

Faculty of Arts and Sciences

Frequently Asked Questions

If you have any questions that are not addressed in this document, please contact:

- Your adviser for academic questions, courses, and registration.
- FAS student services for petitions, new student orientation, and other forms at as-stds@aub.edu.lb.
- Registrar for graduation, clearance, degree-related questions at registrar@aub.edu.lb.

New Student Orientation	2
Advising/Registration	2
Courses	3
Grading	6
Minors/Double Majors/Transfers	7
Graduation	11
Other	12

New Student Orientation

1. What should I bring to Orientation?

A positive attitude, an enjoyable spirit, and any questions you may have.

2. Is Orientation mandatory? What if I cannot attend the entire Orientation program?

Yes, it is mandatory for all first-time full-time students to attend the Orientation sessions. The AUB orientation program is designed to help you feel comfortable and confident on our campus when you begin classes. Orientation is a vital part of transitioning into college life, and those who do not attend are at a great disadvantage when the academic year begins.

3. Can family members attend the Orientation with us?

Friends and family members may join you for Orientation.

4. Will I meet with my adviser and have my class schedule ready during Orientation?

There will be a set time where incoming students will be able to meet with their advisers during orientation to ask any academic questions they may have, and decide on which courses would be best to enroll in for the coming semester.

Advising/Registration

1. What is the role of my adviser?

The academic adviser is the first person that a student should refer to if they have any academic problems. The adviser assists students in choosing their courses, in deciding or changing their majors, and in dealing with any academic issues.

2. How do I know who my adviser is?

You can check who your adviser is by checking your AUBsis > Student Services > Registration > Student Record/Adviser.

3. How can I change my adviser?

To change your adviser, you need to have a valid reason. Email lknio@aub.edu.lb with details to request changing your adviser.

4. What is an Alternate PIN? Why do I need it? When I need it to register? How can I get my Alternate PIN?

An Alternate PIN is a five digit number that is only provided by the student's adviser during the advising period prior to registration in order to register for courses on AUBsis. It is unique for each student and changes every semester.

The Alternate PIN is there to ensure that before you register, you consult with your adviser about your courses so that you do not end up making any mistakes.

Students need the Alternate PIN:

- During the first two semesters (including summer) for undergraduates, graduates, prospective graduates, and transfer students
- If you are on probation
- If you are majorless
- If you are an old returning student
- If you are an exchange student visiting AUB (and not pre-registered)

You will not be able to get the Alternate PIN from your adviser by email. You must visit your adviser and go through the advising process before receiving the PIN.

5. What do I do if a course I want to take is full? How can I open capacity?

If a course you want to enroll in is full, you must ask the chairperson of the department the course is given at to open capacity for you.

Courses

1. Can I take under 12 credits?

Under normal circumstances, you cannot underload or take under 12 credits in a Fall or Spring semester if you are a full time student. In exceptional circumstances, you can petition to underload (take under 12 credits) [here](#).

2. Can I take more than 17 credits?

Under normal circumstances, you cannot overload or take over 17 credits in a Fall or Spring semester. In exceptional circumstances, you can petition to overload (take over 17 credits) [here](#).

Students in the following categories must petition but are 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 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.

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.

3. If I have submitted an overload/underload petition but won't be expecting an answer until after the add/drop period, what can I do?

Once your petition for overload/underload is approved, you will be able to submit another petition to state what course you want to be added in/dropped from.

4. How many credits can I take in Summer?

You can take a minimum of 3 credits in the Summer semester and a maximum of 9 credits.

5. Can undergraduates take graduate courses?

Senior undergraduate students in good academic standing can take graduate classes through submitting a petition [here](#) which requires the consent of the academic adviser and the course instructor.

6. Can Freshman students take 200-level courses?

Yes, Freshmen can take all undergraduate courses at the university (unless there are prerequisites). First-semester Freshmen are discouraged from doing that, so that they can get

acclimatized to the university first. 100-level courses are open exclusively to Freshmen, whereas 200-level courses are open to all undergraduate students.

7. How can I audit a course? Will it appear on my transcript?

To audit a course, you must get in touch with the course instructor and obtain their approval. An audited course does not appear on your transcript or count towards your credits.

8. How many credits can I take if I am on probation?

The credit load in a regular semester of a student who continues to be on probation beyond one semester or is placed on three non-consecutive probations shall neither be fewer than 12 nor more than 13 credit hours.

9. Can I withdraw from more than one course during the same semester?

A student may withdraw from elective courses, down to a minimum of 12 credits, not later than 10 weeks (five weeks in the summer term) from the start of the semester. 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 [here](#). You may withdraw from more than one elective course.

When you withdraw from a course, you will receive a grade of “W” on your transcript.

10. Can I withdraw from a course after the withdrawal deadline?

In extenuating circumstances, a student may petition [here](#) and must provide supporting documentation for their case. Students may not withdraw after the deadline simply because the course will negatively affect their final average.

11. If I withdraw from a course do I take back the cost of the credits?

No, if you withdraw from a course you will not be reimbursed for its cost.

12. How can an incomplete work be completed?

A student who receives an incomplete grade for a course must petition [here](#) and submit a valid reason for missing the work within two weeks from the date of the final exam for permission to

complete the course. Coursework must be completed within one month of the start of the next semester.

Grading

1. How can I get on the Dean's Honor List?

To be placed on the Dean's Honor List at the end of a given Fall or Spring Term, a student must:

- Be carrying at least twelve credits of required courses;
- Not be repeating the term nor have an outstanding probation;
- Have passed all the courses of the Term and attained an overall average in the required courses of 85 or more, or of 80 or more while ranking approximately in the top 10% of the class; **(class: freshman, sophomore, junior, senior)**
- Not have been subjected to any disciplinary action within the University;
- Be deemed worthy by the Dean to be on the Dean's Honor List.

2. What leads for a student to be on probation? What happens if I am on probation? How can the probation be removed?

A student is placed on 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.

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 term. Probation is removed within two regular semesters, excluding summer, after the student is placed on probation or when student completes their graduation requirements.

3. Can I change my final grade on a course?

After grades are posted on the AUB Student Information System (AUBSIS), a change of grade is not allowed unless a demonstrable mistake was made in the correction of the final examination or in the calculation of the grade. In such a case, the instructor must complete a Change of Grade form and submit it to the chairperson of the department in which the course is offered with supporting evidence for the mistake warranting the change of grade. If the chairperson of the department approves the change of grade, they will sign the form and transmit it for final approval to the dean (all faculties except FAS) or to the FAS Student Academic Affairs Committee (if the course is offered in FAS).

Students have the right to access their corrected exams, including final exams and to request review of their exams in case mistakes have been made in calculating grades or in corrections. The student's request to review the course grade should be made to the course instructor within one week of the posting of course grades date. In case the review by the instructor results in a change of course grade, the instructor shall complete the Change of Grade form in accordance with the procedure outlined by the faculty in which the course is offered.

If a dispute regarding the change of a grade continues, the student should discuss the issue with the chair of the department. If the student is still not satisfied, they may submit a petition to the Faculty Academic and Curriculum Committee, requesting further consideration.

Minors/Double Majors/Transfers

1. How do I get a minor?

- To apply for a minor, it is recommended that you first meet with your adviser and discuss your options and plan for completing a minor.
- Then, you must fill out the "Intention to Fulfill a Minor" form and send it to lknio@aub.edu.lb.
- After finishing all the courses with an average of 70 or higher the student must fulfill the form Certificate of Fulfillment of the Requirements of a Minor. This form is specific for every minor and can be found [here](#).
- Once filled, get this form signed by your adviser and then submit it to the FAS Student Services Officer at the Dean's Office.

2. Will my minor appear on my transcript or diploma?

Your minor will appear on your transcript after completion, but not on your diploma.

3. How can I do a double major?

It is recommended that you first meet with your adviser to discuss your options and plan of pursuing two majors. Students must complete the requirements for both majors they intend to pursue within FAS, and must get the approval of the faculty. Students may, upon approval of FAS, earn one degree with a double major within FAS so long as both majors share the same degree structure (e.g., both lead to BA or BS). In such cases, one diploma will be issued with both majors indicated. The student must complete the requirements for both majors before the degree can be awarded. To be eligible to apply for a double major, the applicant must:

- have completed at least 24 sophomore credits
- and be on good academic standing (not be on probation).

Students enrolled in double majors must satisfy requirements of both majors and must complete at least 15 credit hours over and above the requirements of the first major. Students should satisfy the General Education requirements of one major.

Students interested in earning double majors must complete an application form available at the Registrar's Office's website within the announced deadlines for change of major and transfer applications for the Fall or Spring semester. The application must be approved by the receiving department and the Admissions Committee of FAS.

4. How can I get a dual degree?

Students may, upon approval of the relevant faculty/school, complete the requirements for another simultaneous degree while registered in another faculty/school at AUB. Within the Faculty of Arts and Sciences, a dual degree is allowed for distinct degree structures (e.g. BS in Mathematics and BA in Economics, or BS in Biology and BA in Political Studies or History). In such cases, the student will be granted two degrees at the same time at graduation, in other words, a separate diploma for each degree program they complete. If tuition differs, students will pay the higher of the tuitions. To be eligible to apply for a dual degree, the applicant must:

- have completed at least 24 sophomore credits,
- be on good academic standing (not be on probation),
- and have achieved a minimum overall cumulative average as required by the faculty/school concerned.

All final admissions decisions depend on the overall quality of the eligible applicant pool and the number of available places in the faculty concerned for the semester in question. The applications are treated in terms of grade requirements similar to transfer applications across faculties/schools.

The student interested in a dual degree must submit a dual degree application to the faculty/school offering the dual degree program within the announced deadlines for transfer applications for the Fall or Spring semester. There is no application fee for the dual degree, but the student must complete the application form. Students should refer to the University Calendar for further information on deadlines. Information about deadlines and applications are available through the following link, www.aub.edu.lb/REGISTRAR/Pages/forms.aspx.

Faculties/Schools that grant dual degrees are FAFS, FAS, SFEA, FHS, HSON, and OSB. Once a student is accepted for a second simultaneous degree, the Registrar informs the current and second degree faculty/department with a copy to the current degree advisor.

Students enrolled for a dual degree must satisfy the full requirements of both degrees and complete at least 30 credit hours over and above the requirements of the greater credit hours required for either degree. Students should satisfy the General Education requirements of one major. Students may withdraw from either degree before graduation.

5. What is the difference between a double major and a dual degree?

A dual degree is when you are doing pursuing two majors which have different degree structures. You can have a dual degree within the same faculty (e.g. a Bachelor of Arts in Economics and a Bachelor of Science in Biology) or from two different faculties (e.g. a Bachelor of Arts in Mathematics from FAS and a Bachelor of Engineering in Mechanical Engineering from SFEA).

Distinctively, a double major is when you pursue two majors with the same degree structure (e.g. Philosophy and Economics both grant a Bachelor of Arts).

6. What does MJRL stand for? How long can I be Majorless for?

A student in good academic standing, who has not yet chosen a major or is in the process of selecting a new major, will be given the status of majorless. All students should be admitted to a major by the end of their junior year. A student who wishes to join a new major must also complete the Freshman or Interdepartmental Transfer Form and submit it to the Office of the Dean, provided the student meets the requirements for admission to the new major.

7. Would it hurt my record if I am Majorless?

No. Students become Majorless for several reasons; being Majorless does not affect the GPA or the chances of getting into a major. It will have no effect whatsoever on any graduation criteria or requirements.

8. How can I transfer to a major within FAS?

It is recommended that you consult with your adviser before making a decision to transfer.

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 two full semesters of work in their current major. To apply for a transfer within FAS, you need to have the minimum GPA requirement of 70.

Transfer forms are available [here](#). 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 online

The chairperson of the current department will receive the form and make their 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.

9. How can I transfer from/to another faculty?

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.

10. If I am a Freshman/Majorless student, how do I apply to a major? How many majors can I apply to?

Within FAS, you can apply to a major on the [Online Petitions and Forms System](#). You can only apply to one major inside FAS.

If you want to apply to a major in a different faculty, you can do so through AUBsis.

11. How can I transfer credits from another university?

Courses of suitable academic standard that have been satisfactorily completed at other institutions are given transfer credits only (not grades) pending review by the relevant departments and faculties at AUB.

12. If I am an Architecture or Graphic Design student transferring to FAS, are the 100 level courses that I have taken transferable? Shall I fill out a course equivalence form?

All 100-level courses taken at FEA are transferable to FAS and will be considered as free electives. If the courses are part of the GE list, they will be only considered as GE courses. No, you do not have to fill out a course equivalence form.

Graduation

1. How do I know what courses I need to graduate?

To check your graduation requirements, you can check the course catalogue, or the Degree Requirements page on the Registrar's website [here](#). On this guide, follow the year you joined the major, not the current year or the year you joined AUB (in case it is different).

We strongly advise that you consult with your academic adviser who will be able to guide you through the process.

2. Can I repeat a course?

You may repeat any course even if you have passed it. Students repeat courses either because they failed the course, or because they want to improve their grade on the course. The credits for a repeated course will only count once. No course may be taken more than three times without permission from the UG Student Academic Affairs Committee.

3. What happens if I fail a course during my last semester?

If you fail a course in your last semester, and you have completed all other graduation requirements, you may still participate in the commencement ceremony but you must repeat the course in the upcoming semester to be able to graduate.

4. What do I need to graduate with distinction or high distinction?

To graduate with distinction a student must:

- have an average of 85 or higher in all work of their 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 their department for distinction

To graduate with high distinction a student must:

- have an average of 90 or higher in all work of their 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
- and be recommended by their 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.

5. If I repeat the same course, is the average of the two grades or the higher grade counted?

The higher of the two grades is counted on a repeated course in the overall average. However, both grades will appear on the student's records.

Other

1. How can I submit petitions in FAS?

All FAS petitions are available on the [Online Petitions and Forms System](#).

2. How will I know if my petition is accepted or rejected?

Students can track their petition online and will be informed by an email when a final decision is taken.

3. What leads for a student to get a Dean's Warning? How can it be removed?

A Dean's Warning comes as a result of academic or non-academic misconduct on the part of the student. Academic misconduct includes but is not limited to cheating, plagiarism, in-class disruption, and dishonesty. Non-academic misconduct includes but is not limited to disruption/obstruction, distribution of unauthorized published material, theft, destruction of property or endangering public safety, mental or physical harm, possession of dangerous weapons or materials, discrimination and harassment, etc.

Such behaviors warrant disciplinary action. Disciplinary action includes receiving a zero on a course assignment where an academic violation occurred. The range of actions for academic and non-academic misconduct includes an informal warning, a reprimand, a Dean's Warning,

suspension, and expulsion from the University. You can see the full details of misconduct and disciplinary measures in the [Student Code of Conduct](#).

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations. A student may appeal to the dean of the faculty or school regarding academic disciplinary actions, or to the University Disciplinary Committee against non-academic disciplinary actions if any of the following apply:

1. Procedural error.
2. New evidence.
3. Unsupported conclusion.
4. Disproportionate sanctions.

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed. The University Disciplinary Committee's decision shall be final.

4. [How can I be involved in research?](#)

If you are interested in doing research, contact your department to check for opportunities.