



**AMERICAN
UNIVERSITY
OF BEIRUT**

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OFFICE OF THE REGISTRAR

December 8, 2023

Dear AUB Professors,

I hope that you are doing well and that your end of semester is shaping up to your liking. I write to remind you of two important issues that we previously brought to your attention.

Grade submission

I take this opportunity to reiterate the importance of submitting your students' grades as expeditiously as possible after each final examination. The recommended delay is 72 working hours. Late grades create serious problems, particularly with students who are potential graduates. You will be receiving reminders from my office for graduating students first, and then for all students once the recommended delay is passed.

Delays in grade submission for graduating students make it difficult to do the final evaluation of their degrees in order to clear them for graduation and to determine whether they graduate with distinction or high distinction. If we do not receive their grades, students cannot be placed on the Senate list and thus will have to wait until spring to graduate. Please submit your grades as soon as you possibly can and know that we, together with your students, appreciate these efforts.

Ministry Requirements for Final Examinations

As previously communicated to you the Ministry of Education and Higher Education (MEHE) is requiring that we provide them with our final examination schedule and that we provide them with final examination attendance lists where students sign next to their names. The Ministry wants to ensure that any international student who is enrolled at universities in Lebanon is taking the final examination in person before they certify any documentation requested by the student. The Ministry is also requiring that the student provide her or his passport with the entry and exit dates, as well as an information sheet that is prepared by my Office.

We are asking you to print your roster from Moodle, Banner, or whatever source you use, have your students sign next to their name upon arrival, and forward the completed

rosters to your Faculty Student Services Office who will collate them and forward them to our Assistant Registrar for Curriculum, Mrs. Randa Nawwam, who can be reached at rn08@aub.edu.lb or 2577.

Kind regards,

Bradley Jon Tucker
Vice-Provost and Registrar American University of Beirut
