

General University Academic Information

Classes and Laboratories for incoming students in 2019-20

- 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 who, during a term, miss more than one-fifth of the sessions of any course in the first twelve weeks of the term (six weeks in the case of the summer term) can be dropped from the course. A faculty member who drops a student from the course for this reason must have stated in the syllabus that attendance will be taken.
- Students who withdraw or are dropped for excessive absence from a course receive a grade of “W”.
- Students who do not withdraw or cannot be dropped for excessive absence from a course will receive a grade of **F**.
- Students can withdraw from registered courses, no later than 12 weeks (six weeks in the summer term) from the start of the term, provided that their credit load during the term does not drop below 12 credits.
- Unless approved by the appropriate faculty committee, a student cannot withdraw or be withdrawn from a course after the announced deadline or if the withdrawal results in the student being registered for less than 12 credits.

• Graduation with Distinction and High Distinction for a Dual Degree

- For each program in a dual degree, the last 60 credits that apply to separately fulfill the degree requirements are considered for average computation.
- To graduate with distinction in either degree, a student must have a GPA of 3.7 or higher in the 60 credits or more and be recommended by her/his department for distinction.
- To graduate with high distinction in either degree, a student must have a GPA of

- 4.0 or higher in the 60 credits or more and to be recommended by her/his department for high distinction.
- For purposes of graduation with distinction or high distinction, all grades including repeated courses enter into the computation of the student's overall average.

Minor

(within or from different faculties)

Various departments in faculties/schools offer a number of minor fields of study. University minimum requirements for a minor are as follows:

- A minimum of 15 credit hours earned on the basis of regular graded courses (not tutorial or special project type courses) is required for a minor (refer to the requirements of various faculties/schools).
- At least 9 credit hours of coursework must be completed at AUB.
- No more than 9 credit hours taken in the major field of study may be used to satisfy a requirement for another minor. Minor courses may not be taken on a pass/fail basis at AUB. Students should refer to the catalogue of the concerned faculties/schools for further information on the requirements of each minor. To graduate with a minor, a student must attain a GPA of 3.2 or more in courses taken to satisfy the requirements of that minor. Faculties/Schools may enforce stricter requirements for minor grade average. The minor will appear in the student's transcript but will not be stated on the degree. Faculties, departments and programs can have additional requirements for minors over and above the university requirements stated in the policy.

. 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 a semester GPA of **3.7** or be ranked in the top 10 percent of the class and have a semester GPA of **3.2**,
- not have been subjected to any disciplinary action within the University during the semester, and
- be deemed worthy by the dean to be on the honor list.

• **Plagiarism**

- 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.

Courses

To be considered a full-time student, s/he must carry a minimum load of 12 credits per term (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 her/his 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 term and 9 credits during the summer term. Students in the following categories must petition the appropriate faculty committee but are normally granted permission to register for more than 17 credits:

Freshman students intending to go into medicine or engineering, and who have a GPA of at least 3.2 in the first term, may take an additional course in the second term.

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 term (a maximum of 19 credits per regular term in MSFEA).

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

hours.

- **Grading System**

Letter Grade	Quality Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

Incompletes

A student who receives an incomplete grade for a course must petition or submit a valid reason for missing the work to the appropriate faculty committee within two weeks of the date of the scheduled final exam in order to obtain 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. In the Maroun Semaan Faculty of Engineering and Architecture, a student who has received incomplete grades will not be permitted to register for more than 16 credits.

Incomplete coursework is reported as “I”. Normally, “I” is followed by a letter 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. If the work is not completed within the period specified, the “I” is dropped and the letter grade becomes the final grade.

- **For students admitted as transfer students from other institutions**

- Upon completion of registration for their first term at AUB, students should make sure credits earned at other institutions that count toward program requirements at AUB are transferred as follows:

Students should submit the following to the Undergraduate Curriculum Committee of the relevant faculty for final approval of credits earned: They should submit the syllabi (including course learning outcomes if available) of all courses completed at the other institution, the official transcript of the courses issued by the institution, and a course equivalence form signed by the chair of the department offering the equivalent course. Students are encouraged to seek approval of credit transfer within one month of the start of their first term or as soon as possible thereafter.

Approval of credit transfer is contingent upon achieving a minimum passing grade equivalent to AUB’s grade of C+ in each course as determined by the Undergraduate Curriculum Committee of the relevant faculty.

The Office of the Registrar can receive direct requests from students and can act directly if similar course equivalence has already been approved by a Curriculum Committee. As each course is approved for equivalence, the Office of the Registrar dates the decision and ensures that all courses are re-evaluated after five years. Re-evaluation to determine whether a transfer course continues to meet AUB requirements in terms of content and credit hours includes assessment of course learning outcomes.

Credits transferred from other institutions will show as ‘Pass’ only on the AUB transcript.

The database listing courses that have been accepted by the University is available online at the Office of the Registrar’s website:
www.aub.edu.lb/registrar/Documents/pdfdoc/aubcourse-equivalence-otheruniversities.pdf.

The database shows equivalence in content, and not grade, and the list is updated periodically. Grade equivalencies for US and European universities are also posted on the website:
www.aub.edu.lb/registrar/Pages/transfer-equivalence.aspx.

The Office of the Registrar keeps a log of accepted grade equivalencies for courses offered by local, regional and international universities to ensure consistent implementation across all majors of the grade equivalence policy for credit transfer.

Probation

Placement on Academic Probation

A student is placed on academic probation if the student's overall GPA is less than 2.0 at the end of the second regular term, if the term GPA is less than 2.1 at the end of the third or fourth regular term, or if the term GPA is less than 2.2 in any subsequent term, excluding the summer term.

It is to be understood that the term in which the student is considered to be 'on probation' is the term that immediately follows the term 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 second regular term at the university should be 24, including all repeated courses, and 12 in each subsequent fall or spring term, including all repeated courses.

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

Credit for incomplete courses will be included in the term in which the incomplete courses were taken. The evaluation for that term 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: 0: clear status 1: student is currently on probation but was not on probation in the immediately preceding regular term 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 the student has been placed on probation.

• Removal of Probation

- Probation is removed when the student attains a term GPA of 2.1 or more in the third or fourth regular term or a term GPA of 2.2 or more in any subsequent regular term. The student is off probation during the term following the one in which such grades are earned. Probation should be removed within two regular terms, excluding summer, after the student is placed on probation or when the student completes her/his 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 GPA is less than 1.0 at the end of the second regular term
- if the student fails to clear academic probation within two regular terms, excluding the summer term, after being put on probation; i.e., the student's academic status is (2,2) or (2,3), and the student has failed to remove the probation
- if the student is placed on academic probation for a total of four regular terms (a student can be dropped for this reason even if s/he is in the final year at AUB); i.e., the student's academic status is (0,3) or (1,3), and the student is again placed 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.

Graduation with Distinction and High Distinction

- **To graduate with distinction a student must:**

- i. have a GPA of **3.7** or higher in all work of her/his final academic semesters, including summers: (two summer sessions are equivalent to one semester) during which 60 credits or more have been completed at AUB.
 - ii. be recommended by her/his department for distinction.

- **To graduate with high distinction a student must:**
 - i. have a GPA of **4.0** or higher in all work of her/his final academic semesters, including summers: (two summer sessions are equivalent to one semester) during which 60 credits or more have been completed at AUB.
 - ii. be recommended by her/his department for high distinction.

