| **Admission as ‘on probation’ (Graduate Catalogue P.41)** | - Must complete minimum 9 credits of graduate level courses during the first two semesters of graduate studies.  
- Must pass all courses and attain a minimum cumulative average of 80 to achieve regular status.  
- If meeting any of these conditions fails, the student will be dropped from the program. |
| **Admission as ‘Prospective Graduate Student’ (FAFS, FAS and FEA) (Graduate Catalogue P.41)** | - Applicant must have attained an undergraduate average of 75 percent in all work done at the undergraduate level.  
- In the Faculty of Engineering and Architecture, applicant must have attained an average of 75 at AUB for the last two years of undergraduate study or its equivalent at other universities.  
- To become regular: Minimum average of 80 in all 15 credits of undergraduate courses in the field including the ones taken prior to acceptance. |
| **‘Prospective’ to ‘on Probation’ (Graduate Catalogue P.42)** | - If an average of 75-80 percent is attained, the student may have his/her status changed to graduate ‘on probation’ pending department recommendation and approval of the Faculty Graduate Studies Committee. |
| **Leave of Absence (Graduate Catalogue P.49)** | - Students who are not enrolled for a period of more than 12 months must apply for a leave of absence (otherwise the student is considered dropped and has to re-apply).  
- Leave of absence should be approved by the Department, Faculty/School Graduate Studies Committee, and the Graduate Council.  
- Leave of absence can be up to one year at a time and the maximum period of approved leave of absence is for two years. An approved leave of absence does not count towards maximum residency.  
- Non-enrollment by the student for one semester without securing leave of absence will count towards maximum residency.  
- If re-admitted into the same graduate program then their earlier status as graduate student will count towards maximum residency. |
| **Transfer of Credits into a Master’s Degree Program (Graduate Catalogue P.53)** | - Minimum earned average of 80 in the undergraduate courses taken in the major or related field of study.  
- Maximum 9 credits are transferrable (not earned by internship, thesis, or practicum).  
- Approval by the Faculty/School Graduate Studies Committee is required for all transfers.  
- Applicants who have completed a Bachelor of Engineering Degree (BE) and are applying for admissions to a Master of Engineering Program (ME) may apply for a waiver of up to nine credits of course work. The total number of transferable credits from BE to ME should not exceed 12 credits (For more information check page 244). |
| **Transfer of Credits from One Master’s Degree to Another (Graduate Catalogue P.53)** | - Minimum earned average of 80.  
- Maximum 9 credits are transferrable (not earned by internship, thesis, or practicum).  
- Approval by the Faculty/School Graduate Studies Committee is required for all transfers. |
| **Change of Major within Faculty and Interfaculty Transfer (Graduate Catalogue P.54)** | - Change of major within the same faculty: The student may apply, following the set deadlines for graduate admissions process, for change of major within the same faculty by petitioning the department to which the student is planning to join and securing its approval and the approval of the Faculty Graduate Studies Committee.  
- Transfer to other faculties/schools from within AUB: The student should complete a new application to the desired program following the graduate admissions process and deadlines for consideration for admission in the new major.  
- Transfer within an interfaculty program: The student should apply to the relevant interfaculty program committee seeking their approval and the approval of the Graduate Studies Committee of the receiving faculty. |
<p>| <strong>Probation and Removal of Probation (During)</strong> | - A student is placed on probation if the student attains a cumulative average of 70 or more, but less than 80 or fails any |</p>
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| **regular status residency**<br>(Graduate Catalogue P.54) | course taken for graduate credit.  
- If due to course failure: should retake the course the next time it is offered and pass the course.  
- If due to average: must remove the probation by the end of the following regular semester/term by attainment of a cumulative average of at least 80.  
- The department or program in which the student is enrolled may recommend probation to the Faculty Graduate Studies Committee even though the student has attained an adequate cumulative average.  |
| **Dismissal**<br>(Graduate Catalogue P.55) | - If probation status due to average is not removed in the semester following the first probation excluding students admitted on probation.  
- If the student receives probation for a second time during the degree residency.  
- If the cumulative average less than 70 after completion of 9 credits or fails two courses in one term.  
- If the cumulative average of 70 or above, but less than 80, in any term and fails one course in that term. (This rule does not apply to the first term of study.)  
- The work of the student is considered to be unsatisfactory in the opinion of the department or program, and regardless of the grades obtained.  
- The student fails the comprehensive examination twice or the thesis defense twice.  |
| **Residence Requirements**<br>(Graduate Catalogue P. 57) | All requirements for the Master’s degree must be completed within a period of four years after admission to graduate study. Students attending only summer sessions must complete all requirements within a period of six summers after admission to graduate study.  |
| **Tutorial Credits**<br>(Graduate Catalogue P.56) | A maximum of three credit hours may be tutorial courses.  |
| **Thesis Proposal**<br>(Graduate Catalogue P.58) | - Thesis adviser should be among full time professorial faculty of the Department or from another Department in AUB. In interdisciplinary programs, the thesis adviser is from an appropriate program at the University.  
- Thesis proposal should be prepared by the end of the second regular semester.  |
| **Thesis Committee**<br>(Graduate Catalogue P. 58) | - Formed by the thesis adviser and the student in coordination with the chairperson/director of the unit according to the following conditions:  
  - Thesis committee should normally consist of at least three members from the professorial ranks chaired by the thesis adviser. In case a co-adviser is also a member of the thesis committee then the thesis committee should consist of at least four members from the professorial rank chaired by the thesis adviser.  
  - In departments/programs, normally at least two members of professorial rank of the thesis committee must be members of the student’s department. The remaining member(s) can be from other departments at AUB or from an institution other than AUB.  
  - In case the thesis adviser is from another department at AUB, the chairperson will consult with the chairperson of the department to which the thesis adviser belongs.  
  - In interdisciplinary programs, the members of the thesis committee are drawn from full-time faculty members at AUB.  
- The thesis committee must be approved by the chairperson/director of the student’s department/program.  |
| **Thesis Format**<br>(Graduate Catalogue P. 59) | - An AUB-approved thesis manual is available on the University Libraries webpage.  
- Theses not conforming to the publication style outlined in the thesis manual are not accepted by the University.  
- Students are welcome to visit the Archives and Special Collections, Jafet Library, any time during the semester.  |
| **Thesis Defense**  
*(Graduate Catalogue P.59)* | - Student must be registered for the thesis in the session in which the student expects to graduate.  
- It is not allowed to defend the thesis unless the student has passed the comprehensive examination.  
- The thesis defense session is normally chaired by the thesis adviser and the student will be notified of the final decision by Thesis Committee immediately after completion of the Thesis Committee deliberations.  
- Pass (P) or Fail (F) is reported for the combined thesis and thesis defense. If Fail (F) is reported, the student may resubmit the thesis and defend it after a period of at least three months. Failure on the second attempt results in discontinuation of the graduate work. |
| **Project and Project Defense**  
*(Graduate Catalogue P. 59)* | - In partial fulfillment of the requirements for the non-thesis Master’s degree, a student may be required to submit a project.  
- Each student is then assigned an adviser who serves as the project adviser.  
- The Master’s project committee should be composed of at least two members recommended by the department/program.  
- Students are expected to register and finish the project work within two consecutive regular semesters at most.  
- Registering for a project course beyond a second semester requires approval of the Faculty/School Graduate Studies Committee; this approval must be sought on a per-semester basis prior to registration.  
- Pass (P) or Fail (F) is reported for project defense. If Fail (F) is reported, the student may resubmit the project and defend it after a period of at least three months. Failure on the second attempt results in discontinuation of the graduate work. |
| **Comprehensive Exam**  
*(Graduate Catalogue P.57)* | - All Master’s programs must require that the student register and pass a zero-credit comprehensive examination course usually taken after completing most of the course requirements for the degree.  
- Pass (P) or Fail (F) is entered online or is reported to the Registrar immediately on the date the comprehensive examination is passed any time during the semester.  
- A student who does not pass the comprehensive examination may take it a second time in the following semester.  
- Students who are unable to pass a program’s comprehensive exam twice are dropped from the graduate program.  
- Master of Public Health students are exempt from the requirement of a comprehensive exam. This requirement is replaced for all MPH students by PBHL 398: Culminating Experience Seminar. |
| **Institutional Review Board (IRB)/Animal Care Committee (ACC) Requirements**  
*(Graduate Catalogue P.57)* | - All students conducting human subject research or animal related research for Master’s theses or projects must obtain prior written Institutional Review Board and/or Animal Care Committee approval/confirmation or exemption, respectively. |
| **Master’s Degree Graduation Requirements**  
*(Graduate Catalogue P.61)* | - Must have attained a cumulative course average of 80 or above.  
- Is not placed on probation by the time the course work is completed.  
- Must have completed the minimum credit hours of course work designated by the specific program.  
- Must have passed comprehensive exam.  
- Must have completed thesis requirements for thesis option degrees.  
- Must have completed project requirements for the non-thesis option degrees.  
- Must have met the residence requirements specified for the Master’s degree.  
See also Graduate Catalogue p. 55 |