

# Catalogue Information for Students Incoming in Fall 2019-20

## Admission

### Admission to Master's Programs

Graduate study is offered on a selective basis to students who have shown distinct academic ability. Applicants for graduate study may be considered for admission into one of three categories:

### Admission to the Master's Degree Programs

To be considered for admission to the graduate programs at AUB, applicants must hold a bachelor's degree from AUB or its equivalent from a recognized institution of higher learning. Applicants who have a good record of academic achievement and a potential for creative and independent work may be admitted into one of the following categories:

- Admission as a Regular Graduate Student, with the possibility of financial support via the Graduate Fellowship and Assistant Program (GFAP)
- Admission on Probation
- Admission as Prospective Graduate Student (FAFS, FAS, and MSFEA)

The minimum admission requirements for all categories are described below. Additional requirements may be set by the individual departments/programs as approved by Faculty Graduate Studies Committee. Applicants are advised to check with the concerned department or program to which they are applying or with the Office of Admissions for additional requirements.

Admission to the master's program at AUB is competitive based on the academic record and achievements of the applicant. Departments may also recommend admission for those students with particular research interests or characteristics, which are compatible with the areas of expertise of the faculty or the faculty goals within that program.

Applicants who hold degrees from institutions other than AUB must present, along with their official transcript, a letter from the institution awarding the degree indicating the denotation of their grading system in terms of its equivalence on a 4.0 GPA scale or in terms of letter grades A, B, C with +/- scales. Alternatively, applicants may present an official letter from the Office of the Registrar of their respective institutions indicating the graduating class average of previous years along with standard deviation and class size.

### Admission as a Regular Student

An applicant is considered for admissions as a regular student to a graduate program if s/he meets the following minimum admission requirements:

- An undergraduate GPA of at least 3.2 percent (or standardized equivalent from other institutions of higher learning) in the major field of study and a cumulative average of at least 75 percent (or standardized equivalent) for all work done at the undergraduate level leading to a bachelor's degree or its equivalent from AUB or other recognized institutions of higher learning are required. In the Maroun Semaan Faculty of Engineering and Architecture and the Interfaculty Graduate Environmental Sciences Program (IGESP), a GPA of at least 3.2 percent is required for the last two years of undergraduate study or its equivalent at AUB or other universities as determined by the faculty.
- Students who hold a minor in a field of specialization with at least a 3.2 GPA may be considered for admission as regular students in that field.
- General GRE or GMAT test scores may be required in the specific department/program/track. Scores up to five years old will be accepted in most programs requiring the GMAT or GRE scores. No minimum test score is required, but departments may set minimum required scores [refer to the specific program for more information].
- At least two letters of recommendation are required.
- A detailed statement of purpose (around 400-500 words) for each choice (major or concentration) indicating the purpose for pursuing graduate study in the particular field at AUB, and specifying the applicant's research interests and/or practical experience in the field is required.

- Additional requirements that are specific to each graduate program as included in the department or program listings exist/are needed
- Applicants to any graduate program other than AUB graduates and graduates of recognized colleges or universities in North America, Great Britain, Australia, and New Zealand, must demonstrate proficiency in the English language. For additional information, refer to RUSE on page XX.

In selecting students to the master's program, the Faculty Graduate Studies Committee recognizes other evidence of achievement—whenever present—such as research potential or experience, work experience, publications, or other creative work or scholarly activity. In considering such criteria, the Graduate Studies Committee of the faculty will, in some cases, give serious consideration to departmental recommendations for admission to applicants who do not meet the minimum requirements of the undergraduate grade point average indicated above but instead have presented clear evidence of creative activity and academic potential. Departments must present to the faculty Graduate Studies Committee a justification of such admission recommendations. The Graduate Studies Committee will review these cases and will make its final recommendation to the dean on a case-by-case basis.

### Admission on Probation

An applicant is considered for admission on probation if s/he meets the following minimum admission requirements:

- An undergraduate average of at least 75 percent (or standardized equivalent from other institutions of higher learning) in the major field of study and a cumulative average of at least 75 percent (or standardized equivalent) for all work done at the undergraduate level leading to a bachelor's degree or its equivalent from AUB or other recognized institutions of higher learning are required. In the Maroun Semaan Faculty of Engineering and Architecture and the Interfaculty Graduate Environmental Sciences Program (IGESP), an average of 75 percent is required for the last two years of study or its equivalent at AUB or other universities as determined by the faculty.
- The requirements for application and the governing regulations for admission recommendations as presented under "regular admission" remain the same in this case.

In addition, an applicant who does not meet the above minimum requirements but appears to have reasonable potential for success as a graduate student, as manifested by appropriate practical experience or a high score on relevant standardized exam such as GRE, may be admitted on probation.

A student admitted on probation must complete 9 credits of graduate level courses during the first two terms of graduate studies, pass all courses, and attain a minimum cumulative GPA of 3.2 in order to achieve the status of "regular" student. If the student fails to meet any of these conditions, s/he will be dropped from the program. Students admitted on probation are not considered for financial assistantship until they achieve the status of "regular" student.

### Admission as a Prospective Graduate Student (FAFS, FAS, and MSFEA)

- Applicants who hold a bachelor's degree in a major field of study other than the one to which they are applying, and who do not have sufficient academic preparation in the field, may be admitted as prospective graduate student who must complete certain undergraduate course requirements. Guidelines governing such course requirements are presented below.
- To be considered for admission as a prospective graduate student, the applicant must have attained an undergraduate average of 75 percent (or standardized equivalent) in all work done at the undergraduate level leading to a bachelor's degree or its equivalent from AUB or another recognized institution of higher learning. In the Maroun Semaan Faculty of Engineering and Architecture, an applicant is considered for admission as a prospective graduate student if s/he has attained an average of 75 at AUB for the last two years of undergraduate study or its equivalent at other universities, as determined by the faculty, and has demonstrated good performance in courses related to the field being sought.
- The requirements for application and the governing regulations for admission as presented under Regular Admission are the same in this case.
- The following policies relate to undergraduate course requirements for students admitted into the prospective student category:
- Prospective students are normally required to take a minimum of 15 credits of

undergraduate courses in the major field of study to which they are applying and must achieve a GPA of at least 3.2 percent in these courses to be admitted to the graduate program and begin work towards their master's degree.

- Departments may recommend reducing the 15 credits minimum requirement for prospective students subject to the provision of supporting evidence and justification to the Graduate Studies Committee. Students who have taken courses in the intended field of study or in areas judged by departments as relevant to the intended field of study may have their requirements reduced. In considering undergraduate courses as prerequisites towards beginning an MA/MS/ME degree in a field of study, departments may recommend to the Graduate Studies Committee consideration of courses in other than the strictly defined field of study that they consider relevant. Outstanding work and/or research experience relevant to the intended field of study may (in exceptional cases) be considered in partial fulfillment of required courses. All recommendations to reduce the requirements below 15 credits require the approval of the Graduate Studies Committee of the faculty following departmental justification.

- Departments may recommend waiving some course requirements after the student's first term subject to justification and outstanding performance to the faculty Graduate Studies Committee.

- For undergraduate courses taken prior to acceptance as prospective student to be considered as part of the 15 credits minimum requirement in the intended field of study, the average grade in these courses should be at least B+ or equivalent in other grading systems. For the purpose of change of status (admission after completion of requirements) to regular graduate student, a minimum GPA of 3.2 will be required in all 15 credits of undergraduate courses in the field (including the ones taken prior to acceptance). If a GPA of 2.7-3.2 is attained, the student may have her/his status changed to graduate on probation pending department recommendation and approval of the faculty Graduate Studies Committee.

Prospective graduate students who have completed all but one undergraduate prerequisite course may begin taking one graduate course along with the last undergraduate course requirement upon the approval of their department and the Graduate Studies Committee. The supplementary courses must be completed within four consecutive regular terms.

## Admission to PhD Programs

Applicants who have an excellent record of academic achievement and a potential for creative and independent work may be admitted into one of the following categories:

- Admissions for Students Holding a Master's Degree
- Admissions for Students Holding a Bachelor's Degree

The minimum admission requirements for the two categories are described below.

Additional requirements may be set by the individual programs as approved by the faculty Graduate Studies Committee and the Board of Graduate Studies. Applicants are advised to check with the department/program administration to which they are applying or with the Office of Admissions for additional requirements.

Admission to the PhD program at AUB is competitive, based on the academic record and achievements of the applicant and the research foci of the department/program.

Applicants who hold degrees from institutions other than AUB must present, along with their official transcript, letter/s from the institution/s awarding the degree/s, indicating the denotation of their grading system in terms of its equivalence on a 4.0 GPA scale or in terms of letter grades A, B, C with +/- scales. Alternatively, applicants may present an official letter from the Registrar's office of their respective institutions indicating the graduating class average of previous years along with standard deviation and class size.

### Admission for Students Holding a Master's Degree

- Applicants to the PhD programs are expected to have demonstrated distinct academic ability. An applicant is considered for admission to the PhD program if s/he meets the following minimum admission requirements:

- Holds a master's degree in any of the disciplines approved by the department/program to which the candidate is applying from AUB or other recognized institution of higher learning with a minimum cumulative GPA of 3.7 or its equivalent

- Submits a complete application including transcripts of academic record from all the institutions that were attended after high school

– General GRE test scores. Scores up to 5 years old will be accepted in most programs

requiring the GRE scores. The departments may set minimum required scores [refer to the specific program for more information].

– A written statement of purpose (about 400-500 words) indicating the purpose for pursuing graduate study in the particular field at AUB, and specifying the applicant's research interests and/or practical experience in the field.

– Three letters of recommendation.

– A portfolio that includes a resume and samples of work if required by the specific program.

• Complete an interview either in person, by phone, or via online.

• Students from non-English-speaking countries must show proficiency in the English language. For additional information, refer to RUSE on page XX.

## Admission to a Graduate Diploma Program

For graduate academic diplomas, the student should have an undergraduate bachelor's degree (or its equivalent from AUB or other recognized institutions of higher learning) with an average of at least 75 percent (or standardized equivalent from other institutions of higher learning). An applicant who does not meet the minimum undergraduate average requirement but appears to have reasonable potential for academic success, for example as manifested by relevant practical experience or high scores on relevant standardized exams, may be admitted based on justified recommendation.

For graduate professional diplomas, the same admission requirements apply as for graduate academic diplomas but without a minimum constraint on the undergraduate average.

For both graduate professional and graduate academic diplomas, faculties/schools may set additional admission requirements for specific graduate diploma programs. Information about admission to graduate diplomas and certificates can be found at <http://www.aub.edu.lb/admissions/applications/Pages/diploma.aspx>.

## Admission for Students Holding a Bachelor's Degree

Applicants who have an excellent record of academic achievement, and a potential for creative and independent work at the bachelor level, may be admitted into a PhD accelerated track at the bachelor level if this track is available at the department/program.

An applicant is considered for admission into a PhD track student if s/he meets the following minimum admission requirements:

• A bachelor's degree in any of the disciplines approved by the department to which the candidate is applying from AUB or other recognized institution of higher learning with a minimum major and cumulative GPA of 3.7 or its equivalent

• The same requirements for the application apply to the accelerated PhD track.

The student should consult with specific programs to learn about minimum requirements for completion of the accelerated PhD track degree. It is possible that some programs will require that the student complete her/his master's degree before starting the PhD degree.

In selecting students to the PhD program, the faculty Graduate Studies Committee recognizes other evidence of achievement—whenever present - such as research potential or experience, work experience, publications, or other creative work or scholarly activity. In considering such criteria, the Graduate Studies Committee of the faculty will give serious consideration to departmental recommendations for admission in some cases for applicants who do not meet the minimum requirements of grade point average indicated above but instead have presented clear evidence of creative activity and academic potential. Departments must present to the faculty Graduate Studies Committee a justification of such admission recommendations. The Graduate Studies Committee will review these cases and will make its final recommendation on a case-by-case basis.

## Admission as a Non-Degree Graduate Student

This category applies to those who wish to take some graduate courses at AUB without working for a degree as part of the Continuing Education program. Applicants must hold at least a bachelor's degree from a recognized institution of higher learning.

Applications should be submitted to the Office of Admissions along with the degree and transcript of record by the end of if applying for or mid if applying for (those deadlines are rolling up till one month prior to the beginning of the term). GRE test scores are not

required in this case. Applicants should specify their intended course of study during their visiting status.

Applications are reviewed by departments where courses are to be taken on a case-by-case basis. Recommendations for admission as non-degree graduate students require the approval of the Graduate Studies Committee of the faculty. Admission is offered normally for one term but may be extended for another term following the approval of the department(s) where courses are taken and of the faculty Graduate Studies Committee.

# General Academic Information for Students Incoming in Fall 2019-20

## Courses and Grades

Courses taken as part of a student's graduate study program fall into one of two categories, which are graduate courses or prerequisites (undergraduate courses). Each category may have different grading systems depending on the department/program.

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

### 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 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.

## Transfer of Credits

### Transfer of Credits into a Master's Degree Program

Graduate courses taken beyond the bachelor's degree requirements at AUB, or at other recognized institutions, are not transferable for credit toward master's degree requirements unless the applicant attained a cumulative GPA of at least 3.2 in the undergraduate courses taken in the major or related field of study. Only graduate courses in which the applicant earned an equivalent grade of B+ or above can be transferred. No more than 9 credits are transferable provided they are not credits earned by internship, thesis or practicum, and degree minimum residency requirement is maintained. For master's degrees with more than 33 credits, the maximum number of transferable credits can be up to 12 credits. Applicants who have completed a Bachelor of Engineering Degree (BE) and are applying for admission into a Master of Engineering Program (ME) may apply for a waiver of up to 9 credits of coursework. The total number of transferable credits from BE to ME should not exceed 12 credits. For more details, refer to the Maroun Semaan Faculty of Engineering and Architecture section. Approval by the faculty/school Graduate Studies Committee is required for all transfers.

### Transfer of Credits from One Master's Degree to Another

Graduate courses taken at AUB (or at other recognized institutions), in which the applicant earned an equivalent grade of B+ or above, may be transferred to another master's degree at AUB. No more than 9 credits are transferable provided they are not credits earned by an internship, thesis or practicum, and degree minimum residency requirement is maintained. For master's degrees with more than 33 credits, the maximum number of transferable credits can be up to 12 credits. Approval by the department or the academic unit concerned and the faculty/school Graduate Studies Committee is required for all transfers. Normally, credits counted toward another graduate degree at AUB or another institution cannot be transferred if they have already been used to satisfy requirements for another awarded graduate degree.

### Transfer of Credits into a PhD Degree Program

Graduate courses taken beyond the master's degree requirements at AUB, or at other recognized institutions, are not transferable for credit toward PhD degree requirements unless the applicant attained a cumulative GPA of 3.7 in the graduate courses taken in the major field of study. Only courses taken beyond the master's degree requirements in which the applicant earned an equivalent grade of A- or above can be transferred. No more than 6 credits are transferable provided they are not credits earned by an internship, thesis or practicum, and degree minimum residency requirement is maintained. Approval by the faculty/school Graduate Studies Committee and the Graduate Council is required for all transfers.

## Academic Standing of Students Working for a Master's Degree

### Good Standing

A graduate student is in good standing when her/his graduate grade cumulative GPA is 3.2 or above. A student must be in good standing in order to be awarded a degree.

### Probation and Removal of Probation

The academic performance of the student is first evaluated by the department upon completion of 9 credits of coursework after initial enrollment towards the degree and then is evaluated every term/term thereafter.

### Students Admitted on Probation

- A student admitted on probation has to complete at least 9 credits of graduate level courses within the first two terms of graduate studies, has to pass all courses, and has to attain a minimum cumulative GPA of 3.2 to achieve regular status.
- If the student fails to meet any of these conditions, s/he will be dropped from the program.

### Students Placed on Probation during Regular Status

## Residency

- A student is placed on probation if s/he attains a cumulative GPA of 2.2 or more, but less than 3.2, or fails any course taken for graduate credit.
- A student placed on probation due to average must remove the probation by the end of the following regular term/term by attainment of a cumulative GPA of at least 3.2.
- A student placed on probation due to course failure should retake and pass the course the next time it is offered. In case this condition cannot be met, the student, in consultation with the advisor, must petition the faculty/school Graduate Studies Committee.

The department or program in which the student is enrolled may recommend probation to the Faculty Graduate Studies Committee even if the student has attained an adequate cumulative average. Probation of a PhD student may be removed by the Faculty Graduate Studies Committee.

Changes in probationary status of enrolled graduate students are queried at their respective Faculties/Schools Dean Offices within one week of the start of the term/term for consideration by the faculty/school. The faculty/school Graduate Studies Committee issues, through the Dean's Office, the statement of change of probation status to the graduate student with copies to the department chair, student advisor and Registrar.

## Dismissal

The Faculty Graduate Studies Committee may dismiss a master's student, in consultation with the department/program, from graduate study if any of the following conditions arise:

- Probation status due to average is not removed in the term following the first probation, excluding students admitted on probation (see previous section on probation and removal of probation).
- The student receives probation for a second time during the degree residency.
- The student attains a cumulative GPA of less than 2.2 after completion of 9 credits or fails two courses in one term.
- The student attains a cumulative GPA of 2.2 or above but less than 3.2 in any term, and fails one course in that term (This rule does not apply to the first term of study).
- The work of the student is considered to be unsatisfactory in the opinion of the department or program, regardless of the grades obtained.
- The student fails the comprehensive examination twice or the thesis defense twice.

## Master's Degree Graduation Requirements

To be eligible for graduation with a master's degree from the American University of Beirut, a graduate student:

- must have attained a cumulative course average of B+ or above,
- should not be on probation by the time the coursework is completed,
- must have completed the minimum credit hours of coursework designated by the specific program,
- must have passed the comprehensive exam,
- must have completed thesis requirements for the thesis option degrees,
- must have completed project requirements for the non-thesis option degrees,
- and must have met the residence requirements specified for the master's degree.

## Academic Standing of Student Working for PhD Degree

### Good Standing

A PhD student is in good standing when her/his graduate grade cumulative GPA is 3.7 or higher. A student must be in good standing in order to be awarded a degree.

### Probation and Removal of Probation

A student working for a PhD degree who has not yet advanced to candidacy can be

placed on academic probation if s/he fails to make normal progress towards the degree. The academic performance of the student is first evaluated by the department upon completion of the first 9 credits of coursework towards the degree and then is evaluated every term/term thereafter:

- A student is placed on probation if s/he attains a cumulative GPA of 2.7 or more, but less than 3.7, or fails any course taken for graduate credit.
- A student placed on probation due to average must remove the probation at the end of the following term/term by attainment of a cumulative GPA of at least 3.7.
- A student placed on probation due to course failure should retake the course the next time it is offered and pass it. In case this condition cannot be met, the student in consultation with the advisor must petition the faculty/school Graduate Studies Committee.

The department or program in which the student is enrolled may recommend probation to the Faculty Graduate Studies Committee even though the student has attained an adequate cumulative average. Probation of a PhD student may be removed by the Graduate Council upon recommendation from the Faculty Graduate Studies Committee. Changes in probationary status of enrolled graduate students are queried at their respective Faculties/School Dean's Offices within one week of the start of the term/term for consideration by the faculty/school. The faculty/school Graduate Studies Committee issues through the Office of the Dean the statement of the change of probation status to the PhD student with copies to the department chair, student advisor and Registrar.

## Dismissal

The Graduate Council, upon recommendation from the Faculty Graduate Studies Committee and the Chair of Department, may discontinue a PhD student from graduate study if any of the following conditions arise:

- Probation status is not removed in the term following the first probation
  - The student receives probation for a second time during the degree residency
  - The student attains a cumulative average of less than 75 or fails two courses in one term
  - The student attains a cumulative GPA of 2.7 or above, but less than 3.7, in any term and fails one course in that term (This rule does not apply to the first term of study.)
  - The work of the student is considered to be unsatisfactory in the opinion of the department or program, regardless of the grades obtained
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- The student fails the Qualifying Examination Part I (Comprehensive Examination) or Part II (Thesis Proposal Defense) twice
  - The student fails the thesis defense twice

## Graduate Diploma Graduation Requirements

To be eligible for graduation with a graduate academic diploma, the student must have attained a cumulative course average of B+ or above and must have completed the minimum credit hours of coursework designated by the specific diploma with a course passing grade of C+.

To be eligible for graduation with a graduate professional diploma, the student must have completed the minimum credit hours of coursework designated by the specific diploma with a course passing grade of C+.

A student who receives a graduate diploma that satisfies the requirement of at least 240 lecture hours in total, in at least six courses, will be granted an associate alumnus status.

Graduate diploma programs will follow the same maximum residence requirements as for master's degree programs.