Students who wish to register for more than 17 credits must petition the FEA Academic and Curriculum Committee for permission to do so.

Students in the following categories must petition the appropriate faculty committee but will normally be granted permission to register for more than 17 credits:
- Freshman students intending to go into medicine or engineering, and who have an average of at least 80 in the first semester, may take an additional course during the second semester.
- Junior and senior students who have completed their English communication skills requirements at the level required by the department of their major may register for a maximum of 18 credits per semester.
- If the program requires that a student registers for more than 17 credits in a particular semester.

Change of Major
All changes of major are subject to the approval of the department to which the change is requested. The receiving department determines the new study plan for a student accepted into the new major.

Admission of Transfer Students
Students attending recognized institutions of higher learning, including AUB, may apply for transfer to any of the engineering, architecture, or graphic design majors in the FEA. These
students are eligible for consideration for admission to any of Terms I through VI (Term VIII for architecture) depending on availability of places and subject to the following conditions. Normally, students will not be admitted to the architecture or graphic design programs in the middle of the academic year. Students must

- Have completed the equivalent of the sophomore class at the college or university from which they are transferring
- Have attained a minimum cumulative average of 2.7 out of 4.0 (75 out of 100 for AUB students)
- Have taken at least 12 credits of math and basic science courses at the sophomore level or higher and attained a total average in these courses of at least 3.0 out of 4.0 (77 out of 100 for AUB students) This applies to engineering and architecture majors only
- Have satisfied the university English requirements for admission
- Students from outside AUB applying for transfer to the architecture or graphic design majors are required to submit portfolios of their work; students from within AUB applying for transfer to the architecture or graphic design majors are encouraged to submit portfolios of their work.

Applications of transfer students are evaluated and approved by the departments and the Admissions Committee of the Faculty. The term in which the student is placed, and the complete program of study in the major in which s/he is admitted, are determined by the department concerned depending on the number of credits completed at the institution from which the student is transferring.

Dean’s Honor List
To be placed on the Dean’s Honor List at the end of the semester, a student must:

- be carrying at least 12 credits,
- not be on probation,
- have passed all courses and attained an overall average of 85 or be ranked in the top 10 percent of the class and have an overall average of 80,
- not have been subjected to any disciplinary action within the university during the semester, and
- be deemed worthy by the dean to be on the Honor List.

Dismissal and Re-Admission
A student is dismissed from the Faculty for any of the following reasons:

- If the student’s overall average is less than 60 at the end of the 2nd regular semester.
- If the student fails to clear academic probation within two regular semesters, excluding the summer term, after being put on probation.
- If the student is placed on academic probation for a total of four regular semesters. A student can be dropped for this reason even if he/she is in the final year at AUB.
- If the student is deemed unworthy by the faculty to continue for professional or ethical reasons.

A student will normally be considered for readmission only if, after spending a year at another recognised institution of higher education, the student is able to present a satisfactory record and
recommendation. Exceptions may be made for students who left the university for personal or health reasons. Transfer credit will be considered after departmental evaluation of a student’s course work.

**Incompletes**
A student who receives an incomplete grade for a course must petition the FEA Academic and Curriculum Committee within two weeks from the date of the scheduled final exam for permission to complete the course. Coursework must be completed within one month from the beginning of the next regular semester. In exceptional circumstances, the FEA Academic and Curriculum Committee may decide to give the student additional time to complete a course.

Incomplete course work will be reported as an “I” followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is to be based on a grade of zero on all missed work and should be reported in units of five. If the work is not completed within the period specified, the “I” is dropped and the numerical grade becomes the final grade.

Normally a student with incomplete grades on good academic standing will not be permitted to register for more than 16 credits during a regular semester.

**Probation**

**Placement on Academic Probation**
- A student is placed on academic probation if the student’s overall average is less than 68 at the end of the 2nd regular semester, if the semester average is less than 69 at the end of the 3rd or 4th regular semester, or if the semester average is less than 70 in any subsequent semester, excluding the summer term.
- For evaluation purposes, the minimum number of credits at the end of the 2nd regular semester should be 24, and 12 in each subsequent fall or spring semester.
- Courses/credits taken during a summer term are counted towards the semester average of the next regular semester. If the number of credits taken in any one regular semester is less than 12 [for approved reasons], courses/credits taken during that semester are counted towards the semester average of the next regular semester.
- Credit for incomplete courses will be included in the semester in which the incomplete courses were taken. The evaluation for that semester will be carried out as soon as the grades for the incomplete courses have been finalized.
- During a regular semester, a student will not be permitted to register for more than 16 credits if s/he is on academic probation (P1), and no more than 13 credits if s/he is on academic probation P2 or higher. A student on probation will not be permitted to register for more than 7 credits during a summer term.
- A student who is on academic probation and has incomplete grades will not be permitted to register for more than 13 credits.
- Students with incomplete grades will be forced to drop courses to comply with the above mentioned rules.

**Removal of Probation**
Probation is removed when the student attains a semester average of 69 or more in the 3rd or 4th regular semester, or a semester average of 70 or more in any subsequent regular semester. Probation should be removed within two regular semesters, excluding summer, after the student is placed on probation, or when the student completes his or her graduation requirements [see Graduation Requirements below].
Repeating Courses
A student may repeat any course for which he/she received a grade of less than 70. A student who
fails a required course must repeat the course at the earliest opportunity. No course may be taken
more than three times. When a course is repeated, the highest grade will be considered in the
calculation of the cumulative average. All course grades will remain a part of a student’s
permanent record.

Withdrawal from Courses
A student can withdraw from only one required course per semester. Students who wish to
withdraw from more than one required course in any given semester must petition the appropriate
Faculty committee for permission to do so. A student may withdraw from elective courses, down
to a minimum of 12 credits, not later than 10 weeks [five weeks in the summer term] from the
beginning of the semester. A student will receive a grade of “W” for the course.

Absences from Classes, Quizzes, Projects, and Final Examinations
1. Students are expected to attend all classes, laboratories, or required fieldwork. All missed
laboratory or fieldwork must be completed by the student. A student is responsible for the
work that is done, and for any announcements that are made during his/her absence.
2. Students who, during a semester, miss more than one-fifth of the sessions of any course
in the first ten weeks of the semester (five weeks in the case of the summer term) are
dropped from the course if the faculty member has stated in the syllabus that attendance
will be taken.
3. Students who are forced to drop a course will receive a grade of W.
4. Without prior approval of the FEA Academic and Curriculum Committee, a student
cannot be forced to withdraw from a course at any time if this results in the student being
registered for fewer than 12 credits.
5. Students who miss an announced examination or quiz must present an excuse considered
valid by the instructor of the course. The course instructor should then require the student
to take a make-up examination. Should there be a question about the validity of any
excuse presented by the student, the matter should be referred to the FEA Academic and
Curriculum Committee.
6. A student who has missed a final examination in a course, or has failed to submit a final
project, will receive an “I” for that course. The student must petition the FEA Academic
and Curriculum Committee within two weeks from the date of the final examination or
submission of the final project, stating the reasons for the absence or delay. If the
Academic Committee finds the student’s excuse acceptable, it will inform the instructor
concerned to clear the “I” for the course. The course work must be completed within one
month of the start of the next regular semester. In exceptional circumstances, the
Academic Committee may decide to give the student additional time to complete a
course. Usually the “I” is followed by a numerical grade reflecting the evaluation of the
student available at the end of the semester. This evaluation is based on a grade of zero
on all missed work and is reported in units of five. If the work is not completed within the
period specified, the “I” is dropped and the numerical grade becomes the final grade.
Change of Grade

1. Once grades are posted on the AUB Student Information System [AUBSIS], a change of grade is not allowed unless a demonstrable mistake was made in the correction of the final examination or in the calculation of the grade. In particular, if a change of grade would result in a change of the academic status of the student, the supporting evidence for the changes of grade must be presented to the chairperson of the department and the Dean.

2. A student may petition the Dean’s Office to request that a course teacher review the correction of the student’s final examination paper, in a case in which the student has reason to believe that some oversight may have been made in the correction, or that a mistake may have been made in calculating the course grade. Such petitions must be submitted within one week from the date of the posting of course grades. The Dean’s Office will transmit the petition to the teacher concerned.

3. To change a course grade, the teacher must complete a Change of Grade Form available in the Records Office and submit it to the chairperson of the department, with the supporting evidence, if required in accordance with paragraph 1 above. If the chairperson of the department approves the change of grade, s/he will sign the form and transmit it to the Dean for final approval.

Graduation Requirements

Students can graduate at the end of any academic semester. Satisfactory completion of the full curriculum is assured by a two-step process. The chairperson of the department in co-ordination with the faculty advisor of the fourth year students submit to the Office of the Registrar at the American University of Beirut a list with the names of students who will be completing the degree requirements at the end of a given term. At the end of the term, the Registrar’s Office will render a student eligible to receive the degree if that student has met all program requirements, which are:

1. Passed all the required courses and the approved experience;
2. Attained a minimum cumulative course average of 70 excluding freshman level courses and courses taken prior to admission to the FEA;
3. Attained a cumulative average of 70 or more in major courses. Major courses are specified as all engineering courses of 400 and above level, including courses approved as technical electives.
4. Met the residence requirements.

Graduate Studies

Students who plan to pursue graduate studies at AUB should have attained an average of at least 80 or an equivalent grade.

For more rules in FEA Academic Rules and Regulations:
Check this link: http://webfea.fea.aub.edu.lb/fea/academics/rules_regulations.aspx