# Academic Calendar 2012-2013

## JULY 2012
- **Monday 2**: Medicine Year III and IV begins

## AUGUST 2012
- **Wednesday 1**: Pharm-D classes begin

## SEPTEMBER 2012
- **Monday 3**: Classes for medical students begin (2012-2013)
- **Monday 10-Monday 17**: Registration of freshman students accepted into a program for Fall 2012
- **Tuesday 11-Friday 14**: Orientation Program for new students
- **Monday 17**: Deadline for intercampus transfer for Fall 2012 except for Business
- **Tuesday 18-Friday 21**: Advising period for new students
- **Tuesday 18-Friday 21**: Registration for new students for Fall 2012
- **Friday 21**: Registration for returnees who reactivated files for Fall 2012
- **Monday 24**: Fall 2012 classes begin
- **Monday 24-Friday 28**: Late registration with late fees and Drop/Add for Fall 2012

## OCTOBER 2012
- **Tuesday 2**: Collection of Statements of Fees period begins for Fall 2012
- **Wednesday 10**: Deadline for payment of tuition fees for Fall 2012
- **Thursday 25-Friday 26**: Al Adha holiday

## NOVEMBER 2012
- **Thursday 15**: Hijra New Year holiday
- **Thursday 22**: Independence Day holiday
- **Friday 23**: Deadline for incomplete grades (from Spring and Summer 2012)
- **Saturday 24**: Ashoura Day

## DECEMBER 2012
- **Friday 7**: Last day for withdrawing from courses for Fall 2012
- **Thursday 13**: Deadline for intercampus transfer for Spring 2013 for Business school
- **Saturday 22**: Christmas and New Year vacation begins

## JANUARY 2013
- **Sunday 6**: Armenian Christmas
- **Monday 7**: Christmas and New Year vacation ends (8:00 am) - Classes resume
- **Tuesday 8**: Deadline for intercampus transfer for Spring 2013 except for Business
- **Wednesday 9-Friday 11**: Advising period for current students
- **Monday 14-Friday 18**: Registration for current students for Spring 2013
- **Thursday 17**: Fall 2012 classes end
- **Friday 18-Sunday 20**: Reading period
- **Monday 21-Wednesday 30**: Final Exams period
- **Thursday 24**: Prophet's Birthday

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* Tentative dates
# Academic Calendar 2012-2013

## FEBRUARY 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 5-6</td>
<td>Orientation Program for new students</td>
</tr>
<tr>
<td>Wednesday 6-8</td>
<td>Advising period for new students</td>
</tr>
<tr>
<td>Wednesday 6-8</td>
<td>Registration for new students</td>
</tr>
<tr>
<td>Friday 8</td>
<td>Deadline for applying to Medical School for 2013-2014</td>
</tr>
<tr>
<td>Friday 8</td>
<td>Registration for returnee students who reactivated files (Spring 2013)</td>
</tr>
<tr>
<td>Saturday 9</td>
<td>St. Maroun's holiday</td>
</tr>
<tr>
<td>Monday 11</td>
<td>Spring 2013 classes begin</td>
</tr>
<tr>
<td>Monday 11-15</td>
<td>Late registration with late fees and Drop/Add period for Spring 2013</td>
</tr>
<tr>
<td>Monday 18</td>
<td>Collection of Statements of Fees period begins for Spring 2013</td>
</tr>
<tr>
<td>Wednesday 27</td>
<td>Deadline for payment of tuition fees for Spring 2013</td>
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</tbody>
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## MARCH 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday 25</td>
<td>Anunciation day holiday</td>
</tr>
<tr>
<td>Friday 29</td>
<td>Western Easter vacation begins (8:00 am)</td>
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## APRIL 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday 2</td>
<td>Easter vacation ends (8:00 a.m)- classes resume</td>
</tr>
<tr>
<td>Friday 5</td>
<td>Deadline for intercampus transfer for Module I for Business School</td>
</tr>
<tr>
<td>Thursday 11</td>
<td>Deadline for incomplete grades (from Fall 2012)</td>
</tr>
<tr>
<td>Thursday 25</td>
<td>Last day for withdrawal from courses for Fall 2012</td>
</tr>
<tr>
<td>Monday 29-16</td>
<td>Payment of deposit for Fall 2013</td>
</tr>
</tbody>
</table>

## MAY 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Wednesday 1</td>
<td>Labor day holiday</td>
</tr>
<tr>
<td>Thursday 2</td>
<td>Deadline for intercampus transfer for Module II for Business School</td>
</tr>
<tr>
<td>Thursday 2</td>
<td>Deadline for intercampus transfer for Module I for all students except Business</td>
</tr>
<tr>
<td>Thursday 2-10</td>
<td>Advising period for current students</td>
</tr>
<tr>
<td>Friday 3</td>
<td>Eastern Easter vacation begins (8:00 am)</td>
</tr>
<tr>
<td>Sunday 5</td>
<td>Medicine year IV ends</td>
</tr>
<tr>
<td>Tuesday 7</td>
<td>Eastern Easter vacation ends (8:00 a.m)- classes resume</td>
</tr>
<tr>
<td>Wednesday 8-14</td>
<td>Registration for current students for Module I, Summer 2013</td>
</tr>
<tr>
<td>Wednesday 15-17</td>
<td>Registration for current students for Module II, Summer 2013</td>
</tr>
<tr>
<td>Monday 20-24</td>
<td>Registration for current students for Fall 2013</td>
</tr>
<tr>
<td>Monday 27</td>
<td>Spring 2013 classes end</td>
</tr>
<tr>
<td>Tuesday 28-29</td>
<td>Reading Period</td>
</tr>
<tr>
<td>Thursday 30-6</td>
<td>Final Exams period</td>
</tr>
<tr>
<td>Friday 31</td>
<td>Medicine year III ends</td>
</tr>
</tbody>
</table>

*Tentative dates*
JUNE 2013

Tuesday 11  Orientation Program for new students
Thursday 13-Monday 17  Advising period for new students
Thursday 13-Monday 17  Registration for new students for Module I, Summer 2013
Monday 17  Registration for returnees who reactivated files for Module I, 2013
Tuesday 18  Module I, Summer 2013 classes begin
Tuesday 18-Friday 21  Late registration with late fees & Drop/Add period for Module I, 2013
Monday 24  Collection of Statements of Fees period begins for Module I, Summer 2013

JULY 2013

Monday 1  Deadline for payment of tuition fees for Module I, Summer 2013
Thursday 4  Commencement Exercises - Byblos Campus
Saturday 6-Sunday 7  Commencement Exercises - Beirut Campus
Thursday 11  Deadline for intercampus transfer for Fall 2013 for school of Business
Thursday 11  Last day for withdrawal from courses for Module I, Summer 2013
Friday 12  Last day of classes for medical students
Monday 22  Module I, Summer 2013 classes end
Tuesday 23  Reading period
Wednesday 24-Thursday 25  Final Exams period
Monday 29  Deadline for intercampus transfer for Module II except for Business
Tuesday 30  Orientation and Advising for new students
Wednesday 31  Registration & Advising for new students for Module II, Summer 2013
Wednesday 31  Registration for returnees who reactivated files for Module II, 2013

AUGUST 2013

Thursday 1  Module II, Summer 2013 classes begin
Thursday 1 - Tuesday 6  Late registration with late fees and Drop/Add for Module II, 2013
Wednesday 7-Friday 9  Al Fitr Holiday
Monday 12  Collection of Statements of Fees period begins for Module II, Summer 2013

Thursday 15  St. Mary's Assumption holiday
Monday 19  Deadline for payment of tuition fees for Module II, Summer 2013
Friday 30  Last day for withdrawal from courses for Module II, Summer 2013

SEPTEMBER 2013

Monday 2  Classes for medical students begin (2013-2014)
Tuesday 10  Module II, Summer 2013 classes end
Wednesday 11  Reading period
Thursday 12- Friday 13  Final Exams period

* Tentative dates
# Different dates may apply to the school of Medicine #
Details will be available on LAU web page
Historical Background

The university’s early days in 1835 find a reminder in an engraved stone in Beirut’s city center: “Site of the first edifice built as a school for girls in the Turkish Empire.” The engraving refers to the American School for Girls, established in Beirut by American Presbyterian missionaries.

Then in 1924 a two-year program was added to the high school, providing a junior college curriculum. In 1927 the American Junior College for Women (AJCW) became a separate institution and was transferred to Ras Beirut. Six years later it moved to its present location.

In 1948-49 the AJCW program was expanded into a university-level institution under the name of Beirut College for Women (BCW). During that academic year, it was granted a provisional charter by the Board of Regents of the University of the State of New York and authorized to bestow the Associate in Arts (AA) and Associate in Applied Sciences (AAS) degrees for a two-year course. In 1955 the Board of Regents granted the College an absolute charter with all its rights and privileges, including the authority to hand out Bachelor of Arts (BA), Bachelor of Science (BS), Associate in Arts and Associate in Applied Science degrees. As a recognized university-level liberal arts college, it played a key role in serving the educational, social and economic needs of the Middle East.

In 1970 another milestone was reached when the Lebanese Government officially recognized BCW’s BA and BS degrees as equivalent to the national Licence. Having accepted men into some AA programs, the college in 1973 changed its name to Beirut University College (BUC). The following academic year five BA/BS majors were opened to male students, and in October 1975 men were admitted into all programs. In 1978, BUC opened an off-campus program in the north and a year later another one was operational in the South.

Adding to the college’s constantly evolving programs, in 1985, the Board of Regents amended the charter to include two branches. In 1987, based on the amended charter, BUC opened its northern branch on the outskirts of the historical port of Byblos in rented buildings in Amsheft. In October 1991 classes started in the newly built campus at Blat overlooking Byblos; it was officially inaugurated on July 16, 1992.

According to a Board decision, BUC became a University in October 1992. In 1994, the Board of Regents in New York approved BUC’s request to change into the Lebanese American University (LAU), reflecting further growth and the addition of several professional schools.

In 1999, the Government granted LAU a license to operate a Medical School and a Nursing School. The first pre-medical students were admitted to LAU in the fall semester of 2006/2007; in fall 2009, the Gilbert and Rose-Marie School of Medicine welcomed its first class of medical students. In September 2007, the Board of Trustees approved the establishment of the School of Nursing; in fall 2010, the Alice Ramez Chagoury School of Nursing welcomed its first class of students.

On May 13, 2010, the Board of Trustees of the New England Association of Schools and Colleges (NEASC) voted to grant LAU initial accreditation with the Commission on Institutions of Higher Education effective November 11, 2009.
Board Leadership

BOARD OF TRUSTEES

Dr. Charles Elachi,
Chair of the Board of Trustees
Mr. Salim G. Sfeir,
Vice Chair of the Board of Trustees
Mr. Fred Rogers,
Secretary of the Board of Trustees
Dr. Paul F. Boulos
H.E. Amb. Gilbert Chagoury
Rev. Christine Chakoian
Mrs. Eva Kotite Farha
Dr. George N. Faris
Dr. Benita Ferrero-Waldner
Mr. Antoine Frem
Mr. Arthur Gabriel
Dr. Ray Irani
Mr. Wadieh (Bill) Jordan
Rev. Joseph Kassab
Mr. Samer Khoury
Mr. Charles Muller
Mr. Richard (Dick) Orfalea
Mr. Todd Petzel
Mr. Ghassan Saab
Dr. H. John Shammas
Rev. Ronald L. Shive
Mr. Peter Tanous
Dr. George E. Thibault
Mr. Abdallah Yabroudi

Emeritus Trustees

Mr. Jose Abizaied
Mr. Wilbert F. Newton

Ex-Officio Members

Mr. Kanan Hamzeh
Rev. Dr. Nuhad Tomeh
Rev. Fadi Dagher
Dr. Joseph Jabbra, LAU President
Chair of the Faculty Senate

RESPONSIBILITIES

GENERAL DUTIES

The BOARD shall be responsible for seeing that the purpose of the University is met organizationally, administratively, educationally, spiritually, socially, and financially, that adequate facilities are provided, and that a policy framework is established within which the program of the University can be developed and administered by the staff. The BOARD shall have the following prime functions:

1. **Leadership** —the BOARD shall utilize its unique position:
   a. To select and support or remove the President of the University;
   b. To ensure that an adequate statement of mission and purpose be established;
   c. To assure that an adequate long range plan for the University is developed; and
   d. To assume personal responsibility for fundraising activities of the University through personal giving, through developing contacts with other donors, and through a willingness to persuade others to become donors.

2. **Stewardship** —the BOARD shall oversee the performance of the management of the University:
   a. To ensure that the institution utilizes the resources at its disposal to further its mission and purposes; and
   b. To ensure that assets are managed effectively and there are adequate safeguards to protect the future of the University.

3. **Audit** —the BOARD shall serve in an evaluation capacity in applying external standards to the performance of the Institution.
   a. To judge the academic standards of the faculty against the standards for the type of institution to which it belongs utilizing outside specialists as necessary;
   b. To evaluate the financial health of the institution through the traditional annual audit and through comparative data from other institutions; and
   c. To devise means of assessing the management performance of the administrative staff utilizing outside consultants when necessary or by redefining the annual audit to include management auditing.
The mission of the Board of International Advisors (BIA) is to provide advice, guidance, support, and advocacy for the University as well as for the continuing development of its undergraduate and graduate programs. The BIA’s role is advisory to the University President, and to the Board of Trustees.

The BIA serves as an advocacy group both on and off campus and will assist in promoting a positive LAU image with its constituents and society at large; moreover, it shall act as an advisor to the Board of Trustees and its Executive Committee on university policies; further, the BIA membership will include individuals of distinction who will bring their considerable talents, experience and wisdom to assist in promoting LAU and strengthening its mission.

The BIA shall consist of prominent international leaders willing to become involved in helping the University fulfill its mission. The members should be devoted to the promotion and to the advancement of the cause of LAU as an American Higher Education Institution operating in the Middle East.

The Duties of each member shall be to:

1. Promote the educational and strategic goals of the University.
2. Serve, wherever situated, as an LAU ambassador.
3. Strengthen LAU as an educational institution by communicating to the President suggestions, complaints, needs, and trends.
4. Actively support LAU’s mission statement at all times.
5. Carry the word, whenever possible, about the University’s accomplishments to professional and personal acquaintances.
6. Help, as appropriate, with the cultivation and solicitation of financial support for the University.
7. Attend, as appropriate, events sponsored by the University.
LAU’s Mission, Values and Vision

MISSION

The Lebanese American University is committed to academic excellence, student centeredness, civic engagement, the advancement of scholarship, the education of the whole person, and the formation of leaders in a diverse world.

VALUES

In both planning for its future and conducting its daily activities, LAU seeks to act in a manner that is guided by a deeply rooted sense of shared ethical values and aspirations. Built upon this foundation, the university is able to draw its fundamental inspiration from the devotion of its Presbyterian Founders to always seek the truth, respect human dignity, promote gender equality and be inclusive. It also provides educational opportunities as one university with multiple campuses, each with distinctive gifts and attributes. As such, LAU is committed to:

- Providing academic and service excellence throughout the institution
- Demonstrating dignity and respect for and from, the Board, faculty, staff and students, in both word and deed;
- Celebrating the accomplishments and contributions of all the members of the LAU community;
- Succeeding because its people take ownership of, take pride in, and are held accountable for their actions;
- Working together as an extended family community that reflects the highest ethical and moral standards;
- Enabling individuals to find their own spiritual and personal fulfilment, while remaining sensitive to the changing global village in which they live;
- Promoting social connectedness of the students to the country of Lebanon, and encouraging their commitment to social justice and democracy.

VISION

The vision of LAU is driven by its mission and values, and is carried out by:

- Providing access to a superior education for diverse undergraduate and graduate students and lifelong learners;
- Attracting and retaining distinguished faculty who excel in teaching, research and community service;
- Enrolling and retaining academically qualified and diverse students;
- Embracing liberal arts in all curricula;
- Creating opportunities for rigorous research and the dissemination of knowledge;
- Developing a close-knit community that excels academically, is intellectually stimulating, and is religiously, ethnically and socio-economically diverse;
- Attracting and retaining a highly qualified staff committed to excellence in service;
- Fostering collaboration across the university in teaching, learning, research and service;
- Providing state-of-the-art infrastructure and support services that enrich the student, faculty and staff experience;
- Developing world citizens with a deep sense of civic engagement;
- Promoting the values of peace, democracy, and justice.

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The Academic Affairs Policy finds its inspiration in the Mission, Values, and Vision of the University, and in its commitment to academic excellence. The University is dedicated to upholding and preserving the principles of academic freedom. These precepts reflect the University’s fundamental mission, which is to acquire and disseminate knowledge; foster independent thinking and expression while respecting the freedom of others; protect freedom of inquiry, research, teaching, and publication; and promote critical thinking and independent problem solving. These freedoms enable the University to advance learning and to transmit it effectively to its students, and to the public. The academic mission is also fulfilled by other policies that govern the quality of life and conduct in the University.

The Lebanese American University operates as one institution with multiple campuses, each with distinctive gifts and attributes:

- Providing access to a superior education for diverse undergraduate and graduate students and lifelong learners;
- Attracting and retaining distinguished faculty who excel in teaching, research, and community service;
- Enrolling and retaining academically qualified and diverse students;
- Fostering in its students a mature independence of mind, honesty and integrity in academic, professional, and personal affairs, leadership qualities, awareness of responsibility to others, as well as celebration of diversity;
- Embracing liberal arts in all curricula;
- Fostering independent thinking and expression while respecting the freedom of others;
- Providing an environment where faculty and students are able to express the widest range of viewpoints in accordance with the standards of scholarly inquiry, mature discourse, civic and social responsibility, professional ethics and a culture of peace;
- Creating opportunities for rigorous research and the dissemination of knowledge;
- Fostering collaboration across the university in teaching, learning, research and service;

English is the official language of instruction at LAU.

A. EDUCATIONAL STANDARDS

1. Academic Rules and Procedures

The Academic Rules and Procedures shall be developed, reviewed, and updated by the Faculty, through the appropriate faculty body and the University process, when applicable. These Rules and Procedures shall be readily available to students, faculty, and staff, and shall be published, as appropriate, in full, or in condensed form in the University Catalog, Student Manual, Faculty Manual, as well as on the university website.

2. Graduation Requirements

Requirements for graduation with a Master’s, Bachelor’s, or an Associate degree, shall be in accordance with the requirements established by the Board of Regents of the University of the State of New York and the Lebanese Government, when applicable. These requirements are published in the University Catalog.

3. Faculty Evaluation

Faculty Evaluation procedures shall be established to evaluate the teaching competence, research, and service of faculty members, as stipulated by Personnel Policy Faculty.

4. Program Evaluation

Program Evaluation procedures shall be established by the Board of Trustees, through its Academic Affairs Committee, to audit the academic standards of the university. A systematic testing program of incoming sophomores and graduating seniors, shall be routinely utilized to judge the teaching effectiveness of the faculty and the learning efficiency of the students against the standards of other comparable institutions in Lebanon and in other countries.

Graduate students enrolled in the Master of Business Administration (M.B.A.) program are required to take the GMAT exam.
B. ACADEMIC SERVICE

1. Academic Records shall be maintained to collect key academic information needed to judge the academic standards of the institution, utilizing the commonly accepted approaches in higher education.

2. Resources shall be made available to adequately support the academic offerings of the university.

3. Learning laboratory facilities shall be established to augment the traditional classroom teaching methods, and to utilize the latest educational technological aids to teaching.

C. FACULTY DUTIES

In accordance with the bylaws of the university, the faculty shall be responsible to the Board of Trustees through the Deans, the Vice President for Academic Affairs and the President for the academic standards and programs of the university. They shall take the steps necessary to assure quality standards that are in accordance with accepted international standards. The faculty shall assume responsibility for keeping itself abreast of the latest educational developments throughout the world, and shall develop innovative teaching and learning programs designed to provide the students with the best educational experience possible. Faculty should also contribute to the educational leadership in the Middle East.

To carry out these duties each full time faculty member shall enter into a contract with the University in accordance with its Personnel Policy Faculty.

D. ACADEMIC CALENDAR

1. Basis of Calendar

In accordance with the regulations of the Board of Regents of the University of the State of New York, under which LAU is chartered, the minimum requirements for each academic year shall be 30 weeks of actual classroom work, or 32 weeks including examinations. Normally, fall and spring terms will total about 33 weeks of classes and examinations, in order to ensure the minimum requirements, and to allow for the uncertainties of the holidays and extra holidays that may be proclaimed. Faculty duty shall be for a 36-week period, as explained in the Personnel Policy Faculty.

In addition to the regular terms, the University Calendar shall include summer sessions of five or more weeks of actual classroom with prorated contact hours.

For lecture courses, each credit hour will consist of one period of 50 minutes per week in a regular term, and a prorated duration in summer sessions. Laboratory, studio, clinical and shop courses will have up to three contact hours per credit, depending on the type of activity.

2. Academic Holidays

The calendar shall be constructed in such a way that classes will not be held on the holidays considered official by the Government of Lebanon for the private sector.

3. Make-up days missed

All class days missed for any reason, excluding official holidays, shall be made up pursuant to the following:

a. Material lost as a result of suspension of classes must be made up. The way such material is to be made up is left up to the discretion of the teacher, provided that the period of the suspension of classes does not exceed three teaching days per semester.

b. The faculty member responsible to inform the Chair of the division/department who in turn shall forward the information to the concerned Dean.

c. If the time lost per semester exceeds three teaching days, the University Planning Council shall decide on the time and means of make-up, such as by the extension of semester, Saturday classes, and reduction of holidays. Such a decision shall be made after consultation with the faculty and the Student Cabinet. When the lost days in a semester reach ten, the semester should be extended to avoid loss of credits, and make-up shall be arranged.
Academic Program

The Lebanese American University is a dynamic and innovative multi-campus university, engaged in higher education in a constantly changing world. To maintain a curriculum attuned to the needs of the Middle East and the modern world, the university’s administration feels obligated to swiftly implement any changes promoting greater effectiveness in the academic program. The university therefore reserves the right to change any aspect of its program, or Policies and Procedures, described in this catalog, in order to carry out its educational goals effectively.

LAU is dedicated to the search for truth through a curriculum providing a variety of intellectual experiences and a stimulating academic community that is responsive to the region’s educational and social needs.

All students must complete a Liberal Arts Curriculum (see “Liberal Arts Curriculum”), aimed at introducing them to interrelationships among several disciplines. These courses help students gain a broader understanding of humanity through the social sciences, fine arts, humanities, natural sciences and languages.

The areas of concentration are detailed in the section entitled “major Fields of Study.”

Most students have a required Internship Program linked to their major field of study, or to their interdisciplinary studies, enabling them to relate their courses to actual experiences in their chosen fields. Moreover, students are required to take a Senior Study course involving a research paper, or project.

To stimulate students to be adventurous in their quest for knowledge, academic regulations allow them to take one elective a semester for a credit, or no-credit, grade. A passed credit grade counts towards graduation, but does not confer points for a student’s Grade Point Average.
Major Fields of Study

The Lebanese American University offers several major fields of study leading to the following degrees*:

*Please note that all Associate Degrees — A.A. and A.A.S. programs — will no longer be offered effective Fall 2011.

**SCHOOL OF ARTS AND SCIENCES**

**BACHELOR’S DEGREES**

Bachelor of Arts (B.A.) in:
- Arabic Language and Literature
- Communication Arts
- Education
- English
- History
- Philosophy
- Political Science/International Affairs
- Political Science
- Psychology
- Social Work
- Translation

Bachelor of Science (B.S.) in:
- Biology
- Chemistry
- Computer Science
- Mathematics
- Nutrition

**MASTER’S DEGREES**

Master of Arts (M.A.) in:
- Comparative Literature
- Education
- International Affairs

Master of Science (M.S.) in:
- Computer Science
- Molecular Biology

**SCHOOL OF BUSINESS**

**BACHELOR’S DEGREES**

Bachelor of Science (B.S.) in:
- Business Studies
- Economics
- Hospitality & Tourism Management

**MASTER’S DEGREES**

Master of Business Administration (M.B.A.)
Executive Master of Business Administration (E.M.B.A.)

**SCHOOL OF ENGINEERING**

**BACHELOR’S DEGREES**

Bachelor of Engineering (B.E.) in:
- Civil
- Computer
- Electrical
- Industrial
- Mechanical

**MASTER’S DEGREES**

Master of Science (M.S.) in:
- Civil and Environmental Engineering
- Computer Engineering
- Industrial Engineering and Engineering Management
Major Fields of Study

SCHOOL OF ARCHITECTURE AND DESIGN

BACHELOR’S DEGREES
Bachelor of Arts (B.A.) in:
- Fine Arts
- Interior Architecture

Bachelor of Architecture (B. Arch.)

Bachelor of Science (B.S.) in:
- Graphic Design
- Interior Design

SCHOOL OF MEDICINE

DOCTORATE DEGREE
Doctor of Medicine (M.D.)

SCHOOL OF NURSING

BACHELOR’S DEGREE
Bachelor of Science (B.S.) in Nursing

SCHOOL OF PHARMACY

BACHELOR’S DEGREE
Bachelor of Science (B.S.) in Pharmacy

DOCTORATE DEGREE
Doctor of Pharmacy (Pharm.D.)

SPECIAL PROGRAMS

CERTIFICATE PROGRAMS
Teaching Diploma (T.D.)
The mission of the Continuing Education Program (CEP) serves a wide range of adult learners by offering innovative learning programs while enhancing performance, promoting professional advancement, and encouraging achievement. The CEP strives to create an energetic learning environment that fosters both personal and professional growth while promoting best practice and ethical practices in the workplace. In these dynamic educational programs, adult learners utilize industry proven resources that are applicable, relevant, and up-to-date. The programs, currently held in Beirut, Tripoli and Zahle, focus on academic excellence while locally, regionally, and internationally workplace.

CE PROGRAMS

I. LANGUAGES
I.1 English SAT/EEE/TOEFL/GMAT Preparatory
I.2 English for Professionals
I.3 English for Healthcare Professionals
I.4 English for Lawyers

II. CEP CERTIFICATES
II.1. Essentials of Business
II.2. Executive Office Management
II.3. Preschool Education
II.4. Professional Fitness Diploma
II.5. Capacity Building for Nonprofits
II.6. Graphic Design

III. PROFESSIONAL QUALIFICATIONS
III.1. Chartered Financial Analyst (CFA®)
III.2. Certified Information Systems Auditor (CISA®)
III.3. Certified Information Security Manager (CISM®)
III.4. Professional in Human Resources (PHR®)
III.5. Senior Professional in Human Resources (SPHR®)
III.6. Certified Public Accountant (CPA®)
III.7 Project Management Professional (PMP®)

IV. CEP PROFESSIONAL WORKSHOPS
IV.1 Law Series
   IV.1.1 The Lebanese Labor Law
   IV.1.2 The Law of Contracts
   IV.1.3 The Legal Setup of Corporations
IV.2 Business Etiquette
IV.3 Presentation Skills

V. CEP STANDARDS PROFESSIONAL WORKSHOPS
V.1. HR the Business Partner
V.2 Quality Management
V.3 Mind Tools
V.4 Sales
V.5 Corporate Social Responsibility
V.6 Customer Service Excellence
V.7 Coaching
V.8 Leadership Skills
V.9 Marketing

VI. OTHER CEP COURSES
VI.1 Remedial Program
VI.2 Summer Camp

VII. TAILORED CORPORATE TRAINING

VIII. CEP OUTREACH
   VIII.1 CEP Entrance Exam Preparation Program
   VIII.2 CEP and the Makassed Philanthropic Islamic Association Partnership
   VIII.3 CEP and Creation Learning Center-Homs, Syria and Unlimited Horizons Center-Damascus, Syria
   VIII.4 CEP and the Safadi Foundation in Tripoli, Lebanon
   VIII.5 CEP and the Secondary Evangelical School of Zahle in Zahle, Lebanon

In many of the offered programs, students have the option to enroll in individual courses or register for the full program.
I. LANGUAGES

I.1. ENGLISH SAT/EEE/TOEFL/GMAT PREPARATOR 

The majority of higher educational institutions require that applicants take one or more of the recognized standardized exams. These exams test students’ aptitudes in a number of different areas including quantitative, verbal, analytical thinking, and time management. The tests are designed to provide academic institutions with a benchmark to judge a student’s acquired knowledge as well as future academic potential. The courses offered by the CEP help students prepare for these exams by reviewing and applying basic mathematical, grammar, and syntax skills and learning optimal strategies to ensure success on the examination and obtain higher scores.

Contact hours per course:

Fall and Spring Semesters: 12 weeks, 16 hours per week 
Summer Semester: 8 weeks, 16 hours per week

Introduction to SAT/EEE/TOEFL

Students at this level:

- Learn to enhance their verbal skills and participate in simple conversations
- Begin to read simple material about familiar topics
- Begin to write about simple and standard topics
- Are introduced to PSAT verbal and writing skills

Basic SAT/EEE/TOEFL

Students at this level:

- Learn to converse about day-to-day topics and areas of special interest
- Read general texts and some specialized readings with good comprehensibility
- Write with some fluency about a range of familiar day-to-day topics
- Start implementing verbal, grammar, and writing testing points and strategies

Intermediate SAT/EEE/ TOEFL Reinforcing Testing Points Skills

Students at this level:

- Understand spoken English in many day-to-day settings involving familiar topics
- Participate in conversations covering a range of topics
- Read a variety of standard and professional material with good speed and comprehension
- Write about topics of personal interest and a variety of social issues
- Easily apply and analyze the required overall SAT English testing points

Advanced Intensive SAT/EEE/ TOEFL Test Taking Strategies

Students at this level:

- Can easily participate and engage in conversations in professional settings
- Can easily read a variety of materials with a high degree of comprehension and speed
- Can write about familiar topics, specialized topics of personal interest, and areas of expertise
- Master SAT verbal, critical reading skills, grammar, and writing testing points and strategies
- Are prepared to take university entrance exams (EEE/TOEFL/SAT)

I.1. INTENSIVE SAT PREPARATION

SAT I – Mathematics – 6 hours per week / 8 weeks

This course focuses on the SAT mathematical section and covers many concepts including exponential growth, absolute value, and functional notation. It also places emphasis on topics such as linear functions, manipulations with exponents, and properties of tangent lines. Other key topics include numbers and operations, algebra and functions, geometry, statistics, probability, and data analysis.

SAT I – English - 6 hours per week / 8 weeks

This course focuses on the English section of the SAT test and covers two sections, critical reading and writing. The critical reading section, formerly known as the verbal section, includes the reading of numerous passages where students are asked questions based on information directly stated or implied in the text. The writing section tests students’ ability to identify and use proper grammar and word choice.
GMAT Preparation
English: 50 hours per week / 6 weeks
Math: 26 hours per week / 6 weeks

This course focuses on the GMAT which is a standard requirement for admission into graduate MBA programs. The GMAT exam consists of three main parts: the Analytical Writing Assessment (AWA), the Quantitative section, and the Verbal section. This course focuses on developing a variety of skills necessary to succeed on the exam in both lab and exam simulation settings.

I.2. ENGLISH FOR PROFESSIONALS

English Writing Skills:
contact hours: 4 weeks, 6 hours per week

This course focuses on improving basic writing skills. It aims to enhance the skills of those who have strong listening comprehension skills, but are unable to express themselves satisfactorily. This course will improve the skills of those who spend too much time writing too few lines and end up dissatisfied with what they have written.

Public Speaking:
contact hours: 4 weeks, 6 hours per week

This course focuses on the elements of public speaking and the obstacles that students may face, including shyness and a lack of language mastery. This course encourages students to develop the oratory skills that are needed in everyday conversational contexts. Candidates will learn techniques to overcome obstacles and present their speech in a professional, correct, and impressive manner.

I.3 ENGLISH FOR HEALTHCARE PROFESSIONALS

This program is designed to meet the specific needs of today’s medical professionals. It aims to develop linguistic skills in a medical setting to give doctors and nurses ample practice and exposure to terminology used for consultations and diagnosis. It focuses on the language as it is used by practitioners in the field. It targets employees of healthcare institutions, healthcare centers, healthcare NGOs, medical centers, and hospitals.

Participants will enhance oral and written medical language skills through class activities while discussing updated medical texts and current health issues.

This three-level program includes:
Intensive English for Healthcare, 18 weeks (90 hours)
Basic English for Healthcare, 12 weeks (60 hours)
Advanced English for Healthcare, 12 weeks (60 hours)

I.4 ENGLISH FOR LAWYERS

This program aims to promote advanced language proficiency and communication through legal content and developing work and study skills necessary for lawyers, paralegals, judges, managers and law students. Participants will learn to interpret and explain contract clauses, improve cross-border communication with colleagues and clients, and enhance negotiating skills.

This three-level program includes:
Intensive English for Lawyers, 18 weeks (90 hours)
Basic English for Lawyers, 12 weeks (60 hours)
Advanced English for Lawyers, 12 weeks (60 hours)

II. CEP CERTIFICATES

The certificate programs focus on developing overall industry knowledge so that participants will be more informed and better prepared to pursue employment in today's workplace. Topics are updated on a regular basis to address the new challenges and trends in the business environment.

II.1 ESSENTIALS OF BUSINESS

This program is composed of nine fundamental courses. The candidate must complete six of the nine classes in order to be eligible for the certificate. Participants seeking professional development may enroll in any of the listed courses and receive a statement of completion at the end of the course. Topics are updated on a regular basis to address the new challenges and trends in the business environment.

Contact hours per course: 12 weeks, 3 hours per week
Division of Continuing Education Program

**Essentials of Business Principles**
This course studies the overall business environment focusing on the various processes and functions.
Key topics include the organization of a business, business environment, management, managing employees, marketing, and financial management.

**Accounting for Non-Accountants**
This course introduces the Generally Accepted Accounting Principles (GAAP) including assets, liabilities and owner’s equity, preparation of financial statements, and completion of the accounting cycle. Key topics include the building blocks of accounting, GAAP assumptions-basic accounting equation, the recording process, account adjustment, completion of the accounting cycle, accounting for merchandising operations, and inventories.

**Economics for Non-Economists**
This course introduces students to the principles of supply and demand, monetary and fiscal policies, and national income.
Key topics include the nature and scope of economics, consumer behavior, theory of the firm, price determination, and allocation of resources.

**Essentials of Business Statistics**
This course provides an understanding of statistical data, time series, frequency distributions, probabilities, charts, and surveys.
Key topics include probability, random variable, sampling theory, estimation, hypothesis testing, correlation and regression, time series, and index numbers.

**Basic Management Skills**
This course studies the functions of business management including planning, organization, leadership, decision making, and controlling.
Key topics include the dynamic new workplace, the decision making process, environment and diversity, global dimensions of management, planning and decision making, strategic management, organizing as a management function, organizational structures, and leadership.

**Essentials of Human Resources Management**
This course provides a practical and realistic approach to the study of human resource management with emphasis on the interrelationship between various human resource functions. Key topics include strategic human resource management, social responsibility and business ethics, job analysis and human resource planning, recruitment, training and development, career planning, performance appraisal, and compensation and benefits.

**Marketing Skills for Non-Marketers**
This course familiarizes students with the marketing environment covering the marketing mix (product, price, promotion, and distribution). Key topics include elements of the marketing mix, marketing process, and legal and social environments.

**Essentials of Consumer Behavior**
This course focuses on the understanding of various factors that influence consumer buying behavior.
Key topics include an overview of current trends in the field, an in-depth analysis of consumer motivation, a focus on buying behavior and how it influences marketing strategies, a review of the internal and external environments, and the strategic initiatives that can be developed to address these issues.

**Finance for Non-Financial Managers**
This course provides an overview of the different applications of tools and techniques to analyze businesses' financial problems.
Key topics include working capital management, capital budgeting, organizational financial policies, and conduct of business enterprises.

**II.2. EXECUTIVE OFFICE MANAGEMENT**
This one-year program is designed to develop the necessary office management skills for future professional Executive Office Managers. The courses focus on building key technical capabilities and communication skills to ensure organizational efficiency. To be eligible for a certificate, the candidate should complete the program within one year.

**English Language:**
contact hours: 12 weeks, 8 hours per week

This course focuses on improving various English language skills. The objective is to enhance proficiency within the framework of business correspondence. The focal point of the course is on reading business texts, and learning professional grammar and writing structures so that students may convey
messages more efficiently and effectively.

**Introduction to Business Principles:**
contact hours: 12 weeks, 3 hours per week

This course gives candidates a basic introduction to the business environment. Topics include basic business functions, accounting, finance, management, marketing, and economics.

**Office Computer Applications:**
contact hours: 12 weeks, 1 hour per week

This course introduces basic information systems theory and practice through office software applications such as Excel and Word.

**Business Correspondence:**
contact hours: 12 weeks, 4 hours per week

This course focuses on examining the various categories of business correspondence, and presenting an overview of the styles and formats appropriate to each. The participants will learn to communicate within a business setting with confidence. By the end of the course, participants will be able to generate business letters, memos, and reports.

**Office Management and Behavioral Skills:**
contact hours: 12 weeks, 2 hours per week

This course introduces students to the general functions required in the office environment including mail handling, filing systems, information channeling, email, internet usage, organization of meetings, appointments, and communication skills.

**Management of Office Finance:**
contact hours: 12 weeks, 3 hours per week

This course provides students with knowledge about daily financial transactions including cash and trade discounts, promissory notes and simple discount notes, compound interest and present value.

**Advanced Office Computer Applications:**
Contact hours: 12 weeks, 3 hours per week

This course provides students with more advanced knowledge about office software applications such as advanced Excel and PowerPoint.

II.3. PRESCHOOL EDUCATION

This teacher-training program is designed to prepare students for employment and career advancement in the field of early childhood education. The aim of the program is to provide students with sufficient knowledge and practical skills to plan and implement developmentally appropriate programs for children from 2 to 6 years of age in various types of childcare settings. Throughout this one-year (three-semester) program, trainees will develop and update their teaching methods and earn a certificate.

**Program Outline:**

Contact hours: 442 hours over a year and a half and 100 hours of practical experience

- Grammar and Writing I, II and III
- Reading and Oral Fluency I and II
- Introduction to Early Childhood Education
- Field Practice I
- Learning with Music and Movement
- Issues in Early Childhood Math, Science, and Technology
- Literature in Early Childhood Education
- Field Practice II
- Art and the Young Child
- Emergent Literacy
- Developmental Curriculum and Program Planning
- Management in Early Childhood
- Child Safety, Health & Nutrition
- Child Development Foundations
- Introduction to Computers and Applications

II.4. PROFESSIONAL FITNESS DIPLOMA

Health and fitness remain among the fastest growing industries in today’s world. This has led to considerable investment in health clubs, spas, weight loss, and beauty clinics. Such investments are not only common in Lebanon but throughout the Middle East. With this rapid growth, specialists who possess good physical and athletic performance along with a scientific background are currently in great demand. The changing needs in society combined with the increasing demand for certified and qualified trainers make the LAU Professional Fitness Certification Program a great opportunity for students who are seeking a professional career in the health and fitness sector.
The Professional Fitness is a one year program that is comprised of 3 semesters. Students may enroll in 3 to 4 courses per semester for a total of 11 courses.

Program Outline:

**Fall Semester**
- Human Anatomy
- Exercise Physiology
- Biomechanics of Weight Lifting
- Group Fitness Class

**Spring Semester**
- Nutrition for Health & Performance
- Health Fitness Training
- Athletic Fitness Training
- Fitness Management

**Summer Semester**
- Injury Prevention / Post Rehabilitation Training
- Fitness Marketing
- Internship

II.5 CAPACITY BUILDING PROGRAM FOR NON PROFITS

The emphasis of this program is on NGO management and development which provides participants with working knowledge of the managerial, financial, and organizational aspects of nonprofit organizations. It also focuses on issues related to the private sector such as corporate social responsibility and its relationship with NGOs.

Program Outline:

Contact hours: 18 hours per module, 3 full days or 6 half days
- Introduction to Nonprofits
- A Guide to Fundraising
- Fundraising Process
- Fundraising Planning & Development
- Social Marketing & Corporate Social Responsibility
- Strategic Planning
- Financial Management
- Concept Paper & Proposal Writing
- Monitoring & Evaluation
- Project Management
- Social Media
- Working with Volunteers

- Organizational Leadership

II.6 GRAPHIC DESIGN

This program prepares students, through a variety of design software, to combine words and images to create a visual representation of ideas. It targets recent graduates in graphic design, working professionals and individuals interested in managing projects using print and web design.

The certificate requirements are met once the student completes the core courses and one of the three modules.

Core Courses
- Adobe Photoshop
- Adobe Acrobat Professional
- Microsoft Windows
- Internet Explorer

Modules
- Module 1: Graphic Print and Design (Adobe Illustrator, QuarkXPress, Adobe InDesign)
- Module 2: Web Design (HTML, Adobe Dreamweaver, Adobe Flash)
- Module 3: Design and Drafting: Architecture and Designing (3D Studio Max, AutoCAD 2D, AutoCAD 3D, Adobe Illustrator)

Course Offered
- Adobe Photoshop (50 hrs)
- Adobe Acrobat Professional (12 hrs)
- Microsoft Windows (12 hrs)
- Internet Explorer (12 hrs)
- Adobe Illustrator (30 hrs)
- QuarkXPress (30 hrs)
- Adobe InDesign (36 hrs)
- HTML (36 hrs)
- Adobe Dreamweaver (40 hrs)
- Adobe Flash (40 hrs)
- 3D Studio MAX (72 hrs)
- AutoCAD, ACAD (2D 60 hrs -3D 30 hrs)

Today’s work environment is becoming increasingly competitive. Globalization, as well as new advances in education, technology and business practices, is forcing workers to update their skills and regularly acquire new ones. Certificate programs offer experienced and aspiring professionals an opportunity to develop new skills that will increase their value in the job market. The CEP offers a number of internationally recognized certificates that will
help individuals realize their career goals. These programs provide a cost-effective and flexible alternative to obtaining a formal degree and many are designed to meet the specific needs of working professionals.

III. PROFESSIONAL QUALIFICATIONS

III.1 CHARTERED FINANCIAL ANALYST (CFA®) PREPARATORY

The CFA is the most globally recognized and valued credential in the field of finance. It provides evidence of professionalism and excellence in investment management. The successful completion of the program with at least one examination will give the candidate an opportunity for career advancement in the financial sector. The charter allows entry into several fields including risk management, investment banking, equity analysis, portfolio management, fixed income, and investment advising.

Contact hours: 173 hours, 47 sessions (2 sessions per week, 3 hours per session) and a 4 day boot camp

Exam/Course Topical Outline (see www.cfainstitute.org)

- Ethical and Professional Standards (9 hours)
- Quantitative Methods (24 hours)
- Economics (18 hours)
- Financial Reporting and Analysis (30 hours)
- Corporate Finance (9 hours)
- Equity Investments (15 hours)
- Fixed Income (15 hours)
- Derivatives (9 hours)
- Alternative Investments (6 hours)
- Portfolio Management and Wealth Planning (6 hours)

III.2 CERTIFIED INFORMATION SYSTEMS AUDITOR (CISA®)

In a joint effort between LAU, a leader in business education, and ISACA, a world-renowned global organization for information governance, control, security, and audit professionals, the Certified Information Systems Auditor (CISA®) and Certified Information Security Manager (CISM®) review courses are now being offered through the CEP.

The CISA certification demonstrates the individual’s expertise and knowledge in information systems audit, control, and security. Holders of the CISA certification have an awareness of the unique requirements particular to information technology environments.

Contact hours: 10 weeks, 2 times per week

Exam/Course Topical Outline (see www.isaca.org)

- The Process of Auditing Information Systems (6 hours)
- IT Governance and Management (6 hours)
- Information Systems Acquisition, Development and Implementation (9 hours)
- Information Systems Operations, Maintenance and Support (9 hours)
- Protection of Information Assets (9 hours)

III.3 CERTIFIED INFORMATION SECURITY MANAGER (CISM®)

The CISM designation targets individuals with information security management responsibilities. Although there are many IT security credentials, the CISM remains the only one designed to assess the skills and knowledge of information security managers.

Contact hours: 10 weeks, 2 times per week

Exam/Course Topical Outline (see http://www.isaca.org)

- Information Security Governance (8 hours)
- Information Risk Management (8 hours)
- Information Security Program Development (8 hours)
- Information Security Program Management (12 hours)
- Incident Management and Response (8 hours)

III.4 PROFESSIONAL IN HUMAN RESOURCES (PHR®) **SEE SPHR

III.5 SENIOR PROFESSIONAL IN HUMAN RESOURCES (SPHR®)

The Professional in Human Resources (PHR®) and Senior Professional in Human Resources
Division of Continuing Education Program

(SPHR®) are the two most internationally recognized certifications in HR. Through the PHR® and SPHR® designations, HR practitioners can advance their careers, prepare for increased responsibilities, and play a leadership role in supporting their organization’s goals.

Contact hours: 105 hours: 35 sessions, 2 times a week

Exam/Course Topical Outline (see http://www.hrci.org)

- Strategic Management (21 hours)
- Workforce Planning and Employment (21 hours)
- Human Resource Development (15 hours)
- Total Rewards (18 hours)
- Employee and Labor Relations (18 hours)
- Risk Management (12 hours)

III.6 CERTIFIED PUBLIC ACCOUNTANT (CPA®)

A direct result of globalization is the increasing need for accounting professionals worldwide. Companies are looking for employees who have mastered advanced accounting knowledge and practice, including the International Financial Reporting Standards (IFRS) and the Generally Accepted Accounting Principles (GAAP). A designation in Certified Public Accounting (CPA) is a mark of excellence that meets this market demand and enhances the individuals’ opportunities for career growth. CPAs are distinguished from other accountants by the certification’s strict requirements which demand education, examination, and experience.

Contact hours: 135 hours, 45 study sessions
For more information: http://www.cpa-exam.org

Exam/Course Topical Outline (see http://www.aicpa.org)

- Auditing and Attestation
- Business Environment and Concepts
- Financial Accounting and Reporting
- Regulation

III.7 PROJECT MANAGEMENT PROFESSIONAL (PMP®)

PMI’s Project Management Professional (PMP®) credential is the most important industry recognized certification for project managers. Globally recognized and demanded, the PMP® demonstrates that holders have the experience, education and competency and to successfully lead and direct projects.

Contact hours: 42 hours – 4.2 CEUs

Suggested prerequisite:
Knowledge of Project Management Principles

Exam / Course Topical Outline:

- Project Management Framework
- Project Time Management
- Project Scope Management
- Project Integration Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communication Management
- Project Risk Management
- Project Procurement Management
- Professional Responsibility of the Project Managers

IV. CEP PROFESSIONAL WORKSHOPS

IV. LAW SERIES

IV.1.1 THE LEBANESE LABOR LAW

This one day workshop is for working professionals, non-lawyers, employees and employers interested in learning more about legal issues in the workplace. Participants will learn about employee / employer rights and obligations, vacation, overtime and sick leave, abusive firing, labor cases, employment contracts, and understanding social security regulations in the private and public sectors.

IV.1.2 THE LEBANESE LAW OF CONTRACTS

A thorough understanding of legal contracts is becoming a must for all professionals. The legal aspect of business transactions must not be taken lightly in the business community. This one day workshop comes with educative tools that can be used by all professionals, employees and employers who confront legal issues in the workplace, as well as any individuals responsible for signing legal documents in Lebanon.
IV.3 THE LEGAL SETUP OF CORPORATIONS
Launching a business with a long-term expansion vision begins by forming a suitable type of company with relevant financial conditions. This one day workshop is useful for employees and employers who have an interest in learning about the fundamentals of a solid foundation in business. This workshop will discuss the process of creating and managing a business entity, types of companies in Lebanon, the advantages and disadvantages of each option, and the rights and obligations as an employer and employee.

IV.2 BUSINESS ETIQUETTE
Being comfortable in a business meeting, breakfast, lunch or dinner setting is a result of proper business etiquette training. This one day workshop will cover the guidelines of IMPACT - Golden Rules of Business Etiquette, the importance of etiquette and netiquette in business, common courtesies, appropriate office dress, and appropriate conversations based on environment.

IV.3 PRESENTATION SKILLS
Good presentation skills are the key to success in the workplace. Individuals must be comfortable presenting and speaking in order to successful convey important material and information. This workshop will discuss the basic elements of public speaking, the speaker-audience connection, guidelines on preparing, organizing, and outlining a presentation, visual aids, body language, the perfect delivery, handling Q&A, and the most common mistakes in presentations.

V. CEP STANDARDS PROFESSIONAL WORKSHOPS

LAU’s Continuing Education Program (CEP) and Standards, a Lebanese consultancy firm that specializes in innovative management and human resource solutions for high-profile employers, have formed a partnership and are offering new and enhanced professional development workshops for both the public and corporate sectors. CEP and Standards are offering a variety of business related workshops in Beirut and in the new centers in Tripoli and Zahle.

V.1. HR THE BUSINESS PARTNER
Hands-on human resource management training programs bring insight to the rising importance of HR management as a strategic business partner and the vital role it plays in contributing to business success. HR the Business Partner will explore innovative strategies to attract and retain new talent while making them highly efficient in the organization.

Participants will learn to recognize best HR practices and implement them to positively affect bottom line results. In addition, creating compensation and benefit systems, detecting training needs and managing T&D will be covered.

Legal and ethical issues must also be identified and studied in order to ensure organizational efficiency.

Program Outline:

Advanced Recruitment Strategies – 6 hours
This full day workshop analyzes the process of finding the best fit candidate for a specific post in an organization. It will explore the decision making process involved in choosing the most suitable candidate among a large pool of applicants.

Managing Training Needs – 6 hours
Employee training and development is vital for every business and is the key to success and satisfaction. Therefore, it is important to understand the relevance of the training needs analysis and evaluation. In this workshop, different levels of training evaluations will be discussed, as well as establishing and clarifying training needs for each employee.

Job Analysis and Job Descriptions – 6 hours
It is essential that employees understand what is required of them in the workplace in order for them to reach their maximum potential. This workshop will introduce the methods of developing a job analysis system that details all the tasks and responsibilities that are expected of each employee. This will help to clarify their roles and understand their duties within the organization.

Behavioral Interviewing Skills – 6 hours
A person’s past performance on the job is an accurate indicator of how they will perform in the future. Therefore, it is important to ask the right questions in order to properly analyze potential candidates. This workshop will introduce the behavioral interviewing
method, relevant questions to be discussed, and behavior on which to focus.

Job Evaluation and Grading System – 6 hours
This workshop analyzes fair grading systems and benefits. It will assist organizations in creating a balanced system that simplifies the job evaluation process. The finished structure will serve as a reference for the entire organization that can be utilized at all levels for development.

Compensation and Benefits – 6 hours
Employees can be motivated not only through financial rewards (base pay) but through incentives and benefits as well. This workshop will discuss the importance of compensation and benefits in a business setting. Participants will learn how to create systems that attract talented candidates, retain quality employees and encourage superior performance.

Succession Planning – 6 hours
An organization must prepare for the evolution of its employees as a proactive and progressive process within the company. Therefore, it is important to have a contingency plan in order to facilitate a successful transition. This workshop will discuss the elements of a succession plan and how to prepare for the growth of personnel from within.

Counseling and Disciplinary Procedures – 6 hours
Supervisors and employees should meet regularly to discuss workplace performance, conduct and behavior. When necessary, disciplinary action may be taken in order to correct deficiencies. This workshop will explore present day counseling methods utilized in organizations for the purpose of attaining best performance.

Motivation and Performance Feedback – 6 hours
Each person has unique biological, emotional, cognitive, and social forces that direct their individual behavior. Positive feedback serves as an overall motivating force in workplace satisfaction. This workshop will review the elements of a healthy work environment and discuss ways to motivate employees via performance feedback.

Writing Policies and Procedures – 6 hours
The HR Department’s main goal is to align strategy with employee performance while adhering to policies and procedures. Employees must follow established guidelines in order to be successful in the workplace. This workshop will aid in identifying the specific needs of the organization, hence writing effective policies and procedures for the organization to follow.

Talent Management: Retaining your Talent – 6 hours
Talent management is an overall organizational strategy that gives a competitive advantage to those who implement such systems into their business environment. Research has proven that organizations that use talent management strategies and solutions exhibit higher performance in the workplace. This workshop will analyze the talent management process and focus on ways to retain valued employees.

V.2 QUALITY MANAGEMENT

Six Sigma – 42 hours
Six Sigma is a disciplined, data-driven approach and methodology for eliminating defects (driving toward six standard deviations between the mean and the nearest specification limit) in any process, from manufacturing to transactional and from product to service.
The fundamental objective of the Six Sigma methodology is the implementation of a measurement-based strategy that focuses on process improvement and variation reduction through the application of improvement projects. As a result, Six Sigma is a measure of quality that strives for near perfection. This workshop will cover the disciplined, data-driven approach and methodology for eliminating defects in any process.

V.3 MIND TOOLS- BUSINESS TOPICS

There are many self-development tools that aid employees in their business success. MINDTOOLS brings together all the soft skills needed to perform a job, and enhance leadership, communication, time and stress management skills. This workshop will explore the latest creative, problem solving, decision making and team building skills.

Program Outline:

Creativity Tools – 6 hours
Participants will learn to identify several useful techniques to develop technical creativity to solve real life business problems. They will explore a wide range of approaches as well as developing and generating new and innovative ideas.

Memory Techniques – 6 hours
There are many techniques that can be used to strengthen the memory in regard to names, numbers, facts and a variety of other essential pieces of information. Different tools and techniques will be discussed that can be applied to the workplace as well as in everyday situations.

Telephone Techniques – 6 hours
Basic communication concepts will be discussed as participants explore how to master telephone communications (specifically in customer service and sales). Telephone techniques and proper phone etiquette will also be covered.

Business Writing Skills – 6 hours
Participants will develop business writing skills so that correspondence will be appropriate in format and professional in tone. Special writing techniques that utilize expressive and pointed language will be taught.

Time and Stress Management – 6 hours
Time management is an essential element in any business environment. Participants will learn to prioritize and manage time in a productive manner while still attending to all necessary duties and obligations.

Corporate Communication Skills – 6 hours
Core elements behind successful communication and several practical techniques will be introduced. Through situational activities, participants will be able to implement the learned techniques in order to better understand the issues at hand.

Transactional Analysis – 6 hours
Transactional analysis is conducted in order to understand personality, and in turn, improve human relations. Therefore, self-analysis is essential to understanding oneself as well as others in the business environment. This workshop will analyze behavioral patterns and transactions as well as identify strategies for modification and stroking.

Building Effective Teams – 6 hours
Teamwork is used within most organizations in today’s business environment. Therefore, individuals must be comfortable working with others while understanding their specific role on a team. This workshop will introduce skills and tools that employees can use in order to enhance team performance and become more successful in their role as a team participant.

Effective Problem Solving – 6 hours
Employees are often confronted with many issues on a daily basis that require problem solving skills. This workshop will cover the elements of problem solving and simplify the process so that individuals can manage issues in a rational manner.

Effective Decision Making – 6 hours
Decision making is an ongoing process that presents itself on a regular basis in the workplace. This workshop will discuss the steps involved in making decisions and offer techniques to perform a cost-benefit analysis to help choose the best options.

Managing Complex Situations – 6 hours
Complex situations are often presented in a business environment. Therefore, employees must be prepared to handle a variety of circumstances that occur regularly in the workplace. This workshop will examine how
to effectively handle complex situations, and in turn, build better relationships and enhance overall job satisfaction.

The Art of Being Interviewed – 6 hours
The interview is the first step toward obtaining employment in an organization. There are many important elements which are standard in interviewing practices. This workshop will prepare applicants for the interviewing process, build confidence, and enhance overall performance during the session.

Project Planning Skills – 6 hours
Project planning is a specialized skill that is needed in many positions in an organization. Employees must manage tight schedules and resources while delivering timely results within budget. This workshop will address the skills and steps needed to successfully plan projects and achieve company goals.

V.4 SALES

Effective Negotiation Skills – 12 hours
In sales, it is necessary to have effective negotiation skills in order to close deals and be successful. This workshop will cover the elements of negotiation, tactics, maneuvers, counter measures and arguments in addition to other techniques and methods that can be useful in negotiating in the business world.

Effective Selling Skills – 12 hours
In order to be successful in today’s business world, sales employees must have skills that are relevant and up to date. This workshop will cover all aspects of selling, including techniques and tools that can be used for becoming a more persuasive sales person. It will cover the entire sales process from cold calling to the main aspects of closing deals.

Cross-Selling and Up-Selling – 12 hours
In addition to direct selling, cross-selling and up-selling sales techniques are also commonly used. This workshop will discuss the principles and elements of selling and explain how it adds value to the customer.

Sales Presentation Skills – 24 hours
A great sales presentation involves not only interesting material but also a knowledgeable speaker. This workshop will focus on the essential elements of a sales presentation and discuss how to create a presentation that will capture the audience’s attention and attract customers.

Successful Prospecting – 6 hours
Prospecting is the act of seeking potential clients for sales purposes. This workshop will discuss the elements of prospecting, techniques that can be implemented and key factors that can turn a lead into a prospect, and in turn, generate more sales for a company.

Pre-Approach: The FABs Technique – 6 hours
The pre-approach is a tool that identifies the steps in planning a sales call after a prospect has been identified. This workshop will cover the steps in identifying the features, advantages and benefits of any product or service and how to better present it while being sold. It will also discuss how to build confidence and create a professional image using this special method.

Negotiation Tactics and Counter-Tactics – 12 hours
There are many strategic techniques that can be implemented during a negotiation process. This workshop will introduce several concepts including the who, what, when, where and why of negotiations, as well as the definition and practice of reservation points and the best alternative to making a sale. In addition, tactical tools will be discussed and participants will learn how to resist change in their own positions while changing their opponents’ minds.

Trial Closing and Closing – 12 hours
The sales process starts with a lead, turns into a prospect, and then the pre-approach, approach, presentation and closure follow. This workshop discusses the overall sales process and specifically focuses on the closing stage. In addition, participants will learn how to properly finalize deals and identify implications if sales are not sufficiently closed.

The Selling Attitude – 12 hours
To be successful in sales, it is important to have the right attitude and display many specific skills and characteristics. This workshop will address both personal and professional attributes that are necessary for success in a business environment. Participants will learn how to focus on positive elements, and in turn, become more effective in selling.
The SPIN Methodology

SPIN methodology focuses on asking and answering questions in a sales call or during a presentation. This workshop will give insight into the exchange and show how to give appropriate and dynamic answers. In addition, participants will learn how to identify crucial points in the dialogue and how to benefit from these conversations.

V.5 CORPORATE SOCIAL RESPONSIBILITY

Introduction to Corporate Social Responsibility - 12 hours

Corporate social responsibility defines an organization in regard to its behavior toward consumers, employees, stakeholders, the community and environment. It is essential that a company have a realistic yet progressive policy that addresses all the groups involved in a positive way. This workshop will introduce the elements of corporate social responsibility and discuss the components that are necessary for a successful and effective CSR policy.

Integrating Corporate Social Responsibility into Business - 12 hours

Having a solid and functioning corporate social responsibility policy guides the organization and aids it in making important decisions. In this workshop, participants will acquire knowledge, skills and tools to use in the implementation of a corporate social responsibility policy within an organization.

HR - Corporate Social Responsibility’s Main Enabler - 12 hours

The Human Resources Department plays an important role in setting the corporate social responsibility platform in an organization. Therefore, HR professionals must acquire in-depth knowledge of their critical role in the policy. In this workshop, strategic opportunities between HR and CSR will be identified and participants will explore techniques to drive change and successfully implement an effective policy.

V.6 CUSTOMER SERVICE EXCELLENCE

Feelings - Mastering the Art of Customer Service – 12 hours

Customer service is truly an art that can be mastered if the proper techniques are used. This workshop, conducted in partnership with the Service Quality Institute USA, will discuss how employees can positively transform situations by being aware of customer needs, improving skills in dealing with customers, increasing self-worth and improving communications and cooperation with other employees.

Essence of Caring - The Key to Clinic, Health Management Organization, and Managed Care Survival – 12 hours

Hospitals, clinics and health institutions serve a variety of customers in many different ways. This workshop will enable health care employees to demonstrate a more caring behavior that will ensure that patients receive the proper care in a hospitable manner. Part of SQI (Service Quality Institute) has been offered in over 100 institutes and positive results have been acclaimed worldwide.

Remember Me - Mastering the Art of Customer Name Recognition and its Effect on your Business Relationship – 12 hours

Consumers pride themselves on being remembered by people with whom they interact. This workshop, conducted in partnership with the Service Quality Institute USA, will demonstrate techniques for frontline managers and employees to boost memory and maintain personal relationships with customers. In addition, it will explore the importance of relationships and how it affects growth and service excellence.

V.7 COACHING

Coaching your Emotions

Managing emotions in a stressful workplace is a daily challenge. This workshop will focus on tools and techniques that can be used for controlling behavior and bringing about positive outcomes in a variety of different situations. Both one on one and group activities will be used in the session.

Decisions Make Destinies

In life, it is important to develop character and continuously challenge oneself in order to become more experienced and mature. This workshop will explore personal leadership and self-development skills that will aid participants in setting and attaining relevant life goals.
V.8 LEADERSHIP SKILLS

The Pyramid of Leadership - 24 hours
In order to be successful in today’s business world, individuals should demonstrate superior leadership skills. The Pyramid of Leadership is a customized tool designed by STANDARDS to empower individuals and allow them to recognize their abilities and potential to be true leaders. This workshop will aid participants in developing innovation, flexibility and self-awareness in relationships with colleagues and peers.

Effective Team Leading - 24 hours
Teamwork is commonly used within many organizations in today’s business world. Therefore, it is necessary to have effective team leaders in order to guide workers towards productivity and success. This workshop will assist managers in identifying talent within an organization, enhance team building, and discuss techniques for empowering employees under the leadership of higher management.

Leading Dynamic Teams - 12 hours
Teams, if used effectively, can add to the overall productivity of an organization. Dynamic teams are highly motivated and create a positive work environment for their peers. This workshop will address the main aspects and procedures to follow in creating a successful team, tools to increase team performance and elements of a successful team.

V.9 MARKETING

Blue Ocean Methodology - 12 hours
Blue Ocean Methodology introduces principles used by companies to create and capture “blue oceans,” thus eliminating the competition. In this workshop, the methodology will be reviewed and a wide range of strategic moves across different industries will be examined. Participants will learn how to formulate and execute their own strategies.

Premium Merchandising Techniques - 12 hours
Companies must utilize good merchandising methods as well as other proven techniques such as trade marketing and offers in order to be successful in today’s marketplace. This workshop will focus on increasing the sales of an organization. In addition, it will examine displays, merchandising arrangements and below the line activities in order to make the retail sales experience more successful and rewarding for all involved.

Social Media for the Social Company - 12 hours
Globalization and technology have changed the world, making the business environment more competitive. Many new communication tools, including social media, are giving companies exposure on the web and through mobile technology. This workshop will discuss the elements of social media and how it can be used as a competitive advantage.

Above the Line vs. Below the Line - 12 hours
Above the line and below the line are tools and techniques that are used to market products or brands. This workshop will discuss the dynamics of each method and discuss the advantages and disadvantages of each. It will also examine the correct usage of each concept with the appropriate reasoning behind the decision.

Modern Trade Management - Key Accounts Management - 12 hours
The key account manager serves as the main contact between any organization and a retailer. It is their job to ensure that the objectives of both parties are met through a win-win relationship. This workshop will demonstrate the necessary techniques used to manage and strengthen relationships with key accounts, and in turn, will lead to profitable growth and success.

Basic Marketing Tools - 12 hours
Marketing has long been considered an essential part of building business. It is important that a company recognize this need and use it to their advantage in order to expand business, retain their customers and attract new ones. This workshop will review the basic elements and principles behind marketing, as well as the marketing mix and study that are essential to any successful marketing plan.

Distribution Strategies: Best Techniques - 12 hours
Distribution focuses on establishing a system that allows customers to purchase a product in a marketplace that is accessible. No matter how strong a product may be, it will be useless if customers cannot access the product in a location that is convenient to them. This workshop will discuss the best practices and techniques that are used in the market for distribution strategies and decision making.
Brand Management: From Portfolio Management to Market Reporting – 12 hours

It is important that a company oversee all aspects of brand management so that an organization can assess the success of a product. This workshop will cover the essential elements of marketing, as well as introducing new products for a specific target market. In addition, it will discuss new products, the customer-level adoption process, market reporting, forecasting and feedback.

Private Labels: Opportunities and Threats – 12 hours

Private labels have faced many challenges recently, especially after the last global recession. This workshop will review the opportunities and threats that private labels have faced against competing national brands. It will also discuss how to overcome threats to a product and how to become successful when faced with direct competition.

VI. OTHER CEP COURSES

VI.1 REMEDIAL PROGRAM

Non-credit Courses for Suspended Students
This program is designed to keep suspended students engaged in classroom activities. There are four non-credit courses offered that students may take during the period of their suspension from the university. These courses are graded on a pass/fail basis.

Courses Offered:
• Stress and Time Management (42 hours)
• Introduction to Business (42 hours)
• Study Skills & Communications (42 hours)
• Logic and Methods of Reasoning (42 hours)

VI.2 SUMMER CAMP

The CEP offers a six-week summer camp for children 6 to 12 years of age. The well-rounded program and experienced staff provide an extraordinary summer experience for children. Participants engage in various activities including cooking, basketball, tennis, music, drama, gymnastics, Wushu, art, swimming, storytelling, and board games.

VII. TAILORED CORPORATE TRAINING PROGRAM

The CEP organizes tailored workshops and seminars to meet organizational training needs. Trainings have been delivered to companies in a wide range of industry sectors. The strength of the corporate training programs lies in the ability to customize the training material to the clients’ needs. In addition, the capacity building and quality control mechanisms allow the CEP to handle large numbers of on-site training.

In addition, many of the on-site corporate training programs and workshops are designed around the working schedules of individuals and employees. All training materials are created with clearly defined learning objectives that include skills, knowledge, and abilities.

VIII. CEP OUTREACH

VIII.1 CEP ENTRANCE EXAM PREPARATION PROGRAM

LAU has conducted off-campus university entrance preparatory programs in Nabatieh, South Lebanon, Lebanese Catholic Schools and the Makassed Islamic Association Schools.

VIII.2 CEP AND THE MAKASSED PHILANTHROPIC ISLAMIC ASSOCIATION PARTNERSHIP

This outreach partnership offers several education and training programs for recent Makassed graduates, alumni members, and any individuals interested in joining the workforce or pursuing higher education. These programs are open to all Makassed students, boys and girls, who have successfully completed and passed grade nine.

VIII.3 CEP AND CREATION LEARNING CENTER-HOMS, SYRIA AND UNLIMITED HORIZONS CENTER-DAMASCUS, SYRIA

Three banking programs are offered on specialized skills for excellence in Syria in the areas of:
• Banking Management
• Islamic Banking and Finance
• Insurance and Islamic Insurance (Takaful)
For the program’s topical outline and details: (http://cep.lau.edu.lb/cep_strategic_partners.php)

VIII.4 CEP AND THE SAFADI FOUNDATION IN TRIPOLI, LEBANON
In its efforts to expand its outreach a new partnership was signed with the Safadi Foundation to offer a variety of programs and workshops that meet the needs of the local business communities in North Lebanon.

For further information, contact the CEP Office at Tel. 1290 Ext. 222 or email: cep.tripoli@lau.edu.lb

VIII.5 CEP AND THE SECONDARY EVANGELICAL SCHOOL OF ZAHLE IN ZAHLE, LEBANON
In its efforts to expand its outreach, a new partnership was signed with the Evangelical School of Zahle to offer a variety of programs and workshops that meet the needs of the local business communities in the Bekaa region.

For further information, contact the CEP Office at 08-800-214 or email: cep.zahle@lau.edu.lb
Campus Facilities

Campus facilities services are aligned strategically and operationally with the University’s strategic plan, as well as with the respective support service and core functions. Campus facilities services are committed to delivering, sustaining and providing quality support services in addition to providing a range of physical campus planning services to guide future and present development. The goal is to deliver facilities services in an efficient, cost effective manner while maintaining and delivering an excellent service that meets the University’s Strategic objectives on all campuses.

Although many resources are available across campuses for specific needs, the following are broadly available to all students to help them pursue academic goals and achieve greater skills for life-long learning: University Library, Smart Classrooms, Computer Labs, Writing Centers, Learning Centers, Laboratories, Simulation Labs, Auditoriums, Exhibition Halls, Gymnasiums, outdoor playing fields and ball courts, indoor swimming pool, aerobic studios, dancing rooms, workshops, common areas, cafeterias, student housing, IT and Computing, multi-purpose rooms, testing rooms, etc. As a framework for future physical development, the Campus Master Plan establishes overall goals, objectives, and design principles that are aligned with the University’s overall strategic context. It also provides long range planning for architecture, land use, space use, landscaping and grounds, parking, and infrastructure. It includes proposed new building growth while at the same time addressing replenishment of buildings and defining outdoor spaces that unify all functions of the University.

BEIRUT CAMPUS

LAU’s 25,368 square meters, built up areas of 54,235 square meters and 4,000 square meters of greenery, in the heart of a residential neighborhood in Ras Beirut, provide the perfect surroundings for the campus facilities, from Sage Hall, the first building dating to 1933 to the newest facility, the Underground Parking, Library and Business Buildings, completed in 2005. To meet the growing University facilities’ needs, off-campus spaces of 3,580 square meters are rented to provide additional dormitories, administrative units and storage spaces.

Currently, 12 buildings surround the central campus green, which is beautifully landscaped with Mediterranean trees and foliage. Several buildings are undergoing renovation to meet the development space needs of the University. The LRC Building will undergo major renovation to serve as a state of the art Student Center with the finest and most modern indoor spaces. Components of the complex include recreational areas, lounges, student club offices, one-stop shop, health office, Red Cross Office, student-related administrative offices, etc. The Campus Cafeteria, the social hub of the campus, will undergo a major upgrade in summer 2012 in addition to providing a cyber café to enrich and stimulate the vibrant, engaging, and educational environment. Shannon Hall Building is under renovation to revitalize the Early Childhood Center and provide additional offices in support of the academic goals and developments. Furthermore, there is the major renovation of the Campus Infrastructure, Data Center and Building Systems and that of the Faculty Apartments Building that is rendered to group mostly all University services offices.

Looking forward to optimizing land and translating academic programs into physical concepts, a space program along with a feasibility study is underway for the construction of new facilities; the School of Arts & Sciences Complex and the Classroom Building.
Campus Facilities

BYBLOS CAMPUS

The Byblos Campus is a home for 14 buildings, with land area of 172,584 square meters, built up area of 42,060 square meters, and 8,000 square meters of greenery. Parking services provide a full range of parking and transportation-related services. Faculty, staff, students, and visitors are served in their day-to-day parking needs whereby 1,130 outdoor car parks and 87 indoor parking spaces are supported. Campus buildings provide space and facilities for vital functions that are distinctive and complementary to the academic programs. In support of the student services, off-campus spaces of 1,600 square meters are rented in addition to the major renovation of Dorms C Building to provide additional dormitories for students.

The ideal climate, historic landmarks, numerous attractions, city environment and fast road network provide an inviting campus environment for an institution of higher learning.

Underway, several on-going major capital and renovation projects are under design and execution to maintain a safe, beautiful and functional campus environment. The Medical, Nursing, and Pharmacy Schools Building with a built-up area of 15,500 and 5,000 square meters of greenery, located at the center of the upper Byblos Campus, will be completed in June 2012. It houses academic and modern simulation labs, research labs, multi-disciplinary research labs, a large anatomy lab, a 200-seat auditorium, smart classrooms, high-tech case method rooms, exam rooms, a medical library and reading lounges, open interactive space, a cyber cafe, etc. The University Medical Center – Rizk Hospital serves as the primary teaching hospital for LAU’s Schools of Medicine, Nursing, and Pharmacy.

The other project consists of constructing a five story 19,000 square meters Underground Parking that will eventually house around 625 cars that will become usable in year 2013. Additionally, the Byblos Campus services will be enhanced by centralizing the Campus infrastructure plants in a remote site, serving the Campus through an underground tunnel system to supply electricity, potable, chilled, and hot water, to new facilities, as well as data and communication lines.

In the alignment of the University capital plan with academic goals and resources, the Engineering Workshops and Labs Building is in its design phase. Looking ahead, the envisaged constructions in Byblos Campus will include also the Library and Central Administration Building and the Sports Building.
**STUDENT & UNIVERSITY POLICY**

The Lebanese American University is committed to the total development of its students. As stated in the Student and University Policy, the University “seeks to develop responsible students with leadership skills, and community awareness... LAU shall provide its students with opportunities to develop academically, physically, intellectually, socially, and morally, in order to meet the challenges they may face in life.”

**OFFICE OF THE DEAN OF STUDENTS**

Drawing its inspiration from the Lebanese American University’s mission to educate the whole person, the Office of the Dean of Students is charged with providing students opportunities for academic growth and personal development in order to enrich the student’s overall experience at LAU. Each student is seen as a professional in training, deserving high-quality service and personalized attention.

1. **New Student Orientation Program (NSOP)**
   The new student orientation program is organized by the Office of the Dean of Students in the beginning of the Fall and Spring of each semester in order to acquaint new students with university life to become active members of the LAU community.

NSO aims to:
- Introduce students to various academic programs, services and activities that will support their academic and personal success;
- Orient students towards advising and registration;
- Introduce students to the main resources available on campus; and
- Address issues and problems that students may face.

2. **Counseling Services**
   Counseling is designed to help students address academic, personal, and emotional concerns. Counselors meet with students on a regular basis to:
   - Discuss different problems students are facing which might have negative effects on their academic progress;
   - Provide help to students with non-academic problems, thus developing needs assessment and evaluation forms;
   - Evaluate different cases and decide on referrals to professionals as needed;
   - Keep detailed, accurate and updated records of all cases; and
   - Follow up on existing and previous cases to minimize future problems.

3. **Professional Advising Services**
   Professional advising aims to help students overcome academic difficulties, probationary status, and concerns regarding academic issues. Through individual meetings, the academic advisors help students to identify the factors that contribute to their academic difficulties and try to give them the right academic advice.

Advisors meet regularly with students to:
- Provide accurate information regarding policies, procedures, regulations, educational options, major and minor requirements, curricula, registration procedures, deadlines, etc.;
- Advise students to repeat courses in which they failed;
- Refer students to available programs, or support services when needed;
- Help students understand the purposes, opportunities, and challenges of higher education;
- Advise freshman students in matters related to meeting the requirements of the schools for major declaration, fulfilling the requirements of the Ministry of Higher Education for the equivalence of the Lebanese Baccalaureate, transitioning from high school to college, etc.;
- Act promptly on progress reports sent by the faculty to help students with difficulties;
- Guide students in planning courses of action to correct academic difficulties;
- Respond to parents’ inquiries;
- Cooperate with Academic Advisors to solve students’ problems; and
- Encourage students to join LAU activities and clubs.

The professional advisors coordinate with the career advisor in order to help students understand how their interests, abilities and passion can predict success in the academic and career fields that they are considering, and then helping them to choose their academic and career goals accordingly.
4. Career Guidance Services

Career Guidance is provided to Graduate and Undergraduate students. The Career Advisors encourage students to explore career options, develop effective planning skills, create job plans, identify career goals, and learn the necessary skills to succeed in chosen professions. Courses of action are recommended, based on the objectives expressed by students.

The Career Advisors work with students to:

- Clarify their academic and career interests, and to help them choose the right major;
- Identify connections between each student’s major and career options;
- Research potential employers;
- Discover job search strategies;
- Acknowledge skills and strengths;
- Write effective résumés and cover letters;
- Prepare for interviews;
- Evaluate job offers from potential employers;
- Learn to negotiate salaries; and
- Determine a course of action to meet career objectives.

The university hosts annual Career Fair and Internship Fair in which local and international companies offer LAU students full-time, part-time, and internship opportunities. Moreover, Career Guidance collaborates closely with the Alumni Office to help meet the employment needs of recent graduates and long-term alumni.

5. Health Services

The Health Services office at LAU provides primary health care to students and serves as an information resource for the campus community through its organization of several health-related campaigns each year.

The Health Services offices operate under the supervision of full time registered nurses.

The offices provide the following services when the university is in session:

- Acute illness evaluation and treatment;
- Emergency assistance and first aid;
- General medical/nursing care;
- Medications supply of over-the-counter drugs for emergency relief;
- Blood pressure checks;
- Blood sugar level assessment;
- Eating disorder and nutritional consultation;
- Health counseling and education;
- Health promotion programs and information;
- Referrals to community health-care providers or specialists; and
- Verification of absences to professors and release of a signed notification of extended absence due to medical reasons.

All consultations and medical records are kept completely confidential. No information is ever discussed with or released to anyone without the patient’s consent. Medical records and academic records are not connected in any way.

6. Extra-Curricular Activities

LAU students organize, and participate in extracurricular activities, through a variety of campus clubs dedicated to cinema, music, debate, drama, the Red Cross, human rights, social work, international affairs, and many others in different areas of students’ interests. The Office of the Dean of Students coordinates the formation of clubs, and Faculty Advisors provide assistance towards achieving club objectives.

7. International Student Program And National Cultural Clubs

With the different nationalities represented on its campuses, LAU has developed programs to help international students adapt to the Lebanese way of life, as well as to fully integrate into the University community. Through various national cultural clubs, students network with peers from their countries, while learning to appreciate and celebrate diversity. LAU celebrates the richness of such diversity through annual activities such as the International Heritage Day Exhibitions, International Students Athletics Tournament, and others.

8. Student Honor Society

LAU students with a cumulative GPA of 3.5/4.0 or higher, upon completion of 24 credits, are honored at an annual ceremony where they receive awards and certificates of appreciation. To further recognize academic achievement, students with the highest Cumulative GPAs in each school receive a financial award during the ceremony.

9. Student Publications

The Office of the Dean of Students coordinates, and supervises the production of publications, such as the Trirème (Yearbook), the Student Agenda, and other publications that help
students become more acquainted with relevant services and information, including regular Health Awareness publications and others.

10. Student Representation
LAU has Campus Student Councils, as well as a University Student Council. A constitution to that effect was approved by the Board of Trustees in September 2006, and the Bylaws were written by a Committee of students and University officials.

The Student Council:
- Represents the students in the regulation and coordination of all phases of student governance;
- Promotes the LAU’s highest interest;
- Cultivates its culture as stated in its mission and vision;
- Advances the welfare of the LAU student population;
- Enhances campus atmosphere and life through extra-curricular activities; and
- Acts as an effective liaison between the students, faculty, staff and administration.

11. Athletics Office
LAU’s athletics program plays a vital role in the academic and extracurricular life of students. The program’s mission is to provide athletic training, education, and competition opportunities for LAU students. The LAU Athletics Office offers a wide range of sports and extra-curricular activities which are well suited to the needs of our students and the LAU community.

The following sports/activities are currently offered: Aerobics, basketball, fitness, folk dance, Latin dance, Jazz dance, swimming, table–tennis, taekwondo, Thai kickboxing and tennis all as extra-curricular activities; while basketball, futsal, swimming, table–tennis, taekwondo, Thai kickboxing, tennis, track & field (whenever possible), soccer and volleyball (all for men & women), and men’s handball and rugby league are also offered as varsity sports. Badminton (men and women) has recently been added.

Throughout the year, the LAU Athletics Office organizes intercollegiate, intramural, high school, and international tournaments, in addition to participating in other local, regional and international events. Most of the varsity teams get exposed to high-level competition, locally and internationally, and play in a regular championship league season against some of the officially recognized universities and colleges in Lebanon. At the end of each academic year an Athletics Awards banquet is held to recognize and honor LAU’s best and most dedicated athletes and coaches.

12. Residence Halls
LAU provides Residence Halls for its students on both campuses.

In Beirut, Orme-Gray Residence Hall is for females and Capital Suites for males. In Byblos, there are 3 separate Residence Halls: Dorm B divided into two wings, one for men and one for women, Maatouk Building, for women, and Dorm C, for men. On each campus, a residence hall supervisor and a team of assistants run the dormitories, and provide social and extra-curricular activities for resident students. The facilities are comfortable, contributing to the students’ academic and social needs.

In Beirut, the rooms are nicely furnished with beds, desks, cupboards, safety boxes, bed sheets, covers, cable TV, internet connection, telephones, central heating and air conditioning. Fully equipped common kitchens and laundry rooms are available. Toilets and showers are also common areas. The dorms have lounges equipped with piano, TV, computers with Internet connections and vending machines. 24 hours security and provision of safety training are provided.

In Byblos, the rooms are also nicely furnished with bathrooms, beds, desks, cupboards, safety boxes, bed sheets, covers, refrigerators, TVs, telephones... Wireless internet, cable, and individual heating and air conditioning are available in all rooms and apartments. Fully equipped kitchens and laundry rooms are available in all the buildings. The halls also provide cleaning and maintenance services, 24-hour security, lounges equipped with cable TV, DVD player, computers, free internet access, and vending machines. The common areas are all monitored round-the-clock by CCTVs. Student resident assistants live on-site and help familiarize residents with the buildings and available resources as well as hall policies.

Students who wish to reside on campus must submit an application as soon as they are accepted to LAU.
STUDY ABROAD AND INTERNATIONAL EXCHANGE

LAU is an official member of two prestigious higher education international networks, the Institute of International Education [IIE] and the Council on International Educational Exchange [CIEE] thus putting LAU on the map of international institutions and linking it to a network of over a thousand universities worldwide.

Through such international networks, the Study Abroad office aims at facilitating and supporting international exchange programs with prestigious accredited universities in different regions of the world. For that purpose, the Study Abroad office:

- Initiates communication with international universities and directs their proposals to the concerned School/Department;
- Works closely with faculty on developing and running student exchange programs;
- Plans and communicates effectively with the sending and receiving universities;
- Advises students on the different study abroad opportunities available at LAU that match their qualifications; and
- Supports incoming and outgoing students through their study abroad experience by administering orientation programs, and providing professional advising on different related matters such as visa procedures, housing, registration and transfer of credits processes.

VOLUNTEERISM AND THE OCE

One of the main aims of the Outreach and Civic Engagement Unit is to bridge the gap between LAU and the communities around it. Through its various range of activities, workshops and fundraisers, the OCE encourages and empowers students to reach out and become agents of constructive change in their society.

LAU NGO Fair:

Every year, the OCE organizes an NGO (Non-governmental Organization) fair inviting dozens of NGOs to LAU to promote social awareness, internship and opportunities amongst students.

LEADERSHIP PROGRAMS, WORKSHOPS AND OUTREACH ACTIVITIES

The OCE provides LAU students with leadership opportunities, training and workshops. Its programs take on an experiential approach where students practice leadership in different contexts.

LAU Model United Nations: A School of Leadership “Par Excellence”

Every year, LAU invites top middle & high school students from around Lebanon to participate in the university’s Global Classrooms LAU Model United Nations program, established in 2005.

Students attend a series of training sessions about UN procedures, negotiations and public speaking skills, caucusing, and position paper and resolution writing. The program bestows on participant’s global cognition about international diplomacy and proven leadership skills.

Participation has surged from 541 students and 76 schools in 2006 to about 1,600 students and 143 schools in 2012. A once in a lifetime opportunity is given every year to a group of high school students to participate in the international High School Model United Nations conference, held by the United Nations Association of the United States of America in the UN headquarters in New York.

LAU MODEL ARAB LEAGUE PROGRAM

In 2011 LAU signed a Memorandum of Understanding with the National Council on U.S.-Arab Relations (NCUSAR) and now has the exclusivity and the right to use the title of “Model Arab League” as the project to be implemented in Lebanon. Consequently, LAU has partnered with the Hariri Foundation for Sustainable Human Development (HFSHD) to implement the first MAL program in Lebanon.

The LAU MAL program helps engage students from various religious and political backgrounds in Lebanon to discuss various social, political, and economic subjects that are affecting and shaping the Arab World. Representing one of the Arab League’s 22 member-states, student delegates work to achieve consensus on questions that diplomats face every day.

THE LEADERSHIP AND U MAGAZINE

The Leadership and U Magazine is a student led magazine that operates under the guidance of the Outreach and Civic Engagement
Department and provides students with a platform to express themselves, share their passions and make themselves heard while keeping the overarching view of leadership in perspective.

THE USAID UNIVERSITY SCHOLARSHIP PROGRAM
The USAID University Scholarship Program targets public high school needy and academically qualified Lebanese students from all regions of Lebanon.

The objective of the program consists in providing quality education in the fields of education, nutrition, communication arts, engineering, business, computer science and nursing, and to integrate the students in the leadership and civic engagement activities of LAU so that they acquire the necessary cognitive and leadership skills that will permit them to develop their own communities.

OCE manages this University Scholarship Program once students enroll at LAU.
Admission to undergraduate programs

GENERAL ADMISSION REQUIREMENTS

Applicants must submit the following:

a. The Admissions Application Form, available at the Admissions Offices or online at www.admissions.lau.edu.lb
b. The High-School grades of the last three years. The grades should be sent in a signed and sealed envelope, directly to the Admissions Office. The grades of the last year, or semester should also be sent as soon as they become available.
c. The official scores of the SAT exams.
d. A photocopy of the Identity Card or Passport (this should be the same as all the nationalities declared in the application form).
e. Two recent passport-size colored photos.
f. A non-refundable application fee of $50 (L.L. 75,000) payable either in cash, or by credit card for online application.
g. The official Secondary School Certificate and its official Lebanese Equivalence, as soon as they become available.
h. The Official Freshman enrolment permission and/or the Official exemption from Arabic (issued by the Ministry of Education in Lebanon), if applicable.
i. Transfer applicants must submit an official transcript of grades, and a catalogue from all the colleges, or universities, they have attended. Undeclared transcripts will not be accepted after enrolment.

Note: students who are U.S Citizens or U.S. green card Holders must submit along with the application the W-9S form that could be downloaded at www.Irs.gov

ENGLISH PROFICIENCY REQUIREMENTS

English is the official language of instruction at LAU and applicants must demonstrate their proficiency in the language by taking one of the following tests:

a. English as a Foreign Language (TOEFL)
b. English Entrance Exam (EEE) administered by LAU, which may be repeated at a one month interval.
c. SAT I Writing.

For minimum required test scores, please contact our Admissions Offices.

1. All submitted documents become the property of LAU and will not be returned.
2. Applicants taking the TOEFL should sit for the international test. Institutional TOEFL is not accepted at LAU. When registering for the SAT I, SAT II or TOEFL, please use LAU's code: 2595.
3. The Professional Schools are the School of Pharmacy, Medicine and Engineering.

ADMISSION TO THE SOPHOMORE CLASS

Applicants who might qualify for admission to the Sophomore class are:

a. Holders of one of the four types of the Lebanese Baccalaureate:
   i. General Science
   ii. Life Science
   iii. Economics and Sociology
   iv. Literature and Humanities
b. Holders of the Technical Baccalaureate

Applicants under this category may only choose programs in the same area of specialization as those of their technical degree, or as assigned by the Ministry of Education.
c. Holders of the official Secondary School Certificates, equivalent to the Lebanese Baccalaureate such as the French Baccalaureate, the International Baccalaureate Diploma, the German Abitur and the Tawjihieh.

Lebanese applicants under this category must obtain an official equivalence from the Lebanese Ministry of Education.
d. Applicants who have successfully completed two years of the CEGEP (Collège d’enseignement général et professionnel) in Québec, Canada.
e. Applicants coming from the British system, who have completed a minimum of three subjects at the Ordinary Level, in addition to two subjects at the Advanced Level, or four Advanced Supplementary subjects, excluding languages.

Please note that above applicants with a permission from the Equivalence Committee of the Lebanese Ministry of Education to pursue their education in a foreign program are automatically exempted from the Arabic requirements.

ADMISSION TO THE FRESHMAN CLASS

Applicants who might qualify for admission to the Freshman class are:

b. Applicants coming from the British system, and having completed a minimum of five subjects at the Ordinary Level, and one subject at the Advanced Level, or two Advanced Supplementary Level subjects, excluding languages.
c. Applicants who have successfully completed one year of the CEGEP (Collège d’enseignement général et professionnel) in Québec, Canada.
d. Holders of the International Baccalaureate certificate from outside Lebanon.
Admission to undergraduate programs

Holders of a GCE (General Certificate of Education) certificate with only O-levels subjects do not qualify for admission.

Lebanese applicants to the Freshman class must obtain, prior to their registration, a permission, from the Equivalence Committee of the Lebanese Ministry of Education, stating that the student is allowed to enrol in a foreign program. To obtain this permission, the applicant must show evidence of having studied outside Lebanon, for at least two years, at the intermediate and secondary level, or three years at the elementary level. The applicant should sit for the SAT I prior to admission but may choose to take the SAT II exams, during the Freshman year i.e. the first year of enrolment at LAU.

The Equivalence Committee specifies a minimum score of 2600 for Freshman Arts, and 2750 for Freshman Science, for the six subjects of SAT I and SAT II combined.

The subjects in the SAT II exams, required for applicants to the Freshman Science, are:

a. Mathematics 2C
b. Two sciences from Biology, Chemistry, or Physics

The subjects of SAT II exams, required for applicants to the Freshman Arts, are:

a. Mathematics I or IC
b. Any two subjects can be chosen from the SAT II subject tests.

ADMISSION OF TRANSFER STUDENTS

a. Students who have successfully completed 12 credits will not have to sit for any Placement Exams. Students who have successfully completed less than 12 credits have to sit for the SAT I.

b. Transfer applicants must submit official transcripts of records, as well as academic catalogues from all the previous colleges, or universities, they have attended, along with the application for admission.

c. The School concerned and the Registrar’s Office evaluate the credits and determine the acceptability of courses to transfer. This is usually made before the time of registration.

d. Transfer students coming from an institution of higher education recognized by LAU where English is not the language of instruction, are not required to take the EEE or TOEFL. However, if they had not taken any transferable English course in their former institution, these students are given the option of either taking ENG009 Remedial English, or sitting for an English placement test. Transfer students coming from an institution of higher education recognized by LAU where English is not the language of instruction, are required to take the EEE or the TOEFL.

e. Transfer students coming from an institution of higher education not recognized by LAU may be conditionally accepted after satisfying the English requirements for admission at LAU. If accepted, their admission will be on probation with no transfer of credits. They must complete 12 new credits in the first semester of enrolment at LAU, 6 of which must be major courses, and achieve a minimum GPA of 2.50/4.00. Then, they may petition to the School concerned for transfer of credits if applicable.

ADMISSION FOR A SECOND DEGREE

Applicants for the second degree must apply for admission and must complete all the requirements of the School in which they intend to enroll.

VALIDITY OF ACCEPTANCE FOR ADMISSION

Acceptance at LAU is valid for one semester. Admitted students who do not register will need to fill out and submit a “Reactivation Application” at the Admissions Office.

SPECIAL PROGRAMS

Special Students are those who are eligible for admission, and choose to take courses for credits, without working towards a degree. Students under this category may petition for a degree status.

TEACHING DIPLOMA

Applicants to the Teaching Diploma must have completed the requirements for the Bachelor’s Degree. Applicants graduating from an institution of higher education recognized by LAU, where English is not the language of instruction, are required to pass the EEE, or the TOEFL.

1. All submitted documents become the property of LAU and will not be returned.
2. Applicants taking the TOEFL should sit for the international test. Institutional TOEFL is not accepted at LAU. When registering for the SAT I, SAT II or TOEFL, please use LAU’s code: 2595.
3. The Professional Schools are the School of Pharmacy, Medicine and Engineering.
Academic rules and procedures for undergraduate programs

Purpose

To define the Academic Rules of the Lebanese American University, and to state the Procedures involved in the implementation of these Rules.

Procedure

It shall be the responsibility of the University Curriculum Council (UCC) to study any suggested changes to the Academic Rules and Procedures, and to submit its recommendations to the University Planning Council for final approval.

It shall be the responsibility of the Admissions’ Offices, and the University Admissions Council, to ensure that the Admission Regulations are properly administered.

It shall be the responsibility of the Registrar’s Offices to implement these Academic Rules and Procedures, and to observe the rules herein.

It shall be the responsibility of the Guidance Offices, and the Academic Advisors, to give general guidance to students.

It shall be the responsibility of every student to study, and to observe the Rules herein.

I. Transfer and Change of Major

A. Transferring from One LAU Campus to Another

Students who intend to transfer from one LAU campus to another may do so, provided they declare their intention by filling out a Transfer Form and submitting it by the specified deadlines. Once they transfer, they must register for, at least, 2 regular semesters in the new campus, before they are allowed to transfer back.

B. Change of Major

1. A student may request, at any time, from the School concerned, to change their major. The Admissions’ conditions, and/or his/her academic performance at LAU, will be taken into consideration. Acceptance in the new major is also conditional on availability of places.

2. Students with an approved Change of major will have the option of dropping, from the Grade Point Average (GPA) computation, the grades of 3 courses taken at LAU, belonging to the requirements of the old major and not to any requested new major. Only grades C and below can be deleted.

3. Students must submit a request to have their grades deleted at the Registrar’s Office, no later than one semester of the Change of major, and not after graduating, or after leaving the University for more than 2 consecutive semesters. This rule applies for changes of major within a School, or when a student transfers from one School to another.

4. Students who benefited from the above stated rule in C.2., cannot return to their old major, and cannot request to have their major changed, again, to any major which requires a course whose grade was deleted from the GPA computation.

C. Freshman Students Registration in Sophomore Courses

All students enrolled in a Freshman program who only lack ENG 102 to complete their Freshmen requirements, may be allowed by the University Admissions Council to declare a major. These students must register in ENG 102 during the first term of their registration in the new major. Lebanese students, and students who are required to have the equivalent of the Lebanese Baccalaureate II, must have passed the SAT I and SAT II examinations with the required scores, prior to being admitted to a major. Students in this category who fail to pass the ENG 102 course in the first term of registration in the new major, are required to complete 3 additional non-Freshman credits, over and above the requirements for the Bachelor degree.

D. Intensive English Regulations

1. To promote students from Intensive English to regular English courses, the following criteria should be used:

   a. ENG003 students must pass the course with a final grade of C or above, or score 500 or above, on the English Entrance Exam (EEE), or the equivalent in the Test of English as a Foreign Language (TOEFL).

   b. ENG002 students must pass the Intensive English course with a grade of C+ or above, or score 500 or above on the EEE, or the equivalent in TOEFL.

2. Students in ENG002 and ENG003 may take one course for credit each semester
from the Arabic or Math disciplines, in addition to a Physical Education course upon advisor’s consent.

E. ENGLISH REQUIREMENTS
1. Entering Freshmen and Sophomores, with a score between 500 and 549 on the EEE, or its equivalent in TOEFL, must take ENG009 Remedial English, (zero credit), ENG101 English I, (3 credits), and ENG102 English II, (3 credits) before the Sophomore-level English courses.
2. Entering Freshmen and Sophomores, with a score between 550 and 599 on the EEE, or its equivalent in TOEFL, must take 6 credits of English (ENG101 English I, and ENG102 English II), before taking the Sophomore-level English courses.
3. Entering Freshmen and Sophomores, with a score between 600 and 649 on the EEE, or its equivalent in TOEFL, must take 3 credits of English (ENG102 English II), before taking the Sophomore-level English courses.
4. Entering Freshmen and Sophomores, with a score of 650 or higher on the EEE, or its equivalent in TOEFL, can take Sophomore-level English courses directly.
5. Students passing ENG003 Intensive English III, with an average of C, or above, or the IECE, with a grade of C, or above, are required to take ENG009 Remedial English, ENG101 English I, and ENG102 English II.

F. PHYSICAL EDUCATION REGULATION
Students may accumulate up to 2 credits of Physical Education besides PED101 Basic Health. Beyond this, Physical Education credits will not count towards graduation.

II. REGISTRATION RULES

A. REGISTRATION
1. Registration, on the assigned dates, is required of all students, in accordance with the posted procedures and regulations. Late registration is subject to a Late Registration Fee. Intensive English students, transferring students, cross-registering students, and students on double probation, as well as students returning after one or more semesters of absence, are exempted from the Late Registration Fee.
2. Students are not allowed to register after the Late Registration Period.
3. In order to register for a course, students must complete all the prerequisite(s) for that course.
4. No student may enrol in a course if he/ she has an Incomplete grade in their prerequisite(s).
5. In exceptional cases, the Chairperson may give special permission for registration if points 3 and 4, listed above, are not met.

B. STUDENT COURSE LOAD
1. A minimum full-time load, in a regular term, is 12 credits. A maximum load of 18 credits is allowed, or as specified by the Professional Schools.
2. Students with a cumulative GPA of 3.00, and above, are allowed to carry up to a maximum of 21 credits.
3. Students, in their last semester of graduation, may register for a maximum of 21 credits, provided they are in good academic standing.
4. Students who are on probation are not allowed to carry more than 13 credits in regular semesters.
5. The maximum course load per Summer module is 7 credits. Students registering in some courses that span both summer modules (1 & 2) may register for more than 7 credits per module but not to exceed 14 credits total for both modules.
6. Students in the Professional Schools, who are registered in the Internship courses during the Summer modules, may be allowed to exceed the total allowed credits for the Summer, provided the requirements for the internship are fulfilled beyond the Summer modules.
7. In regular semesters, and in special cases, the Academic School Council may allow students to exceed the allowed maximum load, within the constraints of the University Charter.

C. REGISTRATION FOR PASS/NOT PASS COURSES
1. Students may choose to take free elective courses (Sophomore level and above) over and above the University requirements, and the major requirements, on a Pass or No Pass basis.
2. Courses taken on a Pass or No Pass basis will not count in the GPA, but the credit hours successfully completed will be counted towards graduation. The Pass
grade is given when the grade in the course is C, or above.

3. Students are not allowed to take more than one course per semester on a Pass or No Pass basis.

D. REGISTRATION FOR TUTORIAL COURSES

In exceptional cases, students are allowed to take courses on a Tutorial basis, subject to the following:

1. Students may apply for a Tutorial in their junior and senior years in the School of Arts and Sciences, and the School of Business, or during their last two years in the Professional Schools, provided they have completed, at least, 30 semester credits at LAU, with a GPA of 2.50, and above, or they are students who are graduating with a BA/BS Degree, and whose courses, in their last semester at LAU, are not offered.

2. Permission may be granted to a student to enroll in a Tutorial by the School Council, if all of the following conditions apply:
   a. A substitute is not offered at LAU.
   b. The approval of the Advisor and the Division Chairperson is secured.
   c. The School Council approves a petition of the student to be allowed a Tutorial before the beginning of the semester.

3. The Division Chairperson and/or the Academic Dean shall select the appropriate instructor for the Tutorials.

4. No student may take more than two courses as Tutorials in their Undergraduate Program. These credits shall not be taken in one semester. Non-graduating students should take, at least, nine other credits in regularly scheduled courses, or, at least, one other regularly scheduled course during the Summer.

5. Applied courses (labs and studios), and those being repeated, shall not be taken as Tutorials.

6. Tutorials involve close and regular monitoring of the student’s progress, therefore, course requirements, and the grading standards, set in a regularly scheduled course should apply to a Tutorial.

E. COURSE CHANGES AFTER REGISTRATION

Changes in registration are permitted, subject to the following provisions:

1. No course may be added or a change of section be made or the type of registration for a course (P/NP, audit...) be changed after the end of the Drop/Add period.

2. If a student drops a course within the Drop/Add period, no grade is recorded for that course and its fees will not be included in the Statement of Fees. Students who officially withdraw after the late registration period will receive a W. Withdrawing from courses is allowed only before the end of the 10th week of the fall and spring semesters, and before or on the 18th day of a summer module.

F. COURSE SUBSTITUTION

Course substitutions in the major courses may be made, under special circumstances, before final registration for the course, and upon the recommendation of the Department/Division concerned, and the approval of the Academic School Council. Substitution of the University requirements needs the approval of the Curriculum Council.

G. CROSS-REGISTRATION

1. Cross-Registering Between LAU Campuses
   Students may be allowed to Cross-Register by following the Cross-Registration Procedures stated below:
   a. Fill in an intercampus Cross-Registration Form.
   b. Secure the authorized signatures of the Advisor, and the Chairperson of the Division offering the course.
   c. Have the courses registered in the Registrar’s Office.

Students Cross-Registering from one LAU campus to another are subject to the following condition:

- At least 50 percent of the semester credits must be taken at the campus of origin of the student. This condition applies for regular semesters only, hence Fall and Spring semesters. During the Summer modules, students can Cross-Register for as many credits as they wish, within the limit allowed by the student’s course load regulation.

2. Cross-Registering to Other Universities in Lebanon
   Cross-Registration to another university in Lebanon may be allowed, only if a course in the
last term of study is needed for graduation, and the course is not offered on any LAU campus.

Furthermore:

1. A cross-registered course will not be allowed for a repeat.
2. The course will be treated as a transfer course.
3. An agreement should exist between LAU and the university where the course is to be taken, before allowing for Cross-Registration. Students should pay at LAU.

The students must follow the following procedure:

a. The student must fill out the Cross-Registration Form and a Regular Registration Form, and have them approved by the Advisor, and the Division/Department Chairperson.

b. The student must secure the signatures of the Business Office, and the Registrar’s Office at LAU, and forward this to the registrar at the other institution.

c. After completing the registration and securing the authorized signature, in the space provided, at the other institution, the student must return the proper copy to the LAU Registrar’s Office.

No credit will be given for a course taken at another institution unless the above stated procedures are followed.

3. Registration in universities outside of Lebanon.

Students who, during their study at LAU, decide to take courses at universities outside of Lebanon should follow the following steps:

1. Prior approval of the Academic School Council is needed in order for the course to be transferred.
2. It is the duty of the student to provide the Academic School Council with the catalog, course description, and syllabus of the course(s).
3. The course(s) should not be a repeat.
4. The course(s) should not be within the last 30 credits needed for graduation.
5. The course is to be considered a transfer course.

A course may be transferred only if the student’s grade in the course is equivalent to C, or above. Transferred courses are not included in the GPA computation.

H. REFUND POLICY

Courses dropped after the Drop and Add period will not be refunded, and a grade of W will be recorded.

I. AUDITING COURSES

LAU students may audit courses; however, they should secure the consent of the instructor, and the Division/Department Chairperson, prior to registration. Students auditing a course will not receive credit for it.

III. WITHDRAWAL FROM THE UNIVERSITY

Students wishing to withdraw from one or more courses must follow the Withdrawal Procedure provided by the Registrar’s Office.

Students withdrawing from courses after the Late Registration Period, and before the Withdrawal Deadline (the end of the 10th week of the Fall and Spring semesters, and before or on the 18th day of a Summer module), will receive a “W” on all the courses in progress.

IV. RE-REGISTRATION

Students who fail to register for, at least, one regular semester (Fall or Spring) are required to reactivate their files at the Registrar’s Office, before the registration period. If they do not register for four consecutive semesters they will have to re-enroll, according to the existing curriculum upon their return.

V. CLASSIFICATION OF STUDENTS

Students are classified as Full-Time when they enroll in 12 credits and above, and they are considered Part-Time when they enroll in less than 12 credits per semester.
A. DEGREE STUDENTS
Degree students are classified as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credit Hrs Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman (1st year)</td>
<td>0 - 29</td>
</tr>
<tr>
<td>Sophomore (2nd year)</td>
<td>30 - 59</td>
</tr>
<tr>
<td>Junior (3rd year)</td>
<td>60 - 89</td>
</tr>
<tr>
<td>Senior (4th year)</td>
<td>90 - 119</td>
</tr>
<tr>
<td>5th year</td>
<td>120 - 159</td>
</tr>
<tr>
<td>6th year</td>
<td>160 and above</td>
</tr>
</tbody>
</table>

B. MAKE-UP POLICY
All lost sessions are to be made up. When the number of lost days (resulting from suspension of classes, for any reason) in a regular semester add up to 10, they are to be made up as follows:

Three days, to be made up according to a schedule set at the discretion of each Faculty member.

Seven days, to be scheduled by a decision of the University Planning Council, in consultation with the Faculty.

The 10 day period is seen as the period beyond which no makeup can be considered, and credit loss becomes inevitable. Alternately, the semester may be extended, and students may have to bear any additional expenses resulting from such an extension.

C. CLASS TIME
If the instructor is late to class, students are required to wait 15 minutes before leaving.

VI. ATTENDANCE REGULATIONS AND MAKEUP POLICY
A. ATTENDANCE REGULATIONS
Students are held responsible for all the material presented in the classroom, even during their absence. Makeup work and exams, if any, will be according to the rules spelled out in the course syllabus. In any semester, or term, students can miss no more than the equivalent of five weeks of instruction, in any course, and still receive credit for that course. However, instructors have the right to impose specific attendance regulations in their courses, provided that the above-stated limit of absences is not exceeded, and the minimum number of absences allowed is no fewer than the equivalent of two weeks of classroom instruction, after the Drop and Add period.

Such specific attendance regulations should be mentioned in the syllabi. Instructors are to inform their Departments/Divisions, and the Guidance Office, of any prolonged unexplained absence. The number of absences in Summer modules is prorated.

Students who exceed the allowed number of absences must withdraw from the course; otherwise, the course grade will be recorded as “F” (NP).

In highly exceptional cases, students may be given permission by the Academic School Councils to continue in the course.

B. SPECIAL STUDENTS
Students taking courses for credit but not working towards a Degree are classified as Special Students.

VII. CLASSROOM SCHEDULING AND CLASS SIZE
Classrooms are assigned by the Registrar’s Office. Instructors wishing to make classroom changes must first clear such changes with the Division Chairperson, and the Registrar’s Office.

When determining class size, the following guidelines will be followed:

- Lecture courses 40 students
- Language and Seminar courses 25 students
- Studio, Lab, Internship, and Physical Education courses 20 students

Normally, an addition of no more than 10% will be used to account for possible attrition.
A. REGULATIONS AND PROCEDURES

1. Final examinations are held at the end of each semester and Summer module. Final examinations should not count for more than 40 percent of the course grade. At least two tests, and/or graded projects, should account for the remaining percentage of the course grade.

2. If a student absents himself/herself from a final examination, a grade of zero will be given for that examination. Accordingly, the course grade will be calculated, and reported, with a “missed final” note. If, within one week, the student submits an excuse, which is acceptable to the Instructor and/or the Division/Department concerned, then the student will be given a makeup final examination. If an excuse is presented after the lapse of a week, and within one month, the student may petition the School concerned to have his/her grade changed to an I, and to be allowed to sit for an exam, and have the final grade adjusted accordingly, within a deadline set by the School concerned, but not exceeding the deadline of Incomplete grades (refer to section IX-A Grading System). If a valid excuse is presented before the course grades are out, the Instructor of the course may give an Incomplete grade, if the conditions stated in Section IX-A are met.

3. Any incomplete work (refer to section IX-A Grading System) must be made up at a time planned with the Instructor, but no later than the eighth week of the following semester (Fall or Spring) in which the student is enrolled at the University. Otherwise, the grade of “I” is changed to an “F” (or an NP). It is the responsibility of the student to contact the Instructor to make the arrangements for the completion of the incomplete work. In the case of Senior Study and Internship courses, as well as final year projects, the incomplete work must be completed no later than one full year after the end of the semester, or module, in which the grade of I was received. In no case may such work be made up after a lapse of one year from the end of the semester, or module, in which the grade of I was received.

4. Final examinations will not be scheduled on dates outside the stated examination period. In case of an emergency, a student may request an early final exam. Such a request needs the approval of the Instructor of the course, and the Division/Department Chairperson.

5. No more than three final exams will be scheduled, per day, for any student. In case a student has more than three scheduled final exams in the same day, the student is entitled to have the final exam of the highest course number rescheduled.

6. When there are final examination conflicts between an LAU course, and a course at another institution, the student involved must resolve the conflict with the LAU instructors in advance.

7. When there are final examination conflicts among LAU courses, students must inform the Registrar’s Office by the deadline indicated on the examination schedule.

8. Students are entitled to review their final examination paper in the Instructor’s office (or the Division/Department Chairperson's office, in case of the absence of the instructor concerned). Final examination papers will be retained by the Instructor, or the Division/Department Chairperson for the following two regular semesters.

9. Some of the above rules, namely rules 1, 4, and 8, may not apply to the Design, Studio, Project, Seminar, and Research type courses. In such cases, School-specific regulations may apply, as specified in the course syllabus, and approved by the Academic School Council.

10. In case of illness, or major emergency leading to absence from an announced examination, a student must notify, within a week, the Guidance Office, and the instructor/Division/Department concerned.

B. CODE OF CONDUCT DURING EXAMINATIONS

Students are expected to abide by the Code of Conduct during all the examinations. For more details on the conduct during examinations, kindly refer to the Student Code of Conduct.
IX. SCHOLASTIC STANDING

A. GRADING SYSTEM

The University Grading System uses a series of letters to which grade quality points are assigned. The Grade Point Average (GPA) is calculated according to a procedure outlined in the following section.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>No quality points</td>
</tr>
<tr>
<td>NP</td>
<td>No quality points</td>
</tr>
<tr>
<td>U</td>
<td>No quality points</td>
</tr>
<tr>
<td>W</td>
<td>No quality points</td>
</tr>
<tr>
<td>I</td>
<td>No quality points</td>
</tr>
</tbody>
</table>

- Grade A indicates work of excellent quality. It is valued at four quality points for each credit hour.
- Grade B indicates work of good quality. It is valued at three quality points for each credit hour.
- Grade C indicates a satisfactory achievement. It is valued at two quality points for each credit.
- Grade D indicates the minimum passing grade, and is indicative of poor performance. It is valued at one quality point for each credit hour.
- Grade F indicates an unsatisfactory performance in the course. It has zero quality points. No credit will be added to the student’s record.
- Grade P indicates a passing performance in a course taken on a Pass/No Pass basis. The credits if any, will be added to the number of credits passed, but will not be included in the average. It has no quality points.
- Grade NP indicates a failing performance in courses taken on a Pass/No Pass basis. No credits will be added to the student’s record, nor will the average be affected. It has no quality points.
- Grade U indicates a course taken on an auditing basis. It has no quality points, and the credits will not be added to the passed credits.
- Grade W indicates an official withdrawal from a course, after the Late Registration Period, and before the end of the 14th week of the Fall and Spring semesters, and before the last two teaching days of the Summer module. It has no quality points. It does not count in the average, and no credits will be added to the student’s record. A Withdrawal Form must be submitted by the student to the Registrar’s Office.
- Grade I indicates incomplete work. This grade is exceptionally given by the Instructor when a student, with a valid excuse, did not sit for the final exam, and/or did not present the final project. Students will not be entitled to an “I” grade, unless they have a passing grade of the completed mate-rial, throughout the course, and so long as they have not exceeded the allowed number of absences.

The “I” grade does not count in the average, and it adds no credits to the student’s record.

Section VIII. A-3 of this document, explains how to have the grade of “I” changed to a different grade.

B. GRADE POINT AVERAGE (GPA)

All courses taken by a student at LAU will be included in the computation of the cumulative Grade Point Average. The Grade Point Average is the ratio of the number of points gained, to the number of credit hours attempted.

Example of semester GPA computation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credit</th>
<th>$x$</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARA201 Arabic</td>
<td>D</td>
<td>3</td>
<td>$x$</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>BIO101 Biology</td>
<td>A</td>
<td>4</td>
<td></td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>ENG102 English</td>
<td>C+</td>
<td>3</td>
<td>$x$</td>
<td>2.33</td>
<td>6.99</td>
</tr>
<tr>
<td>CST201 Cultural Studies</td>
<td>B-</td>
<td>3</td>
<td>$x$</td>
<td>2.67</td>
<td>8.01</td>
</tr>
<tr>
<td>HLT201 Basic Health</td>
<td>F</td>
<td>1</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Total          | 14    | 34     |


Academic rules and procedures for undergraduate programs

The semester GPA = Total semester quality points/Total semester credit hours attempted.

The semester GPA for the five courses stated above would be: 34/14 = 2.42

Courses in which grades P, NP, U, W, and I have been given are not counted in computing the GPA.

C. REPEATING COURSES

1. An Undergraduate student may repeat a course, up to two times, and will receive credit once for the course. It should be noted that a withdrawn course counts as a repeat. Students are not allowed to repeat a course in which they have earned a grade above “C+”, or an Incomplete. When a course is repeated, only the highest grade earned in the course will be included when calculating the student’s cumulative, and major, GPA.

2. Once a student registers in a course that was transferred from another institution, this transferred course will be deleted from the transcript, and replaced by the course, and grade, taken at LAU.

3. Courses taken at LAU cannot be repeated at another institution, and transferred to LAU. In cases where agreements between LAU and other institutions of higher learning exist, transfers may be authorized, provided that prior approval of the courses taken has been secured.

4. Students are not allowed to register in any course more than three times, including withdrawals. Students unable to get a passing grade after taking the course three times will be dropped from the University, or the Program, depending on whether the course is part of the General University Requirements, or the Program Requirements. Dismissal from the university and being dropped from a program will apply only if the repeated course is required in the major, specifically named in the LAC requirements, or required as a remedial course.

D. GRADES AND PROGRESS REPORTS

1. All semester grades must be turned in to the Registrar’s Office no later than 72 hours after the particular final examination is given.

2. Course grades will not be changed, except in the case of an Instructor’s mistake. A change of grade will not be allowed after the lapse of one semester. The corrected grade should be processed using the Change of Grade Form.

3. Progress reports on weak students are to be submitted by the Instructor to the Guidance Office, no later than the eighth week of a regular semester, and the third week of a Summer module.

E. REQUIREMENTS FOR DEGREES

Degrees are awarded three times a year, namely: at the end of the Fall semester (February 28), at the end of the Spring semester (June 30), and at the end of the Summer modules (September 30).

Students expecting to graduate must apply for graduation at the Registrar’s Office by the deadlines specified by the office.

1. Requirements for the Certificate Program
   a. A minimum of 30 credits completed in a designated Program.
   b. The credits may be counted within the requirements of another Degree.
   c. A cumulative GPA of 2.00 in all the courses attempted in the Certificate Program.

2. Requirements for the Bachelor’s Degrees
   a. Holders of the Lebanese Baccalaureate, or any official certificate equivalent to the Lebanese Baccalaureate, who are admitted to the Sophomore class, are required to complete a minimum of 92 credits, excluding Freshman-level and remedial courses.

   b. Students entering as Freshmen:
      A minimum of 122 credits are required of all students entering as Freshmen. Non-Lebanese students entering as Freshmen need to complete the freshman requirements before switching to a BA/BS program. Lebanese students entering as Freshmen need to get the equivalence of the Baccalaureate, after completing the freshman requirements and before switching to a BA/BS program. Students cannot register in Sophomore level courses before completing the freshman requirements. After completing the freshman requirements, students will be considered as Sophomore students, and will be required to complete a minimum of 92 credits, excluding Freshman level and remedial courses.

   c. Credits for Baccalaureate II Equivalence:
      Credits taken in a semester at the end of which the Baccalaureate II equivalence is granted, and which are in excess of the 30 credits used for the equivalence, will be counted within the credits required for the
Academic rules and procedures for undergraduate programs

major. These extra credits should not be of Freshman level. Freshman courses taken after the Baccalaureate II Equivalence will not be counted towards graduation.

Transfer students who can obtain the Baccalaureate II Equivalence but are missing some LAU Freshman requirements will have to make up for the missing credits.

d. A residency of a minimum of six regular semesters at an institution of higher education, provided that the last two regular semesters, and the last 30 credits, are done at LAU.

e. An LAU student with a Bachelor’s Degree may work for another Bachelor’s Degree, provided he/she completes a minimum of 30 additional credits, including all the requirements for the new Degree. No two B.A. or two B.S. Degrees may be received from the same School. A graduate from outside of LAU may work towards attaining another Bachelor’s Degree, provided he/she completes all the requirements of the new major, a residency of at least two regular semesters, and at least 30 credits. Students holding a BA/BS degree who are transferring to LAU from institutions of higher learning that require a Liberal Arts core will have their Liberal Arts courses waived, except for the English requirements where LAU regulations shall apply. The School of Arts & Sciences will decide with regard to the Liberal Arts courses of BA/BS students transferring from other institutions whose curriculum does not include a Liberal Arts core.

f. A minimum of 36 credits in a major, plus any additional courses required by the major.

g. A minimum cumulative GPA of 2.00 is required in all the courses taken at the University. Transfer students will be given credit for all the transferable courses. Only courses taken at LAU will be counted in the students’ GPA.

h. A minimum cumulative GPA of 2.00 in the major courses is required.

i. For transfer students, 50% of the credits corresponding to the required major must be completed at LAU.

j. Students expecting to graduate are required to submit an application for graduation one semester prior to the graduation date, according to the deadlines set by the Registrar’s Office.

k. Students who completed their course requirements for graduation, but who have not acquired a minimum cumulative GPA of 2.00, and/or a minimum average of 2.00 in their major courses, are allowed to enroll for a maximum of 21 credit hours, to be completed in no more than one calendar year, starting immediately following the completion of the required credits. Of these 21 credits, only courses numbered 300 and above will be considered in the cumulative GPA, or GPA, computation. If taken for the first time, courses numbered 200 and above will count. Any such student who fails to graduate, at the end of that year, will be dismissed from LAU.

l. Special rules pertaining to specific programs may apply and are listed under the program requirements in the Academic Catalog.

3. Requirements for a Minor

Students can work for a Minor by completing, with a minimum GPA of 2.00, the Minor requirements. These requirements should be completed before a student earns his/her Bachelor’s Degree. No more than nine credits of transferable courses may be counted towards a Minor.

A student should declare at the Registrar’s Office the minor he/she is pursuing as soon as possible, but no later than the deadline for the Application for Graduation (Clearance). The courses required for the minor at the time a student declares it shall apply. All the special cases will be handled by the School where the minor is offered.

Students who have graduated may petition the concerned school requesting that they be allowed to register as special undergraduate students in order to complete the requirements of a minor. The minor should be completed within one year of graduation.

4. Requirements for the Teaching Diploma

A minimum cumulative GPA of 2.00 must be achieved in the courses required for the Teaching Diploma. The Teaching Diploma is granted upon completion of 21 required credits beyond a BS or a BA Degree. No more than six credits of transferable courses may be counted towards the Teaching Diploma. Education courses counted in granting a Minor in Education may be counted toward the Teaching Diploma, only if not counted toward the Bachelor’s degree.
F. ACADEMIC RECOGNITION

1. Students who complete, at least, 12 credit hours in a semester (not including Summer), with a GPA in the range of 3.20 and 3.49, are placed on the Honor List. If the GPA in the range of 3.50 and 4.00, they are placed on the Distinguished List. The above applies, provided the students have no incomplete grades, nor is their cumulative GPA below 2.00. Courses taken on a Pass/No Pass basis are not considered among the 12 credit hours.

2. Degrees are awarded with Honors, Distinction, and High Distinction, with a cumulative GPA in the range of 3.20 - 3.49, 3.50 - 3.79, and 3.80 - 4.00, respectively.

G. ACADEMIC PROBATION

Students are placed on Probation when their work has dropped below satisfactory level, at any time, irrespective of Incomplete grades, or Withdrawals.

Students taking Intensive English courses are not subject to the normal probation rules. Students may not stay in Intensive English courses more than a total of two semesters and one Summer, after which they leave the University. They can come back only after passing the EEE or TOEFL.

A student on Probation is advised to repeat courses in which he/she received a grade of “F” or “D”, as soon as possible, and may not carry more than 13 credits in a semester.

A student is placed on Probation under one or more of the following conditions:

1. Students will not be placed on Probation until they have 20, or more, credits counted in the cumulative GPA.

2. If, at the end of any academic term, a student does not achieve a minimum cumulative GPA of 2.00 in all the work done at the University, he/she will be placed on Probation.

3. If, after completing 12 credits in his/her major, a student’s average in the major courses is less than 2.00, he/she will be placed on Divisional/Departmental Probation, and will be advised to change major.

X. ACADEMIC SUSPENSION

Students on Academic Probation will be suspended if they fail to remove the Probation in two consecutive semesters of enrolment at LAU (Summer modules excluded), regardless of any Incompletes and semester Withdrawal.

Students with two consecutive Probations, and whose cumulative GPA is below 2:00 will not be suspended at the end of the semester, only if they achieve the following:

A term GPA of 2.20, in a minimum of 12 attempted credits, totalling 26.4 quality points. If the student attempts less than 12 credits, a total quality points of 26.4 or more would still be required.

Students who may petition for a one semester grace period are those who lack 12 or less credit hours to graduate, and whose GPA for graduation is within possible reach in that one semester’s grace. Such students who are given this chance and do not complete all the requirements for graduation, will be suspended.

Students who can avoid suspension upon changing the major may do so at any time.

Students with two consecutive Probations will not be allowed to register if they have an Incomplete grade.

XI. READMISSION AFTER SUSPENSION

A student suspended for academic deficiencies must petition the Admissions Council for readmission. The petition is submitted at the Registrar’s Office. Readmission is not automatic. Each case will be studied on its own merit. If during the student’s absence from LAU, he/she attended another college or university, he/she has to submit a transcript of grades from that college or university.

Students readmitted, after suspension, will be placed on probation, and be given two semesters, excluding Summers, to remove the probation. If they fail to remove the probation they will be dismissed.
Academic rules and procedures for undergraduate programs

Suspended LAU students may not receive credit for any academic work done during the absence period, if such work has not been declared prior to re-enrolment.

Students suspended for academic deficiencies may petition the University Admissions Council for readmission if at least one of the following conditions is met:

a. The student has spent at least one semester at another institution of higher learning recognized by LAU, and completed a minimum of 12 credits, with an average of C, or higher. Students are urged to seek advice from the Registrar’s Office about institutions whose credits may be transferred to LAU.

b. The student has spent one full calendar year outside LAU engaged in activities that may improve his/her chances of academic success.

c. The student who passes the Special Program of remedial courses, at the Continuing Education Program.

Students reaching suspension with a cumulative GPA of less than 1.20 will not be readmitted, and are dismissed.

Students who have been suspended twice, will not be readmitted, and will be dismissed. However, a dismissed LAU student may apply for reentry after three years of academic work in another university whose credits may be transferred to LAU, or seven years of work experience. Each case will be studied individually.
Admission to graduate programs

Admission to one of the Graduate Programs at LAU is granted on a selective basis to students who have demonstrated distinct academic ability and motivation by meeting at least the minimum requirements described below. Meeting these requirements however does not guarantee admission to the university.

ADMISSION REQUIREMENTS

Applicants must submit the following:

a. The Application Form, available at the Admissions Offices or online at www.admissions.lau.edu.lb
b. Official Transcript of grades from all colleges or universities attended, to be sent directly to the Admissions Office. Failure to declare attendance in other institutions could result in an invalidation of admission, and any credits or degrees earned.
c. Originals of all the educational and professional certificates.
d. Recommendations from two professors who are familiar with the applicant's academic performance. In the case of work experience, a certificate of employment should also be supplied.
e. Official scores of the Test of English as a Foreign Language (TOEFL), or the English Entrance Exam (EEE) administered by LAU, which may be repeated at a one month interval.
f. Applicants to the MBA must submit the official scores of the Graduate Management Admission Test (GMAT).
g. Applicants to the graduate programs in the School of Arts and Sciences and the School of Engineering must submit the official scores of the GRE (it is mandatory for the MA, MS, and MSE programs).
h. Applicants to the School of Medicine must submit the official score of the MCAT
i. A photocopy of the Identity Card or Passport (should be the same as the nationality to be used in the registration).
j. Two recent passport - size colored photos.
k. A non-refundable fee of $50 (LL 75,000) payable either cash or by check drawn on a Lebanese or US bank.
l. An interview with the Graduate Admissions Council is required for the applicants to the School of Medicine and may be required to the other graduate applicants.
m. The W-9S form should be filled and submitted by all applicants who are U.S. citizens or U.S. Green card holders.

For minimum required test scores, please contact our Admissions Offices.

ADDITIONAL ADMISSION REQUIREMENTS TO SPECIFIC PROGRAMS

a. Applicants must hold a Bachelor’s Degree, from a recognized college or university, with a minimum Grade Point Average (GPA) equivalent to 2.75, on a 4-point scale, and a GPA of 2.75, in the major courses of the major to be pursued. (Applicants to the MSE programs in Engineering must be holders of a BS or BE degree in Engineering).

For the MBA program, the minimum required GPA is 3.00. Should the GPA fall to the level of 2.75 but the GMAT score remains above 500, and the composite index score remains above the required level, the applicant may be accepted on probation.

For the MSE programs in Engineering, the applicant should be a holder of a BE in Engineering. BS holders may later on face a problem in securing the equivalence of their MSE degrees from the Ministry of Higher Education.

For the School of Medicine, the GPA of the Pre-Med courses assigned by LAU should not fall below the required level.

b. Applicants to Comparative Literature must have a Bachelor’s Degree in a field of literary studies, or have earned a Bachelor’s Degree in another discipline, with at least 18 credits of course work in literature from a university recognized by LAU. A minimum score of 101 in IBT, and a GPA of 3.00, on a 4-point scale, in literature, and 2.75, in all other subjects, are required. A brief statement of purpose, written in English, as well as two essays on a literary subject; one should be written in English, and the other in the candidate's second language, should be submitted when applying.

c. Applicants to the Executive Master of Business Administration (EMBA) must have a Bachelor's degree from college or university recognized by LAU, and at least six years of professional experience.

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1. All submitted documents become the property of LAU and will not be returned.
2. Applicants taking the TOEFL should sit for the international test. Institutional TOEFL is not accepted at LAU. When registering for TOEFL please use LAU's code 2595 or 0954 for the GMAT.
Admission to graduate programs

DOCTOR OF PHARMACY (PHARM.D.)
Applicants to the Doctor of Pharmacy program should hold a Bachelor of Pharmacy Degree from an Accreditation Council for Pharmacy Education (ACPE) accredited college or university. Applications are submitted to the School of Pharmacy, and all applicants are subject to an interview by the School’s Admissions Committee.

SPECIAL GRADUATE & UNDERGRADUATE
(not applicable to graduate programs in the School of Engineering)

a. If the Bachelor’s degree of the applicant is not in the field to be pursued, but his/her cumulative GPA is 2.75 and above, then the applicant may be accepted, as a Special Graduate, and will be required to take remedial courses in the major. Such students must complete all course requirements, specified by the relevant academic program, with a minimum GPA of 2.75, before they are considered bona fide students in the Master’s Program.

b. If the Bachelor’s degree is not in the field to be pursued, and the cumulative GPA is less than 2.75, but equal to, or greater than, 2.5, then the applicant may be accepted as a Special Undergraduate. He/she will be reconsidered for admission into the Master’s Program after the completion of a number of courses, specified by the Department or School, with a minimum cumulative GPA of 3.00.

TRANSFER OF CREDITS
A maximum of six graduate credits, for 30-credit programs, and a maximum of nine graduate credits, for 39-credit programs, may be transferred from another institution recognized by LAU, or between LAU Graduate Programs.

Except where otherwise specified, a maximum of six Graduate credits, taken as an Undergraduate at LAU, in the student’s last year, over and above the total number of credits required for graduation, may be transferred. Transferred credits apply only to courses with a grade of “B” or above. Transferred credits should not have been used for another degree that is required for admission to the Graduate Program in which a student is enrolled. A request for the transfer of credits should be filed at the Registrar’s Office, during the student’s first semester of residence and the petition shall be reviewed by the Department/Division/School concerned.

PROBATIONARY ADMISSION
The Graduate Admissions Council may accept some applicants not meeting all the requirements for admission, on a probation basis. Applicants accepted on probationary basis must complete the first four courses, without any repeats, with a minimum GPA of 3.00 otherwise they will be dismissed.

Accepted applicants on probation into the MBA program will earn regular status upon the completion of 12 graduate credits with a minimum grade of “B” on each course without repeats otherwise they will be dismissed.

Probationary admission is not applicable to the School of Medicine nor to the PharmD program.
Academic rules and procedures for graduate programs

I. REGISTRATION

1. REGISTRATION
Registration is required of all students in accordance with the University’s procedures and regulations. Late registration requires payment of an additional late registration fee. Students will not be permitted to register after the late registration period.

1.1. ADVISING
Upon admission, students will be assigned Academic Advisors who will assist them in planning an appropriate course of study. At a later date, students choosing to undertake a project or a thesis will be assigned a Thesis / Project Advisor.

1.2. COURSE LOAD
The normal course load for a full-time student is 9 credit hours per semester and the maximum is 12 in regular semesters and 6 in summer. Graduate students with a full or part-time employment are strongly advised to take a reduced load.

For information about course load allowed in case of graduate assistantship, check section 5.2 (Rights and obligations).

1.3. CROSS-REGISTRATION
A student may request permission from the concerned School / Department to cross-register at another institution of higher education that is of academic standing comparable to LAU if a course needed for the student’s graduation is not offered at the university, provided that the number of credits transferred / cross-registered does not exceed the number of credits allowed to be transferred as stated in section 2.4 (Transfer of credits).

1.4. AUDITING
Only candidates who have satisfied all the admission requirements may audit graduate courses. Auditing will only be permitted when places are available.

1.5. PROGRAM SHIFTS
Any shift from one graduate degree program at LAU to another requires submission of a new application for admission.

1.6. COURSE CHANGES AFTER REGISTRATION
Course changes after registration are permitted subject to the following provisions:

a. Any course change must be made during the “Drop and Add” period.

b. Students will get no refund for courses dropped after the “Drop and Add” period.

c. All course changes which increase the student’s tuition obligation will be noted by the Business Office, and the added fee shall be collected before the change is finalized; changes decreasing the tuition obligation are subject to the Refund Policy.

II. ACADEMIC RULES AND PROCEDURES

2.1. GRADING SYSTEM
The University grading system uses a series of letters to which are assigned grade quality points. The Grade Point Average (GPA) is calculated according to a procedure outlined in the following section.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>D+</td>
<td>1.33</td>
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<tr>
<td>D</td>
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<td>F</td>
<td>0</td>
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</tr>
<tr>
<td>NP</td>
<td>No Pass*</td>
</tr>
<tr>
<td>U</td>
<td>Audit*</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal*</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete*</td>
</tr>
</tbody>
</table>

*Not computed in the Grade Point Average (GPA)
• **Grade A**: Indicates work of excellent quality (4 points per credit hour).
• **Grade B**: Indicates work of good quality (3 points per credit hour).
• **Grade C**: Indicates work of unsatisfactory quality (2 points per credit hour).
• **Grade D**: Indicates work of poor quality (1 point per credit hour).
• **Grade F**: Indicates work of unacceptable quality (0 point per credit hour).
• **Grade W**: Indicates official withdrawal from a course after the late registration period and within the withdrawal deadline.
• **Grade P**: Indicates that the student has successfully passed the defense of the Thesis / Project.
• **Grade NP**: indicates that the student has failed to pass the defense of the Thesis / Project.
• **Grade U**: Assigned to a course taken on audit basis. It adds no credits and it has no quality points.
• **Grade I**: Represents an incomplete work. Grade ‘I’ is exceptionally given by the course instructor when a student with a valid excuse did not complete some of the course requirements.
• To be entitled to an ‘I’ grade, a student should have fulfilled the minimum attendance condition and completed a minimum of 60% of the course requirements with a satisfactory grade. An ‘I’ grade does not count in the Grade Point Average.

For information on the procedure for removing an “I” grade, refer to section 3.7.

### 2.2. ACADEMIC STANDING AND PROBATION

Graduate students are considered to be in good academic standing if they maintain a cumulative GPA of 3.00 on all graduate coursework. Students whose GPA falls below 3.0 at any time after the first nine credits will be placed on probation. Only one probation (besides probation upon admission) is allowed during a graduate program.

### 2.3. DISMISSAL

a. Students on probation must get back into good academic standing (GPA ≥ 3.00) upon the completion of nine credits. Otherwise they will be dismissed from the program in which they are enrolled.

b. Students who have at any time two repeats and more than two grades of C+ or lower will also be dismissed from the program in which they are enrolled.

c. Any student who earns an F on any 3-credit course will also be dismissed from the program in which he/she is enrolled. For 1 or 2-credit courses, please refer to the specific rules of the different programs (such as EMBA).

### 2.4. TRANSFER OF CREDITS

A maximum of 6 graduate credits for 30-credit programs and a maximum of nine credits for 39-credit programs may be transferred from another institution of higher education that is of academic standing comparable to LAU or from other LAU graduate programs. This rule applies also to graduate courses taken at LAU in the student’s undergraduate program over and above the total number of credits required for graduation. Transferred credits apply only to courses with a grade of B or above. Unless otherwise specified in the specific requirements of a program (such as Engineering Program), transferred credits should not have been used for another degree required for admission to the graduate program in which the student is enrolled. A request for transfer of credits shall be submitted to the Registrar’s Office during the student’s first semester of residence. The request shall be reviewed by the Department / School concerned, and the decision communicated to the Registrar’s Office.

### 2.5. COURSE SUBSTITUTION

A student may substitute up to 6 graduate credits for an equal number of credits. A request for approval of such substitution shall be submitted to the Registrar’s Office. The request shall be reviewed by the Department / School concerned and the decision communicated to the Registrar’s Office.

### 2.6. ATTENDANCE REGULATIONS

Regular attendance is required of all graduate
students. A student who misses more than one-third of class hours in a course for any reason is advised to withdraw from the course within the official withdrawal deadline otherwise a grade of F will be assigned.

2.7. REMOVAL OF AN INCOMPLETE GRADE
In order to have a grade of ‘I’ changed to a regular grade, the student must complete all requirements within one calendar year unless otherwise indicated in the specific program. If the requirements are not duly completed, the grade of “I” will turn into “F”.

2.8. WITHDRAWAL FROM COURSES
If a student withdraws officially from a course before the withdrawal deadline set for the semester, a grade of ‘W’ is assigned. The student must submit a withdrawal form to the registrar’s office within the set deadline.

Only one withdrawal is allowed from any given course. The second withdrawal from the same course will result in an “F”.

2.9. REPETITION OF COURSES
a. Graduate courses with grades less than C may not be used towards graduation. Any required course with grade below C should be repeated.

b. During their course of study, students may repeat one or two courses in which a grade of ‘B’ or less has been earned, depending on the graduate program in which they are enrolled. It is allowed to repeat a maximum of one graduate course in 30-credit programs, and a maximum of two graduate courses in 39-credit programs. In either case, the higher grade(s) will be counted in the determination of the grade point average.

2.10. WITHDRAWAL FROM THE UNIVERSITY
Students who wish to withdraw from the university, either temporarily or permanently, must fill out the appropriate form at the Registrar’s Office and secure the signature of the Advisor, the Business Office and the Registrar’s Office. Students who withdraw from the university after the late registration period and before the withdrawal deadline, will receive “W’s” for all the courses in progress.

2.11. TIME LIMIT
Students must complete all requirements for a Master degree within six years from their first registration in graduate courses. Students who exceed this time limit must submit a petition to request extension. In such a case their program of study must be revalidated. Revalidating a program by the concerned Department / School may imply taking additional courses and / or repeating outdated ones. Revalidation is granted for one time only and the new requirements must be completed according to a prorated time period. Under no circumstances the extension time may exceed one year.

Once a student’s program is revalidated, the student and the academic Advisor must prepare a course completion plan that must be reviewed for approval by the Department and the School. The Registrar must be notified about the revalidation and completion plan in writing.

2.12. ACADEMIC INTEGRITY
The University fosters an atmosphere of high integrity by maintaining an ongoing dedication to honesty and responsibility. Any act of lying, cheating, plagiarism, deliberate misrepresentation, theft, scientific fraud, dishonesty or ill use of other human beings is a blatant violation of this Code and will be treated as such.

2.12.1. PLAGIARISM AND FALSIFICATION OF RESEARCH MATERIAL
Plagiarism is using someone else’s ideas, words, or work as if it were one’s own without clearly acknowledging the source of that information. Examples of plagiarism include:

- Submitting research work (a report, project, thesis, etc...) written by someone else and claiming that it is one’s own work.
- Paraphrasing another person’s words without citing the source.
- Including material (e.g., written work, figures, tables, charts, graphs, computer programs, etc...) in one’s work without acknowledging its source.
Academic rules and procedures for graduate programs

Plagiarism and falsification or forging of research material or data are serious academic offenses subject to disciplinary action by the faculty and/or the Department / School concerned. The severity of the disciplinary action is determined according to the extent of the act. The disciplinary action could range from resubmitting the work with penalty to dismissal from the program. At the request of the faculty, the Dean of Graduate Studies / Dean of the School shall issue a written warning. A copy of the warning will be kept in the student’s file and at the Registrar’s office.

2.12.2. CHEATING
Students caught cheating on an exam receive a score of zero on the exam in their first cheating attempt in the course and receive a warning from the Department / School concerned, at the request of the faculty. A copy of the warning will be kept in the student’s file and at the Registrar’s office. A score of zero on an exam resulting from cheating must be counted in the student’s course grade.

Students caught cheating for the second time in the same course will receive a grade “F” in the course. The act of cheating will be recorded and included in the student’s file.

III. THESIS AND PROJECT

3.1. THESIS
The thesis shall be based on original research work carried out in the basic and/or applied field of study.

3.2. PROJECT
The Project shall be based on substantial applied work, involving, for example, critical literature review, experimental or analytical studies, development of kits / systems, empirical testing of theories, etc. ....

3.3. REGISTRATION AND TIME LIMIT
Students may register for the Thesis / Project at any time after completion of 12 credits. Before registration, the student should have secured the consent of a faculty member to serve as Thesis / Project Advisor. Once registered for the thesis / project, a student must complete a thesis within two calendar years, and a project within three regular semesters (not counting the Summer).

Registration for thesis / project will allow students to retain their status with the University for two years / three semesters with no additional tuition fees provided that the student re-registers every term (for zero credits and no fees) if they are not taking other courses. Past that date, students allowed to have a thesis or project extension by the School Academic Council will be required to register for a residence fee (0 quality point), and to pay for 50 % of one graduate credit per semester.

3.4. GUIDELINES
a. A student seeks a faculty member’s consent to serve as the Thesis / Project Advisor. The Advisor should be a full-time (or retired) faculty member at the professorial rank in the concerned Department. The Dean approves the selection of the Advisor, based upon the recommendation of the Department Chair.

b. A Thesis Committee shall be made up of three members, and a Project Committee of two members including the Advisor.
c. The Thesis / Project Advisor and student jointly form the Thesis / Project Committee. At least one member of the Thesis Committee (besides the Advisor) must be a full-time faculty in the Department / School concerned. The Advisor, shall chair the Committee.

d. The role of the Thesis / Project Advisor is to guide the student’s work until the completion of thesis / project. The role of the other Committee members is to review and assess the student’s work. The Committee members shall be kept informed of the progress of the thesis / project.

e. Students must successfully defend their thesis proposal before the members of their Thesis Committee normally within the first semester in which they register for the thesis. Once the Proposal is approved, the Thesis Advisor notifies the Office of the Dean of Graduate Studies / Dean of School concerned using the Thesis Proposal Form (Appendix B1. Thesis Proposal Form).

f. The grade for a thesis / project can be Pass, or No Pass (P or NP). The grade does not contribute to the G.P.A.

g. Throughout their work on thesis / project, students may petition to shift to another option as allowed in the concerned program (see Appendices on Program specific Rules and Regulations)

1. Students shifting from Project to Thesis option will be required to pay only for the extra credits, provided that the student remains with the same Advisor.

2. Students shifting from Thesis to Project / Course(s) option will pay for the additional courses.

3. The changes above shall be made at least one semester before graduation, and shall carry the approval of the Department / School.

3.5. CONFLICT OF INTEREST
A Faculty member shall not serve as the Thesis / Project Advisor or on the Thesis / Project Committee of a student that is either a family member or a business associate. In such cases where the academic circumstances require that a faculty member serves on the Thesis / Project Committee or be the Thesis / Project Advisor, the Faculty shall secure the prior written approval of the Dean of Graduate Studies/Dean of School concerned.

N.B.
Family member: Spouse, parents, children, siblings, siblings of parents, first cousins and any person related to one of these individuals by marriage, or any other relation who resides in the same household with the Faculty member.

Business associate: One in which the Faculty member serves as an officer, director, partner, trustee, owner, or controlling stockholder of an organization related to the student.

3.6. PREPARATION AND SUBMISSION OF THESIS / PROJECT REPORTS
a. Theses/Projects shall be written and prepared as specified in the “Thesis and Project Format Guidelines” (Appendix A)

b. The student should submit the manuscript to the Thesis / Project Committee members prior to the announcement of the defense.

Appendices A and B are available at the University Graduate Council (UGC) section of the LAU website.

3.7. PROCEDURES FOR THESIS DEFENSE AND PROJECT PRESENTATION

3.7.1. THESIS DEFENSE
a. The Thesis Advisor sets the date of the defense in consultation with the student and the Committee members. The Advisor then notifies the Department Chair and School Dean, in writing, about the details (student’s name, title and abstract of the thesis, date and place of the defense) for the announcement of the defense.

b. The thesis defense should be public and the date shall be announced by the concerned School Dean at least two weeks in advance.

c. The thesis defense session shall start by the candidate giving a public presentation. This will be followed by an open question / answer / debate session. The Thesis Committee will then deliberate in private in the absence of the candidate to reach a
final decision.
d. The result of the defense is reported on the Thesis Defense Result Form (Appendix B2). If the Committee recommends changes, the student shall deliver the corrected / changed thesis manuscript to the Advisor within a period that shall not exceed one month. The Advisor must verify that the corrected version complies with the Committee’s requested corrections. The Thesis Approval Form (Appendix B3) is then signed (on 5 copies) by all Committee members. The Advisor submits the Thesis Approval Form and the Thesis Defense Result Form to the Dean of Graduate Studies / Dean of School concerned.

III. THESIS/ DISSERTATION

3.7.2. PROJECT PRESENTATION
Each Department / School will set its own guidelines for Project presentations. Once the Committee approves the project, members should sign the Project Approval Form (Appendix B4), which should be included in the final approved project report.

3.7.3. SUBMISSION OF THESIS AND GRADING
a. The candidate must provide the Library with two copies (one soft in PDF format on a CD and one hard copy) of the final approved manuscript of the thesis for format verification and binding. Each copy should include a completed and signed Thesis Approval Form (Appendix B3). The librarian shall fill and sign the Library Clearance Form (Appendix B5). Besides the student’s copy, two copies of the thesis report will remain at the library, and one copy should be sent to the Thesis Advisor.
b. The Advisor sends the grade / Change-of-Grade form together with the duly filled and signed Thesis / Project Approval Form and Library Clearance Form to the Registrar’s Office, after securing the Department Chair’s and the School Dean’s signatures.

IV. CLEARANCE FOR GRADUATION
Students shall apply for graduation at the beginning of the semester in which they expect to graduate. They shall fill out the appropriate form at the Registrar’s Office. Candidates for graduation will be officially notified of any requirements that they have not completed.

V. GRADUATE ASSISTANTSHIP

5.1. OBJECTIVES
Graduate assistantship is intended to enhance students’ educational experiences, through providing academic services to their Department / School, such as teaching and research. In return, a percentage of their tuition fees is waived.

5.2. RIGHTS AND OBLIGATIONS
a. To be eligible for graduate assistantship, a student shall take a minimum of 6 credits and a maximum of 9 credits in the Fall and Spring semesters and a minimum of 3 credits and a maximum of 6 credits in Summer. Students who are left with one course to graduate may be granted assistantship during that last semester.
b. Students with the status of special undergraduate and students on probation are not eligible for graduate assistantship.
c. Graduate students granted full (100%) assistantship are entitled to 100% tuition waiver. In return, the student is required to provide twenty working hours per week.
d. For partial assistantship grants, the percentage of tuition waiver and the number of weekly work hours are prorated.
e. Graduate assistants are not entitled to the benefits granted to University Faculty and Staff members according to the Personnel Policy.
f. The tuition waiver does not cover any repeated course, irrespective of the reason for repeating it, including withdrawal.
g. Only graduate courses are covered by the assistantship tuition waiver. Undergraduate courses taken as pre-requisite, remedial or complementary courses are not, except in cases to be approved by department / school.
5.3. APPLYING FOR GRADUATE ASSISTANTSHIP

Eligible graduate students interested in graduate assistantship shall submit an application to their Department / School within the specified deadline. Decisions on the applications are made by a committee appointed by the Department / School and chaired by the Department Chair / School Dean. The committee shall assign graduate assistantship grants taking into consideration the allocated budget. Decisions are to be recorded in minutes of meetings and communicated to the applicants and to the Business Office in writing. The assistantship contracts are to be signed by the Department Chair and the Dean, as well as the student.

5.4. SELECTION CRITERIA

Graduate assistantships are granted on a competitive basis and guided by the following criteria:

- GPA and Entrance Exam scores.
- The student’s interests and skills fit departmental needs for teaching, research, or other duties.

To renew their graduate assistantship, students must keep a good academic standing, and must have performed assigned duties satisfactorily in the preceding semesters, as determined by the supervising faculty’s positive evaluation. Evaluation is performed every semester using a Departmental / School form.
Freshman requirements

FRESHMAN ARTS REQUIREMENTS
(30 CREDITS)

Freshman students admitted to Bachelor of Arts programs are considered “freshman arts” students, while those admitted to Bachelor of Science programs are considered “freshman science” students. However, freshman students on the Graphic Design, Interior Design or Business majors can choose to complete either set of requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>ENG101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ARA101</td>
<td>Arabic Essay Reading and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ART101</td>
<td>Introduction to Music and Art</td>
<td>3</td>
</tr>
<tr>
<td>ENG102</td>
<td>English II I</td>
<td>3</td>
</tr>
<tr>
<td>ARA102</td>
<td>Arabic Essay Reading and Writing II</td>
<td>3</td>
</tr>
</tbody>
</table>

Any two of the following Science courses (8 credits) or one of the following, and one Math course (7 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO101</td>
<td>Introduction to Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>PHY101</td>
<td>Introduction to Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>CHM101</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MTH111</td>
<td>Basic Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS105</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Other</td>
<td>Freshman Math</td>
<td>3</td>
</tr>
</tbody>
</table>

Any one of the following Social Science courses (3 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO201</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO202</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>POL201</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSY201</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC201</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Free Electives (1 or 2 credits)

FRESHMAN SCIENCE REQUIREMENTS
(32 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM101</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MTH101</td>
<td>Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>PHL101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>ENG101</td>
<td>English I I</td>
<td>3</td>
</tr>
<tr>
<td>ARA101</td>
<td>Arabic Essay Reading and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>MTH102</td>
<td>Calculus II I</td>
<td>3</td>
</tr>
<tr>
<td>PHY111</td>
<td>Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>ART101</td>
<td>Introduction to Music and Art</td>
<td>3</td>
</tr>
<tr>
<td>ENG102</td>
<td>English II I</td>
<td>3</td>
</tr>
</tbody>
</table>

Any one of the following Social Science courses (3 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO201</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO202</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>POL201</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSY201</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC201</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Notes:

1. a. Entering Freshman students with scores between 500 and 549 on the Entrance English Exam (EEE), or its equivalent on the Test Of English as a Foreign Language (TOEFL), must take ENG009 Remedial English (valued at three non-credits), ENG101 English I (worth three credits), and ENG102 English II (worth three credits), before taking the Sophomore level English courses.

b. Entering Freshman students with scores between 550 and 599 on the EEE, or its equivalent on the TOEFL, must take ENG101 English I (worth three credits), and ENG102 English II (worth three credits), before taking the Sophomore level English courses.

c. Entering Freshman students with scores between 600 and 649 on the EEE, or its equivalent on the TOEFL, if enrolled in a BA/BS Program, must take ENG102 English II (worth three credits), before taking the Sophomore level English courses. They must also take three elective credits to make up for the missing credits. If the students are enrolled in an AA/AAS Program, they must take ENG102 English II (worth three credits), and either ENG202 Sophomore Rhetoric, or ENG203 Fundamentals of Oral Communication.

d. Entering Freshman students with scores of 650 and above on the EEE, or its equivalent on the TOEFL, if enrolled in a BA/BS Program, can take Sophomore level English courses directly. They must also take six elective credits to make up for the missing credits. If the students are enrolled in an AA/AAS Program, they must take ENG202 Sophomore Rhetoric, and ENG203 Fundamentals of Oral Communication.

2. Freshman students who are exempted from Arabic by the Admissions council can substitute the Arabic course(s) with:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR111</td>
<td>Standard Arabic I</td>
<td></td>
</tr>
<tr>
<td>SAR112</td>
<td>Standard Arabic II</td>
<td></td>
</tr>
<tr>
<td>HST 230</td>
<td>History of Lebanon, from Antelias Man to the Ottoman Conquest</td>
<td></td>
</tr>
<tr>
<td>HST231</td>
<td>History of Lebanon, from the Imarah to the 1975-1990 War</td>
<td></td>
</tr>
<tr>
<td>HST240</td>
<td>History of the Arab Peoples</td>
<td></td>
</tr>
</tbody>
</table>
Mission

The mission of the Liberal Arts Curriculum is to foster the education of the cultured and civically engaged person, and the formation of students as future leaders.

Educational Objectives

Students who complete the LAC program will

1. Gain cultural breadth.
2. Value ethical responsibility.
3. Develop analytical/critical thinking and quantitative competence.
4. Communicate effectively.

Learning Outcomes

Students will be able to:

1. Recognize and value social and cultural diversity.
2. Exhibit an appreciation for the arts.
3. Demonstrate an appreciation of wellness and health.
4. Discern and make ethically based choices.
5. Demonstrate critical thinking.
6. Apply analytical reasoning.
7. Demonstrate aptitude in written communication.
8. Demonstrate aptitude in oral communication.

The Liberal Arts Curriculum consists of 13 credits of required courses and 21 credits of elective courses for a total of 34 credits.

**REQUIRED COURSES (13 CREDITS)**

**Six credits of English**

ENG202 Sophomore Rhetoric 3
ENG203 Fundamentals of Oral Communication 3

**Three credits of Arabic Language or Literature**

ARA201 Appreciation of Arabic Literature 3
ARA301 Advanced Arabic Grammar 3
ARA302 Arabic Rhetoric 3
ARA321 Creative Writing 3
ARA322 Principles of Translation 3
ARA332 Ancient Arabic Literature 3
ARA333 New Trends in Modern Arabic Literature 3
ARA341 Modern Arabic Novel and Short Story 3
ARA342 Arabic Drama 3

**One credit of Computer Applications:**

CSC201 Computer Applications 1

**One credit of Basic Health:**

ETH201 Moral Reasoning 1

**One credit of Ethics:**

HLT201 Basic Health 1

**One credit of Physical Education:**

PED211 Beginning Swimming 1
PED218 Table Tennis 1
PED220 Beginning Tennis 1
PED231 Modern Dance 1
PED232 Folk Dance 1
PED251 BasketBall 1
PED261 VolleyBall 1
PED271 Tae-Kwan-Do 1
PED291 Physical Fitness 1

**ELECTIVE COURSES (21 CREDITS)**

**CULTURAL STUDIES, HISTORY, PHILOSOPHY, RELIGION**

A minimum of three and a maximum of nine credits of Cultural Studies, History, Philosophy, or Religion:

**Cultural studies**

CST201 Cultural Studies I 3
CST202 Cultural Studies II 3
CST203 Cultural Studies III 3

**History**

HST221 The Ancient World, Greece and Rome 3
HST231 History of Lebanon, from the Imarah to the 1975-1990 War 3
HST240 History of Arab Peoples 3
HST242 Europe and the Middle East (1798-1956) 3
HST302 Medieval Europe (1066-1453) 3
HST303 Early Modern Europe (1450-1750) 3

**Philosophy**

PHL204 Modern Philosophy 3
PHL301 Ethics 3
PHL302 Theory of Knowledge 3
PHL303 Metaphysics 3
PHL311 Philosophy of Religion 3
PHL324 Philosophy of Science 3
### Liberal arts curriculum

#### Religion

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL312</td>
<td>Interpretation of Religious Literature</td>
<td>3</td>
</tr>
<tr>
<td>REL411</td>
<td>Myth and Ritual</td>
<td>3</td>
</tr>
<tr>
<td>REL412</td>
<td>History of Religious Thought in the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>REL413</td>
<td>Representatives of Christian Thought in the Modern Period</td>
<td>3</td>
</tr>
<tr>
<td>REL414</td>
<td>Representatives of Islamic Thought in the Modern Period</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Literature

A minimum of three and a maximum of six credits of Literature, taught in the English language.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG211</td>
<td>Literature I</td>
</tr>
<tr>
<td>ENG212</td>
<td>Literature II</td>
</tr>
<tr>
<td>ENG323</td>
<td>Renaissance Drama</td>
</tr>
<tr>
<td>ENG324</td>
<td>Medieval Literature</td>
</tr>
<tr>
<td>ENG325</td>
<td>Renaissance Poetry</td>
</tr>
<tr>
<td>ENG326</td>
<td>Restoration and Neoclassical Literature</td>
</tr>
<tr>
<td>ENG328</td>
<td>Early Novel</td>
</tr>
<tr>
<td>ENG336</td>
<td>Romantic and Victorian Poetry</td>
</tr>
<tr>
<td>ENG339</td>
<td>19th-Century British Novel</td>
</tr>
<tr>
<td>ENG342</td>
<td>Modernism and Beyond</td>
</tr>
<tr>
<td>ENG345</td>
<td>The 20th-Century British Novel</td>
</tr>
<tr>
<td>ENG346</td>
<td>Contemporary Culture</td>
</tr>
<tr>
<td>ENG348</td>
<td>Postcolonial Anglophone Literatures</td>
</tr>
<tr>
<td>ENG351</td>
<td>Early American Literature</td>
</tr>
<tr>
<td>ENG352</td>
<td>20th-Century American Novel</td>
</tr>
<tr>
<td>ENG354</td>
<td>Theories of Literature and Culture</td>
</tr>
<tr>
<td>ENG372</td>
<td>Comparative and World Literatures</td>
</tr>
<tr>
<td>ENG479</td>
<td>Topics in Literature and Culture</td>
</tr>
</tbody>
</table>

#### Sciences

A minimum of three and a maximum of nine credits of Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO201</td>
<td>General Biology I</td>
</tr>
<tr>
<td>BIO202</td>
<td>General Biology II</td>
</tr>
<tr>
<td>CHM201</td>
<td>Chemical Principles</td>
</tr>
<tr>
<td>CHM202</td>
<td>Analytical Chemistry</td>
</tr>
<tr>
<td>CSC241</td>
<td>Introduction to Computing</td>
</tr>
<tr>
<td>ENV200</td>
<td>Introduction to Environmental Science</td>
</tr>
<tr>
<td>MTH201</td>
<td>Calculus III</td>
</tr>
<tr>
<td>MTH206</td>
<td>Calculus IV</td>
</tr>
<tr>
<td>MTH207</td>
<td>Discrete Structures I</td>
</tr>
<tr>
<td>NUT201</td>
<td>Fundamentals of Human Nutrition</td>
</tr>
</tbody>
</table>

#### Arts

A minimum of three and a maximum of six credits of Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC/DES371</td>
<td>History of Architecture I</td>
</tr>
<tr>
<td>ARC/DES372</td>
<td>History of Architecture II</td>
</tr>
<tr>
<td>ARC/DES375</td>
<td>Introduction to Islamic Art</td>
</tr>
<tr>
<td>ARC/DES376</td>
<td>Introduction to Islamic Architecture</td>
</tr>
</tbody>
</table>

#### Social Sciences

A minimum of three and a maximum of nine credits of Social Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO201</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECO202</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>PJE201</td>
<td>Cross-cultural Communication for Peace</td>
</tr>
<tr>
<td>POL201</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>POL231</td>
<td>Introduction to Human Rights</td>
</tr>
<tr>
<td>PSY201</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PSY202</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>PSY335</td>
<td>Consumer’s Psychology</td>
</tr>
<tr>
<td>SOC201</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC215</td>
<td>Introduction to Gender Studies</td>
</tr>
<tr>
<td>SOC311</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC321</td>
<td>Sociology of the Arab World</td>
</tr>
<tr>
<td>WOS311</td>
<td>Issues and Debates in Feminist Theory</td>
</tr>
<tr>
<td>WOS313</td>
<td>Women in the Arab World: Sociological Perspectives</td>
</tr>
<tr>
<td>WOS412</td>
<td>Representations of Women in the Arts and the Media</td>
</tr>
</tbody>
</table>

Notes:

1. Entering Freshman students with scores between 500 and 549 on the English Entrance Exam (EEE), or its equivalent on the Test Of English as a Foreign Language (TOEFL), must take ENG009 Remedial English (valued at three non-credits). ENG101 English I (worth three credits), and ENG102 English II (worth three credits), before taking the Sophomore level English courses.

2. Entering Freshman students with scores between 550 and 599 on the EEE, or its equivalent on the TOEFL, must take ENG101 English I (worth three credits), and ENG102 English II (worth three credits), before taking the Sophomore level English courses.

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six elective credits to make up for missing credits. If the students are enrolled in an AA/AAS Program, they must take ENG202 Sophomore Rhetoric, and ENG203 Fundamentals of Oral Communication.

These scores are under revision and are subject to change without prior notice.

2. Sophomore students who are exempted from Arabic by the Admissions Council, must substitute the Arabic course by one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR221</td>
<td>Developmental Arabic</td>
</tr>
<tr>
<td>SOC321</td>
<td>Sociology of the Arab World</td>
</tr>
<tr>
<td>WOS313</td>
<td>Women in the Arab World</td>
</tr>
<tr>
<td>HST230</td>
<td>History of Lebanon, from Antelias Man to the Ottoman Conquest</td>
</tr>
<tr>
<td>HST231</td>
<td>History of Lebanon, from the Imarah to the 1975-1990 War</td>
</tr>
<tr>
<td>HST240</td>
<td>History of the Arab Peoples</td>
</tr>
</tbody>
</table>
Course Numbers

NUMBERS PRECEDING COURSE TITLES
The course prefix is a three-letter designator for an academic discipline, subject matter, and/or sub-category of knowledge. The first digit next to the abbreviation (course prefix) represents the level of the course: 1 for Freshman, 2 for Sophomore, 3 for Junior, 4 for Senior, 5 for the Fifth year in Engineering and Pharmacy, 6 for the Sixth year in Pharmacy, and 7 or 8 for the Graduate level. The next two digits represent the sequence number of the course.

The following is a list of divisions/discipline areas available at LAU:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<tr>
<td>ARA</td>
<td>Arabic</td>
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NUMBERS FOLLOWING COURSE TITLES
Under “Course Descriptions,” most course titles are followed by a numbering system that provides further information, as follows: The first number indicates lecture, and discussion hours given each week; the second number indicates laboratory hours per week; and the third number indicates credit hours counted toward Graduation, upon completion of the course.

Example:
BIO0806 Research Method II [1-6, 3 cr.]

The course above entails one hour of class discussion, and six hours of laboratory work, per week. Upon completion, the course adds three credits to the student’s record.
Faculty

FALL 2012

Abboushi, Jenine - School of Arts and Sciences
Ph.D., Comparative Literature, Harvard University, 1996.

Abdallah, Eddie - School of Medicine
M.D., University of Michigan, 1993.
Surgical Oncology, UT MD Anderson Cancer Center, 2002.

Abdallah, Jad - School of Pharmacy

Abdel Baki, Randa - School of Architecture and Design

Abdo, Antoine - School of Arts and Sciences
Ph.D., Literature, Université Saint Joseph, 1986.

Abi Abdallah-Doumit, Myrna - School of Nursing

Abi Fares, Ghada - School of Business
M.B.A., Business Administration, American University of Beirut, 1993.

Abi Ghanem, Samer - School of Arts and Sciences
M.M.B., Money & Banking, American University of Beirut, 1999.

Abi Habib, Ralph - School of Arts and Sciences
Ph.D., Biochemistry and Molecular Biology, Wake Forest University, 2005.

Abi Nader, Elie - School of Medicine
M.D., American University of Beirut, 1978.
Anaesthesiology, Johns Hopkins Hospital, 1982.
Cardiothoracic Anaesthesia, Cleveland Clinic, 1982.

Abi Nader, Khalil - School of Medicine
M.D., American University of Beirut, 2003.
Obstetrics & Gynaecology, American University of Beirut, 2007.
Maternal Foetal Medicine, University College London Hospitals, 2009.

Abi Raad, Vanda - School of Medicine
M.D., Saint Joseph University, 1989.
Anaesthesiology, American University of Beirut, 1992.
Cardiovascular Anaesthesia, American University of Beirut, 1993.
Regional Anaesthesia, Hopital la Conception, 2006.

Abi Saad-Youssef, Mira – School of Nursing
M.S., Nursing, American University of Beirut, 2008.

Abillama, Fayed Francois - School of Medicine
M.D., University of Algiers, 1986.
Anesthesia and Intensive Care, Cochin Hospital, 1991.

Abillamah, Walid - School of Engineering

Abosedra, Salaheddin - School of Business
Ph.D., Economics, University of Colorado, 1984.

Abou Antoun, Thamara - School of Pharmacy
Ph.D., Molecular Medicine, The George Washington University, 2008.

Abou Arbid, Silia - School of Architecture and Design

Abou Rjeily, Chadi - School of Engineering

Abu Khzam, Faisal - School of Arts and Sciences

Abu Teen, Samir - School of Arts and Sciences
M.A., English Literature, American University of Beirut, 1979.

Acra, Usama - School of Arts and Sciences
M.A., Communication, Marquette University, 1982.

Aercke, Kristiaan - School of Arts and Sciences
Ph.D., Comparative Literature, The University of Georgia, 1988.

Aghacy, Samira - School of Arts and Sciences
Faculty

Ahdab, Rechdi - School of Medicine
M.D., Lebanese University, 2000.
Neurology, Lebanese University, 2005.
AFSA, Neurology, Université Paris XII, 2007.

Aintablian, Sebouh - School of Business

Akle, Barbar - School of Engineering
Ph.D., Mechanical Engineering, Virginia Polytechnic Institute and State University, 2005.

Alayli, Rajaa - School of Medicine
M.D., American University of Beirut, 1993.
Internal Medicine, Yale University, 1996.
Gastroenterology, Yale University, 1999.

Ali, Ihab - School of Engineering
Ph.D., Mechanical Engineering, University of Maryland, 2010.

Amin, Tamer - School of Arts and Sciences
Ph.D., Psychology, Clark University, 2002.

Ammar, Diala - School of Arts and Sciences
Ph.D., Motor Development, Texas A & M University, 2006.

Ammous, Saifedean - School of Business

Andraos, Albert - School of Business

Aouad-Barakat, Daisy - School of Medicine
Anaesthesiology, American University of Beirut, 1976.

Araissi, Mahmoud - School of Business
Ph.D., Economics, Indiana University, 1995.

Arbid, Elias - School of Medicine
M.D., University of Massachusetts, 1987.
Surgery, Berkshire Medical Center (Univ of Massachusetts), 1992.

Armache, Jalal - School of Business
Ph.D., Human Resources Development, Barry University, 1997.

Arnaout, Jean-Paul - School of Engineering
Ph.D., Management & Systems Engineering, Old Dominion University, 2006.

Assad, Tony - School of Business

Assaf, Nadra - School of Arts and Sciences

Assi, Chahine - School of Medicine
M.D., Université Claude Bernard Lyon, 1992.
Orthopedics Surgery, Several Hospitals in France, 1996.
Orthopedics and Trauma Surgery, Utah Hospital, 2001.

Awdeh, Adnan - School of Medicine
M.D., American University of Beirut, 1976.
General Surgery, American University of Beirut, 1980.

Awwad, Rita - School of Engineering
Ph.D., Civil Engineering, The University of Michigan (Rackham Graduate School), 2010.

Ayyash-Abdo, Huda - School of Arts and Sciences

Azar, Danielle - School of Arts and Sciences

Azar, Riad - School of Medicine
Internal Medicine, University of Massachusetts Medical Center, 1998.
Digestive disease and nutrition, University of Massachusetts Medical School, 2001.

Azzam, Nadia - School of Business
M.B.A., Business Administration, American University of Beirut, 1981.

Azzi, Reine - School of Arts and Sciences

Bacha, Nahla - School of Arts and Sciences

Badr, Elle - School of Engineering
Ph.D., Mechanical Engineering, The University of Tulsa, 1994.
Badran, Dany - School of Arts and Sciences  

Bahous, Maria - School of Architecture and Design  

Bahous, Rima - School of Arts and Sciences  

Bahous, Sola - School of Medicine  
M.D., Lebanese University, 1995.  
Internal Medicine, Lebanese University, 1997.  
Nephrology, Lebanese University, 1999.  

Balaa, Luma - School of Arts and Sciences  
Ph.D., English, University of Strathclyde, 1993.

Barakat, Hanan - School of Medicine  
M.D., Saint Joseph University, 1996  
Neonatal Pediatrics, ENT and OB/GYN Anesthesia, Robert Debre Hospital and Bichat Hospital, 2001.

Bareuillo, Luca - School of Architecture and Design  

Baroudi, Sami - School of Arts and Sciences  
Ph.D., Political Science, Indiana University, 1992.

Baroudy, George - School of Arts and Sciences  
Ph.D., Endocrinology, University of Surrey, 1979.

Bassil, Maya - School of Arts and Sciences  
Ph.D., Human Nutrition, McGill University, 2011.

Bazzi, Tarif - School of Arts and Sciences  
Ph.D., Arabic Literature, American University of Beirut, 1991.

Behmardi, Vahid - School of Arts and Sciences  
Ph.D., Arabic Literature, University of Cambridge, 1991.

Ben Sita, Bernard - School of Business  
Ph.D., Economics & Business Administration, Swedish School of Economics & Business Administration, 2005.

Beyrouti, Nouri - School of Business  
Ph.D., Graphic Communication Management & Technology, New York University, 1989.

Bobrow, Andrew - School of Arts and Sciences  

Bogharian, Kehrouieh - School of Business  
Ph.D., Business Administration, Université Montesquieu Bordeaux IV, 2009.

Bogharian, Krikoris - School of Arts and Sciences  
Ph.D., Medical Sciences, American University of Beirut, 1976.

Bohsali, Rached - School of Architecture and Design  

Boumosleh, Anwar - School of Business  
Ph.D., Finance, University of Alabama, 2005.  

Bouse, Derek - School of Arts and Sciences  

Btaiche, Imad - School of Pharmacy  
Pharm.D., Pharmacy, Lebanese University, 1994.

Burns, Christpoher - School of Architecture and Design  
M.Arch., Architecture, Yale University, 1988.

Chamelian, Rania - School of Business  
Ph.D., Hospitality & Food Management, University of Surrey, 2010.

Chamoun, Chaouki - School of Architecture and Design  
D.E.S., Painting, Lebanese University, 1972.

Chamoun, Rachid - School of Architecture and Design  
Ph.D., Urbanism By Ecological Landscape, Union Institute and University, 2005.

Chatila, Evelyn - School of Arts and Sciences  

Chatila, Jean - School of Engineering  
Ph.D., Civil Engineering, Université d’Ottawa, 1997.
Faculty

Choghari, Nathalie - School of Medicine

Dabaghi, Leila - School of Arts and Sciences
B.A., Political Science, American University of Beirut, 1961.

Dabbous, Yasmine - School of Arts and Sciences
Ph.D., Mass Communication, Louisiana State University, 2010.

Dabbous-Sensenig, Dima - School of Arts and Sciences
Ph.D., Broadcast Regulation, Sheffield Hallam University, 2003.

Daccache, Maroun - School of Architecture and Design

Daccache, Nidal - School of Arts and Sciences
Ph.D., Arabic Literature, Lebanese University, 2004.

Dagher, Grace - School of Business
Ph.D., Business Administration, the University of Texas Pan American, 2008.

Dah, Abdallah - School of Business

Daher, Costantine - School of Arts and Sciences
Ph.D., Biology, University of Surrey, 1998.

Daiif, Rachid - School of Arts and Sciences
Doctoral, Islamic Studies, Université de Paris III Sorbonne Nouvelle, 1974.

Dakakni, Deema - School of Arts and Sciences
M.A., Public Administration, American University of Beirut, 2002.

Darwish, Orpha - School of Arts and Sciences
M.S., Education, Southern Illinois University, 1968.

Dasouki, Suhail - School of Arts and Sciences

Deeb, Marie - School of Medicine

Diab, Nuwar - School of Arts and Sciences

Diab, Rula - School of Arts and Sciences

Dibeh, Ghassan - School of Business
Ph.D., Economics, University of Texas at Austin, 1994.

Dimassi, Hani - School of Pharmacy

Djoundourian, Salpie - School of Business
Ph.D., Economics, Louisiana State University, 1993.

Dodicovic, Marina - School of Arts and Sciences

Doueih, Noha - School of Medicine
M.D., Saint Joseph University, 1976.
General Pathology, Hopital Trousseau, Hopital Saint Antoine, Hopital Boucicaut, 1980.
Nephrology, Necker-Enfants Maladies Hospital, 1992.

Dunya, Ibrahim - School of Medicine
Pediatric Ophthalmology and Strabismus, New England Medical Center, Tufts University, 1994.

Dunya, Malko - School of Medicine
M.D., American University of Beirut, 1980.
Urology, American University of Beirut, 1985.

Eckhart, Lynn - School of Medicine
M.D., Pediatrics, State University of New York, Buffalo, 1970.
Dr. PH, Johns Hopkins, 1980.

Eido, Dana - School of Arts and Sciences

El Asmar, Nadia - School of Medicine
M.D., Saint Joseph University, 1989.
Primary Care, Saint Joseph University, 2001.

El Fakhani, Said - School of Business
Ph.D., Management Science, The University of Texas at Dallas, 1989.
Faculty

El Gamal, Walid - School of Business

El Hakim-Tannous, Zeina - School of Medicine
M.D., American University of Beirut, 1995
Dermatology, American University of Beirut, 1999.

El Hussari, Ibrahim - School of Arts and Sciences
Ph.D., Literature, Kensington University, 1982.

El Khatib, Nader - School of Arts and Sciences
Ph.D., Informatique et Mathematiques, Université Lyon I, 2010.

El Khoury, Ghada - School of Pharmacy

El Khoury, Joe - School of Medicine
M.D., Saint Joseph University, 1990.
Radiology, Saint Joseph University, 1994.
Vascular and Interventional Radiology, Rangueil University Hospital, Broussais University Hospital, Pitié-Salpêtrière University Hospital, 1997.

El Khoury, John - School of Engineering
Ph.D., Civil Engineering, Virginia Polytechnic Institute, 2005.

El Ramy, Julie - School of Medicine
M.D., Lebanese University, 1998.
Radiology, Lebanese University, 2003.
Pediatric Radiology and Cardiac CT, Charles Nicole Hospital, 2004.
Cardiac MRI, Gasthuisberg Hospital, 2006.

El Sibai, Mirvat - School of Arts and Sciences
Ph.D., Molecular Pharmacology, Yeshiva University, 2007.

El Khalil, Raed - School of Engineering
Ph.D., Engineering in Manufacturing Systems, Lawrence Technological University, 2009.

Estephan, Grace - School of Engineering
Ph.D., Civil Engineering, Purdue University, 2006.

Fahd, Sharbel - School of Medicine
M.D., American University of Beirut, 1980.
Ophthalmology, American University of Beirut, 1983.

Fakhoury, Henri - School of Medicine
M.D., Saint Joseph University, 1986.
Anesthesia and Surgical Intensive Care, Hopital Foch, 1989.

Fakhoury, Tamirace - School of Arts and Sciences
Ph.D., Political Sciences, University of Freiburg, 2007.

Farah, Maya - School of Business
Ph.D., Marketing, The University of Manchester, 2007.

Farahpour, Behnam - School of Architecture and Design
M.Arch, Architecture, University of California, Berkeley, 2009

Farhat, Hussein - School of Medicine
M.D., Liège State University, 1986.
Laboratory Medicine, Liège State University, 1992.
Nuclear Medicine, Liège State University, 1994.

Farjallah, Tony - School of Arts and Sciences
M.A., Sciences de l'Education, Université de Montreal, 1996.

Fawaz, Wissam - School of Engineering
Ph.D., Network & Information Science, University of Paris 13, 2006.

Ferzli, Antoine - School of Medicine
M.D., University of Lyon, 1975.
Internal Medicine, St Hilaire de Touvet Hospital, 1977.
Faculty

GI Endoscopy and Gastroenterology, University of Lyon, 1977.
Gastroenterology, University of Lyon, 1978.

Finlay, Jim - School of Business
Ph.D., Marketing, Louisiana Tech University, 1984.

Frossard, Philippe M. - School of Arts and Sciences
Ph.D., Physiology, Université Louis Pasteur De Strasbourg, 1979.

Garabedian, Sami - School of Arts and Sciences
M.S., Athletic Administration & Coaching, University of Miami, 1983.

Gerges, Bassam - School of Medicine
M.D., Faculty of Medicine & Pharmacy JASSY, 1984.

Ghajar, Raymond - School of Engineering

Ghanam Nemr, Rita - School of Medicine
M.D., Saint Joseph University, 1992.
Endocrinology, Saint Joseph University, 1995.

Ghanem, George - School of Medicine
Cardio-vascular Pathology, les universites de l'Ile-de-France, 1989.
Congenital and pediatric cardiology, Universite de Paris Val-de-Marne, 1990.

Ghattas, Renée - School of Business

Ghosn, Irma-Kaarina - School of Arts and Sciences

Habchi, Wassim - School of Engineering
Ph.D., Mechanical Engineering, Institut National des Sciences Appliquées de Lyon (INSA), 2008.

Habib-Tofaillli, Mary - School of Business

Habre, Paula - School of Arts and Sciences

Habre, Samer - School of Arts and Sciences
Ph.D., Mathematics, Syracuse University, 1991.

Hachem, Aff - School of Business

Haddad, Elie - School of Architecture and Design

Hage, Nermine - School of Arts and Sciences

Haidar, Mona - School of Medicine
M.D., American University of Beirut, 2003.

Halawi, Lella - School of Business

Hamalian, Carole - School of Medicine
Pathology, Rene Descartes University, 2006.

Hamdan, May - School of Arts and Sciences
Ph.D., Mathematics, Syracuse University, 1994.

Hammoud, Hassan - School of Arts and Sciences
Ph.D., Social Welfare, Case Western Reserve University, 1981.

Haraty, Nableh - School of Arts and Sciences

Haraty, Ramzi - School of Arts and Sciences
Ph.D., Computer Science, North Dakota State University, 1992.

Harb, George - School of Business

Harfouche, Elie - School of Architecture and Design
Harfoushe, Abdel Majid - School of Business  
B.A., Business Management, University of Maryland, 1981.  
C.P.A., Accounting, Maryland State Board of Public Accountancy, 1984.

Harik, Ramy - School of Engineering  

Harmanani, Haidar - School of Arts and Sciences  
Ph.D., Computer Engineering, Case Western Reserve University, 1994.

Harmough, Layla - School of Arts and Sciences  

Hashwa, Fouad - School of Arts and Sciences  
Ph.D., Microbiology, University of Gottingen, 1972.

Hijazi, Abeer - School of Pharmacy  

Hijazi, Zeinat - School of Medicine  

Hirbl, Kamal - School of Medicine  
Endocrinology, Paris Hotel Dieu Hospital, 1981.

Hoffart, Nancy - School of Nursing  
Ph.D., Nursing, The University of Virginia, 1989.

Houri, Ahmad - School of Arts and Sciences  

Ibrahim, Raghida - School of Arts and Sciences  
M.A., Comparative Literature, Lebanese American University, 2008.

Ismail, Hussein - School of Business  

Issa, Camille - School of Engineering  
Ph.D., Structural Engineering, Virginia Polytechnic Institute & State University, 1985.

Issa, Jimmy - School of Engineering  
Ph.D., Mechanical Engineering, Michigan State University, 2008.

Issa, Leila - School of Arts and Sciences  
Ph.D., Computational and Applied Mathematics, Rice University, 2010.

Jabbour, Mona - School of Architecture and Design  
M.F.A., Painting, Pratt Institute, 1990.

Jabra, Joseph, President – School of Arts and Sciences  
Ph.D., Political Science, Catholic University of America, 1970.

Jaeger, Mariella - School of Architecture and Design  

Jeha, Mimi - School of Arts and Sciences  
Ph.D., Higher Education Administration, North Texas State University, 1978.

Jreidini, Farid - School of Architecture and Design  

Jreidini, Ray - School of Arts and Sciences  

Kabbani, Ahmad - School of Arts and Sciences  
Ph.D., Chemistry, University of California-Davis, 1979.

Kabbara, Wissam - School of Pharmacy  
Pharm.D., Pharmacy, Lebanese American University, 2006.

Kahil, Abdallah - School of Architecture and Design  

Kaloustian, Garene - School of Arts and Sciences  
Ph.D., Child Development & Family Studies, Purdue University, 2008.

Kaloyeros, Loulwa - School of Arts and Sciences  
M.S., Developmental Psychology, University of Manchester, 1987.

Kanbar, Roy - School of Pharmacy  
Faculty

Karam, Albert - School of Medicine
M.D., Saint Joseph University, 1977.

Karam, Gebran - School of Engineering
Ph.D., Materials & Structures, Massachusetts Institute of Technology, 1994.

Karouki, Lamis - School of Pharmacy
Pharm.D., Pharmacy, Lebanese American University, 2005.

Karkoulian, Silva - School of Business

Kassar, Abdel Nasser - School of Business
Ph.D., Mathematics, University of South Western Louisiana, 1991.

Khachan, Victor - School of Arts and Sciences

Khairallah, Maya - School of Medicine
Ph.D., Experimental Medicine, McGill University, 2006.

Khalaf, Roy - School of Arts and Sciences

Khalife, Joseph - School of Arts and Sciences

Khalifeh, Joseph - School of Arts and Sciences

Katcherian, Grace - School of Nursing
M.S., Nursing, American University of Beirut, 2007.

Khazen, Georges - School of Arts and Sciences

Khodr, Bilal – School of Medicine
M.D., American University of Beirut, 1993.
Pediatrics, Georgetown University Medical Centre, 1996.

Neonatal-Perinatal Medicine, Harvard Medical School, 1997.

Khoury, Alfred - School of Medicine
M.D., Lebanese University, 1990.
Orthopedics Surgery, Lebanese University, 1996.
Sport Surgery, Pitie-Salpetriere Hospital, 1997.

Khoury, Michel - School of Engineering
Ph.D., Mechanical Engineering, Lehigh University, 2004.

Khoury, Nada - School of Architecture and Design
Ph.D., Environmental Design, Université de Montreal, 2008.

Khoury, Tarek - School of Architecture and Design

Khuri, Richard - School of Arts and Sciences
Ph.D., Philosophy, University of California, 1986.

Kikano, Raghid - School of Medicine
Imagerie medicale, CHU Mondor, 2008.
Vascular and interventional radiology, Cleveland Clinic, 2010.

Kilany, Hala - School of Medicine
M.D., Lebanese University, 1993.
Internal Medicine, Lebanese University, 1995.
Nephrology, Lebanese University, 1998.

Kiprianos, Joseph - School of Architecture and Design

Knio, Mona - School of Arts and Sciences

Koniski, Marie-Louise - School of Medicine
M.D., Saint Joseph University, 1976.
Pulmonary and Critical Care, Henri Mondor Hospital, 1980.

Korfali, Samira - School of Arts and Sciences
Ph.D., Chemistry, University of Bradford, 1999.

Kouatli, Issam - School of Business
Ph.D., Mechanical Engineering, The University of Birmingham, 1990.
Faculty

Ladki, Said - School of Business

Lahoud, Antoine - School of Architecture and Design
D.E.S.S., Restauration et Conservation, Lebanese University, 2000.

Lahoud, Bassam - School of Architecture and Design

Maalouf, Adoni - School of Arts and Sciences

Maalouf, Ruth - School of Architecture and Design

Maamari, Bassem - School of Business

Mahfoud, Daniel - School of Medicine
M.D., Saint Joseph University, 1990.

Majdalani, Michel - School of Business
M.S., Electrical Engineering, Columbia University, 1983.

Majdalani, Mona C. - School of Arts and Sciences
Ph.D., Curriculum and Instruction, Texas A&M University, 1993.

Makarem, Wassilla - School of Arts and Sciences
M.A., English Literature, American University of Beirut, 1984.

Malik, Habib - School of Arts and Sciences

Maluf, Ramez - School of Arts and Sciences

Mansor, Cedar - School of Business
J.D., Law, West Virginia University, 1991.

Mansour, Nasshat - School of Arts and Sciences
Ph.D., Computer Science, Syracuse University, 1992.

Marrouch, Walid - School of Business

Marroum, Marianne - School of Arts and Sciences
Ph.D., Comparative Literature, Purdue University, 1993.

Matar, Maroun - School of Medicine
M.D., Lebanese University, 1996.
Pediatrics, Lebanese University, 1999.
Pediatric Cardiology, René Descartes University, 2002.

McGill, John - School of Business
Ph.D., Management Science, University of Massachusetts, 1992.

Messaara, Leila - School of Business
Ed.D., Management, University of Leicester, 2007.

Mikdash, Tarek - School of Business
Ph.D., Education (Mathematics), The University of Michigan, 1979.

Milane, Aline - School of Pharmacy
Ph.D., Pharmacology, Université Paris Sud 11, 2009.

Mohsen, Nadim - School of Arts and Sciences
Maitrise, Social Development Lebanese University, 2002.

Mohsen, Raed - School of Arts and Sciences

Mokhtat, Jacques - School of Medicine
M.D., Saint Joseph University, 1977.
Clinical Microbiology, Saint Joseph Hospital, 1978.
Internal Medicine, Saint Michael Medical Centre, 1981.
Infectious Diseases, University of Minnesota, 1983.
Faculty

Mouawad, Nelly - School of Arts and Sciences
Ph.D., Natural Sciences, University of Cologne, 2005.
Ph.D., Astrophysics, Planetology, Sciences and Spatial Techniques, University Bordeaux 1, 2001.

Mouawad, Ray - School of Arts and Sciences

Moubarak, Walid - School of Arts and Sciences
Ph.D., Political Science, Indiana University, 1979.

Moujaes, Samar - School of Arts and Sciences
Ph.D., Arabic Studies, Université de Paris-Sorbonne, 1997.

Moukaddem Baalbaki, Annelie - School of Business
M.B.A., Marketing, American University of Beirut, 1996.

Mourad, Azzam - School of Arts and Sciences
Ph.D., Electrical and Computer Engineering, Concordia University, 2009.

Mroueh, Mohammad - School of Pharmacy

Na’was, Tarek - School of Arts and Sciences
Ph.D., Medical Sciences, American University of Beirut, 1983.

Nabhani, Mona - School of Arts and Sciences

Naccache, Ziad - School of Architecture and Design

Nahas, Anna - School of Medicine
Ph.D., Infectious Diseases, Karolinska Institutet, 2007.
M.D., Karolinska Institutet, 1996.

Naja, Hassan - School of Business
M.B.A., Aviation, Embry-Riddle Aeronautical University, 1981.

Nakad, Zahi - School of Engineering
Ph.D., Computer Engineering, Virginia Polytechnic Institute & State University, 2003.

Naoum, Joseph - School of Medicine
M.D., Vanderbilt University, 1998.
General Surgery, University of Texas, 2003.
Vascular Surgery, Baylor College of Medicine, 2007.

Naous, Ghada - School of Arts and Sciences
M.S., Chemistry, American University of Beirut, 1996.

Nasr, George - School of Engineering

Nasrallah, Therese - School of Arts and Sciences
M.S., English Language & Literature, Mankato State University, 1987.

Nassar, Lina - School of Arts and Sciences
Ph.D., Theater Studies, Université de la Sorbonne Nouvelle, 1995.

Nasser, Rima - School of Medicine
M.D., Duke University, 1996.
Adult reconstruction, Illinois Bone and Joint institute, 2002.

Nasser, Selim - School of Medicine
M.D., Saint Joseph University, 1992.

Nasser, Soumana - School of Pharmacy
Pharm.D., Pharmacy, University of Rhode Island, 2001.

Nauffal, Diane Issa - School of Arts and Sciences
Ph.D., Education Administration & Policy, University of Birmingham, 2005.

Nour, Chadi - School of Arts and Sciences

Obeid, Samir - School of Arts and Sciences

Osta, Iman - School of Arts and Sciences

Ouaiss, Lyad - School of Engineering
Ph.D., Computer Engineering, University of Cincinnati, 2002.

Ouaiss, Makram - School of Arts and Sciences
Ph.D., Conflict Analysis & Resolution, George Mason University, 2009.

Oueini, Ahmad - School of Arts and Sciences
<table>
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<th>Name</th>
<th>School</th>
<th>Degree/Field</th>
<th>Institution/University</th>
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<td>School of Business</td>
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<td>Rahme, Suraya</td>
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<td>School of Arts and Sciences</td>
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Sanchez-Ruiz, Maria-Jose - School of Arts and Sciences  

Sarouphim, Kett - School of Arts and Sciences  

Semaan, Mars - School of Arts and Sciences  
Ph.D., Physics, Texas Christian University, 1982.

Serhal, Wassim - School of Medicine  
Laboratory Medicine, CHU Reims, 1998.

Sfeir, Abdallah - School of Engineering  
Ph.D., Mechanical Engineering, The University of California, 1969.

Shabb, Bassem - School of Medicine  
M.D., American University of Beirut, 1982.  
Pathology and Laboratory Medicine, University of Texas, 1983.  
Surgery, University of Texas, 1988.  

Shahin, Wassim - School of Business  
Ph.D., Economics, Indiana University, 1986.

Shahine, Mona - School of Arts and Sciences  
M.A., Education, American University of Beirut, 1996.

Shami, Samira Anais - School of Arts and Sciences  

Sharafeddine, Sanaa - School of Arts and Sciences  
Ph.D., Electrical Engineering, Munich University of Technology, 2005.

Sheikh Taha, Marwan - School of Pharmacy  
Pharm.D., Pharmacy, Lebanese American University, 1999.

Sholy, Lydia - School of Pharmacy  
Pharm.D., Pharmacy, Creighton University, 1991.

Shweiry, Zein - School of Arts and Sciences  

Skulite-Ouaiss, Jennifer - School of Arts and Sciences  
Ph.D., Government & Politics, University of Maryland, 2005.

Slim, Bassem - School of Business  
M.S., Hospitality Management, University of Houston, 1993.

Sreih, Josiane - School of Business  
Ph.D., Management, Université de Paris, 1996.

Srouji, Hanibal - School of Architecture and Design  

Sukkarieh-Haraty, Ola - School of Nursing  
Ph.D., Nursing, Northeastern University, 2011.

Taan, Yasmine - School of Architecture and Design  
M.S., Communications Design, Pratt Institute, 1995.

Tabar, Paul - School of Arts and Sciences  
Ph.D., Sociology/Anthropology, Macquarie University, 1990.

Tabbara, Mazen - School of Engineering  
Ph.D., Structural Engineering, Northwestern University, 1990.

Takche, Jean - School of Arts and Sciences  
Ph.D., Mathematics, Pennsylvania State University, 1984.

Taleb, Robin - School of Arts and Sciences  
Ph.D., Medical Science, University of Western Sydney, 2009.

Tannir, Dani - School of Engineering  
Ph.D., Engineering, McGill University, 2010.

Tarcha, Walid - School of Medicine  
M.D., Saint Joseph University, 1979.  
Cardiology, University Pierre and Marie Curie, 1983.  

Tjapkes-Langewerf, Lydia - School of Arts and Sciences  
M.PHIL., Philosophy, University of Cambridge, 2006.  

Tokajian, Sima - School of Arts and Sciences  
Ph.D., Medical Science, University of Newcastle Upon Tyne, 2003.
Faculty

Toukan, Amjad - School of Business
Ph.D., Economics, University of California, 2007.

Touma, Rony - School of Arts and Sciences
Ph.D., Applied Mathematics, University of Montreal, 2005.

Touma, Walid - School of Business
Ph.D., Computer Engineering, The University of Texas at Austin, 1992.

Trabelsi, Samir - School of Business
Ph.D., Accounting, HEC Montreal, 2005.

Turk Ariss, Rima - School of Business
Ph.D., Finance, University of Wales, Cardiff, 2004.

Vassilenko, Larissa - School of Arts and Sciences

Vitale, Edward - School of Business
Ph.D., Marketing, University of IOWA, 1973.

Wakim, Gerard - School of Medicine
M.D., Saint Joseph University, 1977.

Wex, Brigitte - School of Arts and Sciences
Ph.D., Photochemical Sciences, Bowling Green State University, 2005.

Yammine, Joseph - School of Medicine
M.D., Saint Joseph University, 1974.
Pulmonary, Université René Descartes, Paris V, 1977.

Yusuf Karameh, Amy - School of Arts and Sciences

Zakka, Janine - School of Business

Zalloua, Pierre - School of Medicine
Ph.D., Molecular & Cellular Biology, University of California, 1996.

Zantout, Zaheer - School of Business
Ph.D., General Business Administration, Drexel University, 1990.

Zeaiter, Hussein - School of Business

Zebian, Samar - School of Arts and Sciences

Zeei, Nadine - School of Arts and Sciences

Zeenny, Rony - School of Pharmacy
Pharm.D., Pharmacy, Lebanese American University, 2005.

Zeineh, Salim - School of Medicine
M.D., American University of Beirut, 1977.
Urology, American University of Beirut, 1982.
Basic Urology, University of California, 1983.

Zeitouni, Latif - School of Arts and Sciences
Ph.D., Semiotics, Université d’Aix Marseille I, 1985.


Zouein, Pierre - School of Engineering
Ph.D., Civil Engineering, The University of Michigan, 1996.

Zreik, Tony - School of Medicine
M.D., American University of Beirut, 1986.
Obstetrics & Gynaecology, Yale University, 1994.
Reproductive endocrinology, Yale University, 1996.
M.B.A. Business Administration, Ecole Superieure des Affaires, 2004
Presidents and Administrative Officers

**FORMER PRESIDENTS**

**LAU PRESIDENTS**

Frances Irwin  
1924–1935

Winifred Shannon  
1935–1937 (Acting)

William A. Stoltzfus  
1937–1958

James. H. Nicol  
1941–1943 (Acting)

Rhoda Orme  
1954–1955 (Acting)

Grace Loucks Elliot  
1958–1959 (Acting)

Frances M. Gray  
1959–1965

Salwa Nassar  
1965–1967

Cornelius B. Houk  

Marie Sabri  
1967–1969 (Acting)

William H. Schechter  
1969–1973

Albert Y. Badre  
1973–1982

Riyad F. Nassar  
1982–2004

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President

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Vice President for Student Development & Enrollment Management

Cedar Mansour, J.D.  
Vice President, General Counsel and Special Assistant to the President

Emile Lamah, B.S., C.P.A.  
Vice President for Finance

Roy Majdalani, B.E., M.B.A.  
Vice President for Human Resources and University Services

Philippe Frossard, Ph.D.  
Dean of the School of Arts and Sciences

Said El-Fakhani, Ph.D.  
Dean of the School of Business

George Nasr, Ph.D.  
Dean of the School of Engineering

Lynn Eckert, M.D.  
Interim Dean of the School of Medicine

Pierre Zalloua, Ph.D.  
Interim Dean of the School of Pharmacy

Nancy Hoffart, Ph.D.  
Founding Dean of the School of Nursing

Elie Badr, Ph.D.  
Assistant Provost for Academic Programs  
Interim Dean of the School of Architecture & Design

Sami Baroudi, Ph.D.  
Assistant Provost for Faculty Affairs

Raed Mohsen, Ph.D.  
Dean of Students, Beirut

Mars Semaan, Ph.D.  
Dean of Students, Byblos
Presidents and Administrative Officers

George Hamouche, M.S.
Assistant Vice President for Facilities Management

Sonia Hajjar, Ph.D.
Assistant Vice President for Finance / Budget & Grants

Charles Abu Rjeily, Licence,
Assistant Vice President for Finance / University Comptroller

Peggy Hanna, M.B.A.
Assistant Vice President for Marketing and Communications

Abdo Ghie, M.A.
Assistant Vice President for Enrollment Management

Camille Abou-Nasr, B.E.
Assistant Vice President for IT

Nassib Nasr, M.P.H.
Assistant Vice President for Development, Middle East and Europe

Tarek Na’was, Ph.D.
Faculty Senate Chair

Camille Issa, Ph.D.
Faculty Senate Vice Chair

Sami Garabedian, M.S.
Faculty Senate Secretary

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Interim Dean
Elie Badr, Ph.D.

Assistant Dean
Elie Haddad, Ph.D.

Chairs
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Randa Abdel Baki, M.F.A., Graphic Design
Rached Bohsali, D.E.A.A., Fine Arts & Foundation Studies

Associate Chairs
Tarek Khoury, M.F.A., Graphic Design
Farid Jureidini, B.Arch., Fine Arts & Foundation Studies

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Assistant Dean
Nashat Mansour, Ph.D., Beirut
Nahla Bacha, Ph.D., Byblos

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Ahmad Kabbani, Ph.D., Natural Sciences
Huda Abdo, Ed.D., Social Sciences
Iman Osta, Ph.D., Education
Samer Habre, Ph.D., Computer Science and Mathematics
Mona Knio, Ph.D., Communication Arts

Byblos
Costantine Daher, Ph.D., Natural Sciences
Danielle Azar, Ph.D., Computer Science and Mathematics
Nahla Bacha, Ph.D., Humanities
Makram Ouaiss, Ph.D., Social Sciences
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Salpie Djoundourian, Ph.D., Byblos
Abdallah Dah, Ph.D., Beirut

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Elias Raad, Ph.D., Banking & Finance and Accounting / Director of the Executive Master of Business Administration Program
Ghassan Dibeh, Ph.D., Economics

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Assistant Dean
Mazen Tabbara, Ph.D.

Chairs
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Jean Chatila, Ph.D., Civil Engineering
Pierrette Zouein, Ph.D., Mechanical & Industrial Engineering

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Associate Dean
Imad Btaiche, Pharm.D., Academic Affairs

Acting Assistant Dean
Jad Abdallah, Ph.D., Student Affairs

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Lamis Karaoui, Pharm.D., Director, Experiential Education
Aline Saad, Pharm.D., Pharmacy Practice
Roy Kanbar, Ph.D., Pharmaceutical Sciences

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Interim Dean
Lynn Eckert, M.D.

Associate Dean
Zeinat Hijazi, M.D., Medical Education

Assistant Deans
Sola Bahous, Ph.D., Clinical Affairs

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Tony Zeik, M.D., Obstetrics & Gynecology

Director
Pierre Zalloua, Ph.D., Director of the Genomics and Proteomic Lab

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Nancy Hoffart, Ph.D.

Assistant Deans
Myrna Doumit, Ph.D.

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Diane Nauffal, Ph.D., Director

UNIVERSITY ENTERPRISE OFFICE
Walid Touma, Ph.D., Director

INSTITUTE FOR WOMEN’S STUDIES IN THE ARAB WORLD
Dima Dabbous-Sensenig, Ph.D., Director

LIBRARIES
Cendrella Habre, M.S., Director, Beirut
Joseph Hage, M.A., Director, Byblos
STUDENT DEVELOPMENT

Dean of Students
Raed Mohsen, Ph.D., Beirut
Mars Semaan, Ph.D., Byblos

Athletics
Sami Garabedian, M.S., Director, Beirut
Joe Moujaes, B.E., Director, Byblos

Residence Hall
Hiam Musharrafieh, M.A., Supervisor, Beirut
Suzy Saba, T.S., Supervisor, Byblos

Enrollment Management
Abdo Ghie, M.P.A., Assistant Vice President for Enrollment Management

Admissions
Nada Badran, M.S., Director, Beirut
Michel Najjar, M.S., Director, Byblos

Financial Aid & Scholarships
Samir Obeid, M.S., Director, Beirut
Ghada Abi Fares, M.B.A., Director, Byblos

Registrar
Annie Lajinian-Magarian, M.A.
Fouad Salibi, B.A.

Outreach & Civic Engagement
Elie Samia, M.A., Executive Director

CONTINUING EDUCATION PROGRAM & TESTING SERVICES

Mimi Melki Jeha, Ph.D., Director of Continuing Education Program, Byblos, Director of University Testing Services, Byblos
Michel Majdalani, M.B.A., Director of Continuing Education Program, Beirut

FINANCE OFFICERS

Budget & Financial Planning
Sonia Hajjar, Ph.D., Assistant Vice President for Finance / Budget & Grants

Grants & Contracts
Sonia Hajjar, M.B.A., Assistant Vice President for Finance / Budget & Grants

Comptroller
Charles Abu Rjeily, License, Assistant Vice President for Finance / University Comptroller

Business Office
Naji Medlej, D.E.A., Comptroller, Beirut
Michel Chahine, M.S., Comptroller, Byblos

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Human Resources
Joseph Michael, D.G.E.S., Director, Byblos

Facilities Management
George Hamouche, M.S., Assistant Vice President for Facilities Management
Shaheen Bou Jaoude, B.E., Executive Director, Project Management and Contract Administration
Joseph Shebaya, D.I., Director, Planning and Renovations
Wissam Mansour, B.E., Director, Physical Plant, Byblos

Information Technology
Camille Abou-Nasr, B.E., Assistant Vice President for IT
Roula Matta Hage, D.I., Director of IT Applications and Solutions
Nicolas Majdalani, License, Director, IT Infrastructure and Support
Brigitte Baroudy, B.S., Director, IT Security
Hamid Saliba, Diplome, Director of IT Network, Telecom & Multimedia
Presidents and Administrative Officers

**Business Services**
Salim Chehab, B.E., Executive Director of Business Services

Jassem Othman, B.E., Director of Auxiliary Services

Jean Rizk, M.B.A., Director of Supply

Nehmat Aoun, B.S., Director of Hospitality Services

Ghassan Atwi, B.S., Director of Purchasing, Beirut

Antoine Faris, M.S., Director of Purchasing, Byblos

**Protection**
Ahmad Hassouna, Director of Protection

**UNIVERSITY ADVANCEMENT OFFICERS**

Peggy Hanna, M.B.A., Assistant Vice President for Marketing and Communications

Nassib Nasr, M.P.H., Assistant Vice President for Development, Middle East and Europe

Robert Hollback, B.S., Assistant Vice President for Development,

Christian Oussi, M.A., Executive Director of Public Relations

Abdallah Al Khal, M.B.A., Executive Director of Alumni Relations

Amal Abdel Massih, B.S., Director of Advancement Services

**INTERNAL AUDIT OFFICE**

Internal Audit
Khaled Abul-Husn, M.B.A., C.P.A., Director
# Tuition fees for the academic year 2012 - 2013

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### SCHOOL OF ENGINEERING

**Undergraduate Program**
- Civil Engineering: 7,600 LBP, 634 CRP
- Computer Engineering: 7,600 LBP, 634 CRP
- Industrial Engineering: 7,600 LBP, 634 CRP
- Electrical Engineering: 7,600 LBP, 634 CRP
- Mechanical Engineering: 7,600 LBP, 634 CRP

**Graduate Program (***)**
- Civil and Environmental Engineering: 647 LBP
- Computer Engineering: 647 LBP
- Industrial Engineering and Engineering Management: 647 LBP

### SCHOOL OF ARCHITECTURE & DESIGN

**Undergraduate Program**
- Fine Arts: 6,460 LBP, 539 CRP
- Interior Design: 7,400 LBP, 616 CRP
- Graphic Design: 7,400 LBP, 616 CRP
- Interior Architecture: 7,700 LBP, 643 CRP
- Interior Architecture- Final year: 7,700 LBP, 643 CRP
- Bachelor of Architecture: 7,700 LBP, 643 CRP

### SCHOOL OF NURSING

**Undergraduate Program**
- Nursing - New students (2012-2013): 5,650 LBP, 470 CRP
- Nursing - Continuing students (2011-2012): 5,400 LBP, 450 CRP
- Nursing - Continuing Students (2010-2011): 5,250 LBP, 438 CRP

### SCHOOL OF PHARMACY

**Undergraduate Program**
- Doctor of Pharmacy - Pharm.D.: 8,100 LBP, 675 CRP

### SCHOOL OF MEDICINE

**M.D. Program**
- New students - Year 2012-2013 - Annual tuition: 26,250 LBP
- Continuing students - Year 2011-2012 - Annual tuition: 25,235 LBP
- Continuing students - Year 2010-2011 - Annual tuition: 24,500 LBP
- Continuing students - Year 2009-2010 - Annual tuition: 23,500 LBP

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(*) Exchange rate: 1 US Dollar = Lebanese Pounds 1,507.50
(**) 12 or more credit hours per term
(*** ) Graduate Programs per credit
Driven by its mission, values and vision, LAU is committed to extend financial aid to needy and qualified students. In this respect, and within budget limitation, financial aid aims at providing equal opportunities to all students regardless of their nationality, race, gender, religion or ethnicity.

Financial aid is mainly a work-study program granted to full time undergraduate students based on their financial need and academic merit. The Financial Aid and Scholarships Office collects data through the application, supporting documents and a personal interview with the student and his/her parents/guardians. The data is then assessed through a system and the result is used as a guideline in the decision-making process. Final decisions are taken by a committee formed by LAU administrators and a faculty representative. Loans, scholarships and grants are complementary to the program.

II. SCHOLARSHIPS (MERIT-BASED AID)
Scholarships are awarded to academically strong students during the first academic year of their enrollment and in subsequent years to continuing students in line with set eligibility criteria. In 2012-2013 the Entrance and Honor Scholarships will range between 20 and 50%.

a. Entrance Scholarships
Awarded to newly admitted students during the first academic year of their enrollment ending in September based on a combined rating of their high school and SAT grades. This scholarship is sustained throughout that academic year provided the student maintains a CGPA ≥ 3.00.

b. Honor Scholarships
Awarded to students after the lapse of the first academic year and upon completion of 24 credits at LAU with a CGPA ≥ 3.50, or ≥ 3.20 if budget permits.

c. Merit Scholarships
Awarded to a number of outstanding high school students covering 100% of tuition fees to encourage and promote academic excellence. Candidates are nominated by their high schools and are requested to fill out a merit scholarship application. Selection and continuity depend on set criteria.

d. Athletic Scholarships
Awarded to exceptional students with recognized promising athletic talents. Candidates should fill out the web posted application and submit it with the relevant supporting documents to the Financial Aid and Scholarships office.

III. GRANTS
a. Program Grants: Granted to students majoring in selected fields.

b. Restricted Grants: These grants are made available by individual donors and/or organizations. A separate application should be filled out by interested candidates and selection is made according to each donor’s publicized conditions.

c. Hardship Grants: Granted to “Very Needy” students according to set criteria.

d. Minister’s Dependents Grants: Granted to eligible dependents of Ministers from the Presbyterian Synod for Syria and Lebanon.

e. Dependents’ Grants: Granted to dependents of full-time faculty and staff.
IV. STUDENT EMPLOYMENT
LAU offers employment to students who have acquired work skills as a supplementary form of financial aid catering to the needs of the university cost centers in providing additional workforce. Applying is accessible online at https://csglau.lau.edu.lb/career/std/. Placement and hourly rates depend on the student’s skills and academic level.

SCHOOL OF MEDICINE STUDENTS

a. Merit Scholarships and Grants: School of Medicine students are eligible for Merit Scholarships and Grants as described above.

b. Bank Loans: Agreements with certain banks are arranged allowing Lebanese Students enrolled in the School of Medicine to benefit from interest free loans during their tenure at LAU. The interest amount will be borne by the university up until the students’ exit date after which the interest will have to be covered by the students themselves.

PHARM D STUDENTS

Pharm D students are eligible for Scholarships, Grants and Bank Loans as per the above descriptions.

GRADUATE STUDENTS

a. Graduate Assistantships: Graduate students may apply for assistantships at the Dean’s Office of the School to which the student is applying. Graduate assistantship covers a portion of tuition fees. In return, students are expected to work a number of hours every week, normally for an academic department. Graduate assistantships are usually awarded on the basis of academic merit.

b. Student Employment is also offered to graduate students as previously stated under point IV above.

FEDERAL LOANS FOR U.S. CITIZENS

LAU participates in the U.S. Federal Direct Loan Program, where the U.S. Department of Education acts as the lender. Students with U.S. citizenship (or green card holders) who are interested in this type of financial assistance must first submit a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov using the school code for LAU, G41133. U.S. Federal Direct Loans are offered to both undergraduate & graduate students except for Medical, PharmD, Nursing, students in a “Special” status and students enrolled less than 6 credit hours. More information about this program is available on the LAU website at http://aid.lau.edu.lb/us-federal-loans/.

You may also contact the Federal Financial Aid Coordinator, Ms. Linda Strauss, anytime at: Linda.Strauss@lau.edu.lb.

APPLYING FOR FINANCIAL AID

To apply for financial aid, undergraduate students must fill out the Application for Financial Aid, available online, and submit it with the required documents, within set deadlines. The applicant must then schedule an interview for him/her and a parent/guardian.

Financial aid is granted for one regular academic year, and may be renewed, upon re-application, if the student’s eligibility is maintained.

For more information check the LAU website: http://aid.lau.edu.lb/undergraduate/aid/ or contact the Financial Aid and Scholarships Offices on either campus.

Beirut Campus:
Tel: +961 1 786 456 / 786 464
+961 3 791 314 Ext.1461
Fax: +961 1 786456 Ext. 1662
Email: finaid.beirut@lau.edu.lb

Byblos Campus:
Tel: +961 9 547254 / 547262
+961 3 791 314 Ext. 2159
Fax: +961 1 791630 Ext. 2157
Email: finaid.byblos@lau.edu.lb
INSTITUTE FOR WOMEN’S STUDIES IN THE ARAB WORLD (IWSAW)

This institute was established and sponsored by LAU, and is located on the Beirut campus. IWSAW is a center for documentation, research, action programs, and the communication of issues and data, relating to Arab women and children.

UNIVERSITY ENTERPRISE OFFICE

The University Enterprise Office (UEO) serves as a strategic advisor to and coordinator of LAU’s projects throughout the Middle East. The office provides advisory services to universities in the Middle East and North Africa region. Consulting services include: strategic, operational and academic planning, accreditation advisory, enrollment management, and implementation and performance-monitoring services.

INSTITUTE FOR BANKING & FINANCE (IBAF)

(Refer to Business school under Centers and Institutes)

INSTITUTE FOR MEDIA TRAINING & RESEARCH (IMTAR)

(Refer to Arts & Science under Centers and Institutes)

INSTITUTE OF FAMILY & ENTREPRENEURIAL BUSINESSES (IFEB)

(Refer to Business school under Centers and Institutes)

INSTITUTE OF HOSPITALITY & TOURISM MANAGEMENT STUDIES (IHTMS)

(Refer to Business school under Centers and Institutes)

HUMAN RESOURCE INSTITUTE

(Refer to Business school under Centers and Institutes)

INSTITUTE FOR PEACE AND JUSTICE EDUCATION (IPJE)

(Refer to Arts & Science under Centers and Institutes)

SOFTWARE INSTITUTE

(Refer to Arts & Science under Centers and Institutes)

SUMMER INSTITUTE FOR INTENSIVE ARABIC & CULTURE (SINARC)

The Summer Institute for Intensive Arabic Language and Culture (SINARC) is a multi-faceted language and cultural immersion program that welcomes students from all over the world. SINARC offers courses in Arabic language and culture at various levels of proficiency. Each level provides twenty hours per week of intensive classroom instruction, including five hours per week of Lebanese Dialect. Formal language instruction is enriched by immersion in an authentic cultural context. Cultural activities include weekly lectures on topics related to Arab and Lebanese politics, history, society, and culture. In addition, students partake in a series of excursions to historical, cultural and tourist sites throughout Lebanon. Students have a Summer, Fall and Spring program option:

The six-week Summer program (last week of June - first week of August) is offered at four levels: Elementary, Upper Elementary, Intermediate and Advanced. A separate eight-credit course in Lebanese Dialect will be offered provided there is sufficient enrollment.

The 15-week Fall program (First week of September – Second week of December) is offered at two levels: Intermediate and Advanced. In addition, two special courses are available: Arabic Language Writing Skills and Middle East Challenges of the 21st Century.

The 15-week Spring program (Last week of January – First week of May) is offered at two levels: Intermediate and Advanced. In addition, two special courses are available: Arabic Language Writing Skills and Principles of Translation.

For more information check our website: http://www.lau.edu.lb/centers-institutes/sinarc/

TEACHER TRAINING INSTITUTE (TTI)

(Refer to Arts & Science under Centers and Institutes)

URBAN PLANNING INSTITUTE (UPI)

(Refer to SArD under Institutes)

INSTITUTE FOR WATER RESOURCES & ENVIRONMENTAL TECHNOLOGIES (IWRET)

(Refer to Engineering school under Institutes)

CISCO ACADEMY TRAINING CENTER

(Refer to Engineering school under Institutes)

INSTITUTE OF ISLAMIC ART & ARCHITECTURE (IIAA)

(Refer to SArD under Institutes)
Centers and Institutes

INSTITUTE FOR DIPLOMACY & CONFLICT TRANSFORMATION (IDCT)
(Refer to Arts & Science under Centers and Institutes)

INSTITUTE FOR MIGRATION STUDIES (IMS)
(Refer to Arts & Science under Centers and Institutes)

LAU INSTITUTE FOR HUMAN GENETICS (LAUHG)
(Refer to School of Medicine under Institutes)

CENTER FOR PROGRAM & LEARNING ASSESSMENT (CPLA)
This center focuses on quality improvement through addressing the teaching, learning and outcome assessment practices. It is a regional pioneer in providing support for faculty to develop excellence in teaching and is committed to student learning. CPLA is managing the Teaching Learning and Outcome Assessment (TLOA) Project funded by the Ford Foundation, which focuses on liberal and general education programs.

CENTER FOR LEBANESE HERITAGE (CLH)
CLH aims at collecting, preserving and promoting Lebanese heritage in its various forms, including printed material, manuscripts, artifacts, and private possessions of pioneering Lebanese intellectuals. The center disseminates and provides easy access to its assets to students and researchers. It collects, preserves and archives Lebanese heritage materials, and serves as an academic and cultural resource center for research on Lebanese heritage. It also functions as a caucus center for the community on topics concerning Lebanese heritage.
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