

Transfer of Credits from One Master's Degree to Another

Graduate courses taken beyond the courses required for a master's degree at AUB (or at other recognized institutions), in which the applicant earned a grade of 80 or above, may be transferred to another master's degree at AUB. No more than six credits (nine credits for non-thesis programs) are transferable. Approval by the department or the academic unit concerned, and the graduate committee of the concerned faculty/school, is required for all transfers.

General University Academic Information

Academic Advisers

Each student has an academic adviser who must approve the student's schedule each semester. The Office of the Registrar assigns all students admitted to a prospective major to advisers who are determined by the relevant faculties. These advisers maintain this relationship until the student graduates from the department or changes his or her major. Names of advisees and their respective advisers are available through the Student Information System (SIS).

Attendance

(Also see Withdrawal from Courses.)

Classes and Laboratories

- 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 the work that is done, and for any announcements that are made during his/her absence.
- Students who 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) are dropped from the course if the faculty member has stated in the syllabus that attendance will be taken.
- Students who withdraw or are forced to drop a course receive a grade of W.
- A student cannot withdraw, or be withdrawn, from a course after the announced deadline unless approved by the appropriate faculty committee.

Examinations and Quizzes

Students who miss an announced examination or quiz must present an excuse considered valid by the instructor of the course. The course instructor should then require the student to take a make-up examination.

Medical reports and/or qualified professional opinions issued by an AUB employee, AUH doctor, or by the University Health Services are accepted. Should there be a question about the validity of any excuse presented by the student, the matter should be referred to the appropriate faculty committee.

Auditing Courses

Those who wish to attend individual classes without credit may apply as auditors. Applications to audit courses are available at the registrar's office.

The applicant should

- secure eligibility from the Office of Admissions. An applicant is eligible to audit a course if s/he meets the following requirements:
 - (a) Bacc. II, or equivalent, to audit an undergraduate course
 - (b) Bachelor's degree, or equivalent, from a recognized academic institution to audit a graduate course
- secure approval from the instructor of the course
- receive approval from the dean of the faculty/school offering the course
- pay the tuition charge at the comptroller's office (student accounts section)
- register as an auditor at the Office of the Registrar

Applicants are not eligible to audit laboratory, studio, or seminar courses.

Since permission to audit is on a space-available basis, applicants are not permitted to register until after registration of regular students is complete.

The University does not grant academic credit for such work. Audit credits do not appear on transcripts.

Correct Use of Language

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

Papers (term papers, essays, or examinations) that are ill-written, no matter what the course, may receive a lower grade 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 p. 36 of this catalogue.

Plagiarism

Students who fail to credit properly ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work-any part of which is not yours-constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action.

All AUB students are required to complete a plagiarism tutorial and pass a plagiarism test during the first semester they join the University. You can reach the "Plagiarism Tutorial and Test" by following this path: AUB Homepage > A-Z > Academic Computing Centre > Plagiarism Tutorial and Test. You can take the test as many times as necessary. When you achieve 100% on the test a notification will be generated and saved in your files in the Office of the Registrar. This notification will become part of your permanent record as evidence of your understanding of plagiarism and how to recognize it. Failure to pass the plagiarism test will prevent your registration for the next semester at AUB.

Disclosure of Student Records

The University may disclose routine information without prior written consent from the student. This information is of a directory nature and includes 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 below, the University releases other information, including information from academic records, only upon written consent from 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, under the following circumstances:

- upon the request of officers of other educational institutions where the student seeks to enroll (in such cases the student is given, upon his/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
- to financial aid services in connection with financial aid for which the student has applied or which the student has received

Graduation

Requirements

Students are strongly advised to prepare their academic schedules with their advisers to ensure that graduation requirements are fulfilled. Failure to do so may mean that a student has 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. October or February graduates who wish to participate in the July commencement exercises should notify the Office of the Registrar of their intention by completing Form CE1 and submitting it to the Office of the Registrar no later than June 10.

Students who graduate in June have places reserved for them in the June commencement exercises. July graduates who opt not to participate in the commencement exercises should complete Form CE2 and submit it to the Office of the Registrar no 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 can receive their diplomas at the Office of the Registrar at a date subsequent to commencement.

Names on Diplomas and Degrees

Names on diplomas and degrees are 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 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 language will be spelled on AUB diplomas and degrees according to the personal preference of the student.

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 is 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 based on a grade of zero on all missed work and is 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.

Medical Record

An entrance medical record form is sent to all admitted students who have made a 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. The completed medical record form may also 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 is issued a clearance slip to proceed with registration. Students are not registered unless they obtain this clearance slip. Students who report late for the medical check are 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 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 updated immunizations should be reported to a university physician by appointment at the Health Services Center early in the first semester. Information is kept confidential.

National Social Security Fund (NSSF) Medical Branch

The Health Insurance Plan (HIP) provides medical and hospital coverage to the AUB community, namely academic and non-academic staff, retirees, **students**, and IC staff and their families.

- Health insurance coverage is mandatory for all students, at 2nd class health care coverage, during their years of study at AUB. A student, new or continuing, who is **registered for at least 6 credit hours**, is automatically enrolled under the Health Insurance Plan (HIP). However, a student may be exempted from enrolling in HIP if he/she presents proof that he/she is covered by another healthcare insurance provider.
- HIP members are required to use the medical services of the AUB Medical Center (AUBMC) exclusively. **HIP coverage to students is limited to medical care inside Lebanon only.**
- Student means a person registered for a course of study at the University, whether working or not, working for a degree, on a full-time or part-time basis. Auditors are not considered students, in this case.

Graduate students registered for a thesis are eligible to continue HIP coverage for a period of two consecutive years only.

- Students who register at the beginning of the first semester are covered by HIP for twelve months, provided they do not graduate, withdraw, are suspended and/or dropped from the University. HIP fee charges per semester are announced each year by the AUB benefits coordinators office.
- Students who register at the beginning of the second semester are covered until September 30 of the same year, provided they do not graduate, withdraw, are suspended and/or dropped from the University.
- Students who register at the beginning of the summer session are covered until September 30 of the same year. Student coverage during the summer is **strictly limited** to use of the AUB Medical Centre (AUBMC) services.
- In case of emergency during the fall and spring terms only, and if students are not on campus or within the vicinity of the AUB Medical Center, students may report to the nearest medical service provider and receive needed care. Reimbursement of the bill cannot exceed 80% of AUBMC rates.
- Eligible married students may enroll their spouse and children, who are living with them in Lebanon, at the regular 2nd class rate as long as they remain duly registered at the University and are HIP members.
- Unlike other HIP members, students are not charged a co-payment or cost sharing as applied by the plan to out-patient services.

These guidelines are a summary of the provisions of the plan and are provided solely as a matter of convenience and in no way define or limit the scope or intent of any provision of the plan.

Passports 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 secure an entry visa to Lebanon from the nearest Lebanese embassy or consulate in their country. The Office of Student Affairs, in coordination with the personnel office, the Office of Admissions, and the Office of the Registrar, help provide the necessary certificates for registered foreign students, after they arrive in Lebanon, to acquire residence permits from the Lebanese authorities.

Payment of Fees

All students must conclude registration, including payment of tuition and other charges, by the announced deadlines. For full instructions on payment of fees, see the Tuition Fees section on pp. 54–56.

Recognition of AUB Degrees by the Lebanese Ministry of Education

The Lebanese Ministry of Education recognizes all degrees awarded by the American University of Beirut provided students are admitted on the basis of the Lebanese Baccalaureate, or its equivalent, as determined by the Lebanese Ministry of Education.

MA, MS, MBA

Diplômes d'Études Supérieures

PhD

Doctorat

The Ministry of Education also recognizes degrees in medicine, engineering and architecture, and agriculture as equivalent to the corresponding degrees awarded or recognized by the Lebanese University.

It is the responsibility of students to ensure that the degrees they receive from AUB are duly evaluated by their respective governments.

Registration

Requirements

Before proceeding to registration, new students must ensure that all requirements for registration are met, particularly conditions detailed in the admission letter from the Director of Admissions. These conditions include 1) the English Language Proficiency Requirement (see pp. 36); 2) evidence of having received the diploma, certificate, degree, or level of university education on the basis of which the student applied and admission was granted (see Requirements of Admitted Students for Registration, p. 39).

A registration guide is distributed to every student before registration begins. After confirmation that all conditions have been met, students should follow the steps in this guide.

Students may make final adjustments to their schedules during the add/drop period. The add/drop period normally extends for two days and begins one week after the first day of classes.

Cross-Registration

Students Enrolled at AUB Taking Courses at Other Universities

A student studying at the American University of Beirut may be allowed to cross-register for a course at other institutions (such as Balamand, Haigazian, LAU, NDU, or NEST) if all of the following conditions are met:

- the course is required by AUB
- the course is not offered at AUB during the semester at the end of which the student expects to graduate
- the course in which the student intends to cross-register is equivalent to a course that AUB offers (the number and title of each of the two equivalent courses should be clearly indicated)
- the chairperson of the department in which the student is majoring sends the registrar a written statement confirming that all conditions listed above have been met
- the registrar authorizes the student to cross-register; the student submits authorization to the concerned institution

Students Enrolled at Other Universities Taking Courses at AUB

For purposes of cross-registration, students studying at Balamand, Haigazian, LAU, NDU, or NEST who wish to take courses at AUB must

- secure permission from their institutions to take specified courses at AUB
- secure permission from the dean of the faculty concerned at AUB
- present the above permissions to the AUB Office of the Registrar
- register in accordance with the instructions specified in the registration guide, copies of which are sent to the above-named institutions