

General University Academic Information

Academic Advisers

Each student has an academic adviser who must approve the student's schedule each semester. Freshmen are assigned an adviser from a group of advisers appointed by the dean of the Faculty of Arts and Sciences. The adviser continues advising the student until s/he has been accepted into a 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, during a semester, 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- A student cannot withdraw, or be withdrawn, from a course after the announced deadline unless approved by the appropriate faculty committee.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 receiving credit may apply as auditors. Applications to audit courses are available at the registrar's office.

The applicant should:

- secure eligibility from the admissions office. 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 clear, correct, and responsible use of 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 information on the English Language Proficiency Requirement (ELPR) on pp. 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:

- 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 registration schedules with their advisers to ensure 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. 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 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". Normally, "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 committed to enroll in 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 the pre-addressed envelope provided by AUB. Alternatively, the completed medical record form can 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/or updating 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; therefore, a student, new or continuing, 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 s/he presents proof that /s/he is covered by another healthcare insurance provider.
- HIP members are required to use exclusively the medical services of the AUB Medical Center (AUBMC). 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.

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, or are suspended and/or dropped from the University. HIP fee charges per semester are announced each year by the AUB Benefits Coordinator's 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, or 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 Center (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 can report to the nearest medical service provider and get the 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 co-payment or cost sharing applied by the plan to out-patient services.

These summarized guidelines are meant to be a mere 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 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 the Personnel Office, the Office of Admissions, and the Office of the Registrar, 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 Tuition Fees section on pp. 53–55

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.

BA, BS, BBA	License
BA or BS, plus the teaching diploma, and on condition that the semester credit hours earned at the sophomore class level and above add up to not less than 111	License d'Enseignement
MA, MS, MBA	Diplômes d'Etudes 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 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 p. 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. Subsequent to confirmation that all conditions have been met, students should follow the steps in this guide.

Students can introduce 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 the 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

Fees and Expenses

The American University of Beirut is a non-profit institution. Costs to students in tuition and other university fees are kept at a minimum consistent with the provision of high quality instruction and adequate facilities and equipment. The University reserves the right to change any or all fees at any time without prior notice. Such changes are applicable to students currently registered with the University as well as to new students.

Students are not permitted to enter classes at the beginning of the term until their fees are paid or special arrangements have been made with the Office of the Comptroller (see below). All fees are quoted in Lebanese pounds and US dollars.

Payment of Fees

- Each AUB student must pay all his/her tuition and other university fees.
- Statements of fees are available on the AUB website.
- All students must complete registration and the payment of tuition fees and other charges, according to the academic calendar on p.14 for the first and second semesters. Under special circumstances, late payment is permitted during a period of no more than five working days after the announced deadline, and is subject to a late payment fee of \$100.
- Checks must be issued to the order of the bank concerned using the following format: Pay to the order of (Name of Bank)—Account AUB.
- Students with zero or credit balances must inform the Office of the Comptroller—Students Section via e-mail at comptroller@aub.edu.lb— to finalize their registration.
- Sponsored students, staff dependents, graduate assistants, and student staff members should contact the Office of the Comptroller—Students Accounts Section— before the payment deadline in order to finalize their registration.
- Students who demonstrate financial need must formally apply to the Office of the Comptroller for deferred payment arrangements for tuition fees, according to the academic calendar on page 14–17 for the first and second semesters. Applications for deferrals are not accepted thereafter. Deferred payments are not a right and are only agreed to under specific and special circumstances. Students who arrange for deferred payments are still required to complete all registration formalities within the set deadlines. Deferred payment arrangements are not permitted for the summer session in any faculty.
- Applications for deferred payment arrangements are reviewed by the Office of the Comptroller which is responsible for administering all deferred payment arrangements.
- A continuing student, as well as a graduate student who has studied at AUB, who applies for deferred payment arrangements, must pay at least 50% of the net amount of tuition due. All other charges must be paid in full with no deferrals. A student must pay a deferred payment application