



AMERICAN
UNIVERSITY
OF BEIRUT

General University Academic
Information
Undergraduate

Advisers

Academic advising is a collaborative process that relies on personal responsibility, regular interaction, and a positive rapport between students and their faculty/school. The American University of Beirut provides students with an advising experience that supports personal development, enhances academic performance, and ensures progress toward graduation.

Each student is assigned an academic adviser who provides guidance on academic development, career planning, and educational choices. Guidance on registration, curriculum planning, and monitoring progress toward degree completion may be provided either by the academic adviser or, depending on the program, by a designated registration adviser or advising center. The names of advisees and their assigned advisers are available through the AUB Student Information System (AUBsis). The alternate PIN (a secure code given to the student by the adviser) is mandatory for new students during their first year, freshman and majorless students until they formally join a major, students undergoing inter-faculty or intra-faculty transfers, old returning students, and students placed on academic probation until the probation is cleared.

Categories of Students

Full-Time Students

Students are considered full-time if they register for a minimum of 12 credits per regular term (fall or spring).

Part-Time Students

Students are considered part-time if they register for fewer than 12 credits per regular term (fall or spring). The part-time category is limited to the following students:

- > AUB staff members pursuing a degree
- > Diploma students
- > Degree-seeking students who need fewer than the minimum credit load and are granted permission through an online petition by the appropriate faculty/school committee for one of the following reasons:
 - Potential graduation
 - Curriculum restrictions such as freshman requirements after three registrations, students not working for a degree, visiting students, and course auditing students
 - Health-related issues

Unapproved degree seeking part-time students will be dropped.

Non-Degree Students

This category includes students who are not working for a degree. Non-degree students may include visiting, cross-registered, exchange, study abroad, study away, special (not working for a degree), or course auditing students.

Course Audit

Students who wish to attend individual classes without receiving credit may apply for course audit.

- > AUB students may apply for a course audit through the online petition system.
- > Non-AUB students must fill out the following form, which is available on the Office of the Registrar's website, have it signed by the concerned instructor, and email it to: regist@aub.edu.lb to obtain approval.
<https://www.aub.edu.lb/Registrar/Documents/auditcourse-form.pdf>

To be eligible for a course audit, applicants must:

- > Hold either a baccalaureate II or its equivalent, or a bachelor's degree or its equivalent from a recognized academic institution.
- > Obtain approval from the instructor of the course.
- > Register for the course audit at the Office of the Registrar.
- > Pay the required tuition fee at the Students Section of the Office of Comptroller.

Course audit is not available for laboratory, studio, or seminar courses.

Course audit is allowed based on available seats, so registration takes place after that for regular students.

The university does not grant academic credit for course audit.

Majorless Status

Students who have been admitted as majorless and have not yet chosen a major, or who are in the process of selecting a new major, are given the status of "majorless." Students must be admitted to a major at least one term prior to graduation through the transfer process.

Students may be considered majorless based on a faculty/school recommendation because of either challenges in following their selected study path or an intention to change major. Such students must be accepted into a major by the end of their third term as majorless; failure to do so may result in dismissal from the university.

English Proficiency

Grades on papers (term papers, essays, or examinations) and a final course grade may be lowered due to poor quality of writing.

The Intensive English Course (IEC), ENGL 100 A/B, is intended for students who have been admitted to the university but have not met the Readiness for University Studies in English (RUSE) requirement. The minimum scores for placement in IEC are 25 on AUB-EN, 52 on TOEFL (IBT), or 5.5 on IELTS.

IEC is an integrated skills course that develops students' linguistic and communicative competence in preparation for a full-time university study. Through a wide range of activities and readings across disciplines, students are exposed to campus culture and academic discourse. Regular practice in oral and written activities helps students develop appropriate and effective English expression.

Students enrolled in IEC may register for only one or two regular university courses (up to a maximum of 6 credits). This allows them to earn degree credits while working on achieving the level of English needed for carrying a full course load in the regular program. These courses are limited to Arabic and mathematics/statistics/computer literacy courses (maximum 6 credits) within the Faculty of Arts and Sciences or equivalent courses in statistics in the Faculty of Agricultural and Food Sciences, the Suliman S. Olayan School of Business, and the Faculty of Health Sciences.

Students who successfully complete their IEC will automatically be placed in their class and major and will be required to complete ENGL 102.

Students who do not pass IEC by the end of the second term will be dismissed from the university. IEC students are subject to the same attendance requirements as all other AUB students.

For more information about AUB's English language and writing requirements, visit the Communication Skills Program website at: <https://www.aub.edu.lb/fas/english/Commskills/Pages/Placement.aspx>.

General Education Requirements

Refer to the General Education Requirements section under the Faculty of Arts and Sciences section.

Premedical Requirements

The minimal premedical requirements are summarized below:

A bachelor's degree in any field of study is required. While most applicants to the Faculty of Medicine have traditionally held degrees in biology or chemistry, applicants from other academic backgrounds are strongly encouraged to apply. Regardless of major, students choosing a premedical track must complete the core premedical courses required for admission to the Faculty of Medicine. These courses may be taken as major or elective requirements depending on major, and may result in requiring a greater total number of credits.

Premedical Core Course Requirements

The minimal course requirements for admission to the MD program at AUBFM are listed below (the courses in parentheses are AUB courses that fulfill the requirements), irrespective of the track followed in high school or the Lebanese Baccalaureate.

Biology: 7 credits: one course in general biology with laboratory (BIOL 201, 4 credits) and one course in biochemistry (BIOL 220, 3 credits; BIOC 255, 3 credits for students majoring in medical laboratory sciences; NFSC 261, 3 credits for students majoring in nutrition and dietetics; and BIOC 246, 4 credits for students majoring in nursing).

Chemistry: 8 credits: 3 credits in general chemistry (CHEM 201, 3 credits), 5 credits in organic chemistry with lab (CHEM 208, 3 credits; CHEM 209, 2 credits). Biology and chemistry majors will take CHEM 210, 211, and 212 to fulfill the requirements of organic chemistry.

Computer Science: 3 credits in introductory programming (CMPS 203, 3 credits; or its equivalent EECE 230 given to engineering students).

English: 6 credits in academic English (ENGL 203 and ENGL 204, or ENGL 206).

Physics: 4 credits in a physics course for the life sciences with laboratory (PHYS 206 and 206L, 4 credits). Biology and chemistry majors may take other courses as dictated by their majors in lieu of PHYS 206 (e.g., biology majors will take PHYS 204, 204L, 205, and 205L, and chemistry majors will take PHYS 211 and PHYS 211L). Other majors can take PHYS 210 and PHYS 210L as dictated by their majors in lieu of PHYS 206 and PHYS 206L.

Psychology: 3 credits in general psychology (PSYC 201, 3 credits).

Sociology: 3 credits in general sociology (SOAN 201, 3 credits).

Humanities: 6 credits. Any two courses recognized by the university as fulfilling “cultures and histories” requirements may be taken, excluding some courses listed under point 2 below. At AUB, students are encouraged to consider minoring in the medical humanities. The following possibilities are recommended - but not mandatory - to fulfill the humanities requirements:

- > Any 2 CVSP/CHLA courses
- > One CVSP/CHLA course and one English or Arabic literature humanities course, excluding those listed below:
 - ENGL 227 Introduction to Language
 - ENGL 228 Phonetics
 - ENGL 229 History of the English Language
 - ENGL 233 Introduction to Translation
 - ARAB 211/212 Survey of Arabic Grammar
 - ARAB 213/214 Introductory Biblical Hebrew
 - ARAB 215 Introductory Syriac
 - ARAB 224 Arabic Stylistics and Metrics
 - ARAB 227 Arabic Linguistics
 - ARAB 228 Arabic Linguistics
- > One CVSP/CHLA and one philosophy course from the following:
 - PHIL 210 Ethics
 - PHIL 214 History of Modern Philosophy
 - PHIL 216 Political Philosophy
 - PHIL 221 Philosophy of mind
 - PHIL 222 Philosophy of Science
 - PHIL 224 Philosophy of Religion
 - PHIL 225 History of Moral Philosophy
 - PHIL 230 Philosophy of Plato

Medical College Admission Test (MCAT) Requirement

A competitive score in the MCAT, which may be taken more than once, is required. If taken multiple times, the highest score is considered. The deadline for submitting the MCAT score is January 15 of the application cycle.

Applicants are responsible for submitting the score by that deadline. Failure to do so means the application will be incomplete and will be cancelled. The MCAT has sections on biological, chemical, physical, social, psychological and behavioral sciences, and on critical analysis and reasoning skills. Students are encouraged to review the content of the MCAT and plan their studies and preparation accordingly.

For more information on admissions to the Faculty of Medicine, refer to the 2026-27 Graduate Catalogue.

Double Major

Students may, upon approval of the relevant faculty/school, earn one degree with a double major within the same faculty/school provided that both majors share the same degree structure (e.g., both lead to BA, BS, or BE degrees). In such cases, a single degree is issued with both majors indicated. The degree will only be awarded once all requirements for both majors have been fully completed.

To be eligible to apply for a double major, students must:

- > Have already completed at least 24 sophomore credits.
- > Be in good academic standing with a minimum overall GPA of 2.3.
- > Meet the major requirements outlined in the relevant faculty/school section.

Students pursuing a double major must fulfill the requirements of both majors. Additionally, they must complete at least 15 credit hours beyond the requirements of the first major. The general education requirements of one major must be completed.

Students interested in a double major must submit an online petition through the online petition systems within the official deadlines for change of major or transfer applications for the fall or spring terms. The application must be approved by the receiving department and the Admissions Committee of the relevant faculty/school.

Dual Degree

Students may, upon approval of the relevant faculty/school, complete the requirements for two distinct degrees simultaneously, either within the same faculty/school at AUB or across different faculties/schools at AUB, provided that the degree structures are different. Examples include earning a BS in mathematics and BA in economics, or a BS in biology and BA in political studies or history.

In such cases, students will be awarded two degrees upon graduation. If tuition rates differ between the programs, students will be charged the higher tuition rate.

To be eligible to apply for a dual degree, students must:

- > Have already completed at least 24 sophomore credits.
- > Be in good academic standing with a minimum overall GPA of 2.3.
- > Meet the major requirements outlined in the relevant faculty/school section.

Admission to a dual degree is competitive and depends on the availability of places in the faculty/school to which the student is applying.

Students interested in pursuing a dual degree must submit a Dual Degree Petition Form through the online petition system. Students must refer to the university calendar for further information on deadlines.

Students enrolled in a dual degree program must:

- > Fulfill all requirements for both degrees.
- > Complete at least 30 credit hours beyond the credit requirements of the degree with the higher credit load.
- > Satisfy the general education requirements of both degrees.
- > Complete at least two additional regular terms to satisfy residency requirements.

Students may withdraw from one of the degrees up to one term before graduation by submitting the appropriate petition through the online petition system.

Dual degrees must be completed concurrently and must have the same graduation date.

Second Degree

Students who have completed, or are completing, their first undergraduate degree and wish to pursue a second bachelor's degree –either in the same or a different faculty/school– may apply as follows:

Current or Recent AUB Graduates

Students may apply for a second degree during the final year of study of their first degree or within two years of completion of the first degree by submitting an application through the Office of Admissions. The second degree application can be submitted in the same faculty/school as the first degree or in another faculty/school.

The second degree applications will be reviewed by the relevant faculty/school following the same internal procedure as those for the change of major (same faculty/school) or transfer applications (another faculty/school). The final admission decision will be communicated by the Office of Admissions.

Graduates from Other Institutions

Students holding a recognized bachelor's degree from an accredited institution of higher education recognized by AUB may apply for a bachelor's degree in a different major from their first degree. These applicants must submit an application to the Office of Admissions.

Requirements for Second Degree Students

Students enrolled in a second degree must meet the university residency requirement of at least two regular terms with at least 30 credits of major requirements and must also meet all faculty/school and departmental requirements for the degree. Non-AUB degree holders may be required to satisfy the AUB general education requirements depending on the university of origin of the first earned degree.

Minor

Students who wish to pursue a minor must formally declare their intent by the “intention to fulfill a minor” online petition through the online petition system.

Students must also submit the “completion of minor” online petition through the online petition system by the deadlines posted on the Office of the Registrar website in order to be awarded the minor.

Most departments across faculties/schools offer a variety of minors. The University's minimum requirements for completing 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); refer to the requirements of each faculty/school.
- > At least 9 credit hours of coursework must be completed at AUB.
- > Each minor must have at least 6 credits exclusive to it; up to 9 credit hours may be common with the program requirements of the major field(s) of study.
- > For students pursuing multiple minors, a maximum of:
 - 6 credits may be shared between minors (for a 15-credit minor)
 - 9 credits may be shared (for an 18-credit minor)
- > Minor courses may not be taken on a pass/fail basis at AUB.

Students should refer to the relevant catalogue section for each faculty/school for more information on each minor's requirements.

To graduate with a minor, students must attain a minor GPA of at least 2.3 and meet the faculty/school minor requirements.

The minor will appear on the student's transcript but not on the degree.

Registration

Requirements

Before registering, new students must ensure that they have met all requirements for registration, especially those outlined in the acceptance email and checklist received from the Office of Admissions. Students who do not meet the conditions listed in the checklist cannot register.

The registration guide is available on the Office of the Registrar's website. After attending orientation and confirming that all checklist conditions are met, new students must follow the steps provided in the registration section of their orientation sessions.

Continuing students must follow the registration instructions sent via email by the Office of the Registrar when registration opens.

In both cases, students may refer to the "Registration Instructional Video" available on the Office of the Registrar's webpage.

Students may make final adjustments to their schedules during the change of schedule (Drop and Add) period.

Freshman students will be promoted to their sophomore year only after completing all freshman courses and obtaining the Lebanese Baccalaureate II Equivalence from the Ministry of Education and Higher Education.

Freshmen who lack up to four credits to complete the Freshman Program may register these four credits during a third regular term along with sophomore-level courses. Failure in these freshman credits requires repeating them with an approved underload for these credits only during the following term.

Students may not register for any course unless all prerequisites have been satisfied.

Cross-Registration

Students Enrolled at AUB Taking Courses at Other Universities in Lebanon

AUB students may be allowed to cross-register for a course at another recognized academic institution if all the following conditions are met:

- > The course is a program requirement at AUB.
- > The course is not offered at AUB during the graduation term.
- > The course at the other institution is equivalent to a course offered at AUB. The number and title of each of the two equivalent courses must be clearly indicated.
- > Students complete the cross-registration form, obtain the approval from the chairperson, and submit an online petition.

- > The Office of the Registrar authorizes the cross-registration. Students then submit this authorization to the concerned institution and secure their approval.

Registration for the course is done manually at the Office of the Registrar upon presenting the signed form. To transfer credits, students must earn a grade of C+ or higher (or its equivalent) in the cross-registered course. For graduating students, an official grade must be received by AUB two weeks before the senate vote; otherwise, graduation will be postponed to the following term.

Current AUB students may not otherwise take any courses at another university in Lebanon and transfer these credits to AUB.

Students Enrolled at Other Universities Taking Courses at AUB

Students enrolled at recognized academic institutions in Lebanon who wish to cross-register for courses at AUB must complete the following steps:

- > Obtain written permission from their home institution specifying the course(s) they are allowed to take at AUB.
- > Obtain permission from the chairperson of the relevant AUB department offering the desired course(s).
- > Submit both permissions to the AUB Office of the Registrar.
- > Settle all required fees at AUB upon registration by the Office of the Registrar.

Withdrawal from Courses

Full-time students can withdraw from one or more courses up to the withdrawal deadline specified in the university calendar, provided they maintain a minimum load of 12 credits per regular term after withdrawal. Students will receive a grade of 'W' for any withdrawn course. Once withdrawn, students will not be reinstated in the course and are not allowed to take the final exam. Instructors are expected to provide at least 40 percent of the overall course assessment before the last day of withdrawal.

Tutorials and Directed Study

Students may register for a single tutorial of up to 3 credits during their final year at AUB.

Study Abroad for Undergraduate Students

AUB undergraduate students may choose to study abroad in their junior year in an approved program of study without losing their status at AUB. They may apply to an established program at a university that has an exchange agreement with AUB, or propose their own study abroad plan at a university of their choice recognized by AUB.

In both cases, students must submit an application and obtain approval from their faculty/school and the Office of International Programs (OIP). More information regarding study abroad options and procedures is available in the Office of International Programs section of this catalogue and at the following link:

www.aub.edu.lb/oip/AubAbroad.

AUB students may not otherwise take courses at another university and transfer these credits to AUB.

Courses

Credit Load

Full-time students in good academic standing may register for the following maximum credit loads:

- > FHS students: Up to 18 credits per regular term
- > Students in other faculties/schools: Up to 17 credits per regular term
- > All students:
 - Up to 9 credits during the summer term
- > Students who wish to register for more than the maximum allowable credits must submit an overload petition to the appropriate faculty/school committee for consideration. This applies to the following categories: Freshman students intending to pursue pre-medicine or engineering, who have a GPA of at least 3.3 in the first term, may take an additional course in the second term.
- > Junior and senior students in faculties/schools (except in FHS) 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.
- > Other students on a case-by-case basis.
- > Students on second consecutive probation, third non-consecutive probation, or strict probation (see probation).
- > Students who choose to overload must still meet the minimum residency requirement.

If full-time students wish or are required to reduce their course load to fewer than 12 credits, they must submit an underload petition on the online petition system to the appropriate faculty/school committee for consideration.

Repeating Courses

No course may be taken more than three times including withdrawals from the course. When a course is repeated, the highest grade earned is used for calculating the cumulative GPA. However, all course grades remain on the student's permanent record and are included in the calculation of academic standing and honors.

Students are not allowed to repeat a course in which they have an incomplete grade. If they do, the course will be dropped.

If a transferred course is repeated at AUB, the credits and grade earned at AUB will prevail.

Repeat rules apply only to courses taken at AUB and AUBM.

Attendance

Classes and Laboratories

- > Students are expected to attend all classes, laboratories, and required fieldwork. Students are responsible for all course material and for any announcements made during these sessions.
- > Students who miss more than one-fifth of the sessions of any course prior to the withdrawal deadline may be withdrawn from the course by the instructor.
- > Students who withdraw or are withdrawn from a course due to excessive absence will receive a grade of "W."
- > An instructor who withdraws students from the course due to excessive absence must have stated in the syllabus that attendance would be taken.

- > Students who do not withdraw or cannot be withdrawn for excessive absence, will receive a grade of F.
- > Students may not withdraw from a course if doing so reduces their registration below 12 credits in a regular term, unless they have an approved underload petition through the online petition system.

Examinations, Quizzes, and Class Assignments

Students who miss a scheduled examination (including midterms, quizzes, or other class assignments) must present an excuse considered valid by the course instructor within 72 hours of the missed quiz or exam. Make-up exams, quizzes, and class assignments will be administered according to the course syllabus and must be completed before the final grade of the course is issued at the end of the term. Only medical reports and/or professional opinions issued by an AUB Medical Center (AUBMC) doctor or by the University Health Services are accepted.

If there is any doubt about the validity of the excuse presented by the student, the matter must be referred to the appropriate faculty/school committee. Instructors must also ensure that no exam conflicts with a regularly scheduled course.

Residency Requirements

Students who transfer to AUB must earn at least their final 45 credits over a minimum three terms in residence at AUB (approved study abroad or exchange is counted within residency). Students transferring between AUB faculties/schools must also meet specific residency requirements as determined by their new faculty or school.

AUB students in good academic standing who did not transfer to AUB from another university and wish to study abroad may spend up to one year and earn up to 30 credits at another university. However, AUB students must spend their last term in residence at AUB.

In case of change of major, refer to faculty/school section for residency requirements.

The MEHE requires the following to be met for regular students:

- > A minimum residency of six regular terms at AUB for three-year bachelor's programs, 8 terms for four-year bachelor's programs, and 9.5 terms for bachelor's programs in MSFEA.
- > Students admitted as freshmen must complete two additional terms to meet the residency requirement.
- > Two summer terms may count as one regular term only once, except for engineering disciplines where this may be done twice.
- > A maximum residency allowed is two years (four regular terms) beyond the program's residency requirement. Students who need to exceed the limit must submit a "general" petition in the online petition system.

Grades

Grading System

For new students registered at the university starting fall term 2019-20, AUB uses a 4.3 letter grade system according to the following table:

The GPA is capped at 4.0

Course 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
I	Incomplete
P	Pass
PR	In Progress
W	Withdraw
NP	No Pass

GPA calculation:

GPA's calculated using letter grades are weighted. This means that the letter grade you receive for a course is weighted by the course's credit value. For example, if you receive a B+ in a course that is a three credit-hour course, your B+ is equivalent to a quality point value of 3.3, and this 3.3 is multiplied by three credit hours for a total of 9.9. If you take a four credit-hour course at the same time, and earn an A-, this A- is equivalent to 3.7 quality points, and when multiplied by four credit hours results in a total of 14.8. For simplicity's sake, let us say that these were the only courses you took in this particular term, so your GPA would thus be $(9.9 + 14.8) / 7$ or 3.53. Had your A- course been a three-credit course, the calculation would have been $(9.9 + 11.1) / 6$ or 3.50. The weighting of the course for which you earned an A enhances your GPA in the first example. At AUB, GPA's are capped at 4.0.

Calculation of GPA in Tabular form:

	Grade	Quality Points	Credits	Total Quality Points	GPA
Course 1	B+	3.3	3	9.9	
Course 2	A-	3.7	4	14.8	
			7 (a)	24.7 (b)	3.53 (b/a)

For students registered at the university prior to fall term 2019–20, AUB uses a numeric system with an Equivalent Grade Point Average according to the following table:

Cumulative Average	GPA	Cumulative Average	GPA	Cumulative Average	GPA	Cumulative Average	GPA
<60	0	67	1.86	75	2.73	83	3.46
60	1	68	1.98	76	2.82	84	3.54
61	1.13	69	2.09	77	2.92	85	3.63
62	1.26	70	2.2	78	3.02	86	3.7
63	1.38	71	2.31	79	3.11	87	3.78
64	1.5	72	2.42	80	3.2	88	3.86
65	1.63	73	2.52	81	3.29	89	3.93
66	1.74	74	2.62	82	3.38	>=90	4

I	Incomplete
P	Pass (Normally Used for Theses and Projects)
PR	In Progress
W	Withdraw
F	Fail

Grade Submission

All faculty members must submit their final course grades no later than four calendar days after the final examination.

Change of Grade Policy

Once grades are posted on the AUB Student Information System (AUBsis), a change of grade is not allowed unless a demonstrable mistake occurred in grading the final examination or in calculating the final grade.

In such cases, the instructor must initiate a Change of Grade Petition in the online petition system, providing supporting evidence of the mistake. This petition must be approved by the chairperson of the department offering the course and the appropriate faculty/school committee.

No change of grade will be accepted and processed after one regular term has passed.

Students have the right to access their corrected exams, including final exams, without penalty, and may request a review of their exams if they believe mistakes have been made in calculating grades or in corrections. This request to review the course grade must be made to the course instructor within one week of the grade being posted. If the review results in a change of course grade, the instructor must submit the Change of Grade Petition.

If a dispute regarding the change of a grade continues, students must first discuss the issue with department chair. If students are still not satisfied, they may submit a petition to the faculty/school Academic and Curriculum Committee requesting further consideration.

Incomplete Grades

Students who receive an incomplete grade for a course must complete the remaining course work within maximum one month from the start of the next regular term. Students must submit a petition within 72 hours along with evidence of a valid excuse. Medical reports and/or qualified professional opinions issued by an AUBMC doctor or by the University Health Services are considered.

Incomplete coursework is initially reported as "I," followed by a grade that reflects the student's performance based on the evaluation criteria outlined in the course syllabus. A grade of zero is computed for all missed work. If the coursework is not completed within the specified period, the "I" is removed, and the attached grade becomes final. If the student completes the work, the instructor submits the final grade.

In exceptional cases, a grade of "I" may be assigned by the appropriate faculty/school committee if the incomplete period is extended beyond the normal reporting period, based on an approved petition in the online petition system.

Language of Instruction

English is the language of instruction at the university. Papers (term papers, essays, or exams) that are poorly written may receive a lower grade for the quality of writing alone, regardless of the content.

A student's final grade in a course may be reduced for consistently substandard written or oral expression. In extreme cases, a failing grade may be assigned for poor communication skills alone.

Credit Transfer

For Students Returning from Study Abroad

Upon completion of the Study Abroad Program, students must make sure that the credits earned are transferred toward their degree requirements as follows:

- > The relevant academic departments at AUB must have pre-approved the courses through the study abroad online petition system.
- > Students must achieve a minimum passing grade equivalent to AUB grade of C+ (For OSB, refer to the relevant section for more details).
- > Credits earned on study abroad and exchange programs are considered to be transfer credits and will appear as pass/fail on the AUB transcript. These credits are not included in the GPA calculation.
- > The host university must provide an official transcript directly to the Office of International Programs.
- > The Office of International Programs will forward the official transcript to the Office of the Registrar for credit transfer.
- > None of the courses taken abroad may be online but up to 25 percent of them may be hybrid.
- > A Certificate of Physical Attendance is required.

For more details, visit the Office of International Programs (OIP) section of the catalogue.

For Students Admitted as Transfer Students from Other Institutions

Upon registering for their first term at AUB, students must ensure that credits earned at other institutions and applicable to their program requirements at AUB are transferred as follows:

- > Students must submit a course equivalence petition in the online petition system along with the following documents:
 - The syllabi (including course learning outcomes, if available) for all courses completed at the previous institution.
 - The official transcript of courses issued by the institution.
- > Students are strongly encouraged to seek approval of credit transfer within one month of the start of their first term.
- > Approval of credit transfer is contingent upon achieving a minimum passing grade equivalent to AUB's grade of C+ (2.3) in each course, as determined by the Undergraduate Curriculum Committee of the relevant faculty/school.
- > Credits transferred from other institutions will show as 'Pass' on the AUB transcript and will not be included in the GPA calculation.
- > Transferred major credits may not exceed 50 percent of the total major requirements.

Transfer Within the University

Transfer Within the Same Faculty/School – Intra-Faculty Transfer

Students wishing to transfer to a different major within the same faculty/school may do so only after completing at least 24 credits (26 for freshman) within two full terms in their current major. This transfer requires submitting a Change of Major Petition in the online petition system. Refer to the respective faculty/school section for specific requirements.

Transfer from one Faculty/School to Another – Interfaculty Transfer

Students wishing to transfer to a major in a different faculty/school may do so only after completing at least 24 sophomore credits (26 freshman credits) within two full terms in their current major. Students must apply through the transfer dashboard on AUBsis, according to the deadlines specified in the university calendar.

For more information on specific transfer requirements, refer to the relevant program section in the catalogue.

Students who transfer will be required to follow the program requirements outlined in the catalogue effective in the term they start their new major.

Dean's Honor List

To be placed on the Dean's Honor List at the end of a regular term, students must:

- > Earn at least 12 credits.
- > Pass all courses and achieve a minimum term GPA of 3.7 or be ranked in the top 10 percent of the class with an overall GPA of 3.3.
- > Not have been subjected to any disciplinary action within the university during the term.
- > Be deemed deserving by the dean to be on the honor list.

Note: No student will be placed on the Dean's Honor List retroactively.

Academic Standing

Academic standing is determined by the calculation of an Evaluation GPA (EGPA). Students are evaluated when the minimum number of credits at the end of their second regular term (i.e., fall or spring) is twenty-four (24) GPA hours and twelve (12) GPA hours in each subsequent regular term. Students are in "Good Standing" when they have been evaluated as having a satisfactory EGPA over those GPA hours. All grades are included in calculation of EGPA including repeated courses.

Academic Probation

Students are placed on academic probation if any of the following conditions are met:

- > Their EGPA is less than 2.1 at the end of the second regular term,
- > Their EGPA is less than 2.2 at the end of the third or fourth regular term, or
- > Their EGPA is less than 2.3 in any subsequent regular term.

If students on probation withdraw (W) the entire term, then that term is counted for continued probation purposes. The term in which the students are considered to be on probation is the term that immediately follows that in which they earned the grades leading to probation.

GPA hours earned during a summer term are counted towards the EGPA of the next regular term. If the number of GPA hours taken in any regular term is less than twelve (12) GPA hours, it will be counted towards the EGPA of the next regular term.

Credit for incomplete courses will be included in the term in during 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, and it is important that this is done as soon as possible.

For implementation purposes, the probation status of students is represented by two attributes (a, b):

The first attribute (a) represents the student's current academic status as follows:

- 0: Clear status, no longer on probation.
- 1: The student is currently on probation but was not on probation during any preceding regular term.
- 2: The student is currently on probation and was also on probation in last evaluated regular term.

The second attribute (b) represents the probation history of a student, i.e., the total number of times the student has been placed on probation.

Students who are placed on probation are not eligible to receive financial aid.

Students who are placed on second continuous probation (2,2) or third non-continuous probation (1,3 or 2,3) will have their credit load limit reduced to thirteen (13) credits in regular terms and seven (7) credits in summer terms.

Removal of Probation

Probation is removed when the student achieves EGPA of 2.2 or greater in the third or fourth regular term, or EGPA of 2.3 or greater in any subsequent regular term. Probation will be lifted for the term following the one in which this EGPA is achieved. Students should remove their probation within two regular terms.

Dismissal

A student may be dismissed from the university 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 (i.e., the student's academic status is (2,2) or (2,3)), and has not removed probation.
- > If the student is placed on academic probation for a total of four regular terms (students can be dismissed for this reason even if it is their final year at AUB). This applies when the student's academic status is (0,3) or (1,3), and the student is placed on probation again.
- > If the student is deemed undeserving by the faculty/school to continue due to professional or ethical reasons.

Refer to the Admissions section on readmission if the student has been away from the university for more than two years.

Readmission After Dismissal

Students are generally considered for readmission only if, after spending one year at another recognized institution of higher education and successfully completing a minimum of 24 credits, they can present a satisfactory academic record and recommendation through a Reactivation Petition in the online petition system. If readmitted, these students will be placed on strict probation. The transfer of credits will be considered following departmental evaluation of the student's coursework.

Students who have left the university while on probation will remain on probation for one term. They will be required to take 12 or 13 credits only in regular terms and 7 credits only in summer term. If probation is not removed by the end of that term, the student will be dropped from the university.

Reactivation

Students in good standing who voluntarily withdrew shall be granted reactivation to their former faculty/school, provided that no more than four regular terms have passed since the end of the term of withdrawal and the start of the term for which readmission is sought. The Reactivation Petition is available through the online petition system and must be submitted to the concerned faculty/school dean's office at least one month prior to the beginning of the term or summer term to which readmission is sought. Once submitted, readmission will be automatic.

Academic Dishonesty

Students who fail to properly credit ideas or materials drawn from another person's work commit plagiarism. Putting your name on a piece of work—any part of which is not your own— constitutes plagiarism unless that section is clearly marked, and the work from which you have borrowed is fully identified. Plagiarism, falsification of data, resubmitting the same material for different courses, 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 (<https://aub.policytech.eu/dotNet/documents/?docid=147&public=true>) and in the University Policy and Procedures concerning Research Misconduct (<https://aub.policytech.eu/dotNet/documents/?docid=159&app=pt&source=browse>).

Disclosure of Student Records

Information about disclosure of student records and notification of rights under Family Educational Rights and Privacy Act (FERPA) can be found on the following link:

<http://www.aub.edu.lb/Registrar/Documents/ferpa.pdf>

Graduation

Requirements

Students are strongly advised to consult with their advisers when preparing their registration schedules to ensure all graduation requirements are met. Failure to do so may result in an additional term or more at AUB to complete graduation requirements.

Students are considered candidates for graduation after fulfilling the following criteria:

- > Applied for graduation online.
- > Completed all the program requirements.
- > Achieved the minimum major GPA as specified by the relevant faculty/school.
- > Met the AUB residency requirements.
- > Attained an overall minimum GPA of 2.3.

Students who complete graduation requirements will graduate at the end of fall (February), spring (June) and summer (October) terms.

Graduation with Distinction and High Distinction

For students graduating with distinction and high distinction, the university calculates an honors cumulative GPA (HCGPA) based on the final academic terms during which 60 or more GPA credits have been completed at AUB. Note that no partial counting of GPA hours is allowed. The HCGPA does not appear on the transcript and is calculated solely for the purpose of awarding distinction or high distinction.

To graduate with distinction, students must:

- > Have an HCGPA of 3.7 or higher.
- > Be recommended by their department for distinction.
- > Not have been subjected to disciplinary action during the graduation term.

To graduate with high distinction, students must:

- > Have HCGPA of 4.0 or higher.
- > Be recommended by their department for high distinction.
- > Not have been subjected to disciplinary action during the graduation term.

For purposes of graduation with distinction or high distinction, when students repeat a course, all the attempted courses taken within the last 60 or more GPA hours will be used to calculate the HCGPA. For transfer and second degree students, if fewer than 60 credits have been completed at AUB, they will not be eligible for graduation with distinction.

Graduation with Distinction and High Distinction for a Double Major

Refer to the previous section.

Graduation with Distinction and High Distinction for a Dual Degree

For each program within a dual degree, the calculation of HCGPA involves considering the minimum last 60 GPA hours that apply separately to fulfill the degree requirements of each program.

Starting with the most recent term and working backward:

1. Every course that satisfies both degree requirements, including General Education courses, is included in the calculation of each program's HCGPA.
2. Courses specifically applied to fulfill the requirements of one of the two programs are exclusively considered for that program in its respective HCGPA.
3. Additional courses taken to meet the minimum 30-credit requirement for earning dual degrees contribute to the calculation of the HGPAs for both programs.

This process continues until a minimum of 60 credits is achieved for each major, with no partial counting of GPA hours permitted.

For information regarding repeated and transferred courses, refer to the previous section.

Names on Diplomas and Degrees

Names on diplomas and degrees will be spelled exactly as they appear on passports or official identity cards. According to the Lebanese Ministry of Education and Higher Education, the names of Lebanese students should include first name, father's name, and family name.

Names on AUB diplomas and degrees appear in both Arabic and English. If a name on a passport or official identity card does not appear in both languages, then the name that does not appear in one language will be spelled on AUB diplomas and degrees according to the student's personal preference. Once a degree is issued, the name cannot be changed. All AUB degrees issued for the same student must have the same spelling in both English and Arabic.

Commencement Exercises

Commencement exercises are held once per year at the end of the spring term. Students who graduate in spring or in the immediately previous summer and fall terms may participate in the commencement exercises.

Students who lack three credits or fewer for graduation and are registered for them in the summer term are currently eligible to march in the yearly commencement exercises, provided that they apply online and receive approval. The online petition type is "Intention to March in the Commencement Ceremony." Students may only march in the commencement exercises once per degree.

Recognition of AUB Degrees by the Lebanese Ministry of Education and Higher Education (MEHE)

The Lebanese Ministry of Education and Higher Education (MEHE) recognizes degrees awarded by the American University of Beirut, provided students are admitted based on the Lebanese Baccalaureate or its equivalent, as determined by the MEHE.

The MEHE requires a minimum number of credits at or beyond the sophomore level to be completed after the freshman equivalence date. This number is determined by subtracting 30 required freshman or articulated credits from the total required credits.

The MEHE does not yet recognize online degrees/diplomas.

It is the responsibility of students to ensure that the degrees they receive from AUB are duly evaluated by their respective governments.

AUB degrees are registered with the State of New York and will be recognized by it through a process managed by AMIDEAST. For further details, refer to the website of the Office of the Registrar.



AMERICAN
UNIVERSITY
OF BEIRUT

General University Academic Information

Undergraduate