### Admission as 'on probation’ (Graduate Catalogue P.47)
- Minimum 9 credits of graduate level courses within the first two semesters of graduate studies.
- Minimum cumulative average of 80 to achieve regular status.
- If meeting any of these conditions fails, s/he will be dropped from the program.

### Admission as ‘Prospective’ (FAFS, FAS and FEA) (Graduate Catalogue P.39)
- 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. **NEW**

### ‘Prospective’ to ‘on Probation’ (Graduate Catalogue P.40) **NEW**
- 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.

### Transfer of Credits into a Master’s Degree Program (Graduate Catalogue P.45) **NEW**
- Minimum earned average of 80
- Maximum 9 credits are transferrable
- Approval by the Faculty/School Graduate Studies Committee is required for all transfers.

### Transfer of Credits from One Master’s Degree to Another (Graduate Catalogue P.45) **NEW**
- Minimum earned average of 80
- Maximum 9 credits are transferrable
- Approval by the Faculty/School Graduate Studies Committee is required for all transfers.

### Probation and Removal of Probation (During regular status residency) (Graduate Catalogue P.47)
- A student is placed on probation if he/she attains a cumulative average of 70 or more, but less than 80 or fails any 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.
- The Registrar sends change in probationary status of enrolled graduate students to their respective Faculties/Schools Dean Offices within one week of the start of the semester/term for consideration by the Faculty/School.

### Dismissal (Graduate Catalogue P.48)
- 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.

### Leave of Absence (Graduate Catalogue P.46) **NEW**
- 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.

| Master’s Degree Graduation Requirements (Graduate Catalogue P.52) | - 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. 48 |
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| Thesis Proposal (Graduate Catalogue P.50) | - Thesis adviser should be among full time professorial faculty of the Department or from another Department in AUB.  
- Thesis proposal should be prepared by the end of the second regular proposal. |
| Thesis Defense (Graduate Catalogue P.51) | - Student must be registered for the thesis in the session in which the student expects to graduate. (see Graduate Catalogue P. 51)  
- It is not allowed to defend the thesis unless the student has passed the comprehensive examination. |
| Tutorial Credits (Graduate Catalogue P.48) | A maximum of three credit hours may be tutorial courses. |
| Comprehensive Exam (Graduate Catalogue P.49) | - 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. NEW  
- 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. |
| Institutional Review Board (IRB)/Animal Care Committee (ACC) Requirements (Graduate Catalogue P.49) | - 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. |