

GENERAL SECTION

ACADEMIC CALENDAR 2019-2020*

FALL SEMESTER 2019/2020

| | | |
|-------------------|------------|--|
| Monday-Wednesday | 19 Aug | Pre-Registration for Medicine I & II - Academic Year 2019-2020 |
| Monday | 19 Aug. | 2019-2020 Academic Year Begins for Medicine I & II |
| Wednesday-Friday | 21-23 Aug. | Fall 2019 New Students Registration ⁽¹⁾ |
| Wednesday-Friday | 26-30 Aug. | Fall 2019 Semester Late Registration ⁽¹⁾ |
| Saturday | 31 Aug. | Muslim New Year, Holiday ⁽²⁾ |
| Monday | 2 Sep. | Fall 2019 Semester Begins ⁽¹⁾ |
| Wednesday-Friday | 4-6 Sep. | Fall 2019 Drop/Add Period ⁽¹⁾ |
| Monday | 9 Sep. | Ashoura, Holiday ⁽²⁾ |
| Saturday | 9 Nov. | Prophet's Birthday, Holiday ⁽²⁾ |
| Friday | 22 Nov. | Independence Day, Holiday |
| Monday | 27 Nov. | Drop Period Ends |
| Monday-Friday | 2-6 Dec. | Spring 2020 Semester Pre-Registration ⁽¹⁾ |
| Tuesday-Wednesday | 10-11 Dec. | Reading Period ⁽¹⁾ |
| Thursday-Friday | 12-20 Dec. | Fall 2019 Semester Final Exams ⁽¹⁾ |
| Tuesday | 24 Dec. | Christmas and New Year Vacation begins |
| Thursday | 2 Jan. | Christmas & New Year Vacation Ends |
| Monday | 6 Jan. | Christmas (Armenian) Holiday |

SPRING SEMESTER 2019/2020

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|-------------------|-------------|--|
| Monday-Friday | 20-24 Jan. | Spring 2020 Semester Late Registration ⁽¹⁾ |
| Monday | 20 Jan. | Spring 2020 Semester Begins ⁽¹⁾ |
| Wednesday-Friday | 22-24 Jan. | Spring 2020 Drop/Add Period ⁽¹⁾ |
| Sunday | 9 Feb | Saint Maroun's, Holiday |
| Wednesday | 25 Mar. | Annunciation Day, Holiday |
| Thursday-Monday | 9-20 April | Greek Orthodox and Latin Easter Holiday |
| Monday | 27 April | Drop Period Ends ⁽¹⁾ |
| Tuesday-Thursday | 28-30 April | Summer 2020 Semester Pre-Registration |
| Friday | 1 May | Labor Day, Holiday |
| Tuesday-Wednesday | 4-8 May | Fall 2020 Semester Pre-Registration ⁽¹⁾ |
| Friday-Sunday | 12-13 May | Reading Period ⁽¹⁾ |
| Thursday-Friday | 14-22 May | Spring 2020 Semester Final Examinations ⁽¹⁾ |
| Tuesday-Thursday | 24-26 May | Id al-Fitr, Holiday |

SUMMER SEMESTER 2019/2020

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|------------------|----------------|--|
| Monday | 1 Jun. | Pre-Registration for Medicine III & IV - Academic Year 2020-2021 |
| Monday | 1 Jun. | 2020-2021 Academic Year begins for Medicine III & IV |
| Monday-Friday | 8-12 Jun. | Summer 2020 Semester Late Registration ⁽¹⁾ |
| Monday | 8 Jun. | Summer 2020 Semester Begins ⁽¹⁾ |
| Wednesday-Friday | 10-12 Jun. | Summer 2020 Semester Drop/Add Period ⁽¹⁾ |
| Wednesday | 1 Jul. | Summer 2020 Semester Begins for Medicine I. |
| Monday | 13 Jul. | Drop Period Ends ⁽¹⁾ |
| Saturday | 25 Jul. | Reading Period ⁽¹⁾ |
| Monday-Wednesday | 27-29 Jul. | Summer 2020 Semester Final Examinations ⁽¹⁾ |
| Friday-Sunday | 31 Jul.-2 Aug. | Al-Adha Holiday ⁽²⁾ |
| Saturday | 15 Aug. | Assumption Day, Holiday |
| Monday | 17 Aug. | 2020-2021 Academic Year Begins for Medicine I & II |

Monday 17 Aug. Pre-Registration for Medicine I & II - Academic Year 2020-2021

Sunday 29 Aug. Ashoura, Holiday⁽²⁾

Monday-Friday 31 Aug.-4Sept Fall 2020 Semester Late Registration ⁽¹⁾

*This is a Student Based Calendar

⁽¹⁾For all Faculties except Medicine

⁽²⁾ Id al-Fitr, Muslim New Year, Ashoura, and the Prophet's Birthday are determined after sighting of the moon. Accordingly, the actual dates may not coincide with the dates in this calendar.

MISSION STATEMENT

The University of Balamand is a private non-profit independent Lebanese institution of Higher Education. It was founded in 1988 by the Orthodox Patriarchate of Antioch and All the East upon the direction of Patriarch Ignatius IV. The University admits students from Lebanon and the Region at large without discrimination on the basis of religion, gender, or physical handicap.

Inspired by the Tradition of the Antiochian Christian Orthodox Church in promoting the welfare of humanity and its highest values, the University commits itself to Christian-Muslim understanding, openness, tolerance, and compassion. The University is dedicated to graduating professionals who are well-rounded, critical thinkers, life-long learners, and active citizens in their societies.

The University seeks to limit the influence of dogmatism and fundamentalism in intellectual, social, political, religious and cultural manifestations. The University believes in responsible freedom, in the role of reason in uncovering truth, and in the deepening of human existence under God. Through quality education, rigorous research, concern for public good, and engagement with the community, the University seeks to contribute to nation building, ethical standards, inter-cultural dialogue, environmental responsibility, and human development.

FACULTIES OF THE UNIVERSITY

The University of Balamand has 10 Faculties and one Institute: Académie Libanaise des Beaux-Arts, Saint John of Damascus Institute of Theology, Faculty of Arts and Social Sciences, Faculty of Sciences, Faculty of Engineering, Faculty of Business and Management, Faculty of Medicine, Faculty of Health Sciences, the

Saint George's Faculty of Postgraduate Medical Education (located in the Saint George's Health Complex in Achrafieh, Beirut), Issam M. Fares Faculty of Technology, and the Faculty of Library and Information Studies.

The language of instruction in the various Faculties/Institutes is as follows:

| | |
|---|-----------------------------|
| Académie Libanaise des Beaux-Arts | English/French |
| Saint John of Damascus Institute of Theology | Arabic, English, and Greek |
| Faculty of Arts and Sciences | English, French, and Arabic |
| Faculty of Business and Management | English |
| Faculty of Engineering | English |
| Faculty of Health Sciences | English/French |
| Saint George's Faculty of Postgraduate Medical Education | English |
| Faculty of Medicine & Medical Sciences | English |
| Issam M. Fares Faculty of Technology | English/French |
| Faculty of Library and Information Studies | English/French |

**Saint George's Faculty of Postgraduate Medical Education, and the Faculty of Medicine & Medical Sciences offer only graduate and postgraduate degrees.*

P.S: See other language requirements under the various Faculties.

ACADEMIC OFFERINGS

The degrees granted by the University of Balamand, like the degrees of all universities operating in Lebanon and licensed by its Government are recognized worldwide. The University of Balamand offers curricula leading to degrees in more than 71 Undergraduate majors.

These degrees are distributed as follows:

| <i>Programs</i> | <i>Degrees</i> |
|---|----------------|
| Académie Libanaise des Beaux-Arts (ALBA)-Dekouaneh | |
| Architecture | |
| Etudes Architecturales | Licence |
| Arts Décoratifs | |
| -Section Arts Graphiques et Publicité: | Licence |
| * Graphisme et Publicité | Licence |
| * Illustration - Bande Dessinée | Licence |
| * Animation 2D/3D | Licence |
| * Graphisme-Multimédia | Licence |
| -Section Architecture d'Intérieur: | |
| * Architecture d'Intérieure | Licence |
| -Section Design: | Licence |
| * Design Produit | Licence |
| Arts visuels | |
| Cinéma et Réalisation Audiovisuelle | Licence |
| -Section Cinéma: | |
| -Réalisation Audiovisuelle | Licence |
| -Television department | |
| -Television and Digital Media | B.F.A. |
| Institut D'Urbanisme | |
| -Architecture du Paysage | Licence |
| Mode | |
| -Design de Mode | Licence |
| Académie Libanaise des Beaux-Arts (ALBA) Balamand-Al Kurah | |
| Architectural Studies | B.S. |
| Interior Architecture and Design | B.F.A. |
| Computer Graphics and Interactive Media | B.F.A. |
| Graphic Design | B.F.A. |
| Art Teaching Diploma | T.D. |
| Saint John of Damascus Institute of Theology | |
| Theology | B.Th. |
| Faculty of Arts and Sciences-Balamand-Al Kurah | |
| Languages, Translation | B.A., Diploma |

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|--|--------------|
| Arabic Language and Literature | B.A., T.D. |
| French Language and Literature | B.A., T.D. |
| English Language and Literature | B.A., T.D. |
| Psychology | B.A. |
| Education | B.A., T.D. |
| Physical Education | B.A., T.D. |
| Mass Media and Communication | B.A. |
| History | B.A. |
| Philosophy | B.A. |
| Political Science and International Affairs | B.A. |
| Computer Science | B.S., T.D. |
| -Information Systems | |
| -Software Engineering | |
| Mathematics | B.S., T.D. |
| Physics | B.S., T.D. |
| Chemistry | B.S., T.D. |
| Biology | B.S., T.D. |
| Environmental Sciences | B.S. |
| Faculty of Arts and Sciences-Souk El Gharb-Aley | |
| Education | B.A. |
| Mass Communication | B.A. |
| Biology | B.S. |
| Computer Science | B.S. |
| -Information Systems | B.S. |
| -Software Engineering | B.S. |
| Faculty of Business and Management | |
| Business and Management | B.B.A., T.D. |
| Economics | B.S., T.D. |
| Tourism and Hotel Management | B.B.A. |
| Faculty of Business and Management-Souk El Gharb-Aley | |
| Business and Management | B.B.A. |
| Faculty of Engineering | |
| Computer Engineering | B.S./B.E. |
| Electrical Engineering | B.S./B.E. |
| Civil Engineering | B.S./B.E. |
| Mechanical Engineering | B.S./B.E. |
| Chemical Engineering | B.S./B.E. |
| Faculty of Engineering-Souk El Gharb-Aley | |
| Electrical Engineering | B.S./B.E. |
| Civil Engineering | B.S./B.E. |
| Faculty of Health Sciences-Balamand-Al Kurah and St.Georges Health Complex- Achrafieh | |

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|--|-----------------------------|
| Nursing | B.S. |
| Public Health and Development Sciences | B.S. |
| Medical Laboratory Sciences | B.S. |
| Health Promotion | B.S. |
| Nutritional Sciences | B.S. / Diploma (Internship) |
| Faculty of Health Sciences-Souk El Gharb-Aley | |
| Nursing | B.S. |
| Public Health and Development Sciences | B.S. |
| Nutritional Sciences | B.S. |
| Medical Laboratory Sciences | B.S. |
| Issam M. Fares Faculty of Technology-Balamand-Al Kurah | |
| Aircraft Maintenance Engineering | B.Tech. |
| Mechatronics Engineering | B.Tech. |
| Telecommunications and Networks Engineering | B.Tech. |
| Business Management and Administration | B.Tech. |
| Agricultural Engineering | B.Tech. |
| Civil Engineering and Construction | B.Tech. |
| Issam M. Fares Faculty of Technology-Beino-Akkar | |
| Mechatronics Engineering | B.Tech. |
| Telecommunications and Networks Engineering | B.Tech. |
| Business Management and Administration | B.Tech. |
| Civil Engineering and Construction | B.Tech. |
| Agricultural Engineering | B.Tech. |
| Issam M. Fares Faculty of Technology-Souk El Gharb-Aley | |
| Civil Engineering and Construction | B.Tech. |
| Mechatronics Engineering | B.Tech. |
| Faculty of Library and Information Studies-Balamand-Al Kurah | |
| Library and Information Science | B.L.S. |
| Faculty of Library and Information Studies-Souk El Gharb-Aley | |
| Library and Information Science | B.L.S. |

Abbreviations: **B.A.** Bachelor of Arts - **B.E.** Bachelor of Engineering - **B.S.** Bachelor of Science - **B.B.A.** Bachelor of Business Administration - **B.L.S.** Bachelor Degree in Library & Information Science **B.Th.** Bachelor of Theology - **T.D.** Teaching Diploma - **B.Tech.** Bachelor of Technology

ACADEMIC SUPPORT FACILITIES

LIBRARIES

The University of Balamand Library System is the key resource and service gateway of the institution. It includes five libraries: the Issam Fares Library Learning Center; two ALBA libraries, one in Sin-al-Fil and the other on the Main Campus; the Library of the Saint John of Damascus Institute of Theology; and the Habib and Fouad Abi Chahla Medical Library in Achrafieh. They all work to provide resources and assistance to students, faculty, staff and the UOB neighboring community in general.

Some of the sources available include print and online books and journals, online databases, and multimedia resources. The Library, likewise, holds a series of Special Collections (including the Nour Fares Collection (18th and 19th century travels in the Middle East), and the Scaife Collection (English literature and history). Furthermore, the Theology Institute Library has a unique collection on Eastern Christianity and a valuable set of Arabic and Syriac manuscripts while the ALBA Library has the complete personal library of Alexis Boutros, the founder of ALBA. Borrowing privileges, online searches and resources access, current awareness services, article delivery, interlibrary loan, and facilities reservation are some of the many services provided. The Library also offers a significant service of continuous instructional programs to all its users in order to enhance information literacy leading to a more efficient and effective use of information available both in the Library and on the Internet.

LABORATORIES

Students have access to several laboratories (biology, physics, chemistry, computer, civil, chemical, anatomy, electronics, and surveying) located in the various Faculties. Laboratory supervisors are available to assist students. Programs to establish networking for computer laboratories with other universities and access to data servers are in progress.

STUDENT LIFE

STATEMENT OF POLICY FOR STUDENTS

The aim of the University of Balamand is to create and maintain a community where each student may pursue studies in an atmosphere of academic freedom and co-operation in a climate of tolerance and mutual respect. Students are encouraged to express themselves and to pursue activities within the Policies and Regulations of the University. Activities of divisive partisan character that impair the spirit of the University are prohibited.

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is responsible for students' extracurricular activities. It coordinates a variety of social and athletic activities, enriching students' experiences in various areas. The Office holds various events and functions throughout the academic year, bringing together faculty members, staff members, students, and often members of the community. For more information on the university student life, please refer to the UOB Student Guide.

EXTRA-CURRICULAR ACTIVITIES

CAMPUS LIFE AND STUDENT DEVELOPMENT

Clubs and Societies represent a wide variety of interests in which students experience growth outside the classroom setting. Professional staff members and advisors are available to assist individuals forming a club or society, and to advise registered groups.

Students are encouraged to join clubs and societies and participate in social, cultural and athletic events. A current list of clubs and societies includes the following: ALBA Society, American Society of Civil Engineers - UOB Student Chapter, American Concrete Institute, American Society of Mechanical Engineers - UOB Student Chapter, Association of Energy Engineers, Barcode Club, Balamand Entrepreneurs Club, Cine Club, Computer Science Club, Dorms Club, Education Student Society, Fem Society, Folk Dance Club, Friends of Médecins Sans Frontières (FoMSF), Healthy Minds Club, Human Rights Club, Hospitality Student Society, UOB - IEEE Student Branch, Inklings Club, Interactive Club, Leisure and Fun Club, Lebanese Medical students' International Committee, Live Love Balamand, Mass Communication Club, Medical Lab Community, Medical Student Society, Music Club, Meaningful Youth Club, Nursing Society, Nutri Club, Oriental Choir, Parkour Freerun Club, Photography Club, Political Science Society, Pre Med Club, Red Cross Youth Club, Robotics and Mechatronics Club, Royal Aeronautical Society - UOB Student Branch, Science Student Society, Social Club, Student Society of Chemical Engineers, TEDx Balamand Club, Theater Club, Translation Society, UOB Recycles Club, and UOB Club for UNESCO.

The Campus Life and Student Development Division offers an assortment of educational, recreational and cultural programs for the campus community. It coordinates the facilities, services and programs designed to meet the campus out-of-classroom needs. The division also serves as the administrative liaison to student clubs and societies.

Campus traditions include: a welcoming reception for new students at the beginning of the Fall semester, a Club Fair, St. Barbara's Day traditional celebration, a Spring Festival, and the Awards Ceremony for Clubs & Athletics.

The Campus Life and Student Development Division is located in Zakhem building, Office of Student Affairs, Room 120. Working hours are from 8:00 a.m. to 5:00 p.m., Monday to Friday.

Telephone: + 961 6 930250, ext: 3935 or 3914. Email: clubs@balamand.edu.lb

THE ATHLETICS SECTION OF THE EXTRA-CURRICULAR ACTIVITIES.

The University of Balamand Athletics Department provides services in concert with the mission of the University and the underlying mission of the Office of Student Affairs. These are best characterized by the goal of accessibility. The athletic activities' mission is to be accessible to students of all skills, abilities and interests, and to provide an extracurricular environment which will enrich learning and personal growth. In providing this learning environment, the program places emphasis on the academic success of Student Athletes, the fair and equitable treatment of women and men, the principles of fair play and amateur and semi-professional athletics competition and the health and welfare of Student Athletes.

The University of Balamand presents Varsity Teams in: volleyball (men + women), soccer (men), futsal (men + women), basketball (men + women), track and field (men + women), tennis (men + women), table tennis (men + women), swimming (men + women), badminton (men + women), squash (men + women), handball (men), martial arts (men + women), and rugby (men). Other sports activities include parkour, bootcamp, aerobics and fitness, bodybuilding and yoga.

The Varsity Teams participate in tournaments organized by the University of Balamand and other universities in Lebanon as well as tournaments organized by the Lebanese Federation for University Sports. They also participate in international sports tournaments. The Varsity Teams utilize several on campus and other

public and private venues for practice and competition. The Hariri Gymnasium, the Philip Saliba Stadium and the tennis courts of the new athletic complex serve as the headquarters for the athletics programs on the main campus in El-Koura.

ACADEMIC INTEGRITY POLICY

1. INTRODUCTION

As a community committed to intellectual endeavors, the University of Balamand recognizes honesty as the foundation of the academic activities of its faculty members and students. UOB strives to provide students with the knowledge, skills, and judgment they need to function in society as educated adults. Falsifying or fabricating the results of one's research, presenting the words, ideas, data, or work of another as one's own, or cheating on an examination corrupts the essential process of higher education.

2. GUIDELINES FOR ACADEMIC INTEGRITY

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise asked by the instructor. Students are urged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations if instructed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

3. FORMS OF ACADEMIC DISHONESTY

Academic dishonesty includes, but is not necessarily limited to, the following:

- a. Plagiarism is intentionally or carelessly passing off another person's work as one's own. It is taking and using information, ideas, opinions, theories or another person's actual words or source without acknowledging the source, thereby creating the impression that the work is one's own.

Plagiarism can occur in the following ways:

- i. Using text from another source (e. g. books, journals, newspapers, web sites, etc.) without documenting the source
- ii. Using direct quotation (the exact words or verbatim) from a text without quotation marks, even if the source has been cited correctly
- iii. Paraphrasing or summarizing the ideas or text of another work without documenting the source
- iv. Substituting a word or phrase for the original while maintaining the original sentence structure or intent of the passage with or without citing the source
- v. Using graphics, visual imagery, video or audio material without permission of the author (or publisher) or acknowledgment of the source
- vi. Translating text from one language to another without citing the original work
- vii. Obtaining packaged information, foreign language translation or a completed paper from an on-line source and submitting it as one's own work without acknowledgment of the source
- viii. Presenting the work of another as one's own.

- b. Cheating is giving or receiving, or attempting to give or receive any unauthorized aid during an examination to improve a grade or obtain course credit. Cheating is not limited to examination situations alone, but arises whenever students attempt to gain an unearned academic advantage.
- c. Duplicate Use of Written Work is the submission of the same paper, or substantially similar papers for two different courses without the consent of the instructors.

4. PENALTIES FOR ACADEMIC DISHONESTY

- 4.1. If a student is found guilty of violating academic integrity policies, any one or a combination of the following penalties may be imposed:
 - Failure of the assignment, project, or examination on which the student was found to be academically dishonest.
 - Failure of the course in consultation with the Dean. Such offense will be documented in the student's record to note repeat offenders.
- 4.2. Any case of cheating will automatically result in a grade of zero on the assignment in question. Repeat offenders must be administratively dropped from the course, with a grade of 40, and referred to the University Disciplinary Committee which will consider suspension or expulsion from the university.
- 4.3. The Faculty Dean may also raise the case to the University Disciplinary Committee where the latter may issue the following disciplinary sanctions after a hearing, in accordance with the Academic Integrity and Copyright Policies:
 - Placement on Academic Probation
 - Suspension from the University for a definite period of time ranging from a semester to a full academic year
 - Dismissal from the University.

5. ENCOURAGING RESPONSIBLE WORK

Faculty members should encourage students to do responsible work. This is best accomplished by designing assignments, which require students to draw on their personal skills and do their own work. Lists of possible assignments duplicated/little changed from year to year should be avoided.

6. PLAGIARISM STATEMENT FOR SYLLABUS

Faculty members are requested to include a statement on plagiarism in the syllabus of each course and make reference to the UOB Policy on Academic Integrity and Copyright.

ACADEMIC COPYRIGHT POLICY

1. DEFINITIONS

According to the Oxford English Dictionary, copyright is "the exclusive right given by law for a certain term of years to an author, composer, designer, etc. (or his assignee), to print, publish, and sell copies of his original work."

The Lebanese Copyright Law endorsed on April 3, 1999, and entered into force on June 6, 1999 "has now extended to computer software, video films and all kinds of audio-visual works. The law now provides stiffer penalties for offenders and better compensation to the persons whose rights have been infringed. The manner in which the copyright is breached has also been extended." (as stated on the website of the Ministry of Economy and Trade).

The Lebanese Copyright Law makes it illegal to import, make, distribute, sell, or rent copies of copyrighted materials without authorization from the owner. No copies except one backup copy are allowed without the specific authorization of the copyright owner.

2. FAIR USE:

“Fair use,” a concept embedded in the law, recognizes that certain uses of copyright-protected works do not require permission from the copyright holder or its agent. These include instances of minimal use that do not interfere with the copyright holder’s exclusive rights to reproduce and reuse the work.

The Lebanese law does allow the practice of “fair use,” a legal concept that allows the reproduction of copyrighted material for certain purposes without obtaining permission and without paying a fee or royalty. Purposes permitting the application of “fair use” generally include reviewing, news reporting, teaching, and scholarly research.

Chapter VI of the Lebanese Copyright Law (Exceptions) Item 25 & 26 on the Protection of Literary and Artistic Property (No. 75 of April 3, 1999) states that

25. “... It shall also be permitted, without the authorization of the author and without obligation to pay him compensation, to use a limited part of any legally published work for purposes of criticism, argumentation or citation or for an educational purpose, provided that the part used does not exceed what is necessary and customary. **However, the name of the author and the source shall always be indicated, if the name of the author is included in the work.**

26. It shall be permitted, without the authorization of the author and without obligation to pay him compensation, to copy or reproduce articles published in newspapers and magazines or short excerpts of a work, provided that it is done solely for educational purposes and within the necessary limits of such purpose. **If the names of the author(s) and the publisher appear on the original work, they shall be mentioned in each and every use of the copy of the article or work.”**

3. WHAT CAN BE PHOTOCOPIED?

A single photocopy of a portion of a copyright-protected work, such as:

1. A maximum of three (3) chapters from a book (never the entire book);
2. An article from a periodical or newspaper;
3. A short story, essay, or poem. One work is the norm whether it comes from an individual work or an anthology;
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

However, in all cases, the name of the author and the source should always be indicated.

4. WHAT SHOULD BE AVOIDED?

1. Making multiple copies of different works that could substitute for the purchase of books, publisher’s reprints, or periodicals;
2. Copying the same works from semester to semester;
3. Copying the same material for several different courses at the same or different institutions.

5. WHEN IS PERMISSION REQUIRED?

1. When the material is used for commercial purposes
2. When the material is used repeatedly
3. When a work longer than 2,500 words is used in its entirety

6. WHAT ARE THE PENALTIES?

The University of Balamand does not condone nor tolerate the unauthorized copying of licensed material

by staff, faculty, or students. The University shall adhere to its contractual responsibilities and shall comply with all copyright laws, and expects all members of the University community to do so as well.

Members of the University community who violate this policy may be subject to discipline through standard University procedures. It falls on the Dean and faculty members to report such cases. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.

7. FOR FURTHER INFO:

Complete version of the Law on the Protection of Literary and Artistic Property (No. 75 of April 3, 1999) can be found at the following website:

<http://www.economy.gov.lb/MOET/English/Panel/IPR/Copyright>

DISCIPLINARY PROBATION

Illegal actions and misconduct such as cheating on tests, plagiarism, and disrupting classes and examinations are subject to disciplinary action. A student placed on disciplinary probation is not eligible to receive financial aid during the period of probation. Upon recommendation of the Faculty in which the student is enrolled, the student may be removed from disciplinary probation after one semester. In cases of severe or repeated infractions of University regulations, a student will be subject to suspension or dismissal from the University.

FINANCIAL AID AND STUDENT WORK PROGRAM

Financial aid is given to qualified and needy students whose financial situation cannot cover educational costs. University financial assistance may be in the form of either scholarships (partial or full), student work, or deferred payment of tuition fees. Students should submit an application for financial aid to the Office of Financial Aid and/or an application for student work to the Office of Student Affairs.

Students should comply with the following:

1. Be enrolled as regular students
2. Have a good academic record
3. Be in financial need
4. Should not be on disciplinary probation.

- Continuing students who are interested in applying for financial aid for the next academic year should apply by mid May.

- New students may also apply for financial aid and submit the applications by mid October (if joining UOB in the Fall semester) or by mid March (if joining UOB in the Spring semester).

- Deferred payment is handled during the registration process through the Comptroller's Office.

- Student work opportunities are available on Campus. Jobs vary from clerical work to laboratory and library assistance. Student work applications should be completed and submitted online at the following link: www.balamand.edu.lb/OSA/studentwork at the end of each semester. New students are not eligible for student work.

SIBLING GRANT

A Sibling Grant (7.5% for second, 12.5% for third) is given when two or more brothers and/or sisters are registered at the University of Balamand. No application is needed to qualify for this Grant.

UNDERGRADUATE MERIT SCHOLARSHIP

Full-time undergraduate students who are placed on the Dean's Honor List and demonstrate academic excellence by achieving a semester general grade average of at least 85 out of 100 are eligible for a merit scholarship. For more details, contact the Office of Admissions & Registration. No application is needed to qualify for this scholarship.

STUDENT HOUSING

Dormitory building accommodating 95 male students and another accommodating 188 female students are available. Each dormitory has single, double, and triple rooms with shared kitchens and bathrooms. Reservations should be made in July for the fall semester, in December for the spring semester, and in June for the summer semester. Reasonable rentals for students may also be found in nearby cities and villages.

FOOD SERVICE

The Cafeteria located in Zakhem Building is a great place to go for everything from a quick snack to breakfast, hot meals, soup and sandwiches, munchies, fresh fruit, salads and hot and cold beverages. In addition to the many items on its regular menu, the cafeteria features daily specials and special holiday meals. A Kiosk that serves quick snacks and sandwiches is located in Khoury Building. Operating hours are Monday - Friday (8:00 a.m. -5:00 p.m.). Other dining services are also available in the parking building facing the UOB main gate.

SHUTTLE SERVICE

A shuttle service (for free) is available on campus to facilitate transportation between different buildings. A bus commuting system is also provided to and from the University to the city of Tripoli at a reasonable cost.

MEDICAL SERVICES

The University offers medical services to students in an infirmary located in the Student Activities Center equipped to deal with minor medical problems. All students are insured against accidents that occur within the University or while using its facilities.

ADMISSIONS

The Office of Admissions and Registration processes admission to all University Faculties. All inquiries, requests for application forms, and correspondence must be sent to the Office of Admissions and Registration.

SELECTION OF APPLICANTS

The University Admissions Committee, based on the recommendations of the Faculty sub-committees, selects applicants for admission. The Office of Admissions and Registration is responsible for handling admissions procedures.

ADMISSION POLICY

Applicants to the Sophomore Class must hold the Lebanese Baccalaureate or its equivalent. The University admits qualified students without regard to race, color, sex, religion, age, physical handicap, or national origin. The University receives applications on dates announced by the Office of Admissions and Registration. Application forms are obtained from the Office of Admissions and Registration, or online. The Office of Admissions and Registration provides notification of the time and place of the required entrance examinations.

RECORD OF NATIONALITY

The student's nationality as stated on the application form can not be changed after enrolment.

CONDITIONAL ADMISSION

Applicants who do not meet University admissions requirements may be granted, upon the recommendation of the Admissions Committee, conditional acceptance. This acceptance continues until the end of the first regular semester. (See requirements of appropriate Faculty).

ACADEMIC ADVISING

Each department provides its students with a faculty advisor who helps students select their courses and work out their academic programs in the context of the requirements of the department concerned and the interests and capabilities of the student.

FEES AND EXPENSES (2019-2020)

APPLICATION FEE

Applicants must complete the University Application Admission Form and pay an application fee of 80\$. This fee is not refundable.

ENTRANCE EXAMINATIONS FEES

| <i>Entrance Exams</i> | <i>US Dollars (non-refundable fees)</i> |
|----------------------------|---|
| Languages | 50 |
| Scientific Subjects | 50 |
| TOEFL | 110 |
| Drawing | 50 |
| Space Perception | 50 |
| Interview | 50 |
| Medical | 90 |
| Physical (Sports) | 50 |

TUITION FEES

| <i>Program</i> | <i>US Dollars (non-refundable fees)</i> |
|----------------------------------|---|
| Freshman | 478 |
| Arts & Sciences | |
| •Arts | 430 |
| •Sciences | 478 |
| Business & Management | 472 |
| Health Sciences | 482 |
| Engineering | 529 |
| Technology | 270 |
| ALBA - Dekouaneh Campus* | 250 |
| ALBA - Balamand Campus | 404 |
| ALBA-Al-Kurah Campus | 396 |

*ECTS (European Credit Transfer System) offered at Sin el-Fil Campus where French is the language of Instruction.

** Per year

RESIDENCE FEES PER USD (PER SEMESTER)

| <i>Rooms</i> | <i>Freij</i> | |
|---------------|--------------------|---------------|
| | <i>Fall/Spring</i> | <i>Summer</i> |
| Single | 1750 | 875 |
| Double | 1000 | 500 |

LIBRARY AND LABORATORY DEPOSIT FEE

A library and laboratory deposit fee of 167\$ is required of every student enrolling in UOB. This deposit is held until the student graduates or discontinues his course of study, at which time the deposit, minus debts incurred, will be returned.

STUDENT ACTIVITY FEE

A fee of 143\$ is charged every semester to cover student activities.

INTERNET FEE

A fee of 28\$ is charged every semester to cover internet use.

LATE REGISTRATION FEE

A 70\$ late registration fee is charged to all students who register during the late registration period.

DEFERRED PAYMENT

Students who fail to honor a deferred payment arrangement are charged a late payment fee of 35\$.

METHOD OF PAYMENT

Payment should be made by certified bank check or banker's check payable to the University of Balamand at the Cashier's Office or as a cash deposit in the University's bank accounts.

WITHDRAWALS

If a duly registered student withdraws for justifiable reasons, the following refund schedule will be applied:

- | | |
|---|----------------|
| 1. Before the official beginning of classes | 75% of tuition |
| 2. During the first week of classes | 50% of tuition |
| 3. During the second week of classes | 25% of tuition |

Refunds are not made for the summer session.

Note: The University reserves the right to change any or all fees at any time without prior notice.

Such changes are applicable to students currently registered in the University as well as to new students.

REGISTRATION

Registration at the appointed time is required of all students in accordance with announced procedures and regulations. Late registration is subject to a late registration fee.

New students must make sure that clearance for admission, as specified in the Letter of Admission, is made at the Office of Admissions and Registration before proceeding to registration. Identification cards are issued to all students upon completion of registration.

CROSS-REGISTRATION

A. Students enrolled at the UOB may take courses at other Universities

A student registered at the University of Balamand may be allowed to cross-register at other institutions if all of the following conditions are met:

1. The semester for which the course is to be cross-registered is the semester at the end of which the student expects to graduate.
2. The course in which the student intends to cross-register is equivalent to a course offered by the University of Balamand.

3. The course is required of the student by the University of Balamand.
4. The course is not offered at the University of Balamand during the semester at the end of which the student expects to graduate.
5. The Chairman of the Department in which the student is majoring sends the Office of Admissions and Registration a written statement confirming that all of the conditions listed above have been met.

B. Students enrolled at other universities taking courses at the UOB

For purposes of cross-registration, students studying at other universities who wish to take courses at the University of Balamand should complete the following procedures:

1. Secure the permission of their institution to take specified courses at the University of Balamand.
2. Secure the permission of the Faculty concerned at the University of Balamand.
3. Present these written permissions to the Office of Admissions and Registration at the University of Balamand.
4. Register in accordance with the instructions specified in the registration procedure.

PASSPORTS AND VISAS

Foreign students need to have passports that are valid for at least one year from the date of their joining the University. They should secure an entry visa to Lebanon from the Lebanese embassy or consulate in their home country. The Office of Admissions and Registration provides the necessary documents for admitted and registered foreign students to acquire Lebanese official residence permits.

NATIONAL SOCIAL SECURITY FUND (NSSF) MEDICAL BRANCH

Lebanese Law requires Lebanese students to enroll in the NSSF medical branch. The fee for the year is 30% of the legal minimum salary. (Applicable to Lebanese students only) To facilitate enrollment in the NSSF medical branch, Lebanese students, whose membership in the NSSF is mandatory, must have the following items with them at registration:

1. A duly completed social security application form (this form will be distributed at the time of registration).
2. A photocopy of the Lebanese identity card or family record.
3. The NSSF number (if already registered).
4. The NSSF number of either parent.
5. 30% of the legal minimum salary as a fee for the year.

MEDICAL RECORD

The Entrance Medical Record Form is sent only to new students who have already been accepted for admission to the University. It should be completed by the student's family physician and returned at the specified date. Information will be kept confidential.

PAYMENT OF FEES

1. Fees must be paid in full following registration every semester. Deferred payments will only be agreed to under specific circumstances and must be arranged before registration.
2. Students who fail to honor a deferred payment arrangement forfeit the right to apply for deferred payment arrangements in future semesters. The Comptroller's Office will notify the Office of Admissions and Registration to withhold grades, future registration privileges, transcripts, diplomas, and other academic information until the account is settled.

CHANGE OF MAJOR

1. Students wishing to transfer from one major to another within any Faculty or from one Faculty to another may do so only after they have completed at least one semester of work in their current majors.
2. ***The transfer request should be submitted to the Office of Admissions and Registration during the month of November for the following spring semester and during the first half of the month of August for the Fall semester.***
3. Students may change their major twice in the same Faculty.
4. The departments and the Admissions Committee of the Faculty concerned must approve all transfers.

NAMES ON DIPLOMAS AND DEGREES

1. Names on degrees and diplomas will be spelled exactly as they appear on passports or identity cards. Lebanese law requires Lebanese students to write their first name, father's name, and family name in that order.
2. Names on the University of Balamand degrees and diplomas appear in Arabic and in English or French. If a name on a passport or an identity card does not appear in any of these languages, the name will be spelled on the University of Balamand degrees and diplomas according to the personal preference of the student concerned in this application form.

INFORMATION FOR UNDERGRADUATE STUDENTS

DEGREES

Please refer to "Academic Offerings".

UNIVERSITY ORIENTATION PROGRAM (UOP)

The University of Balamand offers an Intensive Language Program and a Remedial Program that prepare students for the language aptitude entrance examinations required by the different departments at the University.

Failure to meet language requirements set by the University may place a student in the Intensive Language Program. This Program helps the student improve his/her language ability. Students have a period of one year to fulfill the language requirements and to join the regular program; otherwise they will have to reapply to the University.

The Remedial Program is designed to prepare students who completed their secondary education outside Lebanon and those who obtained the appropriate technical baccalaureate for the entrance examinations set by the University. Cases are studied individually and acceptances are issued upon the recommendation of the Admissions Committee. Students have a period of one year to finish this program. At the end of this year they must retake the required entrance examinations.

APPLICATION PROCEDURE

An individual file is prepared for every applicant at the Office of Admissions and Registration. It includes:

- 1- Application form and a non-refundable fee of \$ 80.
- 2- Photocopy of the applicant's identity card and passport, if available.
- 3- Three recent passport size photos.
- 4- Grades for the three years of schooling prior to the year in which the student is submitting the application. Average and rank in class are needed. School grades must be submitted in by the school administration in sealed envelopes.

- 5- SAT is required of all the undergraduate applicants except for transfer students. Students are responsible for registering and taking the SAT. Applicants planning to enroll in the spring semester, must take the SAT by the December testing session of the previous year. Applicants planning to enroll in the fall semester must take the test by the December testing session of the year before their planned enrollment. For students who take the SAT more than once, the University will use the highest score achieved in each section.
- 6- Applicants to the freshman class should:
- a- Hold a secondary school certificate based on 12 years of schooling, starting with Grade One, awarded by government or private schools and recognized by the Lebanese Ministry of Education and by the University.
 - b- Obtain “permission” from the Equivalence Committee of the Lebanese Ministry of Education allowing them to pursue their higher education on the basis of a foreign program.
 - c- Take, prior to their admission, the SAT.
 - d- Take, either prior to their admission or during their Freshman year, SAT Subject Tests as follows:
 - Students who choose the sciences track should take:
Mathematics II (obligatory) plus two tests chosen from Biology, Chemistry, or Physics.
 - Students who choose the art track should take:
Mathematics I (obligatory) plus any two tests.
- To be eligible for promotion to Sophomore class the applicant should obtain a minimum cumulative total score (SAT + SAT Subject Tests) of:

| Total (SAT/ SAT Subject Tests) score | SAT Scores |
|--------------------------------------|--------------|
| Freshman Sciences | 2,300 |
| Freshman Arts | 2,150 |

** The attention of applicants is drawn to the following:*

- 1- Applicants, regardless of the outcome of the application process, may reclaim none of the documents mentioned above.
- 2- An application is valid only for the academic year for which a student has applied.
- 3- The name of the applicant will be recorded in University files as it appears on his/her identity card or passport.

ADMISSION PROCEDURES AND EXAMINATIONS

CRITERIA AND ADMISSION PROCEDURE

The criteria for acceptance are the entrance examinations assigned by the University (SAT or other Exams), the secondary-school grades, and the rank in class.

Priority of admission is generally given to the best-qualified applicants.

Students who are academically admissible but who fail to meet the University’s language proficiency requirements set by the University may be placed in the University Orientation Program (UOP) for intensive language study.

LANGUAGE PROFICIENCY REQUIREMENT

English Language Examination:

Prior to registration at the University, students admitted to UOB must demonstrate a level of English proficiency consistent with the demands of a program carried on almost exclusively in the English language. This may be done in any one of the following ways:

Test Minimum Score Required

| | |
|---------------------------------|--------|
| TOEFL (Internet-based), | 71 Or |
| TOEFL (Paper and pencil), | 527 Or |
| SAT (Writing and Language test) | 22--25 |
| IELTS | 5.5 |

Institutional Paper and pencil TOEFL can be taken at UOB three times per year on published entrance exam dates at a cost of 150,000 L.L. (\$100).

Information and application forms for each of the above-mentioned tests can be obtained at the following addresses:

| | | |
|----------------------|-----------------------------|---------------------------------|
| <u>TOEFL:</u> | Educational Testing Service | AMIDEAST |
| | Rosedale Road, PO Box 6155 | OR Riad El Solh, Bazerkan Bldg. |
| | Princeton, NJ, 08541-615 | Beirut, Lebanon |
| | USA | E-mail: Lebanon@AMIDEAST.org |

IELTS: Applicants may contact the British Council in their respective countries.

Upon registering for these tests, applicants must specify that results be sent to the Office of Admissions & Registration of UOB. For example, applicants who may choose to take the TOEFL / SAT must use the Institutional code number for UOB: 2960, when registering for the test.

French Language Examination (French Majors only):

Candidates must demonstrate a level of French language proficiency consistent with the requirements of their program of study. To ascertain this proficiency, the candidate must pass the French Entrance Exam. (Test de Positionnement).

The Undergraduate students who hold a DELF/DALF with a degree level B2 or C1 scoring above 70 will be admitted as FREN 201.

Applicants who hold a DELF/DALF with a degree level B1 scoring above 70 will be admitted as FREN102 but they must complete successfully FREN102 within the first semester of enrolment at the University.

READMISSION

Students in good standing who withdraw from the University voluntarily and who subsequently seek to return may be granted readmission to their former program provided that their return takes place not later than four regular semesters from the end of the session in which withdrawal took place.

TRANSFER FROM OTHER UNIVERSITIES

Candidates transferring from recognized institutions of higher education are eligible for consideration for admission subject to the following conditions:

- They hold the Lebanese Baccalaureate or its official equivalent.
- They had met the requirements for admission to the University of Balamand prior to their admission to the institution from which they are transferring.

- . They successfully completed at least 20 credits in the institution from which they are transferring.
- . They pass language entrance examination(s) and/or any other tests required by the Faculty to which they are applying.
- . Such candidates may be given credit for courses completed in other institutions if they have passed these courses with a grade equivalent to 70 or above, and if these courses are approved for a degree from the University of Balamand.

The Admissions Committee will approve transfer cases on an individual basis.

GRADING SYSTEM

The “Rules and Regulations” section of this Catalogue contains detailed information regarding the academic regulations of the University.

GRADUATION REQUIREMENTS

Students are advised to check, by themselves and with their respective advisors, that all graduation requirements are fulfilled. Failure to do so may mean a longer period is needed to complete graduation requirements. To graduate with a bachelor’s degree, a student must complete the following:

RESIDENCY REQUIREMENTS

1. A minimum of six semesters of residence beginning with the sophomore year, at recognized institutions of higher education, provided that:
 - at least the final three semesters and fifty per cent credits are completed at the University of Balamand. Two regular summer sessions are considered equivalent to one semester.
2. A maximum of ten semesters is allowed for the graduation of students who begin with the sophomore year, and six semesters for those beginning with the junior year. A student who fails to complete a degree within these specified times must petition the Dean for an extension of residence.

NUMBER OF CREDITS REQUIRED AND DIPLOMA

Generally, a minimum of 90 credits starting sophomore year for a B.A., B.S or B.L.S., 100 for a B.Tech., 115 for a B.F.A., 109 for B.E. and 21 credits for a T.D. following a bachelor degree. See departmental regulations for the exact number of credits.

ACADEMIC PERFORMANCE REQUIRED

1. A passing grade in all courses.
2. A cumulative general average of 70 or above.
3. Students already holding a bachelor’s degree who wish to obtain another bachelor’s degree must complete at least 40% of all the requirements of the department for that second degree within 3 semesters at least.

GRADUATION WITH HONORS

1. A student achieving a cumulative average of 90 or above at the University of Balamand will receive his bachelor’s degree with high Distinction.
2. A student achieving a cumulative average of 85 or above at the University of Balamand will receive his bachelor’s degree with Distinction.

ACADEMIC RULES AND REGULATIONS

A. CREDIT LOAD

1. To be considered as a regular student, a student must register for 12 credits or more per semester. No minimum credit load is required during a summer session.
2. Students may seek the approval of the Faculty Council to drop the credit load below 12 .
3. Special Orientation Program students may register for more than 15 credit hours per semester following the approval of the special program director.
4. The credit load for sophomore, junior, and senior students is cited under the “Credit Load” of the appropriate Faculties.
5. Credit load for student on Academic probation is detailed in a scholastic standing section.

B. CATEGORIES OF STUDENTS

Students will be classified according to the following categories:

| Category | Year | Number of credits earned or Status |
|---|--------------------------|---|
| Regular | Preparatory | Special Orientation Program students |
| | Freshman | See «Academic Support Facilities», «Freshman Program» section |
| | Sophomore | Students who have earned less than 27 credits. |
| | Junior | Students who have earned between 27 and 56 credits. |
| | Senior | Students who have earned 56 credits or more. |
| | Majorless | Students who are placed out of a departement/faculty may remain for one semester as majorless before choosing major. |
| Special | Part-Time | See below |
| Continuing Education Program (CEP) | Non-degree option | See «Academic Support Facilities», «Continuing Education Program» |
| | Non-credit option | See «Academic Support Facilities», «Continuing Education Program» section |

Classification in a given class does not necessarily imply that the requirements of the previous class have been completed. A student requesting a certificate stating that he/she has completed a given class must have completed all of the requirements for that class.

Special Students:

Part-time students may be classified in two categories:

- 1- Full-time students who, under pressing circumstances, cannot take the required full-load. Such students may register for fewer than 12 credits after getting the approval of the Dean and the Advisor of the Faculty and department concerned.
- 2- Persons interested in rejoining the University after a lapse of time. The requirements to join this program are the Lebanese Baccalaureate or its equivalent and the placement test in the corresponding languages. Interested candidates must also have an interview with the Dean of Admissions and Registration

and a representative of the department concerned.

The academic rules and regulations for special students are the same as for full-time students.

The Office of Admissions and Registration receives and processes applications of regular and special students and the CEP office handles the applications of its students.

C. CORRECT USE OF THE LANGUAGE

Good command of the language of instruction is a basic requirement for graduation. Grades on papers (theses, term papers, essays, or examinations) and oral presentations will take into account language proficiency.

D. GRADING SYSTEM

1. All final course grades are expressed in numbers ranging from 40 to 100.
2. The Dean of the Faculty concerned must approve transferable courses from other institutions.
3. The grading system is as follows:

| Graded | Notation |
|-----------|-------------|
| 95 to 100 | Outstanding |
| 85 to 94 | Excellent |
| 80 to 84 | Very Good |
| 75 to 79 | Good |
| 70 to 74 | Fair |
| 60 to 69 | Weak |
| 40 to 59 | Fail |

| Non-Graded | Notation |
|------------|---|
| Aud | Audit |
| CBE | Credit by Examination |
| F | Fail |
| I | Incomplete |
| M | Graduate course |
| N | Non-credit, not counted in average |
| P | Pass |
| R | Repeated course for raising average |
| S | Satisfactory |
| T | Counted after a change of major |
| V | Non-credit, counted in average As of Fall 2014, «V» : Non-credit, counted only in semester average |
| W | Withdrawal |
| WF | Administrative Withdrawal |
| Y | Final grade issued on an annual basis |
| Z | Counted toward a degree (in the case of year to be repeated) |

E. INCOMPLETE GRADES AND MAKE-UP EXAMINATIONS

1. Course work must be completed by the date on which the semester ends. In exceptional cases, and with the approval of the instructor, the chairman of the department, and the Dean, a student may be allowed to make up incomplete work before the end of the Drop/Add period of the next semester.
2. The time and date of make-up tests within the period specified in (1) above will be set by the faculty concerned with due consideration for the student's schedule.
3. Failure to complete the requirements for incomplete courses within the periods specified above will result in a grade of zero for the missing work with the course grade computed accordingly. Failure to make-up a missing final examination will result in a final grade of 40 on the course.

F. POLICY FOR FAILING GRADES

- In general, a failing grade for any undergraduate course can be no less than 55.
 - A grade of 40 will be given to an undergraduate course in the following 2 cases:
 - 1- If the student has a WF final grade. Once the number of missed sessions exceeds 1/6 of the course sessions, the instructor or the Dean notifies the student in writing and copies the registrar indicating that it is the student's responsibility to officially withdraw from the course before the end of the drop period; otherwise, the student will earn a WF as a final grade for the course which will be converted to a numerical grade of 40 for undergraduate courses, in computing the student's average.
 - 2- Failure to complete the requirement to remove an incomplete grade or "I" within the period specified by the Registrar.
- In addition, failure to take a make-up exam for a missing final will result in a final grade of 40 for undergraduate courses.

F. ATTENDANCE AT AND WITHDRAWAL FROM COURSES

1. CLASS ATTENDANCE

1. Students are expected to attend all classes and laboratory sessions.
2. Absence, whether excused or not, from any class or laboratory session does not excuse students from their responsibility for the work done or for any announcements made during their absence.
3. A student who is near missing one-sixth of the course sessions will be receiving a written warning from the instructor. Once the number of missed sessions reaches one-sixth of the course sessions, the instructor notifies the student in writing and copies the Registrar that it is the student's responsibility to officially withdraw from the course before the end of the drop period, otherwise he will earn a WF as a final grade for the course.

If the number of missed sessions accumulates to more than one-sixth after the drop deadline, the student will receive as well a grade of WF.

A WF grade is counted as a numerical grade of 40 for the course in computing the student's averages.

2. WITHDRAWAL FROM COURSES

1. Students are permitted to withdraw from courses not later than 10 weeks after the start of the semester (four weeks in the case of the summer session).
2. Students withdrawing from a course will receive a grade of "W" for this course. A "W" grade and the corresponding course credits are not included in computing the semester or the cumulative average.
3. The student's academic advisor must approve all withdrawals. Withdrawing from an entire semester requires the approval of the Dean of the Faculty.
4. If a student withdraws or is dropped (for any reason) from one course or more resulting in a credit load

below 12 credits, the case will be reviewed by the Dean of the Faculty who will determine:

- * The eligibility of the student to continue the semester
- * The withdrawal of the student from that semester
- * The dismissal of the student from the Faculty

G. REPEATING COURSES

1. A student may repeat a course only once to achieve its required grade; a W or a WF (40) on a transcript is counted, for this purpose, as a grade.
2. Students may not repeat a course in which they have already achieved a grade of 70 unless the department rules require a higher score.
3. A student repeating a course more than once must seek the approval of the Dean.

H. SCHOLASTIC STANDING

1. DEAN'S HONOR LIST

To be placed on the Dean's Honor List at the end of a given Fall or Spring semester, a student must:

- . Be registered for at least 12 undergraduate credits (Graded numerically),
- . Not be on Probation,
- . Have a semester average of at least 85 or be ranked in the top 10 percent of the class and have a semester average of at least 80,
- . Have no failing, withdrawals, repeated, or incomplete grades,
- . Have no disciplinary action in his/her record,
- . Be deemed worthy by the Dean to be placed on the Honor List.

2. EVALUATION OF ACADEMIC PERFORMANCE

The evaluation of the academic performance of a student begins when a regular student has reached at least the level of ENGL 101 or FREN 003 and has registered for a minimum of 6 of the required credits from his/her plan of study.

Students transferring from another institution of higher education or from another department at UOB receive a written statement from their new department showing their academic status in conformity with the faculty and department rules.

2.1. Academic Probation

If a student enters the University with a conditional acceptance, the conditions for its removal must be fulfilled by the end of the first semester. Starting from the second semester, a student must maintain a cumulative average of 70 or above. Failure to do so by the end of a semester places the student under academic probation. Under such circumstances, the student may be required to take a lighter credit load, which may result in a delay in graduation.

Such students will not be allowed to take more than 12 new credits in the semester during which they are on probation and will also be required to retake the courses they had failed the next time they are offered. Such students will be encouraged by their advisor to take courses in the Summer Semester.

2.2. Removal of Probation

A student placed on probation has to achieve a cumulative average of 70 or above in the next semester in order to remove the probation.

2.3. Continued Probation

Students who are on probation and who fail to achieve a cumulative average of 70 in the next semester will be placed on continued probation if their semester average is 70 or higher.

2.4. Strict Probation

A student placed on probation and who fails to achieve a semester average and a cumulative average of at least 70 or placed on continuing probation and who fails to remove it, is placed on strict probation for one semester under the following conditions:

1. The student is allowed to register for a maximum of 12 credits.
2. The student registers only for courses in which the grade earned was less than 70. To remove the strict Probation the student must:
 1. Not fail any course.
 2. Obtain a cumulative average of 70 or above.

2.5. Dropping from the Department

Students will be dropped from the Department for any of the following reasons (other than those mentioned in paragraph 2.1 above) if:

- a. They are subject to probation for a third time.
- b. They are on Strict Probation and are not able to remove the probation by the end of the next semester.

DISMISSAL FROM THE UNIVERSITY

Students dropped from a Department have one semester as a majorless student to meet the transfer requirements to other Departments. If, at the end of the semester, they fail to meet these requirements, they will be dropped from the University.

READMISSION TO THE UNIVERSITY

When a student is dismissed, the implication is that the student is not qualified to continue at the University. Consideration for readmission is given for one of the following reasons:

- a. If the student was not able to do work efficiently because of health reasons. In such cases, the University is to be notified promptly by the student and will require a medical report from the University Physician. The report is to be presented to the Dean's Office within 30 days after the student is dismissed.
- b. If, after spending a minimum of one year at another recognized institution of higher education, a satisfactory record is achieved (a general average of at least 70 that includes courses relevant to the major), the student may seek readmission to the University.

I. SUMMER SESSION

The summer session extends over eight weeks of teaching. The maximum academic load during the summer session is 10 credits (7 credits for students on probation).

The courses offered during the summer session are identical in scope and content with those offered during the regular academic year. A summer session in which the student is registered for at least 6 credits is considered as a regular semester.