

- Those who have an undergraduate degree from AUB but who want to work for another undergraduate degree. Such students need the permission of the appropriate faculty committee and must carry a minimum of 12 credits per semester.

### Part-time Students

The category of part-time students is restricted to the following types of students:

- AUB staff members who are working for a degree
- Those who need less than 12 credits to complete work for an undergraduate degree.
- Those who are granted permission by the appropriate faculty committee for one of the following reasons:
  - Health
  - Family problems that may influence the academic performance of the student.

### Auditors

Students who wish to audit courses must secure the approval of the professor who is teaching the course that they wish to audit and should pay fees due to the Comptroller's Office. Auditors are not issued student identity numbers and the University does not provide them with university identity cards.

### Course Loads

To be considered full-time, a student must carry a minimum load of 12 credits per semester. (See the required number of credits for summer full-time status under summer term for each faculty.) If a full-time student wishes, or is forced, to reduce his/her load to less than 12 credits, the issue must first be referred to the appropriate faculty committee.

Students can normally register for up to 17 credits per semester and nine credits during the summer term. 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 in the second semester.
- Junior and senior (third and fourth year in the professional schools) students who have completed their English communication skills requirements at the level required by their major departments may register for a maximum of 18 credits per semester (a maximum of 19 credits per regular semester in FEA).
- If the program requires that a student register for more than 17 credits in a particular semester.

In all other cases, students who wish to register for more than 17 credits must petition the appropriate faculty committee for permission to do so. Their requests will be handled on a case-by-case basis.

### Correct Use of Language

Facility in clear, correct, and responsible use of language is a basic requirement for graduation.

Grades on papers (term papers, essays, or examinations) that are ill-written, no matter what the course, may be lowered for the quality of the writing alone.

The final grade in any course may be lowered for consistently substandard written or oral expression; in extreme cases a failing grade may be given for this reason alone.

See also information on the English Language Proficiency Requirement (ELPR) on pp. 24, 25 of this catalogue.

### 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.

### Directed Study (Faculty of Arts and Sciences Only)

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 course directed by the faculty member. This tutorial may consist of independent research, original creative compositions, or directed reading, and will include the presentation of a report or thesis.

### Disclosure of Student Records

The University may disclose routine information without prior written consent from the student. This information will be of a directory nature and may include only the following items: student's name, degrees received, major field(s) of study, awards received, and participation in officially recognized activities and sports.

With the exceptions specified in one through five below, the University will release other information, including information from academic records, only upon receiving written consent of the student. This consent must specify the information that is to be disclosed, state the purpose of the disclosure, and provide the names and addresses of the individuals or institutions to whom disclosure is to be made. However, the University may disclose information, including information on academic records, without prior written consent of the student

- upon the request of officers of other educational institutions where the student seeks to enroll (In such cases the student will be given, upon his or her request, a copy of the information sent to the institution.);
- as necessary to academic officers, academic advisers, and faculty members within the University;
- to parents of a dependent student;
- in compliance with a judicial order; and
- to financial aid services in connection with financial aid for which the student has applied or which the student has received.

### Dismissal and Readmission

A student will be 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 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.

A student will normally be considered for readmission only if, after spending a year at another recognized 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.

## Education Requirements

AUB is committed to offering its students a broad undergraduate liberal arts education that enables them to acquire the analytical skills and habits of life-long learning that they will need to compete successfully in the twenty-first century. The general education distribution requirements are intended to expose students to a range of intellectual experiences during their time at AUB. We want to give our students the opportunity to make choices and to question and to test what they believe are their career goals and their intellectual interests.

In addition to courses in their academic majors and the opportunity to take minor concentrations in specific fields, all AUB students must take a minimum of 36 credits in general education requirements distributed in the following fields: English and Arabic (9 credits); the humanities (12 credits); economics and social sciences (9 credits); and science, math, and technology (6 credits). We believe that a student who has chosen to follow a course of study at AUB leading to a degree in a professional field such as engineering should be exposed to the humanities and social sciences. By the same token, a student who plans to major in history should have the opportunity to take science courses and to work in a lab.

While being exposed to various fields of knowledge, we also want our students to have the opportunity to experience different modes of learning (lectures, seminars, labs, and independent research projects). Different modes of analysis are designed to enhance students' verbal and interactive skills (seminars), writing and analytic skills (research projects), and hands-on experimental skills (laboratories).

These distribution requirements may be met by either required or elective courses.

## English Proficiency

AUB students must demonstrate English language proficiency in order to graduate. Grades on papers (term papers, essays, or examinations) or a final course grade may be lowered for the quality of the writing alone.

The Intensive English Course (IEC), ENGL 100, is intended for students who have been admitted but have not met the English Language Proficiency Requirement (ELPR). Students must score at least 375 on the AUB EEE, 490 on the paper-based TOEFL, or 163 on the computer-based TOEFL (CBT) to be admitted to the IEC.

Students will be placed in either ENGL 100A (15 hours) or ENGL 100B (10 hours) based on their EEE and TOEFL scores. Students with scores of 375–449 on the EEE, 490–500 on the TOEFL, or 163–173 on the CBT will be placed in 100A. Those with scores of 450–499 on the EEE, 503–567 on the TOEFL, or 177–227 on the CBT will be placed in 100B.

Students enrolled in the IEC may register for one or two regular university courses (up to a maximum of six credits) depending on whether they are placed in ENGL 100A or ENGL 100B. This allows students to earn credits toward a degree while working towards achieving the level of English needed in order to carry a full load of courses in the regular program. Such courses are restricted to Arabic and mathematics/statistics/computer literacy courses in the Faculty of Arts and Sciences and equivalent courses in mathematics and statistics in other faculties and schools.

Students usually complete the IEC in one or two semesters. A student who fails to pass the IEC by the end of the second semester loses his or her admission to the University. A student in the IEC program is subject to the same attendance requirements as all other AUB students.

ENGL 100A Intensive English Course or ENGL 100B Intensive English Course. These zero-credit courses are offered each semester. The courses are designed to help students develop linguistic and communication skills with a special emphasis on strengthening areas of particular weakness that are identified by diagnostic tests. Students are exposed to a wide variety of assignments to assist them to develop critical thinking skills. Lab sessions reinforce grammar, reading speed, vocabulary building, and study skills.

## Grading System

In the Faculties of Agricultural and Food Sciences, Arts and Sciences, Engineering and Architecture, Health Sciences, School of Business and School of Nursing, the following grading system is used. See grading systems in the section for the Faculty of Medicine.

90 – 100	Outstanding	I	Incomplete <sup>1</sup>
85 – 89	Excellent	P	Pass
80 – 84	Very Good	PR	In Progress
75 – 79	Good	W	Withdrew
70 – 74	Fair	X	No Grade Reported <sup>2</sup>
60 – 69	Weak		
Below 60	Fail		

All final grades are expressed in multiples of one.

## Graduation

### Requirements

Students are strongly advised to prepare their registration schedules with their advisers to make sure they are fulfilling all graduation requirements. Failure to do so may mean that a student will have to spend an additional semester, or more, to complete graduation requirements.

### Commencement Exercises

Commencement exercises are held at the end of the academic year. Students who graduate in October or February may participate in the commencement exercises. Graduates of October or graduates of February who wish to participate in the July commencement exercises should notify the Office of the Registrar of their intention by filling in a special form (Form CE1) and submitting it at the Office of the Registrar not later than June 10.

Students who graduate in June will have places reserved for them in the June commencement exercises. July graduates who opt not to participate in the commencement exercises should fill in Form CE2 and submit it at the Office of the Registrar not later than June 10. July graduates who do not receive their degrees during the commencement exercises and who have submitted Form CE2 within the above-indicated deadline may receive their diplomas at the Office of the Registrar at a date subsequent to the date of the commencement.

### Names on Diplomas and Degrees

Names on diplomas and degrees will be spelled exactly as they appear on passports or identity cards. According to the Lebanese Ministry of Education, names of Lebanese students should include first name, father's name, and family name. Names on AUB diplomas and degrees appear both in Arabic and in English. If a name on a passport or an identity card does not appear in both languages, then the name that does not appear in one of these languages will be spelled on AUB diplomas and degrees according to the personal preference of the student concerned.

### Graduation with Distinction and High Distinction

To graduate with distinction a student must

- have an average of 85 or higher in all work which has been done in her/his final academic semesters

<sup>1</sup> Followed by a grade in the Faculty of Arts and Sciences.

<sup>2</sup> Not applicable in the Faculty of Arts and Sciences.

including summers: (two summer sessions are equivalent to one semester) during which 60 credits or more (65 credits or more in the Faculty of Health Sciences) have been completed at AUB, and

- be recommended by his/her department for distinction.

To graduate with high distinction a student must

- have an average of 90 or higher in all work which has been done in her/his final academic semesters including summers: (two summer sessions are equivalent to one semester) during which 60 credits or more (65 credits or more in the Faculty of Health Sciences) have been completed at AUB, and
- must be recommended by his/her department for high distinction.

When a student repeats a course, all grades shall enter into the computation of the student's overall average for purposes of graduation with distinction or high distinction.

## Incompletes

A student who receives an incomplete grade for a course must petition the appropriate faculty 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 of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work will be reported as an "I". In the Faculty of Arts and Sciences, "I" is 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.

## 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 student who is asked, or opts, to change his/her status to "Majorless" must communicate this decision to the student affairs officer in the Office of the Dean. A student should be admitted to a major by the end of the junior year.

## Medical Record

An entrance medical record form will be sent to all admitted students who have made the commitment to enroll at AUB. It is to be completed by the student's family physician and mailed as soon as possible and before the period of registration in a pre-addressed envelope AUB provides. Alternatively the completed medical record form may be delivered by hand to the Office of Admissions.

All new students must have a tuberculin test at the time of the preliminary medical check, held during registration, and must report 48 hours later for a check on the test. Upon clearing the medical test, the student will be issued a clearance slip to proceed with registration. Students will not be registered unless they obtain this clearance slip. Students who report late for the medical check will be charged a late fee.

Medical checks may be completed in advance of registration provided that the student reports to the University Health Services on campus and brings along the letter of acceptance and the entrance medical record.

Returning students are not required to complete any medical forms. Important changes in the student's medical condition and/or updating immunizations should be reported to a university physician by appointment at the Health Services Center early in the first semester. Information will be kept confidential.

## National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF is mandatory by law for all Lebanese students excluding freshman and special students, and students that are older than 30 years. Non-Lebanese students may not join. To facilitate enrollment in the NSSF Medical Branch, students are urged to bring the following items when registering:

- A social security application form filled in correctly. Copies of this form will be available for distribution at the time of registration to students who have not yet completed it.
- A photocopy of their Lebanese identity card.
- Their NSSF number if already registered.
- The NSSF number of either parent if insured with the NSSF through father or mother.
- Family record is required of married students only.

## Passport and Visas

Foreign students joining AUB must have passports valid for a period of not less than 13 months from the date of joining the University; they should also secure an entry visa to Lebanon from the nearest Lebanese embassy or consulate in their country. The Office of Student Affairs, in coordination with Personnel, the Office of Admissions, and the Office of the Registrar, will help provide the necessary certificates for registered foreign students to acquire residence permits from the Lebanese authorities.

## Payment of Fees

All students must finalize registration, including payment of tuition and other charges, by the announced deadlines. For full instructions on payment of fees, see the section on Tuition Fees on p. 47 of this catalogue.

## Premed Requirements

Students who wish to be eligible for admission to the Faculty of Medicine must complete the premedical requirements that are detailed on p. 88.

## 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.

### 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.