

# General Regulations

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## Petitions:

There is a process whereby a student can petition for deviation from certain requirements. The student must submit a petition on-line: <https://epetitions.aub.edu.lb/ords/f?p=101:101>. The petition is then studied by the FEA Academic and Curriculum Committee. For more information on dealing with special or unique cases; the student and advisor should refer to details in the University Catalogue, the University Policy Manual, the Student Handbook and the Faculty Handbook, the Student Code of Conduct on the AUB website: <http://pnp.aub.edu.lb/general/conductcode/index.html>, and the University Faculty Advising Handbook: [https://www.aub.edu.lb/SAO/Documents/New%20Student%20Handbook\\_digital\(pages\)1.pdf](https://www.aub.edu.lb/SAO/Documents/New%20Student%20Handbook_digital(pages)1.pdf).

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## Cheating:

Plagiarism, cheating, or other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately reported to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or a zero for the exercise or examination, or to assign an “F” in the course.

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## Dean’s Honor List:

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

- be carrying at least 12 credits,
- not be on probation,
- have passed all courses and attained an overall average of 85 (GPA: 3.7) or be ranked in the top 10 percent of the class and have an overall average of 80 (GPA: 3.2),
- not have been subjected to any disciplinary action within the university during the term,
- and be deemed worthy by the dean to be on the honor list

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## Online Plagiarism Tutorial and Test:

Students who fail to properly credit 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 it is fully identified. Plagiarism is a violation of the university's academic regulations and is subject to disciplinary action.

The Board of Deans has determined that all AUB students must complete an on-line plagiarism tutorial and test. Students can take the test as many times as necessary.

- The Tutorial and Test is divided into four sections:
- Overview: when and how to give credit; recommendations; decision flowchart.
- Examples: word-for-word and paraphrasing plagiarism: 5 examples each.
- Practice with Feedback: identifying plagiarism: 10 items.
- Test

When students pass the test a "Notification of Test Completion" click "submit" to have it sent to the Office of the Registrar. The Office of the Registrar will have in its database the information about the students who have passed the test, and the date when they did so. The system will also generate e-mails to the passing students giving them unique validation codes [to be used as a proof they passed the test-if needed].

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## Emails:

The Baha and Walid Bassatne Department of Chemical engineering and Advanced Energy's faculty and staff members use only AUB account (xx##@aub.edu.lb) or AUB Moodle when addressing any message to students. Disregard any email sent from accounts other than AUB sent to you on behalf of ours.