

# 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- A student cannot withdraw, or be withdrawn, from a course after the announced deadline unless approved by the appropriate faculty committee.
- Without prior approval of the appropriate faculty committee, a student cannot withdraw, or be forced to withdraw, from a course at any time if this results in the student being registered for fewer than 12 credits.

## 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.

# Categories of Students

## Full-Time Students

To be considered full-time a student must carry a minimum load of 12 credits per semester. For the required number of credits for summer full-time, refer to the summer session section for each faculty.

## Special Students

The category of special students is restricted to the following students:

- Those who are not working for a degree. Such students should be accepted by the University Admissions Committee.
- Those who have an undergraduate degree from AUB but who want to work for another undergraduate degree. Such students need permission from the appropriate faculty committee and must carry a minimum of 12 credits per semester.

## Part-time Students

The category of part-time students is restricted to the following students:

- AUB staff members who are working toward a degree.
- Those who need fewer than 12 credits to complete work for an undergraduate degree.
- Those who are granted permission by the appropriate faculty committee for one of the following reasons:
  - health
  - family problems that may influence academic performance of the student

## 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.

## Course Loads

To be considered full-time, a student must carry a minimum load of 12 credits per semester. (See the required number of credits for summer full-time status under summer term for each faculty.) If a full-time student wishes, or is forced, to reduce his/her load to fewer than 12 credits, the issue must first be referred to the appropriate faculty committee.

Students can normally register for up to 17 credits per semester and nine credits during the summer term. Students in the following categories must petition the appropriate faculty committee but are, however, normally granted permission to register for more than 17 credits:

- Freshman students intending to go into medicine or engineering, and who have an average of at least 80 in the first semester, may take an additional course in the second semester.
- Junior and senior (third and fourth year in the professional schools) students who have completed their English communication skills requirements at the level required by their major departments may register for a maximum of 18 credits per semester (a maximum of 19 credits per regular semester in FEA).
- If the program requires that students register for more than 17 credits in a particular semester.

In all other cases, students who wish to register for more than 17 credits must petition the appropriate faculty committee for permission to do so. Their requests are handled on a case-by-case basis.

## 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. 52-53 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.

## Dean's Honor List

To be placed on the dean's honor list at the end of the semester, a student must

- be carrying at least 12 credits
- not be on probation
- have passed all courses and attained an overall average of 85 or be ranked in the top 10 percent of the class and have an overall average of 80
- not have been subjected to any disciplinary action within the University during the semester
- be deemed worthy by the dean to be on the honor list

## Directed Study

(Faculty of Arts and Sciences only)

A student with an average of at least 85 in his/her major at the beginning of the senior year may elect to pursue a course of directed study. Students with averages below 85 may be admitted to directed study at the discretion of the department.

Students who elect a course of directed study choose their courses in consultation with a faculty member selected by the student, with the department's approval. These courses may include a three- or six-credit course directed by the faculty member. This tutorial may consist of independent research, original creative compositions, or directed reading, and include the presentation of a report or thesis.

## 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

## General Education Requirements

AUB is committed to offering its students a broad undergraduate liberal arts education that enables them to acquire the analytical skills and habits of life-long learning that they will need to compete successfully in the twenty-first century. The general education distribution requirements are intended to expose students to a range of intellectual experiences during their time at AUB. We want to give our students the opportunity to make choices and to question and to test what they believe are their career goals and their intellectual interests.

In addition to courses in their academic majors and the opportunity to take minor concentrations in specific fields, all AUB students must take a minimum of 36 credits of general education requirements distributed in the following fields: English and Arabic (9 credits); the humanities (12 credits); economics and social sciences (9 credits); and science, math, and technology (6 credits). We believe that a student who has chosen to follow a course of study at AUB leading to a degree in a professional field such as engineering should be exposed to the humanities and social sciences. By the same token, a student who plans to major in history should have the opportunity to take science courses and to work in a lab.

While being exposed to various fields of knowledge, we also want our students to have the opportunity to experience different modes of learning (lectures, seminars, labs, and independent research projects). Different modes of analysis are designed to enhance students' verbal and interactive skills (seminars), writing and analytic skills (research projects), and hands-on experimental skills (laboratories).

These distribution requirements may be met by either required or elective courses.

## English Proficiency

AUB students must demonstrate English language proficiency in order to graduate. Grades on papers (term papers, essays, or examinations), or a final course grade, may be lowered for the quality of the writing alone.

The Intensive English Course (IEC), ENGL 100, is intended for students who have been admitted but have not met the English Language Proficiency Requirement (ELPR). The minimum score for admission to IEC is 375 on the AUB EEE or 490 on the paper-based TOEFL (equivalent to 163 on the computer-based TOEFL [CBT] or 57 on the Internet-based TOEFL (IBT) or 350 on the Writing section of the SAT I.

Students are placed in either ENGL 100A (15 hours) or ENGL 100B (10 hours) based on their EEE and TOEFL and SAT I Writing scores. Students with scores of 375–449 on the EEE or 490–500 on the TOEFL (163–173 on the CBT or 57–61 on the IBT) or 350 on SAT I writing go into 100A. Those with scores of 450–499 on the EEE or 503–567 on the TOEFL (177–227 on the CBT or 62–87 on the IBT or 360–370 on the SAT I writing ) go into 100B.

Students enrolled in the IEC may register for one or two regular university courses (up to a maximum of six credits) depending on whether they are placed in ENGL 100A or ENGL 100B, respectively, thus earning credits toward a degree while working toward achieving the level of English needed in order to carry a full load of courses in the regular program. Such courses are restricted to Arabic and mathematics/statistics/computer literacy courses (maximum six credits) in the Faculty of Arts and Sciences, and equivalent courses in mathematics and statistics in the Faculty of Agricultural and Food Sciences, the School of Business, and the Faculty of Health Sciences.

Students usually complete the IEC in one or two semesters. A student who fails to pass IEC by the end of the second semester loses his/her admission to the University. A student in the IEC program is subject to the same attendance requirements as all other AUB students.

ENGL 100A Intensive English Course/ENGL 100B Intensive English Course. These zero-credit courses are offered each semester. The courses are designed to help students develop linguistic and communication skills with a special emphasis on strengthening areas of particular weakness that are identified by diagnostic tests. The four skills (reading, writing, listening, and speaking) are integrated. Students are exposed to a wide variety of assignments to assist them in developing critical thinking skills. Laboratory sessions reinforce grammar, reading speed, vocabulary building, and study skills.

## Grading System

In the faculties of Agricultural and Food Sciences, Arts and Sciences, Engineering and Architecture, Health Sciences, School of Business, and School of Nursing, the following grading system is used.

| Range    | Performance Designation | Letter Grade | Grade Points |    |                   |
|----------|-------------------------|--------------|--------------|----|-------------------|
| 90–100   | Outstanding             | A            | 4.0          | I  | Incomplete        |
| 85–89    | Excellent               | B+           | 3.5          | P  | Pass              |
| 80–84    | Very Good               | B            | 3.0          | PR | In Progress       |
| 75–79    | Good                    | C+           | 2.5          | W  | Withdraw          |
| 70–74    | Fair                    | C            | 2.0          | X  | No Grade Reported |
| 60–69    | Weak                    | D            | 1.0          | F  | Fail              |
| Below 60 | Fail                    | F            | 0.0          |    |                   |

All final grades are expressed in multiples of one.

## 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.

## Graduation with Distinction and High Distinction

To graduate with distinction a student must

- have an average of 85 or higher in all work of his/her final academic semesters, including summers: (two summer sessions are equivalent to one semester) during which 60 credits or more (65 credits or more in the Faculty of Health Sciences) have been completed at AUB
- be recommended by his/her department for distinction

To graduate with high distinction a student must

- have an average of 90 or higher in all work of his/her final academic semesters, including summers: (two summer sessions are equivalent to one semester) during which 60 credits or more (65 credits or more in the Faculty of Health Sciences) have been completed at AUB
- must be recommended by his/her department for high distinction

For purposes of graduation with distinction or high distinction, when a student repeats a course, all grades enter into the computation of the student's overall average.

## Dual Degree

Students may, upon approval of the Faculty concerned, complete the requirements for a second degree while registered in another Faculty at AUB. In such a case, a student will be granted two degrees at the same time of graduation. If tuition differs, students will pay the higher of the tuitions.

Information about deadlines and applications are available on the following link: <http://staff.aub.edu.lb/~webregist/pdfdoc/dualdegree.pdf>.

## 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. In the Faculty of Engineering and Architecture a student who received incomplete grades will not be permitted to register for more than 16 credits.

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.



## Majorless Status (Faculty of Arts and Sciences)

A student in good academic standing, who has not yet chosen a major or is in the process of selecting a new major, is given the status of majorless. A student who is asked, or opts, to change his/her status to majorless must communicate this decision to the student affairs officer in the Office of the Dean. A student should be admitted to a major by the end of their junior year.

## 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 outpatient services.

These 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. 62-64.

## Premed Requirements

Students seeking eligibility for admission to the Faculty of Medicine must complete the premedical requirements detailed on pages 325-26 in the 2009-10 Graduate Catalogue.

# Probation

## Placement on Academic Probation

A student is placed on academic probation if the student's overall average is less than 68 at the end of the 2nd regular semester, if the semester average is less than 69 at the end of the 3rd or 4th regular semester, or if the semester average is less than 70 in any subsequent semester, excluding the summer term.

It is to be understood that the semester in which the student is considered to be 'on probation' is the semester that immediately follows the semester in which the student has earned the grades leading to that placement.

For evaluation purposes, the minimum number of credits at the end of the 2nd regular semester at the university should be 24 including all repeated courses, and 12 in each subsequent fall or spring semester including all repeated courses.

Courses/credits taken during a summer term are counted towards the semester average of the next regular semester. If the number of credits taken in any one regular semester is less than 12 (for approved reasons), courses/credits taken during that semester are counted towards the semester average of the next regular semester.

Credit for incomplete courses will be included in the semester in which the incomplete courses were taken. The evaluation for that semester will be carried out as soon as the grades for the incomplete courses have been finalized.

For implementation purposes, the academic standing of a student is represented by two attributes (a, b).

- The first attribute (a) represents the student's current academic status as follows:
  - i. 0: clear status
  - ii. 1: student is currently on probation but was not on probation in the immediately preceding regular term
  - iii. 2: student is currently on probation and was on probation in the immediately preceding regular term
- The second attribute (b) represents the probation history of a student, i.e. the number of times that the student has been placed on probation.

## Removal of Probation

Probation is removed when the student attains a semester average of 69 or more in the 3rd or 4th regular semester, or a semester average of 70 or more in any subsequent regular semester. The student is off probation during the semester following the one in which such grades are earned.

Probation should be removed within two regular semesters, excluding summer, after the student is placed on probation, or when the student completes his/her graduation requirements (see Graduation Requirements).

## Dismissal and Readmission

A student may be dismissed from the faculty for any of the following reasons:

- if the student's overall average is less than 60 at the end of the 2nd regular semester
- if the student fails to clear academic probation within two regular semesters, excluding the summer term, after being put on probation; i.e. the student is on the academic status (2,2), or (2,3) and failed to remove the probation.
- if the student is placed on academic probation for a total of four regular semesters (a student can be dropped for this reason even if s/he is in the final year at AUB); i.e. the student is on the academic status (0,3), or (1,3) and placed again on probation.
- if the student is deemed unworthy by the faculty to continue for professional or ethical reasons.

A student is normally considered for readmission only if, after spending a year at another recognized institution of higher education, the student is able to present a satisfactory record and recommendation. Exceptions may be made for students who left the University for personal or health reasons. Transfer credit is considered after departmental evaluation of a student's coursework.

## 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 Bacculaureate, or its equivalent, as determined by the Lebanese Ministry of Education.

| <b>BA, BS, BBA</b>   | <b>License</b>                |
|--|-------------------------------|
| 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 pp. 52, 53); 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. 40).

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

## Special Instructions for Arts and Sciences Students Regarding Course Schedules

In preparing their course schedules, Arts and Sciences students should take into consideration that

- students who lack freshman courses must register for these courses during the sophomore year, if these courses are offered
- students who have failed a required course are obliged to repeat the course during the following semester, if the course is offered
- no student is allowed to register for a course unless its prerequisites have been met

### Repeating Courses

A student who fails a required course must repeat the course at the earliest opportunity. No course may be taken more than three times including withdrawals from the course. When a course is repeated, the highest grade is considered in the calculation of the cumulative average. All course grades remain in a student's permanent record.

### Residence Requirements

Students transferring to AUB must earn the last 45 credits while in residence at AUB. An AUB student in good academic standing, who did not transfer to AUB from another university, and who wishes to study abroad, may spend up to one year and earn up to 30 credits at another university. An AUB student must spend his/her final semester at AUB. Also refer to Study Abroad/Student Exchange in the Office of Student Affairs catalogue section.

## Transfer within the University

### Transfer of Major within the Faculty of Arts and Sciences

Students who wish to transfer from one major to another in the Faculty of Arts and Sciences may do so only after completion of at least one full semester of work in their current major. Transfer forms are available on the FAS web page. The transfer form must be submitted to the chairperson of the prospective department at least three weeks before the end of a semester. If approved, the transfer becomes effective at the beginning of the following semester. Students must follow the following transfer procedures:

- complete the transfer form
- attach grades to the transfer form
- submit the form to the chairperson of the current department (who will make his/her recommendation to the chairperson of the prospective department)

The chairperson of the prospective department presents the form to the FAS Admissions Committee. The decision of the committee is communicated to the student by the Registrar.

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## **Transfer from one Faculty to another within the University**

Students who wish to transfer from one faculty to another must complete the application for transfer form available on AUBsis. Students must apply within deadlines specified in the University Calendar.

## **Tutorials**

A student can register for a single tutorial of up to three credits during his/her final year at AUB. For the Faculty of Arts and Sciences, see Directed Study in this section.

## **Withdrawal from Courses**

(Also see Attendance)

Students can withdraw from only one required course per semester. Students who wish to withdraw from more than one required course in any given semester must petition the appropriate faculty committee for permission.

Students can withdraw from elective courses, down to a minimum of 12 credits, no later than 10 weeks (five weeks in the summer term) from the start of the semester). Students receive a grade of W for the course.