

Policy regarding repeated courses taken by USAID-USP scholars

Approved by Provost Dallal, October 24, 2014

This policy ensures that repeated courses by the USAID-USP scholars are not funded by USAID funds and that proper documentation is available to check implementation.

1. The USP Team* receives from the Registrar's Office the grades of all USP scholars, listed per award, at the end of the semester.
2. The USP Team keeps a record of all scholars' transcripts and lists scholars who have withdrawn from or failed a course during the semester. This list is shared with the Registrar's Office.
3. The Registrar's Office checks the registration record of the listed scholars in the next semester and provides a copy of these records to the USP Team, at the end of the Drop/Add period.
4. The USP Team communicates in writing with the Students' Section of the Comptroller's Office the list of scholars along with the list of courses that are repeated or taken in lieu of a failed/withdrawn course.
5. The Students' Section of the Comptroller's Office implements that the repeated courses or the courses taken in lieu of the failed/withdrawn course are not paid by USAID, since the Comptroller's Office controls the funds paid by USAID towards students' account.
6. Proper documentation regarding the implementation of this policy will be kept in the Comptroller's office.
7. The USP Team is responsible for the initiation, coordination and implementation of this policy**.

* The USP Team is headed by the USAID-USP Program Director and includes the academic monitors and program coordinators of the all currently running USP awards at AUB.

** This policy comes into effect as of October 24, 2014.