Embank, explore, discover...

Student AGENDA 2010-2011

www.lau.edu.lb
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Alma Mater

We greet thee, O college fair
In the shadow of Lebanon,
Where is mystic haze doth melt
In the Mediterranean sea.

Chorus: Alma Mater, hail to thee
Receive our pledge of constancy
Alma Mater, hail to thee,
Deep loyalty we vow.

To thy portals, College fair,
We thy students have come from far,
We have answered thy call to dare,
To adventure beneath thy star.

By the light of thy holy fires,
We shall follow the way of truth;
In the strength of our desires,
We pledge to thee all our youth.
SEPTEMBER 2010

1. Last day for withdrawal from courses for Summer module II 2010
3. Summer module II 2010 classes end
4. 4-5 Reading period
6. 6-7 Final exams
16. 16-17 New Student Orientation
20. Deadline for intercampus transfer for Fall (except for Business)
21. 21-24 Advising for new students
21-24 Registration for new students for Fall 2010
24. Registration for returnees who reactivated files for Fall 2010
27. Fall 2010 classes begin
27-30 Late Registration and Drop/Add for Fall 2010
30. SOP Orientation for Professional year 3 - Byblos campus
Notes
Our hope is to create future leaders, and in order to successfully achieve this goal, we must be able to provide more than just classroom lectures. We must lead by example and become integral members of our community.

Dr. Joseph G. Jabbra, LAU President
LAU Mission

Lebanese American University is committed to academic excellence, student-centeredness, the advancement of scholarship, the education of the whole person and the formation of students as future leaders in a diverse world.

LAU Values

In both planning for its future as well as conducting its ongoing daily activities, LAU seeks to act in a manner guided by a deeply rooted sense of shared ethical values and aspirations. Built upon this foundation, the Lebanese American University:

- Draws its fundamental inspiration from the devotion of its Presbyterian Founders to always seek the truth, respect human dignity, promote gender equality, and be inclusive;
- Provides educational opportunities as one university with two campuses, each with distinctive gifts and attributes;
- Is committed to academic and service excellence throughout the institution;
- Demonstrates dignity and respect for and from the Board, faculty, staff and students in word and in deed;
- Celebrates the accomplishments and contributions of all members of the LAU community;
- Succeeds because its people take pride in and ownership of their work, and are held accountable for their actions;
- Works together as an extended family community that reflects the highest ethical and moral standards;
- Enables individuals to find their own spiritual and personal fulfillment while remaining sensitive to the changing global village in which they live;
- Promotes social connectedness of the students to the country of Lebanon and encourages their commitment to social justice and democracy.
LAU student agenda 2010-2011

- **M 06**

  - 6-7 Final exams

- **W 08**

- **F 10**

- **Su 12**

- **T 07**

- **T 09**

  - *9-10* Al Fitr Holiday

**SEPTEMBER 2010**
LAU Vision

The vision of the Lebanese American University is driven by its mission and values. The vision for LAU will be carried out through:

- 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.
M 13

T 14

W 15

T 16

F 17

S 18

Su 19

International Day of Democracy

16-17 New Student Orientation

Stand up & Take Action Against Poverty

International Day of Peace “Youth & Development”
Student Code of Ethics

Preamble
Students enrolled at the Lebanese American University are expected to maintain the highest standards of integrity and ethical principles. The university expects students to adhere to the Student Code of Ethics and to abide by the Student Code of Conduct and all the other rules and regulations set forth by the university.

Statement of Purpose
This code reflects the values of the university as set forth in its mission, and by the president and the Board of Trustees. This code provides a frame of reference for the behavior of LAU students in the classrooms, on campus, or while participating in any activity involving the name of the university.

Required Conduct
Students are required to be conscientious in all their actions, in exercising their rights, in respecting the rights of others, and in protecting the best interest of the university.

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.
20-21 5th Environmental Symposium of German-Arab Scientific Forum for Environmental Studies - Byblos campus
Deadline for intercampus transfer for Fall (except for business)
MGD Summit

World Conference on Early Childhood Care & Education

Registration for returnees who reactivated files for Fall 2010
Workshop Byblos Ecologia
Use of University Resources

Student use of university resources shall be solely for the advancement of their educational pursuit. Any other use of university resources needs an advance, and written, approval from the appropriate university officers.

Responsible Citizen of the University

Students are expected to behave themselves in a caring and civil manner at all times. Any physical, verbal or psychological attempt to abuse, or actual abuse of, others is considered a violation of this code and will be treated accordingly.

As responsible citizens, students are expected to respect university property, and the property of all the university community. Any attempt to intentionally cause damage or destruction to university property, or any property within the university campuses, will be treated as a violation of this code.

Students are expected to contact the Dean of Students if they have any information pertaining to plots to cause harm or damage to the university community or property.

Collegiality

LAU students, as all members of the university community, are expected to act collegially. Collegiality does not presume homogeneity of views or the absence of strong criticism. It does entail an active demonstration of respect for the rights of others, tolerance of expressed differences in views, openness to accept and engage others, and a conviction to celebrate and encourage diversity.

Complaints

University members are expected and required to report any violation of this code to the Dean of Students. For any counsel or advice regarding this code, the same officer mentioned above may be contacted. Complaints mandating sanctions will be treated according to the provisions of the Student Code of Conduct and/or any other relevant and applicable university policies.

Amendments

All amendments of this code will follow the same process of approval.
LAU student agenda 2010-2011

M 27
- Fall 2010 classes begin
- 27-30 Late Registration and Drop/Add for Fall

T 28

W 29

T 30
- SOP Orientation for Professional year 3
  Byblos campus

“LAU, in its mission and in its practice, is really focused on the education of the whole person: that commitment to the student is very serious and not just lip service.”

Dr. Elise Salem, LAU VP-SDEM

SEPTEMBER 2010
Student Code of Conduct

Article I: Introduction

The Lebanese American University (LAU) Student Code of Conduct emanates from the institutional values, mission and vision of a university committed to student centeredness, the education of the whole person, the enhancement of student leadership, the promotion of the highest ethical and moral values and aspirations, the development of a deep sense of civic engagement, and the advancement of peace, democracy, and social justice.

In the context of a university operating as an extended family community, the Student Code of Conduct regulates the pedagogical and behavioral relationship between administration, faculty, staff and students. This code describes the boundaries of acceptable student behavior and considers the individual student's welfare as inseparable from the welfare of the university community. While students have the privilege to enroll at the institution of their choice, choosing to enroll at LAU requires a student to become aware of, and to abide by, the behavior standards of the university.

The university respects the dignity of all individuals, and in return expects each individual to have that same respect for others within the university community, so that all may achieve their full potential. Membership in the LAU community imparts to every student a set of rights and responsibilities that are essential to the university's educational mission. LAU students enjoy the rights to freedom of thought and expression; to freedom from discrimination on the basis of race, color, religion, national origin, gender, age, disability, height, weight, or family status; to have access to and participate in the academic and non-academic opportunities offered by the university and the right to fair judicial process in the determination of accountability for conduct. In return, students are expected to exhibit a responsible behavior that complies with all provisions of the Student Code of Conduct and abstains from harming or threatening to harm any individual or group. The university may take appropriate action in situations involving misconduct or demonstrating flagrant disregard for any person or persons.

Disciplining university students is part of the learning process and as such, its focus shall be educational. This includes the possible use of suspension or expulsion and/or remedial means as disciplinary measures that may prove invaluable tools in the education of the university community. Any query about the processes, rules or policies, or any other concern not specifically covered by the Student Code of Conduct, shall be decided by the University Planning Council. Additionally, the Student Code of Conduct may be extended or amended to apply to new and unanticipated situations. Enrollment in the university does not protect students from their obligation to behave in a manner consistent with the laws of the Lebanese government.
OCTOBER 2010

4  ▪ 4-8 Collection of statement of fees for Fall 2010  
   ▪ SOP Fall Clerkship starts - Byblos campus
6  ▪ SOP Orientation for Professional year 2 - Byblos campus
7  ▪ SOP Orientation for Pre-Professional year 1 - Beirut campus
11 ▪ SOP Orientation for Pre-Professional year 1 - Byblos campus
12 ▪ Deadline for payment of tuition fees for Fall 2010  
   ▪ SOP Orientation for Pre-Professional year 2 - Byblos campus
13 ▪ 13-14 Clubs sign-up days - Byblos campus
15 ▪ Fall Residence Hall welcome reception
29 ▪ SOP Local Clinical Skills Competition - Byblos campus
With its rich history, significant achievements, and faith in its noble mission, LAU is well on its way to taking its rightful place within the constellation of world-class institutions.

Dr. Joseph G. Jabbra, LAU President
A. Basic Rights
Students shall have the right to be:

1. Availed of the opportunity for free inquiry, expression and creed.
2. Free from discrimination and harassment based on race, sex, age, color, national origin, religion or disability.
3. Secure in their persons, residence and belongings.
4. Protected against improper disclosure.
5. Participants in the governance of the university through membership in appropriately designated university councils and committees, provided they meet the requirements established by the university.
6. Protected, as all members of the university community, against prejudiced behavior.

B. Academic Rights
Students shall have the academic right to be:

1. Fully informed by the faculty about course requirements, evaluation procedures, and the academic criteria to be used in each course. (This information shall be spelled out in the syllabi at the beginning of each term.)
2. Evaluated in their performance solely on academic criteria.
4-8 Collection of statement of fees for Fall 2010
Center for Lebanese Heritage Event - Beirut campus
World Habitat Day
School of Pharmacy Orientation for Professional year 1
SOP Fall Clerkship starts - Byblos campus

World Teacher’s Day

SOP Orientation for Professional year 2
Byblos campus

SOP Orientation for Pre-Professional year 1
Beirut campus

SAT Exams

World Mental Health Day

OCTOBER 2010
**Article III: Proscribed Conduct**

A. Jurisdiction of the University  
Generally, university jurisdiction and discipline are limited to conduct which occurs on university premises. However, the university may take action in off-campus situations involving student misconduct that affects negatively the reputation of the university; or when a student’s or student organization’s behavior is judged to threaten the health, safety, and/or property of any individual or group.

B. Conduct Rules and Regulations  
The university students are expected to respect, abide by, and comply with the letter and the spirit of the university’s Student Code of Conduct on and off campus. Any student found to have committed misconduct is subject to the disciplinary sanctions outlined in Article V-B. A non-exhaustive list of misconducts includes:

1. Possession, use, or distribution of alcoholic beverages.
2. Manufacturing, possession, use, exchange, trafficking in, or distribution of narcotics or other controlled substances.
3. Misuse of another person’s credit card, debit card, charge card, secured card, smart card or any other instrument of credit.
4. Possession and/ or use of firearms, explosives, dangerous chemicals or compounds, or the brandishing of any object in a threatening manner on university premises or entrances.
5. Public intoxication on university premises or at university sponsored or supervised functions.
6. Dishonesty, including but not limited to the following:
   a. Cheating, fabrication, falsification, forgery, multiple submissions, plagiarism, complicity, or other forms of academic dishonesty.
   b. Furnishing false information to any university officer, faculty member or office.
   c. Forgery, alteration, or misuse of any university document, record, account, computer account, or instrument of identification.
   d. Tampering with any student election conducted by the Lebanese American University.
   e. Acting as an agent of the university without authorization.
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<td>World Sight Day</td>
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<td>Fall Residence Hall welcome reception</td>
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<td>International Day for the Eradication of Poverty</td>
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7. Disruptive behavior by any student or group of students, in or out of class, which for any reason materially disrupts the classwork of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the university. This includes the following:
   a. Disruption, or interference, which impedes, impairs or obstructs teaching, research, administration, disciplinary proceedings, or other functions including public-service functions or other authorized activities.
   b. Participation in unauthorized campus protests or sit-ins which disrupt the normal operation of the university and infringe on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
   c. Obstruction of the free flow of pedestrian or vehicular traffic to university premises or to any off-campus university function.
   d. Conduct or discourse which is disorderly, obscene or indecent.
   e. Use of cellular phones in classrooms, laboratories or studios.

8. Threatening behavior which includes but is not limited to:
   a. Instances where a student engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others; or
   b. Instances which could cause significant property damage, or would directly and substantially impede the lawful activities of others; or
   c. Instances where a student’s behavior is sufficiently disturbing so as to interfere with the educational process, and the orderly operation of the university.

9. Failure to comply with direction of university or law enforcement officers acting in performance of their duties.

10. Failure to provide proper identification upon request by university officers.

11. Tampering with or misuse of fire or any other safety equipment or disregarding, circumventing, or disabling any security or safety device or system.

12. The use of another person’s identity, password, identification number, university identification card or any other identification card; or assisting in any of the above.

13. System abuse, including but not limited to:
   a. Failure, without a legal excuse, to set up and/or attend an appointment when directed to do so by a university officer.
   b. Falsification, distortion, or misrepresentation of information before a judicial body.
   c. Disruption or interference with the orderly conduct of a university proceeding.
   d. False accusation or libeling.
   e. Harassment (verbal or physical) and/or intimidation of a member of the university community, prior to, during, and/or after a university proceeding.

14. Making obscene or harassing telephone calls, sending obscene or harassing letters or electronic mail or using any medium to communicate in an obscene or harassing manner.
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<td>White Coat Ceremony &amp; Pinning, Pharm. D candidates</td>
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<td>United Nations Day / World Development Information Day</td>
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15. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health, well-being, or safety of any person.

16. Improper or unwanted sexual invitation, revelation, or indecent exposure.

17. Unauthorized use of another person’s telecommunication code and/or telephone card.

18. Attempted or actual removal or, theft of, damage to, littering on or defacing property of the university or any of its constituents.

19. Theft or other abuse of university computing resources, including but not limited to:
   a. Any attempt to breach or actual breach of network or computer security.
   b. Unauthorized entry into a file, to use, read, delete, or change the contents, or for any other purpose.
   c. Unauthorized copying or distribution of copyrighted computer software or other materials.
   d. Unauthorized transfer of a file.
   e. Use, or attempted use, of another person’s identification and/or password or assisting another to misuse any identification or password.
   f. Use of computing facilities to interfere with the work of another student, faculty member, university officer, or any other member of the university community.
   g. Use of computing facilities to send obscene or abusive messages.
   h. Use of computing facilities to send unauthorized mass emailing or chain mail.
   i. Use of computing facilities to interfere with the normal operation of any university computing system or network.
   j. Misuse of computing facilities/resources to violate any campus policy or rule or to violate any law.
   k. Illegal use of copyrighted software on any university computer.

20. Unauthorized entry into or use of university premises or property, or remaining in any area on university premises, which is officially closed or restricted.

21. Unauthorized possession, duplication, or use of keys, key cards, or other access or security devices.

22. Placing of notices, posters, signs, handbills, etc. anywhere on university premises without proper authorization.

23. Violation of Lebanese law on university premises or at university-sponsored or supervised activities.

24. Violation of any university policies, rules or regulations; and/or any attempt to commit prohibited activities defined herein.

25. Disruption of the normal on-campus operations or activities through direct or indirect loud and disturbing noises, music or speeches.

26. Interrupting or attempting to interrupt regular university business.
SOP Local Clinical Skills Competition
Byblos campus

28-30 Center for Program and Learning Assessment (CPLA) conference
C. Violation of the Student Code of Conduct and the Lebanese law
University disciplinary proceedings will be instituted against any student charged with violation of this Student Code of Conduct. However, if a student violates Lebanese laws, but not this code, disciplinary action may be taken and sanctions imposed. When governmental authorities charge a student with a violation of the Lebanese law, the university will not request or agree to special consideration for that individual because of his or her status as a student.

Article IV: Disciplinary Proceedings

A. Charges and Hearings
Any member of the university community may report in writing alleged violations of the Student Code of Conduct to the Dean of Students. It is preferable that incidents be reported as soon as possible, but no later than five (5) university business days. Depending on the nature of the violation, the Dean of Students shall proceed in taking the following steps:

1. Reconciling divergent points of views; otherwise
2. Gathering relevant information from the involved parties and channeling it to the appropriate council or university constituency, and
3. Reporting the disposition of each case to the vice president for Student Development and Enrollment Management (VPSDEM) for action or referral to the Student Advisory Council (SAC) if need be.

B. Sanctions
Sanctions may be imposed upon any student found to have violated the Student Code of Conduct. Sanctions may be used independently or in combination, depending on the particular circumstance of the violation. More than one of the sanctions may be imposed for any single violation. Chronic and/or multiple violations shall increase the severity of sanctions applied. Sanctions are listed in order of severity from the least to the most severe. Sanction determination shall be based on the severity of the offense. Sanctions shall be determined as a separate part of the disciplinary proceedings and only after a finding of responsibility has been reached.

Types of Disciplinary Sanctions:

a. **Verbal Reprimand** by the Dean of Students.

b. **Citation:** Written notice that specific inappropriate conduct is unacceptable. (Two citations are equivalent to one warning.)

c. **Loss of Privileges:** Denial of specified privileges for a designated period of time.

d. **Warning:** An official written censure containing three components: A reprimand for inappropriate behavior, notice that the conduct associated with the violation must stop immediately and permanently, and notice that additional violations shall result in more severe sanctions.
1  ■ 1-30 Advising for Spring 2011 (pre-pharm, p1,p2,&p3)

16  ■ * 16-17 Al Adha Holiday

17  ■ Independence Day Celebration - Byblos campus

22  ■ Independence Day

24  ■ Deadline for incomplete grades (from Spring and Summer 2010)

26  ■ 26-27 The Arab Collegiate Programming Contest (ACPC)
M 01
- Center for Lebanese Heritage Event - Beirut campus
- 1-30 Advising for spring 2011 (pre-pharm, p1,p2,&p3)

T 02

W 03

T 04

F 05

S 06
- International Day for Preventing the Exploitation of the Environment in War and Armed Conflict
- SAT Exams

Su 07
- Beirut Marathon Race

NOVEMBER 2010
e. **Double Warning**: A very serious official written censure containing, in addition to the three components of (d) above, an immediate suspension of benefits of financial aid. This is the most severe in sanctions as a third warning leads to immediate suspension.

f. Sanctions “b” through “e” are normally imposed by the Campus Life Council (CLC), and are administered by the Dean of Students.

g. In case of an academic misconduct, the Academic School Councils may impose sanctions “b” through “e,” which shall be administered by the Dean of Students’ Office.

h. In crucial situations, the Dean of Students has the right to impose sanctions “a” through “e” after the approval of the VPSDEM. Pertinent councils will be informed of such sanctions.

i. **Suspension**: Separation of the student from the university for a definite period of time, after which the student is eligible to return, after completing the conditions for readmission, if any. During the suspension period, students under suspension shall forfeit all rights of their student status and may have their privileges of access to university premises revoked. Student transcripts shall display this sanction as “Behavioral Suspension.”

j. **Expulsion**: Permanent separation of the student from the university. An expelled student shall have no access to university premises and shall forfeit all rights of his/her student status immediately and permanently upon expulsion. Student transcripts shall display this sanction as “Behavioral Expulsion.”

k. In cases of violations mandating sanctions “f” or “g,” a committee formed of the campus Dean of Students, Chair of the SAC, the University General Counsel, an academic dean (selected by the Provost), and a faculty or staff member (selected by the VPAA or vice president of Human Resources and University Services [VPHRUS], respectively), shall meet promptly to investigate the case and give appropriate recommendations to the SAC.

A student who intentionally fails to complete any sanctions imposed upon her/him within the assigned time limits would be subject to more severe sanctions.

C. **Disciplinary Records/Files**

Individual disciplinary files shall be kept permanently and confidentially in the office of the Dean of Students.

A disciplinary warning may be removed after two years of good behavior provided the student has been a full-time student for the two-year period.

Any suspension or expulsion sanction shall remain on file unless the SAC decides otherwise.
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- World Science Day for Peace and Development
- World Diabetes Day
D. Interim Suspension

In certain circumstances, with the approval of the VPSDEM, the Dean of Students may impose an interim suspension prior to the hearing.

Interim suspension, for a period that ends with the submission of the investigation report to the appropriate council, may be imposed only:

1. To ensure the safety and well-being of members of the university community or preservation of university property;
2. To ensure the student’s own physical or emotional safety and well-being; and/or
3. If the student poses a definite threat of disruption of, or interference with, the normal operations of the university.

During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes), and/or all other university activities or privileges for which the students might otherwise be eligible.

Students placed on interim suspension are entitled to a subsequent hearing within a reasonable time period not exceeding five university business days.

Once this sanction is imposed, the appropriate council should be called for a meeting to discuss the issue and make a final decision.

E. Appeals and Grievances:

The university recognizes the student’s rights of appeal. Upon receiving the sanction notification, appeal may be addressed in writing and within five (5) university business days to the Office of the Dean of Students, which in turn channels it to the relevant council or university constituency.

In case a student felt that his/her academic rights were violated, he/she is requested to follow the steps listed below:

1. Discuss the issue with the concerned faculty. If not satisfied, go to step 2.
2. Submit a written complaint to the chair to look into the mater. If not satisfied, go to step 3.
3. Petition the school council. If not satisfied, step 4 will be initiated.
4. An appeals panel formed of the Dean of Students, the academic dean of the school, and a faculty member from a different school will examine the complaint. Its decision is final and binding.
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<td>International Day of Tolerance</td>
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<td>2nd Annual Poetry Competition</td>
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NOVEMBER 2010
F. Academic Dishonesty:
Any student found cheating in an exam, fabricating, falsifying, or using any other form of academic dishonesty in the preparation of a paper or a project, shall receive a zero on that exam, project or paper. The instructor shall inform his/her academic chair and the Office of the Dean of Students. The Office of the Dean of Students will issue a Disciplinary Warning and inform all concerned offices and individuals.
A student found plagiarizing or cheating for a second time shall receive an F grade for the course, as well as a second Disciplinary Warning, as per the above guidelines.

Article V: Glossary

a. The term “university” means Lebanese American University.
b. The term “student” includes all persons taking courses at the university on a full- or part-time basis, or attending the Continuing Education Program.
c. The term “faculty member” means any person hired by the university to conduct classroom activities or research.
d. The term “university officer” includes any person employed by the university, performing assigned administrative or professional responsibilities.
e. The term “member of the university community” includes any person who is a student, faculty member, university officer, staff, or any other person employed by the university.
f. The term “university premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university.
g. The term “registered student organization” or “organization” means any number of persons who have complied with the formal procedures for university recognition.
h. A “computer facility” is any place where the university makes one or more computers or one or more computer hookups available.
i. A “sanction” is a penalty for the violation of the Student Code of Conduct.
j. The term “appeals panel” means the council authorized to consider an appeal. Appeals are submitted through the Office of the Dean of Students.
k. The Offices of Student Affairs are responsible for the administration of the Student Code of Conduct.
l. The term “policy” is defined as the written regulations of the university as found in, but not limited to, The Student Code of Conduct, the Residence Hall, Athletics, and Lebanese American University Undergraduate and Graduate Rules and Regulations.
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>22</td>
<td>Independence Day</td>
</tr>
<tr>
<td>T</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>24</td>
<td>Deadline for Incomplete grades (from Spring and Summer 2010)</td>
</tr>
<tr>
<td>T</td>
<td>25</td>
<td>International Day for Elimination of Violence against Women</td>
</tr>
<tr>
<td>F</td>
<td>26</td>
<td>26-28 The Arab Collegiate Programming Contest (ACPC)</td>
</tr>
<tr>
<td>S</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Su</td>
<td>28</td>
<td>28-30 Young Women Leaders Part 2 Project</td>
</tr>
</tbody>
</table>
Academic Rules and Procedures for Undergraduate Programs

**Purpose**
To define the academic rules of the Lebanese American University and to state the procedures involved in the implementation of these rules.

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

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

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

It shall be the responsibility of the Guidance Office 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 outlined 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 that they declare their intention by filling out a Transfer Form and submit it by the specified deadlines. Once they transfer, they must register for at least two regular semesters in the new campus before they are allowed to transfer back.

   **B. Transferring from the Associate to the Bachelor’s program, or vice versa**
   Students may request to transfer from the Bachelor of Arts program to the associate degree program, or vice versa. Such requests are handled by the Registrar’s Office. Courses common to both programs, and courses needed as electives in the new program, will be counted toward graduation.
Leadership is lifting a person’s vision to higher sights, the raising of a person’s performance to a higher standard, the building of a personality beyond its normal limitations.

*Peter F. Drucker*
C. Change of major

1. A student may request to change his/her major at any time from the school concerned. The student’s academic performance at LAU as well as the relevant admission conditions will be taken into consideration. Acceptance in the new major program is also conditional upon availability of places.

2. Students with an approved Change of Major will have the option of dropping the grades of three courses taken at LAU from their Grade Point Average (GPA) computation, but only from courses under the requirements of the old major and not those required by the new major. Only grades C and below can be deleted.

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

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

D. Intensive English regulations

1. To promote students from intensive 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 the Intensive English Comprehensive Examination (IECE) with a grade of C or above, or score 500 or above on the English Entrance Exam (EEE), or the equivalent in the Test of English as a Foreign Language (TOEFL).
   b. ENG002 students must pass the Intensive English course with a grade of C or above, and pass the IECE 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.
DECEMBER 2010

4  • Inauguration ceremony of LAU Al-Walid MUN

7  • * Al Hijra New Year

14 • Deadline for intercampus transfer for Spring 2011 for Business School

16 • * Ashoura

20 • Student Christmas Dinner - Beirut campus

21 • Student Christmas Dinner - Byblos campus

24 • 24-Jan 10 Christmas and New Year vacation
Notes
<table>
<thead>
<tr>
<th>W 01</th>
<th>T 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Aids Day</td>
<td>2-5 Fall Major Theater Production</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F 03</th>
<th>S 04</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Day of Persons with Disabilities</td>
<td>SAT Exams</td>
</tr>
<tr>
<td></td>
<td>4-5 International Clinical Skills Competition, Anaheim, CA</td>
</tr>
<tr>
<td></td>
<td>Inauguration ceremony of LAU Al-Walid MUN</td>
</tr>
</tbody>
</table>

**DECEMBER 2010**

*There are no limitations in what you can do except the limitations of your own mind.*

*Darwin P. Kingsley*
E. English requirements
1. Entering freshman and sophomore students with a score between 500 and 549 on the EEE, or its equivalent in TOEFL, must take ENG009 Remedial English (zero credit), ENG101 English I (three credits), and ENG102 English II (three credits) before the sophomore-level English courses.

2. Entering freshman and sophomore students with a score between 550 and 599 on the EEE, or its equivalent in TOEFL, must take six credits of English (ENG101 English I, and ENG102 English II), before taking the sophomore-level English courses.

3. Entering freshman and sophomore students with a score between 600 and 649 on the EEE, or its equivalent in TOEFL, must take three credits of English (ENG102 English II), before taking the sophomore-level English courses.

4. Entering freshman and sophomore students 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, as well as ENG101 English I and ENG102 English II.

F. Physical Education regulation
Students may accumulate up to two physical education credits besides PED101 Basic Health. Additional physical education credits will not count toward 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.
Center for Lebanese Heritage Event - Beirut campus

* Al Hijra New Year

8-11 12th LAU High Schools invitational sports tournament - Beirut campus

9-12 Fall Major Theater Production
International anti-corruption Day

School Principal's Dinner
Human Rights Day
B. Student course load
1. A minimum full-time load in a regular term is 12 credits. A maximum load of 18 credits is allowed, or as specified by the professional schools.

2. Students with a cumulative GPA of 3.00 and above are allowed to carry up to a maximum of 21 credits.

3. Students in their last semester of graduation may register for a maximum of 21 credits provided they are in good academic standing.

4. Students who are on probation are not allowed to carry more than 13 credits in regular semesters.

5. The maximum course load per summer term module is seven credits. Students registering in some courses that span both summer modules (I and II) may register for more than seven credits per module but may not exceed 14 credits total for both modules.

6. Students in the professional schools who are registered in the internship courses during the summer modules may be allowed to exceed the total allowed credits for the summer term, provided the requirements for the internship are fulfilled beyond the summer modules.

7. In regular semesters and in special cases, the Academic School Council may allow students to exceed the allowed maximum load, within the constraints of the University Charter.

C. Registration for a pass/not pass courses
1. Students may choose to take free elective courses (sophomore-level and above) over and above the university 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 toward 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.
Deadline for intercampus transfer for Spring 2011 for Business School

* Ashoura

16-18 12th LAU High Schools Invitational Sports Tournament - Beirut campus

Residence Hall Christmas Dinner
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 that they have completed at least 30 semester credits at LAU, with a GPA of 2.50 and above, or they are students who are graduating with a 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 division chairperson is secured.
   c. The School Council approves a petition of the student to be allowed a tutorial before the beginning of the semester.

3. The division chairperson and/or the academic dean shall select the appropriate instructor for the tutorials.

4. No student may take more than two courses as tutorials in his/her 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 term.

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

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

E. Course changes after registration
Changes in registration are permitted, subject to the following provisions:

1. No course may be added or a change of section be made, or the type of registration for a course (Pass/No Pass/Audit, etc.) be changed after the end of the drop/add period.

2. If a student drops a course within the drop/add period, no grade is recorded for that course and its fees will not be included in the Statement of Fees. Students who officially withdraw after the late registration period will receive a “W.” Withdrawing from courses is allowed only before the end of the 14th week of the fall and spring semesters and before the last two teaching days of a summer module.
<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
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<td>21</td>
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<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
</tbody>
</table>

- **MON, 20**: Student Christmas Dinner - Beirut campus
- **TUE, 21**: Student Christmas Dinner - Byblos campus
- **WED, 22**:  
- **THU, 23**:  
- **FRI, 24**: 24-Jan10 Christmas and New Year vacation
- **SAT, 25**:  
- **SUNDAY, 26**:  

DECEMBER 2010
F. Course substitution
Course substitutions in the major courses may be made under special circumstances before final registration for the course and upon the recommendation of the department/division concerned, and the approval of the Academic School Council. Substitution of the university requirements needs the approval of the Curriculum Council.

G. Cross-Registration
1. Cross-registering between LAU campuses
   Students may be allowed to cross-register by following the cross-registration procedures stated below:
   a. Fill in an intercampus Cross-Registration Form.
   b. Secure the authorized signatures of the advisor, and the chairperson of the division offering the course.
   c. Have the courses registered in the Registrar’s Office.

   Students cross-registering from one LAU campus to another are subject to the following condition:
   At least 50 percent of the semester credits must be taken at the campus of origin of the student. This condition applies for regular (fall and spring) semesters only. During the summer modules, students can cross-register for as many credits as they wish, within the limit allowed by the student’s course load regulation.

2. Cross-registering to other universities in Lebanon
   Cross-registration to another university in Lebanon may be allowed only if a course in the last term of study is needed for graduation and the course is not offered on any LAU campus. Furthermore:

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

   The student must follow the following procedure:
   a. The student must fill out the Cross-Registration Form and a Regular Registration Form and have them approved by the advisor and the division or department chairperson.
   b. The student must secure the signatures of the Business Office and the Registrar’s Office at LAU and forward them to the registrar at the other institution.
   c. After completing the registration and securing the authorized signature in the space provided at the other institution, the student must return the proper copy to the LAU Registrar’s Office.

   No credit will be given for a course taken at another institution unless the above-stated procedures are followed.
<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
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<tbody>
<tr>
<td>27</td>
<td>28</td>
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</table>

<table>
<thead>
<tr>
<th>W</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>30</td>
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</table>

<table>
<thead>
<tr>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>31</td>
</tr>
</tbody>
</table>

*We learn best in moments of enjoyment.*

*Dr. Ralph C. Smedley*
3. Registration in universities outside of Lebanon
Students who, during their study at LAU, decide to take courses at universities outside of Lebanon should follow the following steps:

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

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

H. Refund Policy
Courses dropped after the drop/add period will not be refunded and a grade of W will be recorded.

I. Auditing Courses
LAU students may audit courses, but they should secure the consent of the instructor and the division or department’s chairperson prior to registration. Students auditing a course will not receive credit for it.

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

Students withdrawing from courses after the late registration period, and before the withdrawal deadline (the end of the 14th week of the fall and spring semesters, and before the last two teaching days of a summer module), will receive a W for all the courses in progress.
6  ■ Armenian Christmas
12  ■ Last day for withdrawal from courses for Fall 2010
   ■ 12-14 Advising
15  ■ SOP preceptor appreciation dinner
17  ■ 17-21 Registration for current students for Spring 2011
18  ■ Deadline for intercampus transfer for Spring 2011
   ■ (except for Business)
21  ■ Fall 2010 classes end
22  ■ 22-23 Reading period
   ■ SAT Exams
24  ■ 24-Feb 2 Final exams
28  ■ SOP Fall Clerkship ends for the BS
It is our fervent hope that students who have internalized the values of the LAU family will, after graduation, continue to live these values in their own professions, families and communities.

Dr. Joseph G. Jabbra, LAU President
IV. Re-Registration
Students who fail to register for, at least, one regular semester (fall or spring) are required to reactivate their files at the Registrar’s Office before the registration period. If they do not register for four consecutive semesters, they will have to re-enroll according to the existing curriculum upon their return.

V. Classification of Students
Students are classified as full-time when they enroll in 12 credits and above, and they are considered part-time when they enroll in less than 12 credits per semester.

A. Degree Students
Degree students are classified as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credit 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 and above</td>
</tr>
</tbody>
</table>

B. Special Students
Students taking courses for credit but not working toward a degree are classified as special students.

VI. Attendance Regulations and Make-Up Policy
A. Attendance Regulations
Students will be held responsible for all the material presented in the classroom, even during their absence. Any required makeup work and/or exams 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/or divisions and the Guidance Office of any prolonged unexplained absence. The number of absences in summer modules is prorated.

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

In highly exceptional cases, students may be given permission by the Academic School Council to continue in the course.
Center for Lebanese Heritage Event - Beirut campus

Armenian Christmas

Training Session 1 - LAU Al-Walid MUN
B. Makeup Policy
All lost sessions are to be made up. When the number of lost days resulting from suspension of classes in a regular semester total 10 days, regardless of reason, they are to be made up as follows:

- Three days, to be made up according to a schedule set at the discretion of each faculty member.
- Seven days, to be scheduled by a decision of the University Planning Council, in consultation with the faculty.

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

C. ClassTime
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 division chairperson and the Registrar’s Office.

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

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Maximum Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture courses</td>
<td>40 students</td>
</tr>
<tr>
<td>Language and seminar courses</td>
<td>25 students</td>
</tr>
<tr>
<td>Studio, lab, internship and physical education courses</td>
<td>20 students</td>
</tr>
</tbody>
</table>

Normally, an addition of no more than 10 percent will be used to account for possible attrition.
Monday, 10th:
- Last day for withdrawal from courses for Fall 2010
- 12-14 Advising

Wednesday, 12th:

Thursday, 13th:

Friday, 14th:

Saturday, 15th:
- LAU/FSUL Fall swimming & table tennis competition - Beirut campus
- SOP preceptor appreciation dinner

Sunday, 16th:

January 2011
VIII. Tests and Examinations
A. Regulations and Procedures

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

2. If a student fails to attend a final examination, a grade of zero will be assigned to him/her for that examination. Accordingly, the course grade will be calculated and reported with a “missed final” note. If within one week the student submits a valid reason for failing to attend the examination, which is acceptable as valid by the course instructor and/or the relevant division and/or department, then the student will be given a makeup final examination.

   If the student presents a reason for absence after the lapse of a week from the time of the official examination but within one month of it, he/she may petition the school concerned to have his/her grade changed to an I (Incomplete), and to be allowed to sit for an examination. The student may then have his/her final grade in the course adjusted accordingly within a deadline set by the school concerned, but not exceeding the deadline of Incomplete grades (refer to section IX-A Grading System). If a valid excuse is presented before the course grades are released, the instructor of the course may assign the student with an Incomplete grade, if the conditions stated in Section IX-A are met.

3. Any incomplete work (refer to section IX-A Grading System) must be made up at a time planned with the instructor, but no later than the eighth week of the following semester (fall or spring) in which the student is enrolled at the university. Otherwise, the grade of I is changed to an F (or an NP). It is the responsibility of the student to contact the course instructor to arrange to complete the incomplete work. In the case of senior study and internship courses, as well as final-year projects, the incomplete work must be completed no later than one full year after the end of the semester or module in which the grade of I was received. In no case may such work be made up after a lapse of one year from the end of the semester or module in which the grade of I was received.

4. Final examinations will not be scheduled on dates outside the stated examination period. In case of an emergency, a student may request an early final exam. Such a request needs the approval of the course instructor and the division and/or department chairperson.

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

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

7. When there are final examination conflicts among LAU courses, students must inform the Registrar’s Office by the deadline indicated on the examination schedule.
17-21 Registration for current students for Spring 2011

Deadline for intercampus transfer for Spring 2011 (except for Business)

Fall 2010 classes end

22-23 Reading period

SAT Exams
8. Students are entitled to review their final examination paper in the course instructor’s office, or the division and/or department chairperson’s office in case of absence of the instructor concerned. Final examination papers will be retained by the course instructor or the division and/or department chairperson for the following two regular semesters.

9. Some of the above rules, namely rules 1, 4, and 8, may not apply to the design, studio, project, seminar, and research-type courses. In such cases, school-specific regulations may apply, as specified in the course syllabus and approved by the Academic School Council.

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

**B. Code of conduct during examinations**

Students are expected to abide by the Code of Conduct during all the examinations. For more details on the conduct during examinations, kindly refer to the Student Code of Conduct.
24-Feb Final exams

SOP Fall Clerkship ends for the BS
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.

Grade Quality Points

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

- Grade A indicates work of excellent quality. It is valued at four quality points per credit hour.
- Grade B indicates work of good quality. It is valued at three quality points per credit hour.
- Grade C indicates work of unsatisfactory quality. It is valued at two quality points per credit hour.
- Grade D indicates work of poor quality. It is valued at one quality point per credit hour.
- Grade F indicates work of unacceptable quality. 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.
My experience at LAU was an inclusive and comprehensive learning experience that made me who I am rather than what I’m going to do for a living.

Razan Al Salah, B.A. in Communication Arts
• Grade W indicates an official withdrawal from a course, after the late registration period, and before the end of the 14th week of the fall and spring semesters, and before the last two teaching days of the summer modules. It has no quality points. It does not count in the average, and no credits will be added to the student’s record. A Withdrawal Form must be submitted by the student to the Registrar’s Office.

• Grade I indicates incomplete work. This grade is exceptionally given by the instructor when a student, with a valid excuse, did not sit for the final exam and/or did not present the final project. Students will not be entitled to an I grade unless they have a passing grade of the completed 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-3 of this document explains how to have the grade of I changed to a different grade.

B. Gradepoint 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>x</th>
<th>Points</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARA201 Arabic</td>
<td>D</td>
<td>3</td>
<td>x</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>BIO101 Biology</td>
<td>A</td>
<td>4</td>
<td>x</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>ENG102 English</td>
<td>C+</td>
<td>3</td>
<td>x</td>
<td>2.33</td>
<td>6.99</td>
</tr>
<tr>
<td>CST201 Cultural Studies</td>
<td>B-</td>
<td>3</td>
<td>x</td>
<td>2.67</td>
<td>8.01</td>
</tr>
<tr>
<td>PED101 Basic Health</td>
<td>F</td>
<td>1</td>
<td>x</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</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, W, and I have been given are not counted in computing the GPA.

C. Repeating Courses
1. An undergraduate student may repeat a course up to two times and will receive credit once for the course. It should be noted that a withdrawn course counts as a repeat. Students are not allowed to repeat a course in which they have earned a grade above a C+ or an I (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.
FEBRUARY 2011

4  • SOP Fall clerkship ends for the Pharm. D
7  • 7-8 New Student Orientation
9  • St. Maroun Holiday
14 • 14-16 Advising / Registration for new students
15 • * Prophet’s Birthday
17 • Spring 2011 classes begin
   • 17-22 Late Registration and Drop/Add for Spring 2011
21 • SOP Spring clerkship starts
23 • 23-Mar 1 Collection of statements of fees for Spring 2011
W02

- World Cancer Day
- SOP Fall clerkship ends for the Pharm. D

T03

S05

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

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

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

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

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

3. Progress reports on weak students are to be submitted by the instructor to the Guidance Office no later than the eighth week of a regular semester and the third week of a summer module.
- 7-8 New student orientation
- Center for Lebanese Heritage event - Beirut campus

- 9-13 LAU 3rd invitational international tournament (tentative) - Beirut campus
- St. Maroun Holiday

- Deadline for applying to Medical School for 2011-2012
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 by the deadlines specified at the Registrar’s Office.

1. Requirements for the Associate Degrees
   a. A minimum of 62 credits, the last 30 credits of which must be completed at LAU.
   b. Fulfillment of all the required courses in a designated curriculum leading to the A.A. or the A.A.S. degree.
   c. A cumulative GPA of 2.00.
   d. A GPA of 2.00 in the major courses taken at the university, except for the liberal arts program.
   e. Students who completed 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 15 credit hours to be completed in no more than one calendar year, starting immediately following the completion of the required credits. Of these 15 credits, only courses numbered 200 and above will be considered in the cumulative GPA or the GPA computation. If taken for the first time, courses numbered 100 and above will count. Any such student who fails to graduate at the end of that year will be dismissed from LAU.

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

3. 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 equivalent of the Baccalaureate 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.
14-16 Advising for new students
14-16 Registration for new students
Valentine’s Day / SOP be my Valentine

* Prophet’s Birthday

Registration for returnees who reactivated files for Spring 2011

Spring 2011 classes begin
17-22 Late Registration and Drop/Add for Spring 2011

Spring Residence Hall welcome reception

Training Session 3 - LAU Al- Walid MUN

World Day of Social Justice
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. Freshman courses taken after the Baccalaureate II equivalence will not be counted toward graduation.

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

e. An LAU student with a bachelor’s degree may work for another bachelor’s degree, provided he/she completes a minimum of 30 additional credits, including all the requirements for the new degree. No two B.A. or two B.S. degrees may be received from the same school. A graduate from outside of LAU may work toward 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 and 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. Students who hold a bachelor’s degree may earn an associate degree in another major by completing the requirements for that major.

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

h. 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.

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

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

k. 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.

l. 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 major will be dismissed from LAU.

m. Special rules pertaining to specific programs may apply and are listed under the program requirements in the Academic Catalog.
- SOP Spring clerkship starts
- International Mother Language Day

23-Mar1 Collection of statements of fees for Spring 2011

Training Session 4 - LAU Al-Walid MUN
4. Requirements for a Minor
Students can work for a minor by completing the minor requirements with a minimum GPA of 2.00. 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 toward a minor.

5. Requirements 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. Education courses counted in granting a Minor in Education may be counted toward the Teaching Diploma, only if not counted toward the bachelor’s degree. A minimum cumulative GPA of 2.00 must be achieved in the courses required for the Teaching Diploma.

F. Academic Recognition
1. Students who complete at least 12 credit hours in a semester (not including summer) with a GPA in the range of 3.20 and 3.49 are placed on the Honors List. If the GPA is in the range of 3.50 and 4.00, they are placed on the Distinguished List. The above applies to students provided that they have no incomplete grades or their cumulative GPA is not below 2.00. Courses taken on a Pass/No Pass basis are not considered among the 12 credit hours.

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

G. Academic Probation
Students are placed on probation when their work has dropped below satisfactory level, at any time, irrespective of incomplete grades or withdrawals.

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

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

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

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

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

3. If after completing 12 credits in his/her major, a student’s average in the major courses is less than 2.00, he/she will be placed on divisional or departmental probation and will be advised to change his/her major.
Learn everything you can, anytime you can, from anyone you can – there will always come a time when you will be grateful you did.

Sarah Caldwell
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 incomplete grades and/or semester withdrawal. Students with two consecutive probations and whose cumulative GPA is below 2.00 will not be suspended at the end of the semester only if they achieve the following:

- A semester 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 less, credit hours to graduate and whose GPAs for graduation are within possible reach in that one semester’s grace. Such students who are given this chance and who do not complete all the requirements for graduation will be suspended.

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

- Students with two consecutive probations will not be allowed to register if they have an I 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 his/her absence from LAU, the student attended another college or university, he/she must submit a transcript of grades from courses taken at that college or university.

Students readmitted after suspension will be placed on probation and be given two semesters, excluding summers, to remove the probation. If they fail to remove the probation, they will be dismissed.

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:

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

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

c. The student passes the special program of remedial courses at LAU’s Continuing Education Program.
2 2-3 Clubs sign-up days - Byblos campus
4 Deadline for payment of tuition fees for Spring 2011
25 Annunciation Holiday
W 02

- 2-3 Clubs sign-up days - Byblos campus

T 01

F 04

- Deadline for payment of tuition fees for Spring 2011

T 03

S 05

- Training session 5 - LAU Al-Walid MUN

Su 06

MARCH 2011
Students reaching suspension with a cumulative GPA of less than 1.20 will not be readmitted and will be dismissed.

Students who have been suspended twice will not be readmitted and will be dismissed. However, a dismissed LAU student may apply for re-entry after three years of academic work in another university whose credits may be transferred to LAU, or seven years of work experience. Each case will be studied individually.
M 07
Center for Lebanese Heritage Event - Beirut campus

T 08
International Women’s Day
UN Day for Women’s Rights and International Peace

W 09
Nursing Day- Byblos campus

T 10

F 11

S 12

Su 13
Daylight savings begins

MARCH 2011
Academic Rules and Procedures for Graduate Programs

1. Registration

1.1. Registration
Registration is required of all students, in accordance with the posted procedures and regulations. Late registration requires payment of an additional late registration fee. Students will not be permitted to register after the late registration period.

1.2. Advising
Upon registration, each student will be assigned an academic advisor who will assist him/her in planning an appropriate course of study. At a later date, students choosing to undertake a research project or a thesis will be assigned a research advisor.

1.3. Course Load
The minimum course load for a full-time student is nine credit hours per semester and the maximum is 12 credit hours. Graduate students with full- or part-time employment are advised to take a reduced load.

Students on a graduate assistantship shall take a minimum of six credits and a maximum of nine credits in the fall or spring semesters, and a maximum of three credits in a five-week summer session or six credits in an eight-week summer session. However, graduate assistants may take up to 12 credits, provided that these credits include no more than nine credits of regular coursework (excluding the thesis/research project) for full-time students, and no more than six credits for part-time students.

1.4. Cross-Registration
A student may request permission to cross-register at another institution recognized by LAU if a course needed for the student’s graduation is not offered at the university. Any graduate student registered at LAU may take no more than one such course, which has to be pre-approved by the department or division concerned.

1.5. Independent Study
To meet degree requirements, a student may take no more than one course as an independent study in the last term of his/her graduate program. A student may register for an independent study course only with the prior consent of the relevant department, division or school.
M 14

T 15

W 16

Nursing Day - Beirut campus

T 17

F 18

S 19

First Day of Spring

Training session 6 - LAU Al-Walid MUN

Su 20

MARCH 2011
1.6. Auditing
Only candidates who have satisfied all the admission requirements may audit graduate courses. Auditing will only be permitted when places are available. However, audited courses will not be counted for graduation.

1.7. Program Changes
Any change from one graduate degree to another requires submission of a new application.

1.8. Attendance Regulations
Regular attendance is required of all graduate students. No credit will be given to a student who misses more than one-third of class hours, for any reason. A grade of F will be recorded, unless the student follows the official withdrawal procedure.

1.9. Course changes after registration
Course changes after registration are permitted, subject to the following provisions:

1. To add or drop a course, the student must obtain a Change of Schedule Form from the Registrar’s Office, and must secure the signatures of the concerned advisor, the Business Office, and the Registrar’s Office. A change of schedule may be made during the drop and add period.

2. If a student drops any course(s) before or during the late registration period, then no grade will be recorded. If a student withdraws, officially, after the late registration period but before the withdrawal deadline of the semester, a grade of W will be recorded. If a student cannot meet attendance or other requirements and fails to withdraw, officially, during the specified period, a grade of F will be recorded.

3. All course changes which increase the tuition obligation of the students will be noted by the Business Office and the added fee will be collected before the change is finalized. Changes decreasing the tuition obligation will be subject to the Refund Policy.
M | 21
- Mother’s Day Celebration - Byblos campus
- International Day for the Elimination of Racial Discrimination
- World Poetry Day

T | 22

W | 23
- International Heritage Day - Beirut campus

T | 24
- Lebanon Day Activity - Byblos campus

F | 25
- Annunciation Holiday

S | 26
- Training session 7 - LAU Al-Walid MUN (UN day and mock simulation)

Su | 27

MARCH 2011
2. Academic Rules and Procedures

2.1. 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>
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<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>Pass*</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass*</td>
</tr>
<tr>
<td>U</td>
<td>Audit*</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal*</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete*</td>
</tr>
</tbody>
</table>

* Not computed in the GPA.

- Grade A indicates work of excellent quality. It is valued at four quality points per credit hour.
- Grade B indicates work of good quality. It is valued at three quality points per credit hour.
- Grade C indicates work of unsatisfactory quality. It is valued at two quality points per credit hour.
- Grade D indicates work of poor quality. It is valued at one quality point per credit hour.
- Grade F indicates work of unacceptable quality. It has zero quality points.
- Grade P indicates that a student has successfully passed the oral examination of the thesis/project course.
- Grade NP indicates that the student has failed to pass the oral examination of the thesis/project course.
- Grade W indicates an official withdrawal from a course, after the late registration period.
- Grade I indicates that essential requirements have been delayed due to factors beyond the student’s control. These requirements must be met and another grade issued, no later than one year after the completion of the semesters for which the grade I was recorded. Failure to make up the incomplete work within the specified grace period will result in a grade of F.
Don’t judge each day by the harvest you reap, but by the seeds you plant.

Robert Louis Stevenson
2.2. Academic Standing
A graduate student is considered to be in good academic standing if he/she maintains a cumulative GPA of 3.00 on all of the coursework undertaken while in the graduate program.

2.3. Academic Probation And Dismissal
1. After the completion of nine credit hours, students will be placed on probation if their cumulative GPA is below 3.00. Students who complete nine additional credit hours (excluding repeated courses), and fail to achieve a cumulative GPA of 3.00, will be dismissed from the program.

2. Students failing to maintain a cumulative GPA of 3.00, even after removing an earlier probation, will be dismissed from the program.

3. Any student who has at any time two repeats and more than two grades of C or lower will be dismissed from the program.

4. Any student who has more than one F will be dismissed from the program.

2.4. Transfer Of Credits
A maximum of six graduate credits for 30 credit-hour programs, and a maximum of nine credits for 39 credit-hour 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 required for admission to the graduate program in which a student is enrolled. A request for the transfer of credits shall be filed at the Registrar’s Office, during the student’s first semester of residence. The petition shall be reviewed by the department, division, or school concerned, and the decision communicated to the Registrar’s Office, and the relevant department, division, or school.

2.5. Course Substitution
Up to six credits of courses may be substituted for an equal number of credits, if the substituted courses are at a level equivalent to the courses for which the substitution is requested. A petition for approval of such a substitution shall be submitted to the Registrar’s Office. The petition shall be reviewed by the department, division, or school concerned and the decision will be communicated to the Registrar’s Office.

2.6. Repetition Of Courses
1. During the course of study in any of the graduate programs, a student can repeat a maximum of two graduate courses in which a grade of B or less has been earned. In each repeated course, the higher grade will be counted in the determination of the GPA.

2. Students will not be allowed to withdraw from a course more than once. The second withdrawal from a course will be recorded as a grade of F.
1-30 Advising for Summer & Fall 2011 (pre-pharm, p1, p2, & p3)
Deadline for Incomplete grades (from Fall 2010)
22-25 Easter Vacation
### LAU Student Agenda 2010-2011

**Success is doing ordinary things extraordinarily well.**

*Jim Rohn*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F 01</strong></td>
<td>1-30 Advising for Summer &amp; Fall 2011 (pre-pharm, p1, p2, &amp; p3)</td>
</tr>
<tr>
<td><strong>S 02</strong></td>
<td></td>
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<tr>
<td><strong>Su 03</strong></td>
<td></td>
</tr>
</tbody>
</table>

**April 2011**
2.7. Refund Policy
Contracts with faculty members and provisions for education and residence are made by the university in advance, for the entire year. Accordingly, if a student withdraws for justifiable reasons after reserving courses, then the refund of tuition and the housing fee will be according to the following percentages:

1. A drop during, or before, the drop and add period: 100 percent of the fees will be refunded.
2. A drop after the drop and add period: No refund will be given.

2.8. 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 — five class days before the end of the semester — will receive a grade of W for all the courses in progress.

2.9. Time Limit
Students must complete all the requirements for a master’s degree, including the accepted transferred credits, within six years, as of the end of the first semester. Students who exceed this time limit must have their program revalidated, for one time only. Revalidating the program implies either taking additional courses or revalidating outdated courses.

To revalidate a program, the student and faculty advisor must prepare a revalidation plan which must be reviewed and approved by the School Academic Council. Once the plan has been completed, the Dean of Graduate Studies and Research or the dean of the school concerned along with the Registrar must be notified in writing.
<table>
<thead>
<tr>
<th>M</th>
<th>W</th>
<th>F</th>
<th>Su</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>06</td>
<td>08</td>
<td>10</td>
</tr>
<tr>
<td><strong>Center for Lebanese Heritage Event - Beirut campus</strong></td>
<td></td>
<td></td>
<td><strong>International Day for Mine Awareness and Assistance in Mine Action</strong></td>
</tr>
<tr>
<td></td>
<td><strong>World Health Day</strong></td>
<td><strong>7-21 LAU Annual spring sports invitational tournament - Beirut campus</strong></td>
<td><strong>9-10 Final conference - LAU Al-Walid MUN</strong></td>
</tr>
</tbody>
</table>
2.10. Policy On Academic Dishonesty

1. Plagiarism

Plagiarism is defined as the use of someone else’s ideas, words or work, as if it were one’s own, without clearly acknowledging the source of that information. Examples of plagiarism include:

- Submitting research work such as a report, project, thesis, etc., that has been written by someone else and claiming that it is the student’s own work.
- Paraphrasing another person’s words, without acknowledging or citing the source.
- Including material such as written work, figures, tables, charts, graphs, computer programs, etc., in one’s own work, without acknowledging or citing its source.

Plagiarism is a serious academic offense subject to disciplinary action by the faculty and/or the Academic Council concerned. The severity of the disciplinary action is determined according to the extent of the act of plagiarism. 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 and Research or the dean of the school shall issue a written warning. A copy of the warning will be kept at the Registrar’s Office.

2. Cheating

Cheating on tests, and falsification and forging of research material and data, are academic offenses, subject to disciplinary action. Students caught cheating on an exam receive a score of zero on the exam in their first cheating attempt in the course and will receive a warning from the division/school concerned, at the request of the faculty.

Students caught cheating for the second time in the same course will receive a grade of F in the course, as well as a second warning. A score of zero on an exam resulting from cheating must be counted in the student’s course grade.

Falsification and the forging of research material and data will lead to penalties ranging from resubmitting the work with a penalty to dismissal from the program.
<table>
<thead>
<tr>
<th>M</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>12</td>
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<td>Deadline for intercampus transfer for Summer module I for Business School</td>
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<td>Deadline for incomplete grades (from Fall 2010)</td>
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**APRIL 2011**
2.11. Thesis And Project

1. Thesis
The student’s 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, a critical literature review and experimental or analytical studies dealing with the application of recent or significant techniques or tools, development of kits/systems, and an empirical testing of theories, etc.

3. Registration
Students may register for the thesis or project at any time after being registered for 12 credits, subject to the consent of their thesis or project advisor. Theses must be completed within two years of the first registration, and projects within three semesters, excluding summer terms.

Registration for a thesis or project will allow students to retain their status with the university for two years, or three semesters respectively, with no additional tuition fees. To maintain access to the university facilities, students must re-register for the thesis or project (for zero credits, and no fees). After a period of two years for theses, or three semesters for projects, students are allowed to receive a thesis or a project extension from the University Graduate Council (UGC). However, to receive this extension, students will be required to register for a residence fee (zero quality point) and to pay for 50 percent of one graduate credit, per semester.

4. Guidelines

a. A student selects a thesis or project advisor, and a topic. In consultation with this advisor, students also select the other member(s) of a Graduate Advisory Committee to guide their work on the chosen topic. Students are expected to make these selections soon after registering in the thesis or project.

b. In addition to the advisor, the thesis committee shall be made up of a minimum of two members, and the project committee of a minimum of one member. The majority of the thesis committee members must be full-time LAU faculty of the graduate program concerned. The advisor, who should be a full-time LAU faculty member, shall chair the committee. This advisor shall communicate the names of the members of the thesis committee to the department, division, or school concerned, which will be approved by the Dean of Graduate Studies and Research, or the dean of the school concerned.

c. Students must successfully defend their thesis proposal in front of the members of their Thesis Advisory Committee, normally within the first semester in which they register for the thesis. The results of the proposal defense, along with any specific instructions, shall then be communicated by the student’s advisor to the Office of the Dean of Graduate Studies and Research or the dean of the school concerned and the graduate student concerned, using the Thesis Proposal Form. The form shall be certified by all the members of the committee.
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- International Mother Earth Day
- **22-25** Easter Vacation
- **22-30** National Week for promotion of reading
- NAPHASS and Pharmacy Day - Byblos campus

**Su** 24
d. The members of the committee shall be kept informed of the progress of the thesis or project.

e. The grade for a thesis or project can be a Pass (P) or a Not Pass (NP). The grade does not contribute to the GPA.

f. Before their defense, students can petition to change registration from a thesis to a project or course, and vice versa.

1. Students changing from a project to a thesis option will be required to pay only for the extra credits, provided that the student remains with the same thesis advisor. The change shall be made at least one semester before graduation and shall carry the approval of the UGC.

2. Students changing from a thesis to a project will not be refunded for the difference in credits. The change shall be made at least one semester before graduation and shall carry the approval of the UGC.

3. Students changing from a thesis or a project to one or two course(s) are required to pay for the substituted courses.

5. Conflict of Interest

A faculty member shall not serve on the thesis or project advisory committee, or be the advisor of a student that either is a family member or a business partner.

In such cases where the academic circumstances require that a faculty member serves on the thesis or project advisory committee, or be the thesis or project advisor of a student that is either a family member or a business partner, the faculty member shall secure the prior written approval of the Dean of Graduate Studies and Research or the dean of the school concerned.
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**APRIL 2011**
2.12. Procedure For Thesis And Project Defense

1. Thesis Defense
The student shall submit his/her thesis to the thesis committee members, and the Dean of Graduate Studies and Research or the dean of the school concerned, at least two weeks before the defense date.

The date of the public defense will be publicly announced by the concerned school’s dean, at least two weeks in advance.

The thesis defense session shall start by the candidate giving a public presentation. This will be followed by a closed meeting with the thesis committee for the final defense. The thesis committee will deliberate in private, in the absence of the candidate, before reaching a final decision.

The result of the defense is reported on the Thesis Defense Form. The form is preliminarily signed by the advisor and all the members of the committee. The form specifies corrections and changes to the thesis requested by the committee. The student shall deliver the corrected and/or changed thesis to the advisor within a period, to be specified by the committee, which shall not exceed one term. The advisor must verify that the thesis fulfills the requirements of the thesis committee, including all the requested changes and corrections. The form is then submitted to the Dean of Graduate Studies and Research or the dean of school concerned, who is responsible for checking that the thesis fulfills all the requirements.

2. Project Presentation
Each department, division, and school will set its own guidelines for the project presentation.

2.13. Preparation And Submission Of A Thesis And Project
Theses and projects shall be written in accordance with the specified “Thesis and Project Format Guidelines,” available at the Office of the Dean of Graduate Studies and Research, or the school’s dean.

Theses: The candidate must provide the library with the final version of the thesis, for format verification and binding at least one week prior to the deadline for submission of all grades. The final version shall include, immediately after the cover page, a completed and signed Thesis Approval Form. The librarian shall verify that the thesis complies with the format specified in the “Format Guidelines.” The librarian shall then fill and sign the Library Clearance Form, and send it to the Registrar for initiation of the graduation procedures. The student is also required to submit two copies of the final version of the thesis to the Office of Graduate Studies/school dean. The Registrar shall not register the grade for a thesis until he/she obtains copies of both the Thesis Approval Form and the Library Clearance Form.

Projects: The candidate must provide the project advisor with the final version of the project that should include the Project Approval Form as the second page, after the cover page. After depositing the final version of the project (including the Project Approval Form) at the concerned department, division, or school, the advisor will report the passing grade to the Registrar.
1. Labor Day

5. 5-11 Advising
   5-13 Payment of deposit for Fall 2011

10. Career Fair - Byblos campus

11. Career Fair - Beirut campus

12. 12-17 Registration for current students for Summer module I 2011

13. Last day for withdrawal from courses for Spring 2011

18. 18-19 Registration for current students for Summer module II 2011

23. 23-27 Registration for current students for Fall 2011

27. Spring 2011 classes end

30. 30-Jun 8 final exams
Notes
Su 01
Labor Day

MAY 2011
3. Graduation Requirements

a. Completion of a minimum of 30 semester credit hours is required of all graduating students. Some programs may require additional credit hours.

b. A minimum cumulative GPA of 3.00, with no more than two repeats and two grades of C or lower.

c. Graduate students cannot use courses with grades lower than a C toward graduation.

d. Graduate students must complete all the requirements within the allowed university time limit as indicated in section 2.9 of this document.

e. 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.

4. Graduate Assistantship

4.1. Objectives
Graduate assistantships are intended to enhance the students’ educational experience through providing academic services to their schools such as teaching and research.

4.2. Rights And Obligations
Students on a graduate assistantship shall take a course load as specified in section 1.3 in this document.

Graduate students receiving full (100 percent) assistantship are entitled to 100 percent tuition waiver. In accepting a full graduate assistantship, a student agrees to devote his/her effort to his/her graduate studies and the assistantship’s responsibilities. The normal number of hours required from a student for his/her full graduate assistantship is 20 hours per week.

Graduate students awarded a partial assistantship receive a tuition waiver that is proportional to the assistantship awarded. Similarly, the number of assistantship work hours is prorated. Students with a partial assistantship shall agree not to allow outside employment to hinder the proper execution of their assistantship-related duties.

Graduate assistants are not entitled to the benefits granted to university faculty and staff members, according to the Personnel Policy. A graduate assistantship does not cover repeated courses, including withdrawals.
M T

02 03

Center for Lebanese Heritage Event - Beirut campus
2-6 You@LAU - Byblos campus

Deadline for intercampus transfer for summer module II 2011 for Business School
World Press Freedom Day

W T

04 05

4th Annual Design & Manufacturing Day - Byblos campus

5-11 Advising
5-13 Payment of deposit for Fall 2011
5-8 Spring Major Theater Production
5-6 13th Science & Art Fair - Byblos campus

F S

06 07

SAT Exams

Su

08

Mother’s Day

May 2011
4.3. Procedures
Graduate students interested in applying for a graduate assistantship shall submit a Graduate Assistantship Application to their school, by the deadline specified by the school. Selection of graduate assistants is made through a committee appointed by the school dean and chaired by the division chair and/or the school dean. Decisions are recorded in the minutes of meetings and are communicated to the applicants and to the Business Office in writing. The assistantship contracts are signed by the chair and the dean as well as the student. The selection of graduate assistants is guided by the following criteria and considerations:

- The student must be in good academic standing;
- The student must not be a Special Undergraduate or on academic probation;
- The student’s interests and skills must fit the departmental needs for teaching, research or other related duties;
- The allocated budget shall be respected.

To renew a graduate assistantship, a student must be in good academic standing and must have performed the assigned duties satisfactorily in the preceding semesters, as determined by a positive evaluation of the supervising faculty. Evaluation is performed every semester using a divisional/school form.
<table>
<thead>
<tr>
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<tr>
<td><strong>M 09</strong></td>
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<tr>
<td><strong>T 10</strong></td>
<td>Career Fair - Byblos campus</td>
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<tr>
<td><strong>W 11</strong></td>
<td>Career Fair - Beirut campus</td>
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</tbody>
</table>
| **T 12** | Deadline for intercampus transfer for Summer module I 2011 for all students  
          12-17 Registration for current students for Summer module I 2011  
          12-15 Spring major Theater Production |
| **F 13** | Last day for withdrawal from courses for Spring 2011 |
| **S 14** | LAU/FSUL spring swimming & table tennis competitions - Beirut campus  
          LAU «Great Athletic Challenge» competition - Beirut campus |
| **Su 15** | |
**MAY 2011**

**M**
- 16

**T**
- 17

**W**
- 18
  - 18-19 Registration for current students for Summer module II 2011
  - International Dinner - Beirut campus

**T**
- 19
  - LAU «Strongest Man» competition - Beirut campus

**F**
- 20
  - Residence Hall Annual Open House
  - LAU «Strongest Man» competition - Beirut campus
  - 2nd Annual LAU NGO Fair - Byblos campus

**S**
- 21
  - 21-22 LAU Spring Fiesta
  - World day for Cultural Diversity for Dialogue and Development

**Su**
- 22
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- **23-27** Registration for current students for Fall 2011
- **Spring 2011 classes end**
- **International Day of UN peace keepers**
- **Student Honor Society - Byblos campus**
- **28-29** Reading period
M 30

- 30-Jun 8 Final exams

T 31

- World No Tobacco Day
9  ■ 9-16 Graphic design students final year exhibition

10  ■ SOP clerkship ends

20  ■ Summer module I, 2011 classes begin
    ■ 20-22 Late Registration and Drop/Add for Summer module I 2011

23  ■ 23-28 Collection of statement of fees for Summer module I 2011

28  ■ Reception for Graduating students - Byblos campus

30  ■ Commencement Exercises- Byblos campus
Notes
Education makes people easy to lead, but difficult to drive; easy to govern, but impossible to enslave.

*Henry Peter Brougham*
M 06
- Center for Lebanese Heritage Event - Beirut campus

T 07

W 08
- SOP NAPHASS Annual Dinner - Byblos campus

T 09
- 9-16 Graphic Design Students Final Year Exhibition

F 10
- Annual Athletics Awards dinner - Beirut campus
- SOP clerkship ends
- Athletic Dinner - Byblos campus

S 11

Su 12

JUNE 2011
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- **13-15** Registration for new students for Summer module I 2011
- Registration for returnees who reactivated files for Summer module I 2011

**June 2011**
<table>
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<tr>
<td><strong>M 20</strong></td>
<td>Summer module I 2011 classes begin</td>
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<tr>
<td><strong>T 21</strong></td>
<td>Father’s Day</td>
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<td><strong>W 22</strong></td>
<td>20-22 Late Registration and Drop/Add for Summer module I 2011</td>
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<td><strong>T 23</strong></td>
<td>23-28 Collection of statement of fees for Summer module I 2011</td>
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<td><strong>F 24</strong></td>
<td>SOP Graduation Dinner - Byblos campus</td>
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**JUNE 2011**
A leader is one who knows the way, goes the way and shows the way.

John C. Maxwell
1. Deadline for payment of tuition fees for Summer module I 2011
2. Commencement Exercises - Beirut campus
20. Last day for withdrawal from courses for Summer module I 2011
22. Summer module I 2011 classes end
25. 25-26 Final exams
     Deadline for intercampus transfer for Summer module II (except for Business)
Let’s hope to be the salvation. Let’s be the dream, the dream of a bright white tomorrow! For the world is ours. Let’s take it by storm!

Siwar Zein, LAU Beirut 2008 Valedictorian

F 01

Deadline for payment of tuition fees for Summer module I 2011

S 02

Commencement Exercises - Beirut campus

Su 03

JULY 2011
Deadline for intercampus transfer for Fall 2011 for Business School

Last day of classes for medical students
<table>
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<td><strong>JULY 2011</strong></td>
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- **M** 18
- **W** 20
  - Last day for withdrawal from courses for Summer module I 2011
  - 20-30 LAU 14th International University Theater Festival
- **F** 22
  - Summer module I 2011 classes end
- **Su** 24
<table>
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<td><strong>Deadline for intercampus transfer for Summer module II (except for Business)</strong></td>
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<td><strong>Registration for returnees who reactivated files for Summer module II 2011</strong></td>
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| Su 31 | |
1  ■ Summer module II 2011 classes begin
   ■ 1-3 Late Registration and Drop/Add for Summer module II 2011
4  ■ 4-9 Collection of statement of fees for Summer module II 2011
12 ■ Deadline for payment of tuition fees for Summer module II 2011
15 ■ St. Mary’s Assumption
30 ■ * 30-31 Al Fitr Holiday
Summer module II 2011 classes begin
1-3 Late Registration and Drop/Add for Summer module II 2011

4-9 Collection of statements of fees for Summer module II 2011
Deadline for payment of tuition fees for Summer module II 2011
M 15

St. Mary’s Assumption

T 16

16-25 7th annual summer school on conflict prevention & transformation - Byblos campus

W 17

T 18

F 19

S 20

Su 21

AUGUST 2011
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<tr>
<td>* 30-31 Al Fitr Holiday</td>
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**AUGUST 2011**
1  ■ Last day for withdrawal from courses for Summer module II
  ■ Classes for medical students begin

7  ■ Summer module II 2011 classes end

9  ■ 9-10 Final exams
Classes for medical students begin

- Last day for withdrawal from courses for Summer module II
Summer module II 2011 classes end

Reading period

9-10 Final exams
SEPTMBER
2011
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Important Contact Information

BEIRUT CAMPUS
P.O.Box 13-5053 Chouran
Beirut 1102 2801 - Lebanon
Tel. 00 961 1 786464
00 961 1 786456

BYBLOS CAMPUS
P.O.Box 36 Byblos, Lebanon
Tel. 00 961 9 547254
00 961 3 791314

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