### Academic Calendar

#### September 2013
- **Monday 2**: Medical years I and II classes begin
- **Monday 9–Monday 16**: Registration for freshman students accepted into a program for fall 2013
- **Tuesday 10–Friday 13**: Orientation program for new students
- **Monday 16**: Deadline for intercampus transfer for fall 2013
- **Tuesday 17–Friday 20**: Advising period for new students
- **Tuesday 17–Friday 20**: Registration for new students for fall 2013
- **Tuesday 17–Friday 20**: Registration for Pharmacy Professional Year students
- **Monday 23**: Fall 2013 classes begin
- **Monday 23–Friday 27**: Late registration with late fees and Drop/Add for fall 2013

#### October 2013
- **Wednesday 2**: Collection of statements of fees for fall 2013 begins
- **Thursday 10**: Deadline for payment of tuition fees for fall 2013
- **Saturday 12**: Fall faculty meeting and new faculty orientation

#### November 2013
- ***Monday 4**: Hijra New Year (holiday)
- ***Wednesday 13**: Ashoura (holiday)
- **Thursday 21**: Deadline for Incomplete grades (from spring and summer 2013)
- **Friday 22**: Independence Day (holiday)

#### December 2013
- **Friday 6**: Last day for withdrawal from courses for fall 2013 (WP/WF)
- **Tuesday 24**: Christmas and New Year vacation begins

#### January 2014
- **Monday 6**: Armenian Christmas - Christmas and New Year vacation ends
- **Tuesday 7**: Classes resume
- **Tuesday 14–Monday 20**: Advising period for current students
- **Tuesday 14–Monday 20**: Registration for current students for spring 2014
- ***Monday 13**: Prophet’s Birthday (holiday)
### March 2014
- **Monday March 3–Tuesday April 8**: Phase 1 advising for summer 2014/fall 2014/spring 2015
- **Wednesday 19**: Last day for early withdrawal from spring 2014 (WI)
- **Tuesday 25**: Annunciation Day (holiday)

### April 2014
- **Thursday 10**: Deadline for Incomplete grades (from fall 2013)
- **Friday 18–Monday 21**: Eastern & Western Easter vacation
- **Tuesday 22**: Classes resume
- **Tuesday 29**: Last day for withdrawal from courses for spring 2014 (WP/WF)
- **Wednesday April 30–Thursday May 15**: Payment of deposit for fall 2014

### May 2014
- **Thursday 1**: Labor day (holiday)
- **Sunday 4**: Medical year IV ends
- **Tuesday 27**: Spring 2014 classes end
- **Wednesday 28–Thursday 29**: Reading period
- **Friday 30 - Monday June 9**: Final exams period
- **Thursday May 22–Wednesday June 11**: Phase 2 advising: reconfirmation of advising for summer and fall 2014

### June 2014
- **Sunday 1**: Medical year III ends
- **Monday 2**: Deadline for intercampus transfer for Module I & II for all students
- **Tuesday 10**: Registration for current students for Module I, summer 2014
- **Tuesday 17**: Registration for new students
- **Tuesday 17**: Registration for returnee students who reactivated files for Module I, 2014
- **Wednesday 18**: Module I, summer 2014 classes begin
- **Wednesday 18–Friday 20**: Late registration with late fees & Drop/Add period for Module I, 2014
- **Monday 23**: Collection of statements of fees for Module I, summer 2014 begins
- **Monday 30**: Deadline for payment of tuition fees for Module I, summer 2014

### July 2014
- **Tuesday 1**: Last day for early withdrawal for Module I, summer 2014 (WI)
- **Tuesday 1**: Medical year III and IV classes begin
- **Friday 4**: Commencement Exercises - Byblos Campus
- **Monday 7–Tuesday 8**: Registration for current students for Module II, summer 2014
**August 2014**

**Friday 1**  
Pharm.D. classes begin

**Monday 4–Tuesday 5**  
Advising & registration for new students for Module II, summer 2014

**Tuesday 5**  
Registration for returnees who reactivated files for Module II, 2014

**Thursday 7**  
Last day of classes for graduate courses

**Wednesday 6**  
Module II, summer 2014 classes begin

**August 2014**

**September 2014**

**Monday 1**  
Last day for withdrawal (WP/WF) from courses for Module II, summer 2014

**Monday 1**  
Classes for medical students years I and II begin (2014-2015)

**Wednesday 10**  
Module II, summer 2014 classes end

**Thursday 11**  
Reading period

**Friday 12–Saturday 13**  
Final exams for Module II, summer 2014

**Monday 15 - Friday 19**  
Registration for new students and Pharmacy Professional Year students

**Friday 26**  
Deadline for fall 2014 registration

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**September 2014**

**Monday 1**  
Last day for withdrawal (WP/WF) from courses for Module II, summer 2014

**Monday 1**  
Classes for medical students years I and II begin (2014-2015)

**Wednesday 10**  
Module II, summer 2014 classes end

**Thursday 11**  
Reading period

**Friday 12–Saturday 13**  
Final exams for Module II, summer 2014

**Monday 15 - Friday 19**  
Registration for new students and Pharmacy Professional Year students

**Friday 26**  
Deadline for fall 2014 registration

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**Tentative date(s)**
Key to Course Listings

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.

SUBJECT ABBREVIATIONS:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
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<tr>
<td>ARA</td>
<td>Arabic</td>
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<tr>
<td>ARC</td>
<td>Architecture</td>
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<tr>
<td>ART</td>
<td>Fine Arts</td>
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<tr>
<td>BCH</td>
<td>Biochemistry</td>
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<td>BIO</td>
<td>Biology</td>
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<td>BUS</td>
<td>Business</td>
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<td>CHM</td>
<td>Chemistry</td>
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<td>CHN</td>
<td>Chinese</td>
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<td>CIE</td>
<td>Civil Engineering</td>
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<tr>
<td>CLT</td>
<td>Comparative Literature</td>
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<tr>
<td>COE</td>
<td>Computer Engineering</td>
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<tr>
<td>COM</td>
<td>Communication Arts</td>
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<tr>
<td>CSC</td>
<td>Computer Science</td>
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<td>CST</td>
<td>Cultural Studies</td>
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<tr>
<td>DES</td>
<td>Interior Design</td>
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<tr>
<td>ECO</td>
<td>Economics</td>
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<tr>
<td>EDU</td>
<td>Education</td>
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<td>ELE</td>
<td>Electrical Engineering</td>
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<td>ENG</td>
<td>English</td>
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<tr>
<td>ENV</td>
<td>Environmental Science</td>
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<td>ETH</td>
<td>Ethics</td>
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<td>FAS</td>
<td>Fashion Design</td>
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<td>FND</td>
<td>Foundation Studies</td>
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<tr>
<td>FEM</td>
<td>Family and Entrepreneurial Management</td>
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<tr>
<td>FIN</td>
<td>Finance</td>
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</tbody>
</table>
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:
BIO806 Research Methods 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.
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, resulting in 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, BCW 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 (A.A.) and Associate in Applied Sciences (A.A.S.) 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 (B.A.), Bachelor of Science (B.S.), 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 B.A. and B.S. degrees as equivalent to the national Licence. Having accepted men into some A.A. programs, the college in 1973 changed its name to Beirut University College (BUC). The following academic year, five B.A./B.S. 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 Amsheet. 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 its name to 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 Chagoury 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. The pharmacy school has been accredited by the Accreditation Council for Pharmaceutical Education (ACPE) since 2002. This school is the only school of pharmacy accredited by the ACPE outside the United States. In the summer of 2011, all LAU engineering programs (electrical, civil, computer, industrial and mechanical engineering) as well as the Computer Science program became fully accredited by the Accreditation Board for Engineering and Technology (ABET).

In December 2012, LAU bought a property in midtown Manhattan that will serve as the LAU Headquarters and Academic Center in New York. LAU is the first American university operating overseas to open an academic center in New York.
BOARD LEADERSHIP

GENERAL DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees (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:
   • To select and support or remove the President of the University;
   • To ensure that an adequate statement of mission and purpose be established;
   • To assure that an adequate long range plan for the University is developed; and
   • To assume personal responsibility for fund-raising 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:
   • To ensure that the institution utilizes the resources at its disposal to further its mission and purposes; and
   • To ensure that assets are managed effectively and there are adequate safe-guards 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.
   • 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;
   • To evaluate the financial health of the institution through the traditional annual audit and through comparative data from other institutions; and
   • 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.

BOARD OF TRUSTEES:
Dr. Paul F. Boulos, 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
Mr. Mike Ahmar
H.E. Amb. Gilbert Chagoury
Rev. Christine Chakoian
Mrs. Eva Kotite Farha
Dr. Benita Ferrero-Waldner
Mr. Antoine Frem
Mr. Arthur Gabriel
Dr. Ray Irani
Mr. Wadih (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, M.D.
Rev. Ronald L. Shive
Mr. Philip Stoltzfus
Mr. Peter Tanous
Dr. George E. Thibault, M.D.
Mr. Abdallah Yabroudi

Ex-Officio Members
Mr. Kanan Hamzeh
Rev. Dr. Nuhad Tomeh
Rev. Fadi Dagher
Dr. Joseph Jabbra
Senate Chair
GENERAL DUTIES OF THE BOARD OF INTERNATIONAL ADVISORS

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:

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

BOARD OF INTERNATIONAL ADVISORS:

Mr. Kanan Hamzeh,  
Chair of the Board of International Advisors
Mr. George Doumet,  
Secretary of the Board of International Advisors
Dr. Raymond Audi
Mrs. Taline Avakian
Dr. Jihad Azour
H.E. Ivonne A. Baki
Mr. Zuhair Boulos
Mrs. Abla Chammas
Mr. Bassem F. Dagher
Mr. Mazen S. Darwazah
Mr. Neemat G. Frem
Mrs. Maha Kaddoura
Dr. Mahmoud A. Kreidie
Dr. Mary Mikhael
Mrs. Adalat Audeh Nakkash
Mr. Mazen Nazzal
Mrs. Youmna Salame
Mr. Talal K. Shair

Ex-Officio Members

Rev. Fadi Dagher
Mrs. Leila Saleebby Dagher
Dr. Joseph Jabbra
Senate Chair
LAU’s Mission, Values, and Vision

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. 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 fulfillment, 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.

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.
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

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;

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

Learning laboratory facilities shall be established to augment the traditional classroom teaching methods and 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 require-
ments 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:

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;

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

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.
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
Marie Sabri, 1967–1969 (Acting)
Albert Y. Badre, 1973–1982
Riyad F. Nassar, 1982–2004

PRESIDENT AND ADMINISTRATIVE OFFICERS

PRESIDENT
Joseph G. Jabbra, Ph.D., President

UNIVERSITY OFFICERS
George Najjar, Ph.D., Provost
Elise Salern, Ph.D., Vice President for Student Development & Enrollment Management
Cedar Mansour, J.D., Vice President, General Counsel and Special Assistant to the President
Emile Larnah, B.S., C.P.A., Vice President for Finance
Roy Majdalani, B.E., M.B.A., Vice President for Human Resources and University Services
Nashat Mansour, Ph.D., Interim Dean of the School of Arts and Sciences
Said Ladki, Ph.D., Interim Dean of the School of Business
Elie Haddad, Ph.D., Dean of the School of Architecture & Design
George Nasr, Ph.D., Dean of the School of Engineering
Youssef Comair, M.D., Dean of the School of Medicine
Pierre Zalloua, Ph.D., 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
Assistant to the President and Strategic Officer for External Projects and Related Entities
Sam Baroudi, Ph.D., Assistant Provost for Faculty Affairs
Raed Mohsen, Ph.D., Dean of Students, Beirut
Mars Semaan, Ph.D., Dean of Students, Byblos
George Hamouche, M.S., Assistant Vice President for Facilities Management
Sonia Hajjar, Ph.D., Assistant Vice President for Finance/Budget & Grants
Charles Abou Rjeily, Licence, Assistant Vice President for Finance/University Comptroller
Peggy Hanna, M.B.A., Assistant Vice President for Marketing and Communications
Abdo Ghié, M.P.A., Assistant Vice President for Enrollment Management
Camille Abou-Nasr, B.E., Assistant Vice President for Information Technology
Nassib Nasr, M.P.H., Assistant Vice President for Development, Middle East and Europe
Jihad Njeim, M.B.A., Assistant Vice President for Human Resources
Robert Hollback, B.S., Assistant Vice President for Development, North America
Camille Issa, Ph.D., Faculty Senate Chair
Tarek Na’was, Ph.D., Faculty Senate Vice Chair
Nadra Assaf, Ed.D., Faculty Senate Secretary
ACADEMIC OFFICERS

SCHOOL OF ARCHITECTURE & DESIGN

Dean
Elie Haddad, Ph.D.

Assistant Dean
Farid Jreidini, B.Arch.

Chairs
José Manuel Pagés Madrigal, Ph.D., Architecture & Interior Design
Yasmine Taan, Ph.D., Design
Rached Bohsali, D.E.A., Fine Arts & Foundation Studies

Associate Chairs
Melissa Plourde Khoury, M.F.A., Design
Silia Abou Arbid, B.Arch., Fine Arts & Foundation Studies
Nada Khoury, Ph.D., Architecture & Interior Design

SCHOOL OF ARTS & SCIENCES

Interim Dean
Nashat Mansour, Ph.D.

Associate Deans
Haidar Harmanani, Ph.D.
Bassel Salloukh, Ph.D.

Assistant Deans
Nahla Bacha, Ph.D.
Sandra Jamati, Ph.D.

Interim Chair
Nahla Bacha, Ph.D., Humanities

Chairs
Samer Habre, Ph.D., Computer Science and Mathematics
Mona Majdalani, Ph.D., Communication Arts
Rima Bahous, Ed.D., Education
Rula Diab, Ph.D., English Language Instruction
Costantine Daher, Ph.D., Natural Sciences
Paul Tabar, Ph.D., Social Sciences

Associate Chairs
Danielle Azar, Ph.D., Computer Science and Mathematics
Nada Saab, Ph.D., Humanities
Ralph Abi-Habib Ph.D., Natural Sciences
Marwan Rowayheb, Ph.D., Social Sciences

Program Coordinator
Therese Nasrallah, M.S., English Language Instruction

SCHOOL OF BUSINESS

Interim Dean
Said Ladki, Ph.D.

Associate Deans
Salpie Djoundourian, Ph.D.
Abdallah Dah, Ph.D.

Assistant Dean
Ayman Reda, Ph.D.

Chairs
Silva Karkoulian, Ed.D., Management Studies
Josiane Sreih, Ph.D., Hospitality and Marketing
Khodr Fakih, Ph.D., Information Technology and Operation Management
Elias Raad, Ph.D., Finance and Accounting/
  Director of Executive Education Programs
Ghassan Dibeh, Ph.D., Economics/Director of Graduate Studies

Associate Chairs
Walid Marrouch, Ph.D., Economics
Bernard Ben Sita, Ph.D., Finance and Accounting
Leila Messarra, Ed.D., Management Studies
Guy Assaker, Ph.D., Information Technology and Operation Management
  and Management Studies

SCHOOL OF ENGINEERING

Dean
George E. Nasr, Ph.D.

Associate Dean
Samer Saab, Ph.D.

Assistant Dean
Barbar Akle, Ph.D.

Chairs
Zahi Nakad, Ph.D., Electrical & Computer Engineering
Jean Chatila, Ph.D., Civil Engineering
Michel Khoury, Ph.D., Industrial & Mechanical Engineering

SCHOOL OF PHARMACY

Dean
Pierre Zalloua, Ph.D.

Associate Dean
Imad Btaiche, Pharm.D., Academic Affairs

Acting Assistant Dean
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ADMISSION AND ACADEMIC REGULATIONS
Admission to
Undergraduate Programs

A. GENERAL ADMISSION REQUIREMENTS
Applicants must submit the following:\1
• The Admissions Application Form, available at the Admissions Offices or online at http://admissions.lau.edu.lb.
• 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.
• Official scores of the SAT exams.
• A photocopy of the identity card or passport (this should correspond to the nationalities declared in the application form).
• Two recent passport-size color photos.
• A non-refundable application fee of $50 (L.L. 75,000) payable either in cash (for the paper application) or by credit card (for the online application).
• The official secondary school certificate and its official Lebanese equivalence, as soon as they become available.
• The official freshman enrollment permission and/or the official exemption from Arabic (issued by the Ministry of Education in Lebanon), if applicable.
• Transfer applicants must submit an official transcript of grades and a catalog from all the colleges or universities they have attended. Undeclared transcripts will not be accepted after enrollment.
• Students who are U.S. citizens or U.S. green card holders must submit along with the application the W-9S form found on www.irs.gov.

1 All submitted documents become the property of LAU and will not be returned.

B. 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:
• Test of English as a Foreign Language (TOEFL)\2;
• English Entrance Exam (EEE) administered by LAU, which may be repeated at a one-month interval;
• SAT I Writing.
For minimum required test scores, please contact our Admissions Offices.

C. ADMISSION TO THE FRESHMAN CLASS
Applicants who may qualify for admission to the freshman class are:
2. Applicants coming from the British system 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.
3. Applicants who have successfully completed one year of the CEGEP (collège d’enseignement général et professionnel) in Québec, Canada.
4. Holders of the International Baccalaureate certificate from outside Lebanon.

\2 Applicants taking the TOEFL should sit for the international test. Institutional TOEFL is not accepted at LAU. When registering for SAT I, SAT II or TOEFL, please use LAU’s code: 2595.
Holders of a GCE (General Certificate of Education) 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 enroll 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 enrollment 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:
- Mathematics 2C;
- Two sciences from Biology, Chemistry, or Physics.

The subjects of SAT II exams, required for applicants to the Freshman Arts, are:
- Mathematics I or IC;
- Any two subjects from the SAT II subject tests.

D. ADMISSION TO THE SOPHOMORE CLASS

Applicants who may qualify for admission to the sophomore class are:

1. Holders of one of the four types of the Lebanese Baccalaureate:
   a. General Science;
   b. Life Science;
   c. Economics and Sociology;
   d. Literature and Humanities.

2. 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.

3. 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.

4. Applicants who have successfully completed two years of the CEGEP (Collège d’enseignement général et professionnel) in Québec, Canada.

5. 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.

The above-mentioned 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 Arabic requirements.

E. ADMISSION OF TRANSFER STUDENTS

1. 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.

2. 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.

3. 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.

4. Transfer students coming from an institution of higher education recognized by LAU where English is 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 ENGo09 (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.

5. 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 enrollment at LAU, six of which must be major courses, and achieve a minimum GPA of 2.50/4.00. Then, they may petition the school concerned for transfer of credits if applicable.

6. Students transferring from an institution of higher education to LAU’s School of Architecture and Design are required to present a student work portfolio.

F. 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.

G. 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.

H. 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.

I. 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.
Academic Rules 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 Council of Deans 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 Office of the Dean of Students 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 from the GPA;

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 B.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 ENG102 to complete their freshman requirements may be allowed by the University Admissions Council to declare a major. These students must register in ENG102 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 ENG102 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’s 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 on 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 credits), 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 REQUIREMENTS**

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 enroll 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 a maximum of 21 credits.
3. Students, in their last semester of graduation, may register for a maxi-
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 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 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, 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/NO 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 are graduating with a B.A./B.S. 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 department 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 department 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, 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 WI, WP or WF. Refer to Section IX: Scholastic Standing for details.
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 concerned and the approval of the Academic School Council. Substitution of the university requirements needs the approval of the University 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 department offering the course.
   c. Register for the courses—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—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:
   a. A cross-registered course will not be allowed for a repeat.
   b. The course will be treated as a transfer course.
   c. 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 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's Office 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 observe the following requirements:
   a. Prior approval of the Academic School Council is needed in order for the course to be transferred.
   b. It is the duty of the student to provide the Academic School Council with the catalog, course description, and syllabus of the course(s).
   c. The course(s) should not be a repeat.
   d. The course(s) should not be within the last 30 credits needed for graduation.
   e. 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/Add period will not be refunded.
I. AUDITING COURSES
LAU students may audit courses; however, they should secure the consent of the instructor and the 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 will receive a WI, WP or WF depending on the time of withdrawal as indicated in Section IX: Scholastic Standing.

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 fewer than 12 credits per semester.

A. DEGREE STUDENTS
Degree students are classified as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credits Hours 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 &amp; above</td>
</tr>
</tbody>
</table>

B. SPECIAL STUDENTS
Students taking courses for credit but not working towards a degree are classified as special students.

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/Add period.

Such specific attendance regulations should be mentioned in the syllabi. Instructors are to inform their departments and the Office of the Dean of Students of any prolonged unexplained absence of a given student. 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. MAKEUP 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 adds up to 10, they are to be made up as follows:

a. Three days to be made up according to a schedule set at the discretion of
Admission and Academic Regulations

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

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 department chairperson and the Registrar’s Office.

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

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Limit (Students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture courses</td>
<td>40</td>
</tr>
<tr>
<td>Language and seminar courses</td>
<td>25</td>
</tr>
<tr>
<td>Studio, lab, internship, and physical education courses</td>
<td>20</td>
</tr>
</tbody>
</table>

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

VIII. TESTS AND EXAMINATIONS

A. REGULATIONS AND PROCEDURES

a. 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.

b. 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, be allowed to sit for an examination, 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-1: 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-1 are met.

c. Any incomplete work (refer to Section IX-1: 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 the cases of senior study and internship courses in the School of Arts and Sciences, the incomplete work must be completed no later than one regular semester. 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.

d. 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.
e. 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.

f. 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.

g. Students are entitled to review their final examination paper in the instructor’s office (or the department chairperson’s office, in case of the absence of the instructor concerned). Final examination papers will be retained by the instructor, or the department chairperson for the following two regular semesters.

h. Some of the above rules, namely rules a, d, and g, may not apply to 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.

i. In case of illness, or major emergency leading to absence from an announced examination, a student must notify, within a week, the Office of the Dean of Students and the instructor/division/department concerned.

B. CODE OF CONDUCT DURING EXAMINATIONS
Students are expected to abide by the Code of Conduct during all examinations. For more details on 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>I</td>
<td>No quality points</td>
</tr>
<tr>
<td>WI</td>
<td>No quality points</td>
</tr>
<tr>
<td>WP</td>
<td>No quality points</td>
</tr>
<tr>
<td>WF</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 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 in the completed material, 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.c of this document explains how to have the grade of I changed to a different grade.
- WI (early withdrawal) indicates withdrawal from the course, after the late registration period and until the end of the 5th week of the fall and spring semesters, and until the 10th day of the summer modules. It has no quality points. It does not count in the GPA, and no credits will be added to the student’s record.
- WP (Withdrawal Pass) indicates withdrawal from the course, after the 5th week and until the end of the 10th week of the fall and spring semesters, and from the 11th day of classes until 18th day of the summer modules. It has no quality points. It does not count in the GPA, and no credits will be added to the student’s record.
- WF (Withdrawal Fail) indicates withdrawal from the course, after the 5th week and until the end of the 10th week of the fall and spring semesters, and from the 11th day of classes until 18th day of the summer modules. It has no quality points. It does not count in the GPA, and no credits will be added to the student’s record. It is counted as repeat.
- A Withdrawal Form must be submitted to the Registrar’s Office.

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

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, and I have been given are not counted in computing the GPA. Similarly, WI, WP, WF are not counted in computing the GPA.

C. REPEATING COURSES

a. 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 WF in a 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.

b. 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.

c. 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.

d. Students are not allowed to register in any course more than three times, not including withdrawal types WI and WP. Students unable to get a
passing grade after repeating the course two times will be dropped from the university, or the program, depending on whether the course is part of the Liberal Arts Curriculum 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
a. All semester grades must be turned in to the Registrar’s Office no later than 72 hours after the particular final examination is given.

b. 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.

c. 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 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 B.A./B.S. program. Lebanese students entering as freshmen need to get the Lebanese Baccalaureate equivalence after completing the freshman requirements and before switching to a B.A./B.S. 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 major. These extra credits should not be of freshman-level courses. Freshman courses taken after the Baccalaureate II equivalence will not be counted toward 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 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 B.A./B.S. 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 B.A./B.S. 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 after 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. They are listed under the respective programs’ requirements in this catalog.

2. Requirements for a Minor

Students can work for a minor by completing, with a minimum GPA of 2.00, the minor’s 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.

3. 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 B.S. or a B.A. degree. No more than six credits of transferable courses may be counted toward the Teaching Diploma.

F. ACADEMIC RECOGNITION

a. 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 is 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.

b. 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.

- Students will not be placed on probation until they have 20 or more credits counted in the cumulative GPA.
- 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.
- 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 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 enrollment at LAU (summer modules excluded), regardless of any Incompletes and semester Withdrawals.

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, totaling 26.4 quality points. If the student attempts less than 12 credits, a total of 26.4 quality points or more would still be required.

Students who may petition for a one semester grace period are those who lack 12 or fewer 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 given two semesters, excluding summer modules, to remove the probation. If they fail to remove the probation, they will be dismissed.

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-enrollment.

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

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

1. The Application Form, available at the Admissions Offices or online at http://admissions.lau.edu.lb.
2. 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.
3. Originals of all educational and professional certificates.
4. 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.
5. Official scores of the Test of English as a Foreign Language (TOEFL)\(^2\), or the English Entrance Exam (EEE) administered by LAU, which may be repeated at a one-month interval.
6. Applicants to the M.B.A. must submit the official scores of the Graduate Management Admission Test (GMAT)\(^3\) or the Graduate Record Examination (GRE)\(^3\).
7. A photocopy of the Identity Card or Passport (should be the same as the nationality used in the registration).
8. One recent passport-size color photo.
9. A non-refundable fee of $50 (LL 75,000) payable either cash or by check drawn on a Lebanese or U.S. bank.
10. 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.
11. The W-9S form should be filled and submitted by all applicants who are U.S. citizens or U.S. green card holders.

Applicants to the School of Medicine are allowed a maximum of two MCAT sittings. In case of more than two sittings, only the first two will be considered. For minimum required test scores, please contact our Admissions Offices.

ADDITIONAL ADMISSION REQUIREMENTS TO SPECIFIC PROGRAMS

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 M.S.E. programs must be holders of a B.E. in Engineering."

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

b. For the School of Medicine, the cumulative GPA and the GPA of the pre-med courses assigned by LAU should not fall below the required level.

c. 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 written in English, and the other in the candidate’s second language) should be submitted when applying.

d. Applicants to the Executive Master of Business Administration (E.M.B.A.) must have a bachelor’s degree from college or university recognized by LAU, and at least six years of professional experience.

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, nor to M.B.A., School of Medicine, or Pharm.D.)

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.

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.

The School of Medicine does not accept applicants on transfer basis.

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 M.B.A. 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 or to the Pharm.D. program.
Academic Rules and Procedures for Graduate Programs

I. REGISTRATION RULES

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.

2. 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.

3. 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 E.2 (Rights and obligations).

4. 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 II.4: Transfer of credits.

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

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

7. 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/Add period.
   b. Students will get no refund for courses dropped after the Drop/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

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>
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<th>Quality Point</th>
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<td>B</td>
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<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
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</tr>
<tr>
<td>C</td>
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</tr>
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<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>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass*</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass*</td>
</tr>
<tr>
<td>U</td>
<td>Audit*</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete*</td>
</tr>
<tr>
<td>WI</td>
<td>No Quality Points*</td>
</tr>
<tr>
<td>WP</td>
<td>No Quality Points*</td>
</tr>
<tr>
<td>WF</td>
<td>No Quality Points*</td>
</tr>
</tbody>
</table>

• 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 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 B.7.

• WI: (early withdrawal) indicates withdrawal from the course, after the Late Registration Period and until the end of the 5th week of the fall and spring semesters, and until the 14th day of the summer module. It has no quality points. It does not count in the GPA, and no credits will be added to the student’s record.

• WP: (Withdrawal Pass) indicates withdrawal from the course, after the 5th week and until the end of the 10th week of the fall and spring semesters, and from the 11th day of classes until 25th day of the summer module. It has no quality points. It does not count in the GPA, and no credits will be added to the student’s record.

• WF: (Withdrawal Fail) indicates withdrawal from the course, after the 5th week and until the end of the 10th week of the fall and spring semesters, and from the 11th day of classes until the 25th day of the summer module. It has no quality points. It does not count in the GPA, and no credits will be added to the student’s record. A Withdrawal Form must be submitted to the Registrar’s Office.

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 3.00 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.
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 E.M.B.A.).

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), 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.

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.

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.

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.

8. WITHDRAWAL FROM COURSES
   If a student withdraws officially from a course before the withdrawal deadline set for the semester, a grade of WI, WP, or WF 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.

9. REPETITION OF COURSES
   a. Graduate courses with grades less than C may not be used toward 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. A student 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.

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 WI, WP, or WF for all the courses in progress.

11. TIME LIMIT
Students must complete all requirements for a master’s 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.

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.

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:

i. Submitting research work (a report, project, thesis, etc.) written by someone else and claiming that it is one’s own work.

ii. Paraphrasing another person’s words without citing the source.

iii. Including material (e.g. written work, figures, tables, charts, graphs, computer programs, etc.) in one’s work without acknowledging its source.

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.

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

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

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. 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
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 points), and to pay for 50% of one graduate credit per semester.

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 B: 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 GPA.

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). 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. Students shifting from thesis to project/course(s) option will pay for the additional courses.

The changes above shall be made at least one semester before graduation and shall carry the approval of the department/school.

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 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.

• 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.

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 commit-
Admission and Academic Regulations

7. PROCEDURES FOR THESIS DEFENSE AND PROJECT PRESENTATION

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.

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.

7.3. Submission of Thesis and Grading

a. The candidate must provide the Library with two copies (one 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

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.

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 assistant-

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1 Appendices are found on: www.lau.edu.lb/academics/arp/g/.
ship 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 20 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.

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 by the student.

4. SELECTION CRITERIA

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

a. GPA and entrance exam scores;

b. 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.
Liberal Arts Curriculum

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:
• Gain cultural breadth.
• Value ethical responsibility.
• Develop analytical/critical thinking and quantitative competence.
• Communicate effectively.

LEARNING OUTCOMES
Students will be able to:
• Recognize and value social and cultural diversity.
• Exhibit an appreciation for the arts.
• Demonstrate an appreciation of wellness and health.
• Discern and make ethically based choices.
• Demonstrate critical thinking.
• Apply analytical reasoning.
• Demonstrate aptitude in written communication.
• Demonstrate aptitude in oral communication.
• Demonstrate information literacy.

CURRICULUM
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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG202</td>
<td>Sophomore Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENG203</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ARA303</td>
<td>Arabic Grammar and Syntax</td>
<td>3</td>
</tr>
<tr>
<td>ARA310</td>
<td>Classical Arabic Rhetoric and Literary Criticism</td>
<td>3</td>
</tr>
<tr>
<td>ARA313</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ARA320</td>
<td>Pre-Islamic and Umayyad Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ARA323</td>
<td>Abbasid Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ARA324</td>
<td>Andalusian Literature</td>
<td>3</td>
</tr>
<tr>
<td>ARA325</td>
<td>Classical Prose</td>
<td>3</td>
</tr>
<tr>
<td>ARA341</td>
<td>Modern Arabic Novel and Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ARA342</td>
<td>Arabic Drama</td>
<td>3</td>
</tr>
<tr>
<td>ARA343</td>
<td>Modern Arabic Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ARA344</td>
<td>Trends in Modern Arabic Literature</td>
<td>3</td>
</tr>
<tr>
<td>CSC201</td>
<td>Computer Applications</td>
<td>1</td>
</tr>
<tr>
<td>HLT201</td>
<td>Basic Health</td>
<td>1</td>
</tr>
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One credit of physical education:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PED211</td>
<td>Beginning Swimming</td>
<td>1</td>
</tr>
<tr>
<td>PED218</td>
<td>Table Tennis</td>
<td>1</td>
</tr>
<tr>
<td>PED220</td>
<td>Beginning Tennis</td>
<td>1</td>
</tr>
<tr>
<td>PED231</td>
<td>Modern Dance</td>
<td>1</td>
</tr>
<tr>
<td>PED232</td>
<td>Folk Dance</td>
<td>1</td>
</tr>
<tr>
<td>PED251</td>
<td>Basketball</td>
<td>1</td>
</tr>
<tr>
<td>PED261</td>
<td>Volleyball</td>
<td>1</td>
</tr>
<tr>
<td>PED271</td>
<td>Tae-Kwan-Do</td>
<td>1</td>
</tr>
<tr>
<td>PED291</td>
<td>Physical Fitness</td>
<td>1</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CST201</td>
<td>Cultural Studies I</td>
<td>3</td>
</tr>
<tr>
<td>CST202</td>
<td>Cultural Studies II</td>
<td>3</td>
</tr>
<tr>
<td>CST203</td>
<td>Cultural Studies III</td>
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**History:**

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

**Philosophy:**

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<th>Course Title</th>
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</thead>
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<tr>
<td>PHL204</td>
<td>Modern Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHL301</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHL302</td>
<td>Theory of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>PHL303</td>
<td>Metaphysics</td>
<td>3</td>
</tr>
<tr>
<td>PHL311</td>
<td>Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>PHL324</td>
<td>Philosophy of Science</td>
<td>3</td>
</tr>
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</table>

**Religion:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<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>
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</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>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG211</td>
<td>Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG212</td>
<td>Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG323</td>
<td>Renaissance Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG324</td>
<td>Medieval Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG325</td>
<td>Renaissance Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENG326</td>
<td>Restoration and Neoclassical Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG328</td>
<td>Early Novel</td>
<td>3</td>
</tr>
<tr>
<td>ENG336</td>
<td>Romantic and Victorian Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENG339</td>
<td>19th-Century British Novel</td>
<td>3</td>
</tr>
<tr>
<td>ENG342</td>
<td>Modernism and Beyond</td>
<td>3</td>
</tr>
<tr>
<td>ENG345</td>
<td>The 20th Century British Novel</td>
<td>3</td>
</tr>
<tr>
<td>ENG346</td>
<td>Contemporary Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENG348</td>
<td>Postcolonial Anglophone Literatures</td>
<td>3</td>
</tr>
<tr>
<td>ENG351</td>
<td>Early American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG352</td>
<td>20th-Century American Novel</td>
<td>3</td>
</tr>
<tr>
<td>ENG354</td>
<td>Theories of Literature and Culture</td>
<td>3</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>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO201</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO202</td>
<td>General Biology II</td>
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</tr>
<tr>
<td>CHM201</td>
<td>Chemical Principles</td>
<td>3</td>
</tr>
<tr>
<td>CHM202</td>
<td>Analytical Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CSC241</td>
<td>Introduction to Computing</td>
<td>3</td>
</tr>
<tr>
<td>ENV200</td>
<td>Introduction to Environmental Science</td>
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<tr>
<td>MTH201</td>
<td>Calculus III</td>
<td>3</td>
</tr>
<tr>
<td>MTH206</td>
<td>Calculus IV</td>
<td>3</td>
</tr>
<tr>
<td>MTH207</td>
<td>Discrete Structures I</td>
<td>3</td>
</tr>
<tr>
<td>NUT201</td>
<td>Fundamentals of Human Nutrition</td>
<td>3</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>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC/DES371</td>
<td>History of Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>ARC/DES372</td>
<td>History of Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>ARC/DES375</td>
<td>Introduction to Islamic Art</td>
<td>3</td>
</tr>
<tr>
<td>ARC/DES376</td>
<td>Introduction to Islamic Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ART331</td>
<td>History of Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART332</td>
<td>History of Art II</td>
<td>3</td>
</tr>
<tr>
<td>ART335</td>
<td>Islamic Art of the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>ART431</td>
<td>Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>COM210</td>
<td>Communication Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>COM225</td>
<td>The Art of Film</td>
<td>3</td>
</tr>
<tr>
<td>COM242</td>
<td>Introduction to the Art of Theater</td>
<td>3</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>
<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>PJE201</td>
<td>Cross-Cultural Communication for Peace</td>
<td>3</td>
</tr>
<tr>
<td>POL201</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>POL231</td>
<td>Introduction to Human Rights</td>
<td>3</td>
</tr>
<tr>
<td>PSY201</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY202</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY335</td>
<td>Consumer Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC201</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC215</td>
<td>Introduction to Gender Studies</td>
<td>3</td>
</tr>
<tr>
<td>SOC311</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC321</td>
<td>Sociology of the Arab World</td>
<td>3</td>
</tr>
<tr>
<td>WOS311</td>
<td>Issues and Debates in Feminist Theory</td>
<td>3</td>
</tr>
<tr>
<td>WOS313</td>
<td>Women in the Arab World: Sociological Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>WOS412</td>
<td>Representations of Women in the Arts and the Media</td>
<td>3</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>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS311</td>
<td>Survey of Western Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS312</td>
<td>Survey of Middle Eastern Music</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM249</td>
<td>Theater in Lebanon and the Arab World</td>
<td>3</td>
</tr>
<tr>
<td>COM345</td>
<td>Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>MUS311</td>
<td>Survey of Western Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS312</td>
<td>Survey of Middle Eastern Music</td>
<td>3</td>
</tr>
</tbody>
</table>
NOTES

1. English placement rules for freshman students:

**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.

**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.

**Entering freshman students with scores between 600 and 649** on the EEE, or its equivalent on the TOEFL, if enrolled in a B.A./B.S. 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 A.A./A.A.S. program, they must take ENG102 English II (worth three credits), and either ENG202 Sophomore Rhetoric, or ENG203 Fundamentals of Oral Communication.

**Entering freshman students with scores of 650 and above** on the EEE, or its equivalent on the TOEFL, if enrolled in a B.A./B.S. program, can take sophomore-level English courses directly. They must also take six elective credits to make up for missing credits. If the students are enrolled in an A.A./A.A.S. 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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR221</td>
<td>Developmental Arabic</td>
<td>3</td>
</tr>
<tr>
<td>SOC321</td>
<td>Sociology of the Arab World</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOS313</td>
<td>Women in the Arab World</td>
<td>3</td>
</tr>
<tr>
<td>HST230</td>
<td>History of Lebanon, from Antelias Man to the Ottoman Conquest</td>
<td>3</td>
</tr>
<tr>
<td>HST231</td>
<td>History of Lebanon, from the Imarah to the 1975–1990 War</td>
<td>3</td>
</tr>
<tr>
<td>HST240</td>
<td>History of the Arab Peoples</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

**FRESHMAN ARTS REQUIREMENTS (30 CREDITS)**

<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</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>3</td>
</tr>
<tr>
<td>PHY101</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>CHM101</td>
<td>General Chemistry</td>
<td>3</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>
</tbody>
</table>

- Other Freshman Math 3

**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</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</td>
<td>3</td>
</tr>
<tr>
<td>PHY111</td>
<td>Mechanics</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</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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<tbody>
<tr>
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<td>Microeconomics</td>
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<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)
• Any one of the following social science courses (3 credits):

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR111</td>
<td>Standard Arabic I</td>
<td>3</td>
</tr>
<tr>
<td>SAR112</td>
<td>Standard Arabic II</td>
<td>3</td>
</tr>
<tr>
<td>HST230</td>
<td>History of Lebanon, from Antelias Man to the Ottoman Conquest</td>
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