Frequently Asked Questions on OPFS – Faculty of Health Sciences

Q: Whom should I contact if I have any questions regarding my e-petition?
You can contact your adviser to explain your case.

Q: What happens to my e-petition after I submit it?
The petition is forwarded to your adviser and/or the course instructor (in case of add or withdraw) and then to the department chair. Then, it will be transferred to the relevant committee for consideration.

Q: How can I track the stages and result of my e-petition?
You can track your petition online and you will be notified by email when a final decision is taken. There is no need to ask faculty or staff members if they acted on your e-petition.

Q: What should I do if I have trouble accessing the OPFS database?
If you are unable to access the OPFS or have faced technical problems, you can contact SSO or send an email to so_fhs@aub.edu.lb.

Q: How do I know which correct form of petition to select?

**Graduate Students’ Petitions**
- a. Change of Degree within FHS: Use this request if you want to transfer to a new graduate major within FHS
- b. Change of Concentration: Use this request if you want to change your MPH concentration
- c. Late Withdrawal from a Course: Use this request if you have missed the deadline for withdrawal or if you need to withdraw from a course that will result in a course underload for medical or other reasons. Note that the course will appear as a “W” on your transcript.
- d. Late Delete from a Course: Use this request if you have missed the drop and add period for technical or other reasons (personal or medical). Note that in the case of late drop, the course will be deleted from your transcript.
- e. General Petition: Use this request for general subjects (such as late registration, extension of enrolment...)

**Undergraduate Students’ Petitions**
- a. Change of Major within FHS: Use this request if you want to transfer to a new undergraduate major within FHS
- b. Late Withdrawal from a Course: Use this request if you have missed the deadline for withdrawal or if you need to withdraw from a course that will result in a course underload for medical or other reasons. Note that the course will appear as a “W” on your transcript.
- c. Late Delete from a Course: Use this request if you have missed the drop and add period for technical or other reasons (personal or medical). Note that in the case of late drop, the course will be deleted from your transcript.
d. Overload/Underload: Use this request if you need to register for an underload or overload of credits. Please make sure to select the proper type.

e. General Petition: Use this request for general subjects (such as exception related to General Education requirements, extension of strict probation status, follow old curriculum requirements, postponement of graduation, or other)

Q: What happens if I tick the "I agree to have my case discussed in the presence of Student Representative" check box?
This means that your petition can be discussed in the presence of a student representative in the concerned committee, you may leave this check box unchecked if you believe your petition should not be discussed in the presence of a student representative.

Q: What if I want to withdraw my petition?
In case you want to withdraw or edit your petition, you need to refer to the SSO.

Q: When do I submit a “General Petition for Undergraduate Students”?
You can submit this petition for general subjects (exception related to General Education requirements, extension of strict probation status, follow old curriculum requirements, postponement of graduation, or other).

Q: When do I submit a “General Petition for Graduate Students”?
You can submit this petition for general subjects (such as late registration, extension of enrolment...).