



OFFICE OF THE REGISTRAR

November 21 , 2023

Dear Students,

You are receiving this message because you were granted academic accommodation to continue studying from outside Lebanon this fall term.

Final exams are coming up soon, starting December 5, 2023, and we want to share important information that requires your immediate attention.

- Final exams are in-person:** Final exams must be taken in-person as required by the Lebanese Ministry of Education and Higher Education. Therefore, we urge you to return to Lebanon in order to take your final exams at AUB. This is the best option so that you do not have to contend with multiple incompletes and make-up exams next term.
- Incomplete grades for those unable to return to Lebanon:** If you are unable to return to Lebanon at this time, you will need to submit a request for an 'Incomplete' grade for each of the courses that has a final exam. For this, you will need to fill the *Incomplete Request* form available on the Online Petitions and Forms System (OPFS). Please make sure to follow the relevant process for *Incomplete Requests* in your faculty/school.
In order to receive a final grade for each of these courses, you will also need to contact your course instructor to arrange for a make-up exam that you will take in-person at AUB within a certain timeframe, normally within four weeks of the start of the spring term.
- Students graduating in fall 2023 and other exceptions:** Students graduating at the end of the fall term and who are unable to return to Lebanon at this time may have the option of taking an in-person proctored final exam at an accredited university outside Lebanon. If needed, visiting or exchange students can also request this option, which may be coordinated with their home universities. These and other exceptions will be dealt with on a case-by-case basis, according to the following process.
If you are a graduating, visiting, or exchange student and would like to explore the option of taking an in-person proctored final exam at a location outside of Lebanon, you must fill [this form](#) no later than **Monday, November 27, 2023**. If your request is approved, you will receive further instructions.

If you have any questions about the above or wish to discuss your particular situation, please contact the Student Services Office in your faculty/school: FAFS (thaddad@aub.edu.lb), FAS (as-stds@aub.edu.lb), FHS (ae00@aub.edu.lb), HSON (ma287@aub.edu.lb), MSFEA (ak12@aub.edu.lb), and OSB (sbstserv@aub.edu.lb).

Kind regards,

Office of the Registrar