

Academic Rules and Regulations

Academic Dishonesty:

Plagiarism, falsification of data, cheating and other forms of academic dishonesty are serious violations of academic integrity and may result in dismissal. Students are expected to be familiar with the various forms of academic dishonesty as explained in the Student Code of Conduct and in the University Policy and Procedures Concerning Research Misconduct.

Plagiarism:

Students who fail to properly credit ideas or materials taken from other students and/ or outside sources 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.

Attendance:

Attendance Policy: A student who is absent without excuse for more than one third of the number of sessions in any course may be dropped by the instructor of the course.

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 made during her/his absence.

- Students whomissmorethanone–fifthofthesessionsofanycourseinthefirstten weeks of a given term (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- A student cannot withdraw or be withdrawn from a course after the announced deadline unless approved by the appropriate faculty committee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 makeup examination.
- Medical reports and/or qualified professional opinions issued by an AUB employee, AUBMC 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.

Leave of Absence:

All graduate students are expected to make steady and satisfactory progress toward the completion of degrees.

Students who are not enrolled for a period of more than one academic year (two consecutive regular terms and one summer) will be considered to have withdrawn from the program unless they apply for a leave of absence and secure approval of the department, faculty/school Graduate Studies Committee, and Graduate Council.

The leave of absence application can be up to one academic year at a time. The maximum period of approved leave of absence is for two academic years. An approved leave of absence does not count towards maximum residency. Non–enrollment by the student for one regular term without securing leave of absence will count towards maximum residency.

Students who seek to return without having secured leave of absence approval after a non–enrollment period of more than one academic year must reapply and will be considered for readmission following regular AUB application/admission procedures. If re–admitted into the same graduate program, then their earlier status as graduate student will count towards maximum residency.

The approval of the leave of absence is determined by the nature of the excuse, the documentation/proof submitted, and the time of submission. Excuses submitted should consist of circumstances that prevent a student from carrying out his/her graduate studies. Students are strongly advised to consult with their advisors regarding the validity of their excuse.

Normally, students are expected to submit a leave of absence before the start of the term in which the leave begins. However, on some occasions and with adequate justification, students may submit a leave of absence before the end of the drop/add period. Leave of absence requests submitted after the drop/add period will be considered on an exceptional basis if the student’s excuse consists of an unavoidable circumstance and the claim is supported with substantial evidence. Students must be willing and able to prove the claims of their excuse, which includes providing any documentation requested as proof.