Faculty of Arts and Sciences (FAS)
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President of the University

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Provost, ex-officio

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Dean

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Historical Background

The Faculty of Arts and Sciences was established in 1866, the same year in which the Syrian Protestant College, now the American University of Beirut, was established. On December 13, 1866, the first class was held, attended by sixteen students, and in 1870 the first five students graduated. Arabic, which was the language of instruction since the inception of the college, was replaced by English in 1882. In 1900 the School of Commerce was established and was later incorporated into the Faculty of Arts and Sciences.

AUB, in general, and the Faculty of Arts and Sciences in particular, have survived many crises since 1866, including two world wars, regional and local wars, student strikes, and economic crises. In spite of all these hardships the Faculty has continued to develop and to maintain its high academic standards.
Mission

The Faculty of Arts and Sciences represents the core of the University and is its main gateway for higher studies and professional education. It follows a liberal arts program that stresses freedom of academic choice, integrity, ethical conduct, equal opportunity and respect for diversity. The faculty offers undergraduate and graduate programs committed to excellence in research and teaching in the most fundamental disciplines of the arts, humanities, and social, natural and mathematical sciences.

Vision

The Faculty of Arts and Sciences strives to have a governance system that is transparent and based on peer participation and review. The faculty encourages and supports high quality research and teaching. The curriculum is built on a pivotal and formative freshman year. Excellence is achieved at the undergraduate and graduate levels through a continuous revision of curricula, assessment of needs for equipment and facilities, and recruitment and development of faculty profiles. The faculty is committed to academic growth through the establishment of successful and sustainable Bachelor, Master and Doctoral degrees.

Undergraduate Programs

Students entering the Faculty of Arts and Sciences as freshmen, except those admitted as special students or auditors, select one of the following programs:

• Preparation for majors offered in Arts and Sciences
• Preparation for Business Administration, Health Sciences, Engineering and Architecture, or Agricultural and Food Sciences

Students entering the Faculty of Arts and Sciences as sophomores select one of the following two programs, for each program a period of three years of study is normally required:

• Bachelor of Arts
• Bachelor of Science

There are three major categories of disciplines in the Faculty of Arts and Sciences. Their distribution according to degree-offering departments is as follows:

• Humanities: Arabic, English, Fine Arts and Art History, History and Archaeology, and Philosophy
• Social Sciences: Economics, Education, Political Studies and Public Administration, Psychology and Sociology, Anthropology and Media Studies.
• Sciences: Biology, Chemistry, Computer Science, Geology, Mathematics, and Physics

Admission

For complete and detailed information regarding admission to the University, including certificates recognized, see the Admission section of this catalogue. The specific requirements for admission to the freshman or sophomore class are found on pp. 34–45.
Classification of Students

An undergraduate student shall be considered to have completed a class when s/he has taken and passed 30 or more credits beyond the requirements for the previous class.

A student will not be granted a certificate stating that s/he has completed a class until s/he has completed the specified courses in the regular program for that class and has acquired the requisite number of credits. The credit requirements are as follows:

<table>
<thead>
<tr>
<th>Major and Faculty</th>
<th>Freshman Standing</th>
<th>Sophomore Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>• For the completion of the freshman class</td>
<td>30 credits</td>
<td>–</td>
</tr>
<tr>
<td>• For the completion of the sophomore class</td>
<td>60 credits</td>
<td>Cumulative 30 credits</td>
</tr>
<tr>
<td>• For the completion of the junior class</td>
<td>90 credits</td>
<td>Cumulative 60 credits</td>
</tr>
</tbody>
</table>

Full-time Students and Maximum Credit Loads

To be considered full-time a student must carry a minimum load of 12 credits per semester. A full-time student who, for compelling reasons, is forced to reduce his/her load to fewer than 12 credits must first petition the Student Academic Affairs Committee for permission to do so. This should be done no later than 10 weeks after the start of the semester (five weeks in the case of summer school). Students in their first semester at AUB may be allowed to reduce their load to fewer than 12 credits by requesting permission from the Student Academic Affairs Committee. Requests are handled on a case-by-case basis.

Students can normally register for up to 17 credits per semester and 9 credits during the summer term. English course requirements must be taken as of the first semester at the University. Students who wish to register for more than 17 credits must petition the Student Academic Affairs Committee for permission to do so. Requests are handled on a case-by-case basis. Students in the following categories will normally be granted permission by the Student Academic Affairs Committee to register for more than 17 credits:

• Freshman students intending to go into engineering, and who have an average of at least 80 for the first semester, may take an additional course in the second semester.

• Graduating senior students in their last semester who are not on academic probation and who have completed their English communication skills requirements at the level required by their major departments may register for a maximum of 18 credits.

• If the program requires that a student register for more than 17 credits in a particular semester.

Requirements for Premedical Study

Faculty of Arts and Sciences students who intend ultimately to enter the Faculty of Medicine must select and complete one of the regular degree programs given as Bachelor of Arts (four years including the Freshman year) or Bachelor of Science (four years including the Freshman year). Please refer to the Admission section in the Faculty of Medicine in the 2012-13 graduate catalogue, p. 365–67.
Academic Rules and Regulations

For information on Academic Advisers, Categories of Students, Correct Use of Language, Grading System, and Graduation with Distinction and High Distinction see pp. 49–68 for General University Academic Information in this catalogue.

Regular Freshman Program

The freshman program requires the completion of 30 credits, whether or not the student remains in the Faculty of Arts and Sciences or transfers to another faculty. Students intending to major in a subject within the Faculty of Arts and Sciences may be accepted as provisional majors upon completion of 24 credits.

University Requirements

General Education

All FAS students must take a minimum of 33–36 credits of general education courses. Please refer to the General Education section pp. 49–68 in the General University Academic Information in this catalogue.

English: All new students at AUB are placed in one of the English communication skills courses (ENGL 102, ENGL 203, or ENGL 204) on the basis of their score on the TOEFL or the AUB-EN (EEE) or the SAT Writing. A student placed in one of the courses in the sequence has to complete that course and all following courses. During the freshman year students are required to take a minimum of three credits in English at level 200 or above (either ENGL 203 or ENGL 204 depending on placement). English 102 and ENGL 204 may be considered electives for freshman students to complete their Freshman program in addition to ENGL 203.

Arabic: All students who have been admitted to the Faculty of Arts and Sciences and whose native language is Arabic must satisfy the Arabic Language Requirement (ALR)—except for those students who have completed their secondary education in a non-Arabic medium program and who receive exemption from the Office of Admissions. Students may apply for exemption to the Office of Admissions any time before pre-registration. Non-exempted students entering the freshman class must take three credits of Arabic at the 100 level, and the performance in this course (or in the two freshman Arabic courses, if taken) determines the required Arabic course at the sophomore level. Students who are exempted from the Arabic Language Requirement should replace this requirement by taking any 3-credit course in Humanities or any language course including Arabic as a foreign language.

Lebanese students must also satisfy the requirements listed on pp. 45–48 of this catalogue in order for their freshman year to be granted the equivalency of the Lebanese Baccalaureate Part II.

Faculty Requirements

In order to complete 30 credits for the freshman class, every freshman student must take at least one course in each of the following areas of study: humanities, mathematics, natural sciences, social sciences, plus the departmental requirements that will allow him/her to qualify for a major beginning in the sophomore year. See Table 1 for the distribution of these requirements in the various academic units of the Faculty of Arts and Sciences and other faculties.
Freshman Courses

Students are recommended to take their electives from the following list of courses. Most of these courses have been specifically designed for, and are only open to, freshman students. Students who wish to take courses numbered 200 and above (not listed below) may do so, as exceptions with the approval of their advisers. The freshman level courses listed below are arranged according to the areas of study.

**Humanities:** ARAB 101, ARAB 102, AROL 101, CVSP 110, CVSP 111, CVSP 112, ENGL 103, ENGL 104, ENGL 105, ENGL 106, ENGL 108, FAAH 150, HIST 101, HIST 102, HIST 200, PHIL 101, PHIL 102, SOAN 103

**Mathematics:** MATH 101, MATH 102, MATH 203

**Natural Sciences:** BIOL 101, BIOL 105, BIOL 106, CHEM 101, CHEM 101L, CHEM 102, CHEM 102L, CHEM 200, GEOL 101, GEOL 102, GEOL 103, GEOL 104, PHYS 101, PHYS 101L or PHYS 103, PHYS 103L, PHYS 200, and ENHL 200 from the Faculty of Health Sciences.

**Social Sciences:** ECON 101, ECON 102, PSPA 101, SOAN 101, PSYC 101

**Electives:** As necessary to add up to a 30 credit total (e.g. CMPS 101). See Tables 2 and 3 for requirements to transfer into a major.

**Lebanese freshman students:** Lebanese students who are admitted to the freshman class should check with their advisers at registration time to ensure that the number of credits and the types of subjects that they take during their freshman year are in compliance with the specifications of the Equivalence Committee of the Lebanese Ministry of Education. The equivalence committee requires that out of the thirty (30) freshman credits nine (9) must be in the humanities and social sciences with at least three (3) credits in each of these two areas. The committee further requires that the thirty (30) freshman credits should include six (6) credits in the natural sciences and mathematics with at least three (3) credits in the natural sciences.

Courses Numbered 200 and Above

Some courses numbered 200 and above are suitable for freshman students. Note, however, that these courses are also open to sophomores, juniors, and seniors and therefore may be more competitive than courses offered at the 100 level. Such courses include those that are freshman requirements (see above) and those that are listed in Tables 1 and 2 (see pp. 129, 130).

Transfer to a Major

Any student in his/her freshman year who is not on probation at the time of application may transfer into a major within the Faculty of Arts and Sciences upon completion of 24 credits and the departmental requirements as shown in Table 2.

Transfer to other Faculties

Any freshman student who wishes to transfer to another faculty must complete the freshman program and the faculty requirements, as shown in Table 3. Students who successfully complete the freshman year are eligible to apply for admission to professional schools when the conditions listed in Table 3 are satisfied.

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1 Lebanese applicants to the freshman class, pp. 36
# Table 1 Credit Requirements for Completion of the Freshman program

<table>
<thead>
<tr>
<th>Major</th>
<th>English Level 200</th>
<th>Arabic</th>
<th>Humanities</th>
<th>Math¹</th>
<th>Natural Sciences</th>
<th>Social Sciences</th>
<th>Electives</th>
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<tbody>
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<td>9</td>
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</tbody>
</table>

¹ The required math courses for science students are MATH 101 and MATH 102
² It is recommended that elective courses numbered 200 and above be taken in the third semester
Table 2 Requirements to Join a Major in FAS from the Freshman Class

<table>
<thead>
<tr>
<th>Department</th>
<th>Requirements</th>
<th>Some Useful Electives¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Mathematics</td>
<td>a minimum cumulative average of 70 in MATH 101 and 102, and a minimum grade of 70 in MATH 102</td>
<td>MATH 201</td>
</tr>
<tr>
<td>Arabic</td>
<td>a minimum cumulative average of 70 in ARAB 101 (and 102 if taken)</td>
<td></td>
</tr>
<tr>
<td>Archaeology</td>
<td>a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>AROL 201</td>
</tr>
<tr>
<td>Art History</td>
<td>a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>FAAH 150</td>
</tr>
<tr>
<td>Biology</td>
<td>A minimum grade of 75 in each of the following: BIOL 101, CHEM 101, CHEM 101L, PHYS 103, and completion of MATH 101, and MATH 102; and a minimum overall average of 70 in the freshman year</td>
<td>STAT 210 and CMPS 209</td>
</tr>
<tr>
<td>Chemistry</td>
<td>a minimum cumulative average of 70 in CHEM 101, CHEM 101L and CHEM 102, CHEM 102L and a minimum cumulative average of 70 in MATH 101 and 102, and the completion of PHYS 101 and PHYS 101L</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>Completion of PHYS 101 and 101L, and a minimum cumulative average of 70 in MATH 101 and 102</td>
<td>CMPS 200 and MATH 211</td>
</tr>
<tr>
<td>Economics</td>
<td>a minimum cumulative average of 70 in MATH 101 and MATH 102, and a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>ECON 101, 102, 103, ECON 211, ECON 212, and CMPS 209</td>
</tr>
<tr>
<td>Education</td>
<td>a minimum cumulative average of 70 in the freshman year</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>ENGL 103, 104, 105, 106, 205, and 207</td>
</tr>
<tr>
<td>Geology</td>
<td>completion of MATH 101, 102, CHEM 101, CHEM 101L, GEOL 101, a third science course, and a minimum cumulative average of 70 in the freshman year</td>
<td>GEOL 101, 102, 201, and 203</td>
</tr>
<tr>
<td>History</td>
<td>a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>AROL 101 and 201</td>
</tr>
<tr>
<td>Mathematics</td>
<td>a minimum cumulative average of 70 in MATH 101 and 102, and a minimum grade of 70 in MATH 102</td>
<td>MATH 201</td>
</tr>
<tr>
<td>Petroleum Studies</td>
<td>completion of MATH 101, 102, CHEM 101, 101L, 102, 102L, GEOL 101, and a minimum cumulative average of 70 in the freshman year</td>
<td>GEOL 101, 102, 201, 203, ECON 101, 102, 103, 203, and SOAN 201</td>
</tr>
<tr>
<td>Philosophy</td>
<td>a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>PHIL 101 and PHIL 102</td>
</tr>
<tr>
<td>Physics</td>
<td>a minimum cumulative average of 70 in PHYS 101 and 101L, and a minimum cumulative average of 70 in MATH 101 and 102</td>
<td>CMPS 200</td>
</tr>
<tr>
<td>Political Studies</td>
<td>a minimum cumulative average of 70 in the freshman year, and a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>PSPA 101, ECON 103, PSYC 101, SOAN 201 or PSYC 201</td>
</tr>
<tr>
<td>Psychology</td>
<td>a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>PSYC 101, PSPA 101, 201, 202, PHIL 201, CMPS 206, ECON 203, and one of STAT 201 or EDUC 227</td>
</tr>
<tr>
<td>Public Administration</td>
<td>a minimum cumulative average of 70 in the freshman year, and a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>PSPA 101, PSYC 101, SOAN 201 or PSYC 202</td>
</tr>
<tr>
<td>Sociology-Anthropology-Media Studies</td>
<td>a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>SOAN 101, PSPA 101, 201, 202, PHIL 201, CMPS 206, ECON 203, and one of STAT 201 or EDUC 227</td>
</tr>
<tr>
<td>Statistics</td>
<td>a minimum cumulative average of 70 in MATH 101 and 102, and a minimum grade of 70 in MATH 102</td>
<td>MATH 201</td>
</tr>
<tr>
<td>Studio Arts</td>
<td>a minimum cumulative average of 70 in English courses taken in the freshman year</td>
<td>FAAH 150</td>
</tr>
</tbody>
</table>

¹ It is recommended that elective courses numbered 200 and above be taken in the third semester
### Table 3 Requirements to Join a Major in another Faculty from the Freshman Class

<table>
<thead>
<tr>
<th>Major/Faculty</th>
<th>Requirements</th>
<th>Some Useful Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agribusiness</strong></td>
<td>completion of MATH 101, MATH 102, CHEM 101, CHEM 101L, and CHEM 102, CHEM 102L</td>
<td>CHEM 200, MATH 204 and courses in the humanities</td>
</tr>
<tr>
<td><strong>Agriculture</strong></td>
<td>completion of MATH 101, MATH 102, CHEM 101, CHEM 101L and CHEM 102, CHEM 102L and BIOL 101</td>
<td>CHEM 200, MATH 204, and courses in the humanities</td>
</tr>
<tr>
<td><strong>Architecture</strong></td>
<td>completion of MATH 101 and 102, any combination of science courses totaling nine credits, and a cumulative average of at least 80 in the freshman year</td>
<td>An elective in the humanities or social sciences</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td>a minimum cumulative average of 77 in at least 24 credits during the freshman year, and a minimum grade of 70 in MATH 101 and/or MATH 102 and/or MATH 203</td>
<td>ECON 101, 102 and ECON 211 or 212</td>
</tr>
<tr>
<td><strong>Chemical Engineering</strong></td>
<td>completion of MATH 101 and 102, CHEM 101, 101L and 102, 102L, PHYS 101 and 101L, and a cumulative average of at least 80 in the freshman year</td>
<td>An elective in the Social Sciences</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>completion of MATH 101 and 102, CHEM 101, 101L, PHYS 101, and PHYS 101 L, and a cumulative average of at least 80 in the freshman year</td>
<td>An elective in the humanities or social sciences</td>
</tr>
<tr>
<td><strong>Environmental Health</strong></td>
<td>completion of MATH 101 and 102, CHEM 101, CHEM 101L, CHEM 102 and CHEM 102L</td>
<td>BIOL 200 and courses in the humanities or social sciences</td>
</tr>
<tr>
<td><strong>Food Science and Management</strong></td>
<td>completion of MATH 101, MATH 102, CHEM 101, 101L and CHEM 102, 102L and BIOL 101</td>
<td>CHEM 200, MATH 204, and courses in the humanities</td>
</tr>
<tr>
<td><strong>Graphic Design</strong></td>
<td>completion of the freshman program and a cumulative average of at least 80 in the freshman year</td>
<td>CVSP 229, 233, ECON 203, EDUC 211, ENGL 213, PHIL 211, SOAN 201, and PSYC 202</td>
</tr>
<tr>
<td><strong>Landscape Design and Ecosystem Management</strong></td>
<td>completion of MATH 101, MATH 102, CHEM 101, 101L and CHEM 102, 102L and BIOL 101</td>
<td>CHEM 202, MATH 204, and courses in the humanities</td>
</tr>
<tr>
<td><strong>Medical Laboratory Sciences</strong></td>
<td>completion of MATH 101 and 102, CHEM 101, CHEM 101L, CHEM 102, CHEM 102L and BIOL 101</td>
<td>BIOL 200 and courses in the humanities or social science</td>
</tr>
<tr>
<td><strong>Nursing</strong></td>
<td>completion of MATH 101, 102, or MATH 203, 204, CHEM 101, 101L and BIOL 101</td>
<td>courses open to freshman students other than SOAN 201 and PSYC 201</td>
</tr>
<tr>
<td><strong>Nutrition and Dietetics</strong></td>
<td>completion of MATH 101, MATH 102, CHEM 101, 101L and CHEM 102, CHEM 102L and BIOL 101</td>
<td>CHEM 200, SOAN 201, and courses in the humanities</td>
</tr>
<tr>
<td><strong>Veterinary Science</strong></td>
<td>completion of MATH 101, MATH 102, CHEM 101, 101L and CHEM 102, 102L and BIOL 101</td>
<td>CHEM 200, SOAN 201, and courses in the humanities</td>
</tr>
</tbody>
</table>

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1. Students cannot receive credit for both CHEM 200 and CHEM 201.
2. See section on the Faculty of Engineering and Architecture in this catalogue.
3. An average of 80 is required for your application to be considered for admission, however an average of 80 does not guarantee acceptance. Acceptance to the faculty of Engineering and Architecture is very competitive and the pool of applicants differs each term.
Graduation Requirements

Degrees of Bachelor of Arts and Bachelor of Science

The following are the graduation requirements for the degrees of BA and BS:

Residency and Total Credit Requirements

- A maximum of eight calendar years is allowed for graduation of students who begin with the freshman class; six calendar years for sophomores; four calendar years for juniors; and two calendar years for seniors. A student who fails to complete his/her degree program within these specified times must petition the Student Academic Affairs Committee for an extension of time.

- A minimum of seven semesters of residence beginning with the freshman class, or five semesters beginning with the sophomore class. For purposes of this requirement two summer sessions shall be considered equivalent to one semester.

- Regular FAS students (non-transfer students) who wish to spend time at other recognized institutions of higher learning abroad may do so at any time before graduation provided they secure the permission of the Dean of FAS. Transfer of credits will be considered on a course by course basis. At least 45 credits should be completed at AUB after the freshman year.

- Transfer students from other recognized institutions of higher learning must spend the final three semesters and complete at least 45 credits at AUB. For purposes of this requirement two summer sessions shall be considered equivalent to one semester.

- A minimum of 120 credits for students who enter as freshmen (90 of which should be courses numbered 200 or above) and 90 credits (in courses numbered 200 or above) for students who enter as sophomores.

Departmental Requirements

- A minimum of 36 credits in the major department, in courses numbered 200 or above, of which a minimum of 30 credits must be numbered 210 or above; and a cumulative average of 70 in the major, plus any additional requirements set by the department. For the distribution of the requirements according to discipline, consult the matrices of the departments in each department entry.

- A student must spend a minimum of one semester in a department as a major before s/he graduates in that major field.

Repeating Courses

A student may repeat any course irrespective of the grade s/he has received. A student who fails a required course must repeat the course at the earliest opportunity. No course may be taken more than three times without permission of the Student Academic Affairs Committee. When a course is repeated, the highest grade is considered in the calculation of the cumulative average. All course grades remain part of the student’s permanent record.
Faculty Requirements

Arabic and English Requirements

All Arabic-speaking students in the Faculty of Arts and Sciences (except those officially exempted) must take the Arabic language requirements. These students are required to take, in addition to the Arabic course required of freshmen, one Arabic language or literature course. The Arabic Placement Test (APT) is optional. Students who opt not to sit for the APT will have to register in any approved General Education Arabic Communication skills course. The option of taking the APT will be open to students who think they may be too weak to follow coursework higher than the basic language course (ARAB 201A). Such students may sit for the APT to ascertain if their level of proficiency in Arabic is not appropriate for a higher course. This will be further ascertained during the course itself. Students exempted from the Arabic Language Requirement should replace this requirement by taking any 3-credit course in Humanities or any language course including Arabic as a foreign language.

All students in the Faculty of Arts and Sciences must take English communication skills courses as determined by their placement. A student must enroll in the required course in their first term and continue without interruption until s/he has completed through ENGL 204. For example, a student placed in ENGL 102 must take three consecutive semesters of English (ENGL 102, ENGL 203, and ENGL 204: 9 credits of English); a student placed in ENGL 203 must take two consecutive semesters (ENGL 203 and ENGL 204: 6 credits). A student placed in ENGL 204 is not required to enroll in any additional communication skills courses offered by the English department.Freshmen are required to take a minimum of three credits of English during their freshman year. Students whose test scores do not qualify them to be placed in ENGL 102 are required to take the Intensive English Course (IEC); for more information on the IEC, refer to pages 38-39.

General Education Requirements

In implementation of the General Education Requirements for all faculties, all FAS students should show competence in the basic intellectual approaches of fields of learning in four major disciplinary fields and should take: 6 credits in Natural Science, 12 credits in Humanities1, 6 credits in Social Science2 and 3 credits in Quantitative Thought. Please refer to the General Education section pp. 49–68 in the General University Academic Information section in this catalogue for the list of approved General Education courses.

CVSP and Humanities Requirements

All students in the FAS are required to take twelve credits in the humanities. All students who wish to register in these courses should have demonstrated English language skills which placed them in ENGL 203 or above. A minimum of six credits must be taken in the Civilization Sequence Program (CVSP 201–208). For details refer to the Civilization Sequence Program section pages 167-171 and General Education Requirements section pages 51-54 and for a current list of General Education courses see the Registrar’s website.

1 No more than two courses from the student’s major may fulfill this requirement (Archaeology, English, Fine Arts and Art History, History, Philosophy).
2 No more than two courses from the student’s major may fulfill this requirement (Economics, Education, Political Studies, Psychology, Public Administration, Sociology-Anthropology-Media Studies).
Other Requirements

- A student must complete a minimum of 18 additional credits outside their major department, exclusive of the university course requirements stated above and of the normal freshman program.
- Grades of 70 or above in at least 50 credits of courses numbered 200 or above for students entering at the sophomore level. Students entering at the freshman level must obtain grades of 70 or above in at least 12 additional credits of courses numbered 100 or above.

Transfers

- All undergraduate transfer students from outside AUB to the Faculty of Arts and Sciences must take, after admission to the faculty, a minimum of 21 credits in their major department to graduate from AUB.
- All undergraduate transfer students from outside AUB to the Faculty of Arts and Sciences must present a TOEFL score in order for the Office of Admissions to determine the English communication skills courses they need to take at AUB. Only credits received for communication skills courses at a lower level than that in which the student has been placed can be transferred from other universities.
- Requirements for interdepartmental transfer within FAS: students wishing to transfer from one major to another in the Faculty of Arts and Sciences may do so after they have completed two full semesters of work in their current major and met any requirements for their prospective major (see the table of requirements on the following page).
- Requirements for transfer from other faculties: AUB students wishing to transfer to a major in FAS may do so after they have completed at least two full semesters (minimum 24 credits) of coursework at AUB, attained a minimum cumulative average of 70, as well as a minimum average of 70 in at least 15 credits taken in FAS.

Second Degrees

- Students already holding a bachelor’s degree from FAS who wish to obtain a different bachelor’s degree (BA or BS) must complete a minimum of 30 credit hours of courses in FAS and must complete all departmental requirements for the degree with a minimum average of 70 in those requirements.
- Students already holding a bachelor’s degree from another faculty at AUB who wish to obtain a different bachelor’s degree (BA or BS) must complete a minimum of 30 credit hours, and must meet all faculty and departmental requirements for the degree with a minimum average of 70.

Dual Degree

Students may, upon approval of the Faculty concerned, complete the requirements for a second degree while registered in another Faculty at AUB. In such a case, a student will be granted two degrees at the same time of graduation. If tuition differs, students will pay the higher of the tuitions.

Information about deadlines and applications are available on the following link: http://www.aub.edu.lb/registrar/Documents/pdfdoc/dualdegree.pdf.
Majorless Status

A student in good academic standing, who has not yet chosen a major or is in the process of selecting a new major, will be given the status of majorless. A department who opts to drop a student from his/her major must communicate this decision to the Student Services Officer in the Office of the Dean. A student who opts to change his/her status to majorless must communicate this decision to the Student Services Officer in the Office of the Dean through his/her academic adviser and/or department chair. All students should be admitted to a major by the end of their junior year. A student who wishes to join a new major must also complete the Departmental Transfer Form and submit it to the Office of the Dean, provided the student meets the requirements for admission to the new major.

Table 4 Requirements for Interdepartmental Transfer within FAS

<table>
<thead>
<tr>
<th>Major</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applied Mathematics</strong></td>
<td>a minimum cumulative average of 70 in MATH 201, and other math courses if taken</td>
</tr>
<tr>
<td><strong>Arabic</strong></td>
<td>a minimum grade of 70 in ARAB 201A or any other upper level ARAB course</td>
</tr>
<tr>
<td><strong>Archaeology</strong></td>
<td>a minimum grade of 70 in any two humanities courses excluding communication skills requirements in Arabic and English</td>
</tr>
<tr>
<td><strong>Art History</strong></td>
<td>a minimum grade of 70 in any two humanities courses</td>
</tr>
<tr>
<td><strong>Biology</strong></td>
<td>a grade of 75 or above in each of BIOL 201 and BIOL 202 and a cumulative BIOL average of 75 if additional courses are taken (excluding FR courses). A grade of 70 or above in CHEM 201 and a minimum overall average of 75. The aforementioned requirements should be completed in 3 consecutive semesters. Transfer to Biology from other departments within the Faculty of Arts and Sciences is competitive and requires departmental approval.</td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td>a minimum grade of 70 in CHEM 201; a cumulative average of 70 or more in any one of the following three combinations: MATH 201 and MATH 202 or MATH 201 and PHYS 211/228 or MATH 201 and CHEM 211</td>
</tr>
<tr>
<td><strong>Computer Science</strong></td>
<td>a minimum cumulative average of 70 in CMPS 200, 211, 212, and other computer science courses, if taken; and a minimum grade of 70 in CMPS 200</td>
</tr>
<tr>
<td><strong>Economics</strong></td>
<td>a cumulative average of 70 or more; a minimum grade of 70 in each of ECON 211, ECON 212, and ENGL 203; a minimum cumulative average of 70 in MATH 201 and MATH 202</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>a minimum cumulative average of 70 in ENGL 203 and/or ENGL 204; a minimum cumulative average of 70 in EDUC course(s) if taken</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>a minimum grade of 70 in ENGL 203, 204, and any two of the following four introductory courses: ENGL 201, 205, 207, and 227</td>
</tr>
<tr>
<td><strong>Geology</strong></td>
<td>a minimum grade of 70 in GEOL 201 and GEOL 203</td>
</tr>
<tr>
<td>**History and **</td>
<td>a minimum grade of 70 in any two humanities courses excluding communication skills requirements in Arabic and English</td>
</tr>
<tr>
<td><strong>Archaeology</strong></td>
<td>a minimum grade of 70 in any two humanities courses</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>a minimum cumulative average of 70 in MATH 201, and other math courses if taken</td>
</tr>
<tr>
<td><strong>Petroleum Studies</strong></td>
<td>a minimum grade of 70 in GEOL 201 and GEOL 203</td>
</tr>
<tr>
<td><strong>Philosophy</strong></td>
<td>a minimum grade of 70 in any two humanities courses excluding communication skills requirements in Arabic and English</td>
</tr>
<tr>
<td><strong>Physics</strong></td>
<td>a cumulative average of 70 in PHYS 210, 210L, and 212, and a cumulative average of 70 in MATH 201 and 202</td>
</tr>
<tr>
<td><strong>Political Studies</strong></td>
<td>a minimum grade of 70 in each of PSPA 201 and PSPA 202; and a minimum combined grade average of 70 in ENGL 203 and ENGL 204</td>
</tr>
<tr>
<td><strong>Psychology</strong></td>
<td>a minimum grade of 70 in PSYC 101 or PSYC 201, ENGL 203, and ENGL 204 and a cumulative average above 70; PSYC 101 or PSYC 201 cannot be repeated more than twice</td>
</tr>
<tr>
<td><strong>Public Administration</strong></td>
<td>a minimum grade of 70 in each of PSPA 201 and PSPA 202; and a minimum combined grade average of 70 in ENGL 203 and ENGL 204</td>
</tr>
<tr>
<td><strong>Sociology-Anthropology</strong></td>
<td>a minimum grade of 70 in one of the following: SOAN 101, SOAN 201, SOAN 203 or MCOM 201, ENGL 203, and ENGL 204; SOAN 101 and SOAN 201 cannot be repeated more than twice</td>
</tr>
<tr>
<td><strong>Statistics</strong></td>
<td>a minimum cumulative average of 70 in MATH 201, and other math courses if taken</td>
</tr>
<tr>
<td><strong>Studio Arts</strong></td>
<td>a minimum grade of 70 in any two humanities courses</td>
</tr>
</tbody>
</table>

* Freshman students who have taken PSYC 101 or SOAN 101 and received a grade of 70 or above do not need to take PSYC 201 or SOAN 201.
For further details concerning individual departmental requirements see the relevant sections of this catalogue.

**Minors**

Most departments in the Faculty of Arts and Sciences offer minors, which require the completion of a number of courses before graduation as specified below:

**American Studies requires 15 credits:** AMST 215, one course from AMST 220, 230, 240, 265/266, 298, HIST 200, 271, 272, 273, 274, 278/279, PSPA 251, SOAN 215; plus one course from AMST 275/276, 299, CVSP 260AM, ENGL 201, 224, 225, 226; plus two additional courses chosen from any of the above or from the following (with the stipulation that no more than one from the following list may be counted): ARCH 023, CVSP 208E, ENGL 215, 216, 218, 219, 222, 241, 242, PHIL 249, 263A, PSPA 234, 237.

**Arabic and Near Eastern Languages** requires 15 credits: ARAB 211 or ARAB 212 (or an equivalent language course), at least one course in classical Arabic literature, at least one course in modern Arabic literature, plus two other courses in the department.

**Biology** requires 15 credits of BIOL courses. The courses are BIOL 201 (4 credits), BIOL 202 (4 credits), plus at least two courses (provided the prerequisites of these courses are satisfied) to complete the 15 credits required for the minor except BIOL 200, BIOL 209, BIOL 210, and BIOL 293.

**Chemistry** requires 18 or 19 credits: CHEM 201, CHEM 206/215, CHEM 211, CHEM 212, CHEM 228, and one course from CHEM 217 or CHEM 218. MATH 201 is a prerequisite.

**Computational Sciences** (interdisciplinary, involving courses from more than one FAS department) requires 16 credits (excluding prerequisite courses): CMPS 212, CMPS 251, CMPS 281; plus six credits from the following: MATH 211, CMPS 255, CMPS 256, DCSN 200, PHYS 222, or a tutorial course in either PHYS 231 or PHYS 232, or a Chemistry course which has computational contents. New computational courses will be introduced by various departments as future electives for this minor.

**Computer Science** requires 18 credits: CMPS 200, CMPS 211, CMPS 212, CMPS 256, and six additional credits in CMPS courses numbered 230 or above. [Note: if EECE 230 is completed, a student can get credit for only one of CMPS 200 or EECE 230.]

**Economics** requires 18 credits: ECON 211, ECON 212, ECON 214, plus three elective courses to be chosen from available economics offerings provided the prerequisites or their equivalents have been completed.

**Education** requires 15 credits: EDUC 211 or EDUC 216, EDUC 215 or EDUC 225, EDUC 230, and one elective from the following courses: EDUC 219, EDUC 221, EDUC 223, plus a general elective in education (3 credits).

**English**

- **English Literature** requires 15 credits: two core courses from ENGL 201, ENGL 205, ENGL 207, plus three other courses: one period course, and any two courses from the different categories of the literature curriculum.

- **English Language** requires 15 credits: ENGL 227 and four other courses chosen from ENGL 224–238 and/or ENGL 245–294.
• **Creative Writing** requires 15 credits: ENGL 236, two courses chosen from ENGL 237, ENGL 239, ENGL 249, ENGL 250, or ENGL 251, one 200-level course chosen from the offerings in Literature, and one course chosen either from the Literature offerings or from ENGL 237, ENGL 239, ENGL 249, ENGL 250, ENGL 251, or ENGL 253.

**Environmental and Aquatic Sciences** requires in addition to BIOL 202 or BIOL 200, a total of 15 credits chosen from the following three lists: one course from BIOL 252, BIOL 250, BIOL 256; one course from BIOL 266, BIOL 246, BIOL 267, BIOL 255; the remaining credits are completed by choosing from the following: CHEM 202, PHIL 209, PSPA 288F, BIOL 240, BIOL 241, BIOL 245, BIOL 246, BIOL 250, BIOL 252, BIOL 254, BIOL 255, BIOL 256, BIOL 258, BIOL 259, BIOL 266, BIOL 267, BIOL 281, BIOL 286, AGSC 215, LDEM 230, AGSC 284, AGSC 295, LDEM 211, LDEM 215, LDEM 203, ENHL 220, CIVE 350, CIVE 450.

A minimum of three courses should be taken outside the student’s major field of study and should be chosen from two different disciplines.

**Fine Arts and Art History** requires 15 credits each.

• **Art History** requires 9 credits chosen from FAAH 221, FAAH 222, FAAH 223, FAAH 224 or equivalents, and 3 credits from any Special Topics in Art History course (courses numbered FAAH 225A, FAAH 225B, FAAH 225C, FAAH 226A, FAAH 226B, FAAH 226C, FAAH 227A, FAAH 227, FAAH 227C, FAAH 228A, FAAH 228B, FAAH 228C, FAAH 229A, B, C, D, E) and three credits from the following group: FAAH 232, FAAH 235, FAAH 238 (or approved alternative).

• **Studio Art** requires fifteen credits: FAAH 200, FAAH 205; six credits taken from any studio courses; and one course from FAAH 229A, B, C, D, or E or FAAH 224 or equivalent, or FAAH 235 or FAAH 238 or equivalent.

• **Theater** requires 15 credits: FAAH/Theatre 267, CVSP 212, FAAH/Theatre 265 or 270, FAAH/Theatre 283 or 284, and one course from the following group FAAH/Theatre 274, FAAH 286, ARAB 240, ENGL 212, ENGL 216, ENGL 251, or other theatre elective and approved by the Department.

• **Music** requires 15 credits: FAAH 240 or FAAH 241, FAAH 262, FAAH 247 and FAAH 242, FAAH 242A, FAAH 242B, applied music Choir (3 semesters at 1 credit) or other ensemble music course as approved by the department; and 3 credits to be taken from FAAH 240, FAAH 241, FAAH 244, FAAH 261, FAAH 260 or other music elective as approved by the department.

**Gender Studies** (interdisciplinary) requires 15 credits from the following courses: BIOL 290 (Gender Biology), HIST 262, EDUC 290 (Gender Issues in Education), PHIL 249, CVSP 207G (Gender and Society), CVSP 230, CVSP 295 (Arab Feminism).

**Geology** requires 16 credits: core courses GEOL 201, GEOL 202, GEOL 203 and GEOL 205, plus any two of the following elective courses: GEOL 210, GEOL 211, and GEOL 222.

**History and Archaeology** require 15 credits each:

• **History**: five courses numbered 200 and above. All minors, especially those considering graduate work in history, are encouraged to take HIST 287 as one of the five courses.

• **Archaeology**: five courses numbered 200 and above, including one of the following: AROL 211, AROL 212, AROL 233, AROL 234, AROL 291, or AROL 292.

**Human Rights and Transitional Justice** requires 15 credits: SOAN 245, SOAN 240 or PSPA 235, and three electives from the following: SOAN 221, SOAN 230, SOAN 231, SOAN 232, SOAN 242, PSYC 212, PHIL 216, PHIL 252, PSPA 222, PSPA 232 any special topics course in SOAN, PSYC,
PHIL, PSPA, which will fit with the minor topic, upon the approval of the respective department chair and the coordinator of the minor program. Students majoring in sociology-anthropology should take at least three courses other than SOAN courses.

**Mathematics** requires 18 credits each:

- **Mathematics** requires 18 credits: MATH 201, MATH 210, either MATH 218 or MATH 219; and nine more credits in mathematics courses numbered 202, 211, or above; and statistics courses numbered 230 or above.

- **Statistics** requires 18 credits: MATH 201, MATH 210, and STAT 233; and 9 credits in statistics courses numbered 211 or above, excluding STAT 230.

- **Applied Mathematics** requires 18 credits: MATH 201, MATH 210; either MATH 218 or MATH 219; and nine more credits in mathematics courses numbered MATH 202, MATH 211 or above, and statistics courses numbered 230 or above.

**Philosophy** requires 15 credits from courses numbered 200 and above, including two of the following: PHIL 210, PHIL 211, PHIL 213, and PHIL 214.

**Physics** requires 17 credits: PHYS 210, PHYS 211, PHYS 212, PHYS 221L or (PHYS 210L and PHYS 211L) and six more credits in physics selected from the following: PHYS 217, PHYS 220, PHYS 223, PHYS 222, PHYS 231, PHYS 235, PHYS 236.

**Political Studies and Public Administration** requires 15 credits each:

**Minors for PSPA Majors**

- Political Studies majors choosing to minor in Public Administration are required to take a minimum of 15 credits. The requirements are PSPA 212; plus four upper-level courses from the following list: PSPA 222, PSPA 257, PSPA 258, PSPA 259, PSPA 272, PSPA 273, PSPA 275, PSPA 277, PSPA 278, or PSPA 297. No courses taken for a major may be counted toward a minor; and vice versa.

- Political Studies majors choosing to minor in Public Policy are required to take a minimum of 15 credits. The requirements are PSPA 260 and PSPA 276; plus two upper-level courses from the following list: PSPA 223, PSPA 225, PSPA 238, PSPA 250, PSPA 251, PSPA 252, PSPA 259, PSPA 261, PSPA 262, PSPA 263, PSPA 277, or PSPA 278. No courses taken for a major may be counted toward a minor; and vice versa.

- Public Administration majors choosing to minor in Political Studies are required to take a minimum of 15 credits. The requirements are one of the following: PSPA 210, PSPA 211 or PSPA 213; and any four upper level courses from the following list: PSPA 214, PSPA 215, PSPA 216, PSPA 217, PSPA 218, PSPA 219, PSPA 221, PSPA 222, PSPA 223, PSPA 225, PSPA 228, PSPA 229, PSPA 231, PSPA 232, PSPA 233, PSPA 234, PSPA 235, PSPA 236, PSPA 237, PSPA 238, PSPA 239, PSPA 250, PSPA 251, PSPA 252, PSPA 253, PSPA 254, PSPA 255, or PSPA 256. No courses taken for a major may be counted toward a minor; and vice versa.

**Minors for Non-PSPA Majors**

- **Political Studies**: PSPA 201; one of the following three: PSPA 210, PSPA 211, or PSPA 213; and any three upper level courses from the following list: PSPA 214, PSPA 215, PSPA 216, PSPA 217, PSPA 218, PSPA 219, PSPA 221, PSPA 222, PSPA 223, PSPA 225, PSPA 228, PSPA 229, PSPA 231, PSPA 232, PSPA 233, PSPA 234, PSPA 235, PSPA 236, PSPA 237, PSPA 238, PSPA 239, PSPA 250, PSPA 251, PSPA 252, PSPA 253, PSPA 254, PSPA 255, PSPA 256, PSPA 286, PSPA 288, PSPA 289, PSPA 290, PSPA 291, PSPA 292, and PSPA 299.
• Public Administration: PSPA 202, PSPA 212, plus three upper-level courses from the following list: PSPA 222, PSPA 257, PSPA 258, PSPA 259, PSPA 272, PSPA 273, PSPA 275, PSPA 277, PSPA 278, PSPA 297 or PSPA 298.

• Public Policy: PSPA 202, PSPA 260 and PSPA 276; plus two upper-level courses from the following list: PSPA 223, PSPA 225, PSPA 238, PSPA 250, PSPA 251, PSPA 252, PSPA 261, PSPA 262, PSPA 263, PSPA 277, PSPA 278, PSPA 297 or PSPA 298.

Sociology, Anthropology and Media Studies (offers three minors) requires 15 credits each:

• Anthropology: SOAN 203 or SOAN 212, SOAN 222 or SOAN 225, and SOAN 221 or 227; plus two electives from SOAN 212, SOAN 214-217, SOAN 220-227, SOAN 232, SOAN 240-242, SOAN 250-252, and SOAN 290 (if selected topic in Anthropology).

• Communication: MCOM 203 (SOAN 205), MCOM 220 (SOAN 228), and MCOM 221 (SOAN 229); plus any two electives from the MCOM courses, including the following: MCOM 201 (SOAN 204), MCOM 202 (SOAN 207), MCOM 230 (SOAN 234), MCOM 231 (SOAN 235), MCOM 240 (SOAN 206), MCOM 241 (SOAN 236), MCOM 250 (SOAN 230), MCOM 251 (SOAN 231), MCOM 260 (SOAN 233), MCOM 261 (SOAN 243), MCOM 280, MCOM 281, MCOM 290, MCOM 291, MCOM 292, and MCOM 299.

• Sociology: SOAN 101 or SOAN 201, SOAN 213, SOAN 214, plus two electives from the following: SOAN 210, SOAN 220, SOAN 222, SOAN 223, SOAN 224, SOAN 225, SOAN 232, SOAN 240–242, SOAN 245 and SOAN 290 (if selected topic in Sociology).

Psychology offers two minors requiring 15 credits each:

– Psychology: PSYC 101 or PSYC 201, PSYC 280, plus three electives from PSYC 210–236.

– Cognitive Science: PSYC 228 is required. PSYC 228 cannot be counted as a psychology course for the purpose of this requirement. The remaining 12 credits must be chosen from the following courses: PSYC 220, PSYC 224, PSYC 226, PSYC 280, and PSYC 290; PHIL 221, PHIL 222, PHIL 223, PHIL 257, PHIL 258; ENGL 227, ENGL 230, ENGL 232, ENGL 246; EDUC 215, EDUC 221, EDUC 225, EDUC 290, EDUC 290F; CMPS 287; and BIOL 243, BIOL 290F, BIOL 290AF-1, BIOL 290T-1, on condition that the 12 credits chosen span three of the five disciplines. Only 3 credits of the 15 credits taken for the minor may count toward the student's major.

Social and Political Thought requires 15 credits: PSPA 210 or PHIL 216, one senior seminar, and three courses from: ENG 222, ENG 235, ENG 240, ENG 243, ENG 247, PHIL 210, PHIL 225, PHIL 251, PHIL 252, PSPA 214, PSPA 215, PSPA 216, PSPA 217, PSPA 218, PSPA 221, PSPA 290A, PSPA 290B, PSPA 290C, SOAN 213, SOAN 221, SOAN 223, SOAN 290 (after securing the approval of the SPT Committee), ARCH 021, ARCH 022, ARCH 037, ARCH 039 and GRDS 020. No more than 9 credits can be taken from the same department; no more than 3 credits can be counted toward the student’s major; no more than 6 credits can be taken from the student’s home department.

Translation requires 15 credits: ARAB 225, ARAB 226, ENGL 233; plus two of the following courses: ARAB 211, ARAB 212, ENGL 231 or 294, and ENGL 247.

Students who opt for a minor (one or more) must do so while working toward their undergraduate degree at AUB. To graduate with a minor a student must attain an average of 70 or more in courses taken to satisfy the requirements of that minor.

Students who have completed the requirements for a minor in any department should complete the Certificate of Fulfillment of the Requirements for a Minor and submit it to the Office of the
Dean. Copies of this form are available in the departments offering minors and on the FAS website. The transcript of the student shall indicate the minor(s) chosen.

FAS Diplomas

- **Teaching Diploma:** See Department of Education in this catalogue.
- **Diploma Program in Media Communication:** See Department of Social and Behavioral Sciences in this catalogue.

Directed Study

A student with an average of at least 85 in his/her major at the beginning of the senior year may elect to pursue a course of directed study. Students with averages below 85 may be admitted to directed study at the discretion of the department.

Students who elect a course of directed study choose their courses in consultation with a faculty member selected by the student with the department’s approval. These courses may include a three- or six-credit tutorial directed by the faculty member. This tutorial may consist of independent research, original creative compositions, or directed reading, and includes the presentation of a report or thesis.

Tutorials

A student can register for a single tutorial of up to 3 credits during his/her final year at AUB, after securing the permission of his department. Grades for tutorials are either P (Pass) or F (Fail).

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
- have no failing or incomplete grades in courses that carry credits
- not have been subjected to any disciplinary action within the University during the semester
- be deemed worthy by the dean to be on the honor list.

Attendance and Withdrawal from Courses

- Students are expected to attend all classes, laboratories, or required fieldwork. All missed laboratory or fieldwork must be made up. A student is responsible for work done, and for any announcements made, during his/her absence.
- 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) can 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.
• Individual instructors may, at their discretion, keep attendance records. Instructors who drop students for excessive absence are requested to submit the attendance record for the whole class as well as the attendance policy which has been announced in the syllabus of the course distributed to students at the beginning of the semester and kept on record in the department.
• Students who withdraw or are dropped for excessive absence from a course will receive a grade of “W”.
• Students who do not withdraw or cannot be dropped for excessive absence from a course will receive a grade of 40.
• Students can withdraw from registered courses, not later than 10 weeks (five weeks in the summer term) from the start of the semester, provided that their credit load during the semester does not drop below 12 credits.
• A student cannot withdraw, or be withdrawn, from a course after the deadline for withdrawal from courses mentioned above, unless approved by the Student Academic Affairs Committee.
• Students cannot withdraw, or be withdrawn, from a course if this results in the student being registered for less than 12 credits without prior approval of the Student Academic Affairs Committee.

Examinations and Quizzes
Students who miss an announced examination or quiz must present an excuse considered valid by the instructor of the course. Unless stated otherwise in the course syllabus, the course instructor should then require the student to take a make-up examination. Make-ups for quizzes and mid-terms as well as class assignments must be completed BEFORE the final grade of the course is issued at the end of the semester. Only medical reports and/or qualified professional opinions issued by an AUB employee, AUB Medical Center (AUBMC) 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 to the Student Academic Affairs Committee. Instructors should make sure that there is no time conflict between an exam and a regularly scheduled course.

Grading Policies, Incomplete Grades and Make-up Examinations
For information on the Grading System, see General University Academic Information.

All faculty members in FAS are to submit their final course grades electronically no later than 72 hours after the final examination.

The work for a course in FAS must be completed by the date on which the semester ends. Students who have completed all the course work but missed the final exam, or failed to submit papers or projects in lieu of the final exam (depending on course requirements), may be given an incomplete grade upon submission of a valid excuse to the course instructor. The procedures related to such cases are as follows.

Incomplete course work is reported with an “I” followed by a numerical grade that reflects the evaluation of the student by the end of the semester. This evaluation should be based on a grade of zero for all missed work and reported in units of five. Typically an incomplete grade ranges from
The “W” option is not available to faculty members; all course withdrawals should be entered by the Office of the Registrar. The grades “X”, “blank” or “I” without a numerical grade should not be reported. Only the Student Academic Affairs Committee can grant permission to make up for missed final exams, papers or projects in lieu of the final exam. To obtain permission to complete the work in a course, a student must submit a valid excuse to the instructor of the course. Whenever possible, medical excuses should be issued by the University Health Services (UHS) or the AUB Medical Center (AUBMC). If the reason for the incomplete work is considered valid by the course instructor, the latter should then submit to the Student Academic Affairs Committee, a “Request for Make Up for Incomplete Work” (Form 1, downloadable from the FAS website under “Academic Forms”). This request must be submitted within two weeks of the scheduled date of the missed final exam. Late requests will not be entertained without a valid justification. The Student Academic Affairs Committee will promptly inform the course instructor whether the request is approved or not. If the request is approved by the Student Academic Affairs Committee, the student will be permitted to complete work for the course and must do so within four weeks of the start of the next regular semester (excluding summer, since the summer session is NOT considered a regular semester). The time and date of make-ups, within the period specified above, are set by the course instructor after consulting with the student involved. It is the responsibility of the student to find out from his/her instructor the specific dates by which the work should be completed. After the course work is completed and evaluated by the instructor, the latter should report the new course grade on the “Authorized Change of Grade” (Form 2, downloadable from the FAS website under “Academic Forms”). This form should be sent along with the approved Form 1 to the Student Academic Affairs Committee within 72 hours after the student has completed the course work. The grade change will be considered by the Dean of the Faculty (upon the recommendation of the Student Academic Affairs Committee) and the new grade will be reported to the Office of the Registrar. Failure to complete incomplete work within the period of four weeks will result in dropping the “I” on the reported course grade, and the available numerical grade becomes the final grade in the course. If Form 1 is not submitted in due time (two weeks after the scheduled date of the final exam), or if the request is turned down by the Student Academic Affairs Committee, the “I” on the reported course grade will be dropped. The available numerical grade becomes the final grade in the course.

The procedure to be followed in requesting a change of a grade that was erroneously reported on the AUB SIS is as follows. The “Request for change of grade” Form 3 (downloadable from the FAS website under “Academic Forms”) should be completed by the course instructor immediately when the error is found. The form should then be signed by the Chair of the Department offering the course and submitted to the Student Academic Affairs Committee along with a copy of the original class list with all grades given and the detailed course grading scheme. The course instructor should specify on the form the nature of the error made. The Student Academic Affairs Committee will take note of this change of grade which will be immediately reported to the Office of the Registrar. Requests for change of grade will not be considered after a period of four weeks from the beginning of the next regular semester.

Academic Probation

Departmental Probation and Dismissal from a Department

Students will be placed on departmental probation if their average in major courses drops below 70 in their first two semesters in the major. Departments will drop students from their major in case they have an average below 70 in the major courses at the end of their third regular semester in the major.
Placement on Academic Probation

- Students entering AUB at the freshman level are placed on academic probation if their overall average is less than 67 at the end of their second regular semester, if their semester average is less than 68 at the end of their third or fourth regular semester, 69 at the end of their fifth or sixth regular semester, or if it is less than 70 in any subsequent semester excluding the summer term.

- Students entering FAS at the sophomore level are placed on academic probation if their overall average is less than 68 at the end of their second regular semester, if the semester average is less than 69 at the end of their third or fourth regular semester, or less than 70 in any subsequent semester excluding the summer term.

- Students entering FAS as transfers at the junior level from other recognized institutions of higher learning are placed on academic probation if their cumulative average is less than 69 at the end of their second regular semester in FAS, or if their semester average is less than 70 in any subsequent semester excluding the summer term.

- It is to be understood that the semester in which the student is considered to be ‘on probation’ is the semester that immediately follows the semester in which the student has earned the grades leading to that placement.

- For evaluation purposes, the minimum number of credits at the end of the second regular semester at the University should be 24 including all repeated courses, and 12 in each subsequent fall or spring semester including all repeated courses. Students carrying a reduced schedule of less than 12 credits are not subject to probation regulations until they have accumulated a minimum of 12 credits including the summer session.

- Courses/credits taken during a summer term are counted toward 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 toward the semester average of the next regular semester (the highest grade for repeated courses is considered in computing the average).

- 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.

- If a student on probation drops the entire semester, then that semester is not counted for continued probation purposes.

- Students who register in intensive English for one semester are not subject to probation during that semester.

Removal of Probation

Probation is removed when the student attains a semester average that exceeds the applicable averages indicated above. The student is off probation during the semester following the one in which such grades are earned.

Probation Duration: 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 on pp. 132). Students on probation are advised to repeat courses for which they have obtained failing or low grades.
Credit Load for Students on Academic Probation: The load of a student who is in his/her first semester on probation shall not be fewer than 12 or more than 17 credit hours. The load of a student who continues on probation beyond one semester shall neither be fewer than 12 nor more than 13 credit hours. During a summer session, all students on probation shall carry loads of not more than 7 credits.

Dismissal from the Faculty

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 second regular semester
• if the student fails to clear academic probation within two regular semesters, excluding the summer term, after being placed 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 s/he is in the final year at AUB)
• if the student is deemed unworthy by the faculty to continue for professional or ethical reasons

Application for Readmission

When, in accordance with university regulations, a student is dropped, the implication is that s/he is not qualified to continue his/her education at AUB. Consideration for readmission is given only if, after spending at least one year at another recognized institution of higher education, the student is able to present a satisfactory record with no failure. The student must have achieved a grade equivalent to the AUB grade of 70 in each of the courses for which transfer credit is requested. Transfer credit is considered after departmental evaluation of a student's coursework.

The foregoing regulations on readmission also apply to students dropped from other AUB faculties who apply for admission to the Faculty of Arts and Sciences.

Readmission of students dropped from the Faculty of Arts and Sciences by the Student Academic Affairs Committee requires the approval of the latter committee, whereas readmission of students dropped from other AUB faculties to Arts and Sciences requires the approval of the Arts and Sciences Undergraduate Admissions Committee. Before action is taken on any application for readmission, the committee concerned will seek the recommendation of the prospective department.

Students who withdraw voluntarily for more than two years are required to submit a readmission form with all necessary documents for approval by the Undergraduate Admissions Committee.

Students who were dropped from the faculty for poor academic performance and who have spent one year at another University will be readmitted on strict academic probation on the following conditions: to take 12-13 credits and remove probation by achieving a semester average of 70 or more at the end of the semester in which they were readmitted. Failure to meet any of the conditions above will lead the student to be permanently dropped from the faculty.

Failure

If a student fails a course, no re-examination is permitted. If a course is required for graduation, a student failing the course must repeat it.
A student may not register for a course more than three times, including withdrawals; for the third registration, the permission of the student’s academic adviser, and the academic unit concerned, is required.

The Arts and Sciences Student Academic Affairs Committee may consider a fourth registration under special circumstances.

A student who at the end of his/her senior year fails to attain a cumulative average of 70 in his/her major field is required to take additional courses in that field, or to repeat courses in which the student has scored low grades, provided s/he is permitted to continue at the University.

Summer Session

Maximum Load: The maximum academic load during a regular summer session is nine credits (seven credits for students on probation).

Degree Courses: The degree courses offered during the summer session are identical in standard and content to those offered during the fall and spring semesters.

For information on Non-Degree Courses and Summer Orientation Programs see the sections on Department of Education and AUB Extension Programs in this catalogue.

Courses

FAS Numbers Preceding Course Titles

• Freshman Courses: numbered from 101 to 199 are ordinarily taken during the freshman year and may be counted toward graduation but only as part of the freshman program.
• Introductory Courses: are from 200 to 209 and may be counted toward graduation whenever taken but cannot be considered as part of the 30 credits above 210 required in the major field.
• Advanced Undergraduate Courses: are from 210 to 299 and may be counted as credits in the major field.
• Graduate Courses: are from 300 to 499 (available to senior undergraduates in good standing and upon securing the consent of the department).

Odd-numbered courses are normally offered during the fall semester whereas even-numbered courses are normally offered during the spring semester.

Numbers Following Titles of Courses

• The first number following the title of a course indicates the number of class hours given each week.
• The second number indicates the laboratory or practice hours required each week. The third number indicates the number of credit hours applied toward graduation. The credit assigned to each course is stated for the semester. Each hour of laboratory is considered a 1/3 to 1/2 credit hour.
• Courses marked annually are offered at least once during each academic year. Other courses marked alternate years and each semester are given accordingly. When frequency of offering is not indicated, the course is offered at the discretion of the department.

Course Descriptions
For those requiring additional information, more detailed course descriptions are available in the individual department sections of this catalogue.

Courses Offered by Other Faculties
Students in the Faculty of Arts and Sciences may also take, for credit, elective courses offered in the Faculties of Medicine, Engineering and Architecture, Agricultural and Food Sciences, and Health Sciences. However, FAS students cannot be given academic credit for the following courses: NFSC 220, AVSC 279, AVSC 280, and AGSC 288. With regard to courses taken in other Faculties, all prerequisites must be satisfied. Some courses may require prior approval from the Faculty concerned.