

Courses and Grades

Course Loads:

Normally, the maximum number of credits that may be taken in a regular term is 12 credits. The maximum number of credits that may be taken in the summer session is 6 credits. A student who wishes to enroll in more than the maximum number of credits must petition the faculty Graduate Studies Committee to obtain permission.

Graduate Level Courses:

- The minimum passing grade for a graduate course is 70 (C+) for a master's student and 75 (B) for a PhD student.
 - The minimum grade for a graduate student enrolled in a graduate course is 55 (F).
 - Results of tutorial courses, projects or theses are reported as Pass (P) or Fail (F).
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Prerequisite Courses:

Prerequisite courses are undergraduate courses taken to make up for deficiencies in the student's background.

- Prerequisite courses do not carry graduate credit.
- The minimum passing grade for a prerequisite course is 70 (C+). However, a department or program may set a higher minimum passing grade.

Change of Grade Policy:

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 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 the supporting evidence for the mistake warranting this change of grade. If the chairperson of the department approves the change of grade, s/ he 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 request review of their exams in case mistakes have been made in calculating grades or in correcting. The request by the student of the course instructor to review the course grade should take place 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 grade continues, the student should discuss the issue with the chair of the department. If the student is still not satisfied, s/he may submit a petition to the faculty Academic and Curriculum Committee requesting further consideration.

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 term. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete coursework is reported as "I". Normally, "I" is followed by a numerical grade reflecting the evaluation of the student available at the end of the term. 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.