



# STUDENTS' HANDBOOK





**THE AMERICAN UNIVERSITY OF  
SCIENCE AND TECHNOLOGY**

## **I. GENERAL INTRODUCTION**

This handbook is compiled by the Office of the Dean of Students & Admissions. This year's edition contains information vital to your life as a student, and is designed to be used in conjunction with the AUST catalogue, which includes descriptions of courses, as well as requirements for graduation and completion of an academic major. The information is accurate at the time of publication.

It is your responsibility to be acquainted with the material contained in this handbook. Students are responsible for satisfactorily meeting all requirements pertinent to their relationship with the University. AUST reserves the right to make changes as to its policies, as circumstances demand, with respect to admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation. Any changes in the University's policy will be publicized through the Dean of Students & Admissions Office. The most current information regarding academic policies is available through the Registrar. Additional information on policies related to the student's life on campus is available at the Dean of Students & Admissions Office.

We hope the information in the Students' Handbook will be of use to you during your stay at AUST. This handbook is divided into several sections, and each section is in turn organized into subheadings. Any questions or suggestions for future editions will be accepted at the Dean of Students & Admissions Office. The Students' Handbook is also available on the AUST web site, at [www.aust.edu.lb](http://www.aust.edu.lb). Please keep this book and use it to get involved with AUST and its community. Your AUST experience has begun!

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**MESSAGE FROM  
THE PRESIDENT**

## II. MESSAGE FROM THE PRESIDENT

Dear Students,

Whether you are a returning student or a new student, I wish to welcome you to the family of AUST with hopes that the time which you will spend at AUST will prove to be rewarding and satisfying.

I would like to seize this occasion to urge you to live your university life fully. Take advantage of the sports facilities and join the clubs; take advantage of the excellent laboratories, equipment and computer facilities that are at your disposal; then, unleash your dreams and potentials. Do not miss the academic and para-academic lectures that bring to you added non-classroom information, and enable you to meet future employers, prominent social figures, politicians and others who are leaders in their professions.

Let your years at AUST be substantive and full. Enjoy the geographically well-situated campuses and discover the area around you. Do not restrict your college experience to classroom attendance; meet other students and make friends; engage your faculty in dialogue and learn from their experiences; and, take pride in your institution by inviting your non-AUST friends and families to university events.

On behalf of the AUST family, I congratulate you and thank you for choosing AUST. I would like to assure you that we shall all work to prove to you that your choice was a correct and a wise one.

Hiam Sakr  
*President*

# **INTRODUCTION TO AUST**

### **III. INTRODUCTION TO AUST**

AUST is a private non-sectarian co-educational institution of higher learning licensed by Presidential Decree no. 3585/2000. Its degrees are recognized by the Lebanese Ministry of Education and Higher Education. The languages of instruction are English and French.

AUST provides opportunities without discrimination for higher education to students from Lebanon and abroad. It offers students a stimulating learning environment where technology is integrated with the learning process to encourage the explanation of new ideas and the pursuit of educational initiatives compatible with AUST's policy in education.

AUST follows the credit-based system. Students can enroll in the fall/spring semester, or summer terms.

#### **III.1. THE UNIVERSITY MISSION**

The American University of Science and Technology (AUST) is a recognized institution of higher learning licensed by the Lebanese Government that is committed to excellence and freedom in teaching and research. AUST reflects the concerns of its founders that affordable American-styled education should be within the reach of all seekers without any form of discrimination or prejudice.

AUST shall be a student oriented university that prioritizes learning, critical thinking, applied training and research based class work. It shall establish wide networks of cooperating universities for exchange and joint research and of potential employers who may provide part time and/or full time employment to students and who may be recruited to serve on the advisory boards of academic majors.

The University shall offer high quality programs comparable to those offered in the USA including a liberal arts curriculum that is distinctive of American education.

AUST shall strive to graduate highly competitive, proficient and motivated communicators, problem solvers, designers and entrepreneurs who enjoy high levels of tolerance for different opinions, who are promoters of human rights and intercultural dialogue and who are well versed in the new technologies.

The University shall require internships in academic majors offered so as to shorten the distance between the classroom and the working place and it shall establish a career center to assist students in finding full time and part time jobs while studying.

AUST shall avail the university community and the larger "society" with cultural and educational programs and activities that will support and complement the traditional classroom teaching and learning processes and provide an extended arm to the

“society” to share and participate in the wealth of experience that the university can provide.

AUST shall offer academic programs needed in the market and not sufficiently offered by other universities

The University shall adopt a flexible scheduling system so as to allow working students the possibility of taking advantage of its full curriculum

AUST shall encourage applied research with effort to find solutions to existing problems.

The University shall review its Mission Statement every 4th year (or before if circumstances require) and it shall consider the inputs of all possible stakeholders (boards, administrators, faculty, staff, students, alumni, employers...).

### **III.2. MODE OF STUDY**

AUST follows the American credit-based system. Students can enroll in the fall semester (October), spring semester (February), or summer term (June).

Each of the fall and spring semesters is of a 15-week duration. The summer term is of a 5-week duration.

# **ACADEMIC RULES AND PROCEDURES**

## IV. ACADEMIC RULES AND PROCEDURES

### IV.1. REGISTRATION - PRELIMINARY AND FINAL

All students must register in person

| New Students   | Old Students   |
|--|--|
| <p><b><u>Step 1: Pre-Registration</u></b><br/>           "New Student Orientation" is conducted before the beginning of each semester and each summer term. During the orientation students may receive their "Letter of Acceptance" and "Contract Sheet".</p>   | <p><b><u>Step 1:</u></b><br/>           Visit AUST website in order to find out, based on Identification Card (ID) number, when the registration date is.</p>  |
| <p><b><u>Step 2: Meeting Advisors</u></b><br/>           Students are to meet with their advisors to be guided on the selection of their courses. The advisor's name is indicated on the "Letter of Acceptance".</p>   | <p><b><u>Step 2: Payment</u></b><br/>           Students report to the "Bursar's Office" for payment of the due fees corresponding to the number of credits to be registered.</p>  |
| <p><b><u>Step 3: Payment</u></b><br/>           Students report to the "Bursar's Office" for payment of the due fees corresponding to the number of credits to be registered.</p>  | <p><b><u>Step 3: ID Renewal</u></b><br/>           Upon payment, a sticker indicating the semester for which the student is registered in, is stamped on the ID.</p>   |
| <p><b><u>Step 4: Logging In</u></b><br/>           1. Visit the computer lab, <b>Block A, 7<sup>th</sup> floor, room 702</b>;<br/>           2. Click on "Internet Explorer" browser at any computer. AUST internal website will open automatically;<br/>           3. Choose your section: "Undergraduate English" or "Undergraduate French" or "Graduate English" or "Graduate French"; and,<br/>           4. Type your username and password (found on the payment receipt).</p> | <p><b><u>Step 4: Logging In</u></b><br/>           1. Visit the computer lab, <b>Block A, 7<sup>th</sup> floor, room 702</b>;<br/>           2. Click on "Internet Explorer" browser at any computer. AUST internal website will open automatically;<br/>           3. Choose your section: "Undergraduate English" or "Undergraduate French" or "Graduate English" or "Graduate French"; and,<br/>           4. Type your username and password (found on the payment receipt).</p> |

|   |   |
|---|---|
| <p><b>Step 5: Registerion of courses</b></p> <ol style="list-style-type: none"> <li>1. Click on the “Registration” link.</li> <li>2. Click on the “Course Lookup” button to choose the courses you wish to register in. A student can register for a maximum number of credits according to his/her payment.</li> <li>3. Click “Add Courses” when you are done.</li> <li>4. Repeat the same process until you have registered all your courses.</li> <li>5. Click on “Print Preview” to print out a copy of the registered courses; a new window will open, press “Ctrl + P” to print.</li> </ol> | <p><b>Step 5: Registerion of courses</b></p> <ol style="list-style-type: none"> <li>1. Click on the “Registration” link.</li> <li>2. Click on the “Course Lookup” button to choose the courses you wish to register in. A student can register for a maximum number of credits according to his/her payment.</li> <li>3. Click “Add Courses” when you are done.</li> <li>4. Repeat the same process until you have registered all your courses.</li> <li>5. Click on “Print Preview” to print out a copy of the registered courses; a new window will open, press “Ctrl + P” to print.</li> </ol> |
| <p><b>Step 6: ID</b><br/>Collect your <b>Identification Card (ID)</b> from the <b>Reception, Block A, Ground Floor</b></p>  |   |

**Note:** Students can register online after completing “Step 2: Payment”. Visit AUST website, go to “Online Services” and click on “Online System”.

## IV.2. LATE REGISTRATION

Late registration period extends until the end of the first week of the semester. Students may register during this period by following the processes detailed in section [“IV.1”](#).

## IV.3. IDENTIFICATION CARDS (ID Cards)

- This card must be carried and used by all registered students at AUST for entry into the University, for sitting for exams, and for attending the various activities on campus.
- ID cards are issued for new students after they complete their registration process. ID cards are issued in Block A, Ground Floor.
- ID cards are renewed for all students at the beginning of each semester and summer term. The ID card is stamped with a sticker indicating the semester for which the student is registered in.
- Lost ID cards can be replaced for a charge of L.L. 150,000.

## IV.4. DROPPING AND ADDING OF COURSES

### Adding a Course:

- Adding a course is firmly restricted to the “Drop and Add” period, which is during the first week of the semester.
- Students can do the necessary changes online.
- No course may be added after the official “Drop and Add” deadline period.

## Dropping a Course:

- Changes in registration are permitted within the “Drop and Add” period.
- Students can do the necessary changes online.
- If a student drops a course within the Drop and Add period, no grade is reported for that course.
- If a student wishes to withdraw from a course after the deadline period, the student must fill out the “Petition to Drop a Course” Form using the Student Information System (SIS). Student will receive a “W” grade on that course.
- Students who do not abide by the withdrawal procedures and deadline will receive an “F” grade on that course. (Refer to section IV.19. for “Withdrawal from Courses” procedure).

## IV.5. CLASSIFICATION OF STUDENTS

According to the American system classification, students at the undergraduate level are classified as:

- Freshman            → if they have completed less than 30 credit hours
- Sophomore        → if they have completed 31-60 credit hours\*
- Junior              → if they have completed 61-90 credit hours
- Senior             → if they have completed more than 90 credit hours

\* Holders of the Lebanese Baccalaureate are considered sophomore students regardless of the number of credits awarded upon admission.

**Note:** To qualify for a degree from AUST, the student must complete the graduation requirements for the degree. These requirements are listed under each major offered by the University.

## IV.6. FULL-TIME STUDENTS

To be considered a full-time student, the minimum number of credit hours carried per semester should be: (for undergraduates)

- 12 credits        → for the fall semester
- 12 credits        → for the spring semester
- 6 credits         → for the summer term

**Note:** A student who registers for less than, or drops below, 12 credits per semester will not be eligible for any type of official certificates (except for official transcripts.)

- 6 credits         → for graduate students

## IV.7. MAXIMUM COURSE LOAD PER SEMESTER

- For Freshman Level students           → 16 credit hours
- For Sophomore Level students         → 18 credit hours
- For Junior Level students               → 18 credit hours

- For Senior Level students → 18 credit hours
- For Graduate students → 12 credit hours

**Note:**

- Undergraduate students with a cumulative GPA of 3.00 and above may be allowed to take up to 21 credit hours, upon their advisor’s approval, and only if they have completed the requirements of the English program.
- A student may register for a maximum of 9 credit hours for the summer I term and for a maximum of 6 credit hours for the summer II term.

**IV.8. CLASS SCHEDULE**

Three credit-hour regular classes convene on **MW**, **TTH**, or **MWF** basis for a total of 45 contact hours. **MW** and **TTH** classes meet for 1.5 contact hours (75 minutes) per day and **MWF** classes meet for one contact hour (50 minutes) per day. During summer I and summer II terms, three credit-hour classes convene daily Mondays to Thursdays (2 hours each session) and **Mondays to Fridays** (2 hours each session), respectively.

Intensive English courses (9 credit-hours) convene on **MWF** basis during fall and spring semesters. Such classes meet for 3 contact hours per day. The English Writing Skills course (5 credit-hours) convenes on **MW** or **TTH** basis (3 contact hours per day). During summer I and summer II terms, Intensive English courses and English Writing Skills courses convene on **Mondays to Thursdays** for 4 hours and 3 hours, respectively.

Laboratory courses are generally 1 credit-hour each, and convene once a week during regular semesters, and twice a week during summer terms for 3 contact hours each (150 minutes).

**IV.9. COURSE NUMBERING AND COURSE ABBREVIATION**

- Freshman level courses are given one hundred numbers; e.g. 100, 101, 102, 110, 120...
- Sophomore level courses are given two hundred numbers; e.g. 200, 201, 202, 205, 225...
- Junior and Senior level courses are given three hundred and four hundred numbers; e.g. 306, 402...
- Pre-college remedial courses do not usually carry any credits and are taken on a pass or fail basis; they are given numbers below one hundred; e.g. 001, 009, 085...
- Graduate courses are given five hundred numbers; e.g. 500, 503...

**Academic courses at AUST are usually abbreviated according to one of two methods:**

1. The first three letters of the name of the course; e.g.: Accounting = ACC, Economics = ECO...

2. Three letters chosen from the name of the academic discipline that will properly reflect the name of that discipline or the program; e.g.: Graphic Design = GDP, Computer & Communication Engineering = CCE...

#### **IV.10. ATTENDANCE REGULATIONS**

- Attendance of classes and laboratory sessions is mandatory.
- Students are held responsible for all the material presented in the classroom.
- Make-up work is allowed only in the event of illness or emergency, and upon the approval of the Dean of Students & Admissions.

##### **The following rules govern absence from and late arrival to class:**

Attendance is required of all students. In case a student has a valid excuse for the absence, he/she should file a Student Absence Petition Form. Petitions are filed online using the SIS and they are approved by the Dean of Students & Admissions.

Students are allowed up to a maximum of four (4) unexcused absences. However,

- Upon the second absence (for **MW** or **TTH** classes), the student will receive a first written warning.
- Upon the fourth absence (for **MW** or **TTH** classes), the student will receive a second and final warning.
- Upon the fifth absence (for **MW** or **TTH** classes), the student will be automatically withdrawn (AW) from the course.

**Note:** AUST has the right to contact the student's parents or guardians for issues related to unexcused absenteeism.

(Refer to the [Appendix for Petition Forms](#) for a sample of the "Absence Petition Form").

#### **IV.11. LATENESS TO CLASS**

- Students are supposed to be in their classes on time.
- Students who are up to 5 minutes late to their classes are required to get "Permission to Enter Class" from the Dean of Students & Admissions Office. This permission will be given to the concerned student after the Student Affairs Officer reviews the said student's profile.
- Late students are not allowed to enter class without a signed permission from the Dean of Students & Admissions.

(Refer to the [Appendix for Petition Forms](#) for a sample of the "Permission to Enter Class").

#### **IV.12. GRADING SYSTEM AND THE GRADE POINT AVERAGE (GPA)**

AUST uses the letter grading system. Each letter is associated with a certain number of points from which the Grade Point Average (GPA) is calculated. The table below explains the meaning of the letter grade.

| Letter Grade | Numerical Grade | Equivalent Assessment | Points |
|--------------|-----------------|-----------------------|--------|
| A            | 90 - 100        | Excellent             | 4.00   |
| B            | 80 - 89         | Good                  | 3.00   |
| C            | 70 - 79         | Satisfactory          | 2.00   |
| D            | 60 - 69         | Passing               | 1.00   |
| F            | Below 60        | Fail                  | 0.00   |

The following grades or connotations are not counted in the Grade Point Average (GPA)

- I** Incomplete: It is given when a major part of the course has not been completed.
- P** Pass: It is granted for remedial courses.
- R** Repeat: It appears next to repeated courses.
- T** Transfer: It appears next to transferred courses.
- W** Withdrawal: It is given when a student withdraws from a course within the withdrawal period deadline.
- AW** Academic Withdrawal: It is given by the instructor for excess absenteeism.
- AU** Audit: This appears next to an audited course.
- IP** In Progress: It appears next to currently registered courses.

The Grade Point Average (GPA) is the sum total of all points accumulated, divided by the total number of credits for which the points were earned.

$$\text{Cumulative GPA} = \frac{\text{Sum of Points for all courses taken}}{\text{Total number of credit hours for the above courses}}$$

**Example:** If a student was registered for 5 courses (13 credits) and earned the following final letter grades:

| Course   | Credit / Course | Letter Grade | Points |
|----------|-----------------|--------------|--------|
| MKT 201  | 3 credits       | B            | 3.00   |
| HOM 220  | 3 credits       | C            | 2.00   |
| HOM 220L | 1 credit        | C            | 2.00   |
| ENG 201  | 3 credits       | A            | 4.00   |
| CSI 200  | 3 credits       | D            | 1.00   |

**TOTAL NUMBER OF CREDITS: 13**

$$\text{GPA} = \frac{3 \times 3 + 3 \times 2 + 1 \times 2 + 3 \times 4 + 3 \times 1}{13}; \quad \text{GPA} = 2.46$$

The GPA is based on a 4.00 scale

### **IV.13. COURSE GRADE DISTRIBUTION**

Course grade is allocated according to class attendance, class participation, class exams, problem solving sessions, projects, quizzes, assignments, and final exam. Each course conducts 2 exams (other than the final exam) during the semester.

### **IV.14. FINAL EXAMINATIONS**

- Final examinations are held during the last week of each semester and summer term, and count for a maximum of 35% of the final grade.
- Students are expected to be present at least **30 minutes prior to exam time**, for them to be seated and ready in time for the exam.
- Students who are more than 15 minutes late to the exam are not allowed to enter the exam area. Such students are expected to pass by the Dean of Students & Admissions Office for proper arrangements.
- All materials needed for the exam should be available. There will be no sharing of materials during exam time.
- **No student is allowed to sit for an exam without his/her AUST ID.**
- Students who lost or forgot their ID are expected to get a permission to enter exam area from the Dean of Students & Admissions Office. (Refer to the [Appendix for Petition Forms](#) for a sample of the "Permission to Enter Exam Area").
- Cell phones are to be turned off during exams. They are not to be used as calculators.
- Students must know the instructor's course code and section.
- No interaction with others is allowed during the exam.
- **A student caught cheating will incur disciplinary probation and an "F" grade on the course.**

### **IV.15. FINAL COURSE GRADES**

- Final course grades are to be submitted by the instructor to the Registrar's Office no later than 48 hours after the final examination of the said course.
- Grade changes due to miscalculations by the instructor may be made within two weeks from the submission of the grades, and after the approval of the concerned department's chairperson and the faculty's dean.
- The student may petition the Executive Council regarding final course grades.
- Final course grades may not be changed after the lapse of one semester.

- The transcript of record of a student will show final letter courses' grades and the courses in progress.

(Refer to the [Appendix for Petition Forms](#) for a sample of the "Student Petition Form").

#### **IV.16. PETITION TO SIT FOR A MAKE-UP EXAM**

Students are expected to take their exams on the dates and times scheduled for such exams. If a student misses the final exam for a valid reason he/she should file a "Petition to Sit for a Make-Up Final Exam" online using the Student Information System (SIS).

A student may be allowed to sit for a make-up exam under the following conditions:

- Admission to Hospital (Emergency)
- Death of a parent or a close relative
- Accident on the way to the University
- Court appearance
- Emergency Travel

(Refer to the [Appendix for Petition Forms](#) for a sample of the "Petition to Sit for a Make-Up Final Exam")

##### **Note:**

- Petitions are checked by the Dean of Students and Admissions, the Chairperson, and the Dean of the faculty to which the student belongs. Official replies are given 48 hours after the exam period ends.
- In the event the petition is approved, the student is required to proceed to the Registrar's Office to be informed of the scheduled date and time of the make-up exam.

#### **IV.17. INCOMPLETE GRADES (I)**

- All the work assigned for a course must be completed during the semester.
- If the student fails to submit the course's final project for a valid reason, the instructor will issue a grade of incomplete (I) for the course.
- It is the student's responsibility to contact the instructor immediately in order to make the necessary arrangements to fulfill the missing requirements.
- The incomplete grade will be recorded on the student's record.
- Changing an incomplete grade to a letter grade must take place within 8 weeks from the beginning of the following semester, and 3 weeks after the end of a summer term.

**Failure to accomplish any of the above steps will result in an "F" grade on the course.**

## IV.18. REPEATING OF COURSES

A student is advised to repeat any course on which he/she has received an "F" or a "D" grade.

- An "R" notation is added to those courses to indicate that they were attempted before.
- The two grades of the repeated course remain on the student's record.
- After repeating a course, the higher grade is considered in the cumulative GPA.
- The credits of the course are counted as attempted only once.
- A student may not repeat a course more than three times.

## IV.19. WITHDRAWAL FROM COURSES

- Withdrawal from courses with a grade of W (which will appear on the student's record) is allowed until:
  - > The end of the twelfth week after the beginning of a semester;
  - > The end of the third week after the beginning of a summer term.
- Withdrawals beyond the set deadlines are not allowed and will result in a final failing grade (F), which will appear on the student's record.
- "Petition to Drop a Course" is available online on the Student Information System (SIS).

(Refer to the [Appendix for Petition Forms](#) for a sample of the "Petition to Drop a Course").

## IV.20. WITHDRAWAL FROM THE UNIVERSITY

- Currently enrolled students who intend to withdraw from the University during a semester or a summer session must fill out "Petition to Withdraw from Semester" Form available online on the Student Information System (SIS), and secure the approval and signatures of their academic advisors and the dean of the concerned faculty.
- Students who wish to return to their former school, class, and major, must submit a readmission request to the Dean of Students & Admissions Office, a month prior to the beginning of a semester or summer term.
- Students in good standing who withdraw from the University for a period of less than one year and who wish to return, will be granted automatic readmission.
- Students who are on probation and who withdraw from the University for a period of less than one year and who wish to return, will be readmitted on probation, provided that his/her readmission request is approved.
- A student who absents herself/himself from all classes for three weeks of lectures during a semester will be considered by the Administration as having withdrawn

from the University. The student's parents or guardians will be notified.

- A student who absents herself/himself from all classes for one week of lectures during a summer term will be considered by the Administration as having withdrawn from the University. The student's parents or guardians will be notified.

**Note:** Students who withdraw from the University may return to it within a period of four (4) semesters from the time of withdrawal, without filling out a new application form.

(Refer to the [Appendix for Petition Forms](#) for a sample of the "Petition to Withdraw from Semester").

#### **IV.21. WITHDRAWAL REFUND POLICY**

- **Registration fees are non-refundable and not subject to discount.**
- If a student withdraws for justifiable reasons after registration, refund of tuition fees will be made according to the following refund schedule:

|  |   |   |
|--|---|---|
| Before the beginning of classes            | → | 100% of tuition is refunded minus the registration fees |
| During the 1 <sup>st</sup> week of classes | → | 75% of tuition is refunded minus the registration fees  |
| During the 2 <sup>nd</sup> week of classes | → | 50% of tuition is refunded minus the registration fees  |
| After the Drop/Add Period                  | → | No refund   |
| Summer Terms                               | → | No refund   |

**Note:**

- The due refund will be made only to the student, the student's parents or guardians in person.

A student with outstanding financial obligations to AUST may not complete registration, graduate, receive transcripts or other documents until all fees are paid and accounts settled.

#### **IV.22. ACADEMIC RECOGNITION**

A student will be placed on the Dean's Honor List at the end of a semester if he/she:

- Is a full-time student (registered for a minimum of 12-credit hours)
- Has no "incomplete" grades
- Has a semester's cumulative GPA of 3.00 and above
- Has not been subjected to any disciplinary action
- Is recommended by the dean of the concerned faculty

#### **IV.23. PROBATION REGULATIONS**

Probation regulations will be applied when a student has completed a minimum of

12-credit hours, excluding the remedial and intensive courses.

- A student is placed on first probation if his/her cumulative GPA falls below 2.00.
- The student can remove the first probation (while carrying a minimum of 12-credit hours) in the following semester if he/she receives a minimum cumulative GPA of 2.00.
- A student is placed on second probation if he/she fails to remove the first probation in the following semester; i.e., earns a cumulative GPA below 2.00.
- The student can remove the second probation in the following semester if he/she receives a minimum cumulative average of 2.00.

Students will not be placed on probation

—→ During their first semester of study at the University;

—→ During summer terms.

## **IV.24. SUSPENSION REGULATIONS**

### **Academic Suspension**

A student is suspended from the University for the following reasons:

- Fails to remove the probation status within two consecutive semesters.
- Obtains a cumulative average, for his/her second semester on probation, below the cumulative average obtained at the end of the previous semester.
- Is found in serious breach of AUST's regulations such as cheating on exams and quizzes, and plagiarism, as per the decision of the Executive Council.
- Fails to successfully complete a minimum of 12 credit hours during the first academic year (excluding all preparatory courses) of his/her tenure at AUST.

A student will not be suspended in the event that he/she earns a cumulative average which is below 2.0 during the 2nd probation period, provided that a considerable improvement in the cumulative average has been achieved.

**Note:** Suspension may also be given for disciplinary reasons upon the recommendation of the Disciplinary Committee and the approval of the Executive Council.

### **Conduct and Disciplinary Actions**

The University believes in freedom of thought and expression provided that this freedom is accompanied by full sense of responsibility. Students are expected to observe the Lebanese Law and uphold the rules and regulations of the institution which are based on mutual respect.

The following actions are considered as a serious breach of AUST's regulations:

- Cheating and Plagiarism: These actions may result in losing credit for the course; or, in suspension if repeated.
- Physical Violence: Any expression of physical violence against others may result in either temporary or final suspension, depending on the severity of the offense.
- Misbehavior: Any misbehavior during classroom time may result in an official

written warning; and in suspension if repeated.

- Criminal Offence: Any action that is considered a criminal offence according to the Lebanese Law.

## **IV.25. READMISSION OF ACADEMICALLY SUSPENDED STUDENTS**

Suspended students may fill out an application for readmission to be studied by the Admissions Committee, provided that they have:

- Completed a minimum of one semester as full-time students at a recognized institution of higher learning, and have received a minimum of 2.20 GPA in at least 12-credit hours;

OR

- Worked for one year and obtained positive recommendation from the employer(s).

Note: Readmitted students may be granted transfer credits for the courses in which they have obtained a minimum grade of 70% (C), provided that such courses are considered by the concerned academic unit equivalent to courses taught and approved for a degree at AUST.

## **IV.26. GENERAL GRADUATION REQUIREMENTS**

To qualify for a Bachelor's Degree from AUST, the student must:

- Complete a minimum of 8 semesters of residence at AUST, beginning with the Freshman Level; a minimum of 6 semesters beginning with the Sophomore Level; and, a minimum of 4 semesters beginning with the Junior Level.
- Complete the graduation requirements within a maximum period of 6 academic years from the time of admission.
- Complete a minimum of 135 credit hours beginning with Freshman Level; 105 beginning with Sophomore Level; and, 65 beginning with Junior Level.
- Complete all the courses in the major field of study with a minimum cumulative average of 2.00 (C). Candidates who obtain a grade of less than 2.00 in a major course must repeat the course in order to raise the grade to 2.00 (C).

Note: When a student repeats a course, the higher grade obtained will be used when computing the Grade Point Average.

- A grade of "C" is required in each of "ENG 201" and "ENG 202" under "College Requirements" for all majors.
- Students cannot graduate with a "D" grade in a core, major course, or a technical elective.
- Graduating with Honors → Student completed all requirements with a cumulative GPA ranging between 3.00 and 3.49.

- Graduating with Distinction → Student completed all requirements with a cumulative GPA ranging between 3.50 and 3.79, and is recommended by the concerned department.
- Graduating with High Distinction → Student completed all requirements with a cumulative GPA ranging between 3.80 and 4.00, and is recommended by the concerned department.

#### **IV.27. CHANGE OF MAJOR**

- To change from one major to another, students should fill out Change of Major Forms available at the Registrar's Office;
- Admission to a new major must be approved by the chairperson of the academic unit to which the student has applied;
- If approved, the change becomes effective as of the beginning of the following semester.

(Refer to the [Appendix for Petition Forms](#) for a sample of the "Change of Major Form").

#### **IV.28. DOUBLE MAJORS AND DOUBLE DEGREES**

Students who wish to major in a second academic discipline in the same academic faculty must complete all of the following requirements:

1. Complete all the courses required for the first degree (first major)
2. Complete all course requirements for the new major (not less than 30 credit hours).
3. Make sure that courses which satisfy requirements of the first major are not counted twice.
4. Complete a senior project in the new discipline

Once the above conditions are satisfied, the student will receive the degree in the first major (one degree will be awarded), and a certification testifying to the completion of all requirements of the second major. The transcript of record shall also show that the student has satisfied all requirements for the second major.

Students who wish to major in a second academic discipline in an academic faculty different from the one of their original major must complete the following requirements:

1. Complete all core and major requirements of the new major
2. Complete a senior project in the new discipline

Once the above conditions are satisfied, the student will receive a degree for each major he/she has completed (**two degrees will be awarded**). The transcript of record will show that two degrees were awarded.

AUST students may work for two BA or two BS degrees from the same faculty provided

they complete all core and major requirements for both majors, but ONLY ONE DIPLOMA will be awarded, and a certification testifying to the completion of all requirements for the second major will be issued.

## **IV.29. CROSS REGISTRATION**

### **Cross registration for students enrolled at AUST**

An AUST student may be allowed to cross register for a course at another recognized institution if the course:

- Is required by AUST
- Is one that the student had not failed and wants to repeat it elsewhere
- Is not offered during the semester at the end of which the student expects to graduate
- Is not a major course required for graduation
- Is equivalent in content and duration to the course offered at AUST

### **Cross registration for non AUST students taking courses at AUST**

Non AUST students may cross register for courses at AUST provided they:

- Secure permission from their college/university to enroll in a specified course at AUST
- Secure the permission of the AUST Vice – President or Provost
- Present the approval to the Registrar who will provide the student with a letter of admission to register in the selected courses.

## **IV.30. REGISTRATION FOR TUTORIAL COURSES**

A student may apply to register for a tutorial course if:

- The course required for the graduation of the student is not offered during the last semester in which the student expects to graduate and could not be substituted by another.
- The course required could not be taken on a cross-registration basis at another institution of higher learning.

Note: Only a maximum of 6-credit hours can be taken on a tutorial basis.

## **IV.31. AUDITING A COURSE**

- Students may audit courses upon payment of the auditor's fee and securing permission of the Admissions Committee.
- Auditors should meet AUST's admission requirements. The Admissions Committee may waive some or all of these requirements.
- Auditors are not considered AUST regular students; they may not sit for exams and will not be issued any certificates.
- Suspended AUST students may not audit courses.

- The auditing fee is the same as the regular fee.
- Applied courses may not be taken on an audit basis.

### IV.32. MAJOR-LESS STUDENTS

- A student who upon admission has not declared a major is considered as a major-less student. Such student should choose a major within two semesters after admission.
- Students who are admitted to a certain major but fail to meet the requirements of the said major will be asked to withdraw from the major. Such students become major-less and should start preparing themselves to find a prospective major.
- A major-less student may continue without a major for a maximum period of three semesters. Students who fail to fulfill the requirements for admission to a prospective major within the specified period of time will be dismissed from the university.

### IV.33. TUITION FEES AND EXPENSES

Tuition fees and other expenses are payable at the beginning of each semester and summer session. Students wishing to pay on an installment basis must sign a contract of deferred payment. Installments are payable at AUST's Bursar's Office or at the bank.

### IV.34. DEFERRED PAYMENT

- New students and continuing students must pay their tuition fees in full at the time of registration.
- Students who have financial problems and wish to pay on an installment basis, must sign a statement at the Bursar's Office agreeing to pay the deferred fees by the said deadlines.
- Deferred payments may be arranged according to the following:
  - Down Payment                      →     25%
  - First Payment                        →     25%
  - Second Payment                      →     25%
  - Third Payment                         →     25%
- Students can find the "Statement of Fees" by visiting the AUST website and logging into their accounts.
- Students are to respect the payment deadlines as agreed upon in the deferred payment contract. Failure to pay the deferred fees by the set deadlines will result in a **late payment fee**.
- Students who sign a deferred payment plan with the University are to settle all tuition fees prior to the final exams' period. Failure to do so will result in **late settlement fee**.

- Students with outstanding financial obligations to AUST may not complete registration, graduate, receive transcripts or other documents until all fees are paid and accounts settled.

# **UNIVERSITY SERVICES**

## **V. UNIVERSITY SERVICES**

### **V.1. INFORMATION TECHNOLOGY DEPARTMENT (IT)**

This department

- Is responsible for all network services, planning, selection, and implementation;
- Provides computer support services, software development, and communications services; and,
- Provides information to other departments and to students through the Internet, technology planning, process redesign, and quality assurance.

### **V.2. LIBRARY**

- The Library is in the process of being enriched with paper bound volumes that are necessary as reference books so as to meet the challenges of the growing academic programs, as well as the research and intellectual needs of its community.
- AUST subscribes to electronic library services that support its existing academic programs.
- The campus library houses
  - Book collections
  - Reserve section
  - Magazines and Newspapers
- AUST has opted to maximize its electronic library and keep its paper section to a minimum.
- The library facilities include PCs with Internet connections
- AUST hosts the "e-Books Service" and provides access to the EBSCO online libraries as well as Scopus Elsevier's online library.
- AUST Library is located in Block B, 8<sup>th</sup> floor.

### **V.3. ADMISSIONS OFFICE**

The Admissions Office

- Prepares applications, brochures and announcements pertaining to admission to AUST;
- Is in charge of receiving applications to the various academic units at the undergraduate and the graduate levels;
- Ensures that all files are complete before a verdict on admission is made by the Admissions Committee; and,
- Conducts visits to the secondary schools in Lebanon and the Arab countries to provide prospective applicants with the appropriate information about AUST.

### **V.4. ALUMNI OFFICE**

The University endeavors to maintain effective and close relations with its alumni. The

#### Alumni Office

- Keeps records and addresses of all AUST graduates; and,
- Provides the alumni with periodical reports on the activities and progress of their alma matter.

**Note:** Children of the alumni will be guaranteed admission in their first option, provided they meet the requirements for admission. They will not be denied acceptance on account of non-availability of space.

### **V.5. BURSAR'S OFFICE**

#### The Bursar's Office

- Collects tuition fees and other fees;
- Sets deferred payment schedules; and,
- Follows up on deferred and late payments.

### **V.6. FOOD SERVICE**

AUST-Beirut campus encompasses a modern cafeteria that serves hot dishes, sandwiches, and refreshments at reasonable prices. In addition, vending machines are found in various buildings.

### **V.7. INFORMATION OFFICE**

#### The Information Office provides

- Information about AUST to all individuals who seek such information;
- Updates AUST's web pages; and,
- Provides Information about AUST to students, parents, and visitors electronically, by telephone and in person.

### **V.8. MEDICAL SERVICES ON CAMPUS**

#### **Medical Insurance**

- AUST provides its full-time students (who register for 12 or more credit-hours) with a medical insurance plan and enrollment in the National Social Security Fund (NSSF).
- Students are charged the medical insurance fee on their tuition account.
- The student's medical insurance plan covers hospitalization and/or medical treatment for accidents and illnesses on a 24-hour basis.

#### **National Social Security Fund (NSSF)**

- Membership in NSSF is mandatory by the Lebanese Law for all students below 30 years.
- Students who are not enrolled in the NSSF through their parents (or personal employment) are charged a yearly fee for NSSF membership.

- Students should fill out the NSSF form during registration time, and submit it enclosed with a photocopy of their Lebanese ID, as well as a copy of the family register record.
- Students who are NSSF beneficiary through their jobs or parents should present evidence that proves their enrollment in the NSSF.
- NSSF cards are NOT considered a proof of NSSF enrollment.
- Students benefiting from NSSF should present, upon registration, a certificate issued by the Social Security Fund proving their enrollment.

## **V.9. INTERNATIONAL STUDENT AFFAIRS OFFICE (ISAO)**

- The International Student Affairs Office (ISAO) provides a comprehensive orientation program to new international students from abroad; it begins from the time the student is granted admission and continues after the student's arrival on campus.
- The ISAO advises over 250 international students from over 40 countries, and works under the supervision of the Dean of Students & Admissions Office.

### **The ISAO is in charge of the following responsibilities:**

1. Arrangement for shuttle services from and to the airport.
2. Arrangement for residence permits before the expiration date of the entry visa stamped on the passport upon arrival to airport.
3. Arrangement for accommodation on-campus, and in the surroundings.
4. Arrangement for student's insurance policy (including hospitalization and accidents).
5. Provision of information about the programs and majors available at the University.
6. Provision of information about admission requirements.
7. Monitoring of student's progress during the academic year.
8. Follow-up on the conduct of students on and off campus and in the residence halls on a 24-hour basis.
9. Organization of major campus events and outdoor trips which will complement the academic programs.
10. Provision of counseling service to help students identify and address their problems; it also provides assistance towards social and cultural adjustment.
11. Act as an information resource office on students' life at the university.

**The ISAO is ready to receive, at any time, any student who needs advice.**

## **V.10. DORMITORIES**

- One of the facilities that AUST offers students who come from afar or from out of the country is the dorms that are within a walking distance from the main campus.
- The students of each floor share a restroom and a kitchen.
- Students must put down a deposit fee at the beginning of each year.

**Note:** Deposit fee is non-refundable.

- The AUST Administration expects whoever lives in these dorms to consider their rooms as their homes, and as such, are to take care of the furniture and utensils; and, keep their rooms, kitchens and restrooms clean and tidy.
- The residents are to note that Hubble Bubbles, alcohol and drugs are absolutely forbidden.
- Inquiries and reservations are made through the International Student Affairs Office.

### **V.11. REGISTRAR'S OFFICE**

- The Registrar's Office is entrusted with the registration process, the scheduling of exams, the academic calendar, and the grades received from the various academic units.
- It prepares records, enrollment certificates, and degrees for students who have already completed or will be completing the degree requirements.
- It maintains the students' academic records and files, clears students for graduation, and issues students' transcripts of records.

### **V.12. TRANSCRIPT AND CERTIFICATE REQUESTS**

- Each registered student is entitled to a certificate of registration, a certificate of tuition fees, an official transcript of record, and/or a Student Transcript of Record.
- Such requests are available and submitted at the Dean of Students & Admissions Office.
- Student's transcript of record may be picked up by the student. Official transcript of record is mailed by the University to the institution for which the official transcript is issued.
- Certificates and transcripts may not be issued to students who have outstanding tuition fee balance or due and unpaid deferred payment.
- Applicable fees for issuing transcripts and certificates are indicated on the Transcript Request and Certificate Request; respectively.

(Refer to the [Appendix for Petition Forms](#) for a sample of the "Certificate Request" and "Transcript Request" forms).

### **V.13. JOB PLACEMENT OFFICE**

- As part of AUST's endeavor to provide students with a well-rounded educational experience; the Career Center at the Continuing Education Department (CLD) provides students with assistance to earn career-related work experience before graduation.

- CLD office develops programs with employers and instructors in order to help students find jobs and on-the-job training opportunities.
- CLD trains students on the proper techniques of finding an appropriate job, guides them towards a career that suits their personality and major field of study, trains them on how to write a professional CV or résumé, and how to conduct a successful interview.

**"EARN WHILE YOU LEARN!"** is its motto.

The Career Center provides students with

- Opportunities to EARN while they LEARN.
- An opportunity to get career-related work experience before graduation.
- Answers to the most commonly asked question to recruiters of graduating seniors: "What experience have you had?"

## **V.14. SPORTS AND ACTIVITIES OFFICE (SAO)**

It is very important to enjoy being a student... In your free time there is a wide range of teams to join. More than 10 teams bring students with common talents & interests together. Whether you are looking for group to share your dancing, athletic, art & other skills or for a medium to spread awareness and knowledge, you will find ways to get involved.

The Sport and Activities Office gives students the opportunity to socialize, organize events, and work in teams within areas of interest which are not necessarily academic.

The Sport and Activities Office runs several sports & activities such as: Dance Aerobics, Football, Basketball, Handball, Volleyball, Dance de Salon, Chess, Thai-kick boxing, Crazy Dunkers, Hip Hop, Yoga, and Tennis...

The teams participate in various local, regional & international collegiate tournaments, getting exposed not only to high level competition but also memorable experience.

AUST has collected numerous trophies. Seasoned coaches & staff members are ready to train & guide student athletes in their quest for high achievement.

### **Sports (Male and Female)**

- |                            |            |
|----------------------------|------------|
| - Basketball               | - Chess    |
| - Football                 | - Futsal   |
| - Table Tennis (Ping Pong) | - Tennis   |
| - Volleyball               | - Handball |

### **Unique Sports:**

- |                     |                            |
|---------------------|----------------------------|
| - Crazy Dunkers     | - Dance de Salon           |
| - Horse Back Riding | - Mixed Martial Arts (MMA) |
| - Hip-Hop           | - Muay Thai                |
| - Yoga              |                            |

# FINANCIAL AID

## **VI. FINANCIAL AID**

It is the philosophy of AUST that students should not be denied the opportunity to furthering their university education because of limited financial resources. For this purpose, AUST has established the Student Financial Aid Program to provide qualified students with financial aid.

The following is a brief description of the major forms of financial aid available to eligible AUST students:

### **VI.1. SCHOLARSHIPS**

- The University grants partial scholarships to candidates who have financial need, who are registered on full-time basis (not less than 12 credits per semester), and who maintain cumulative GPA of not less than 3.50 out of possible 4.00
- Students applying for scholarships must have completed a minimum of 24 credits.

### **VI.2. MERIT SCHOLARSHIPS FOR LEBANESE BACCALAUREATE ACHIEVERS**

AUST grants partial scholarships for the top five achievers in the Lebanese Government Secondary Certificate.

### **VI.3. ARMED FORCES SCHOLARSHIP**

- Sons and daughters of men and women who work within the Lebanese Armed Forces may be granted financial assistance.
- Current students who work within the Lebanese Armed Forces may be granted financial assistance.

### **VI.4. WORK / STUDY GRANTS**

- This program is designed to assist full-time students with good academic standing and proven financial need, to cover part of the cost of their education.
- Students who qualify may work in the library or at the reception desk, assist faculty members or help in administrative services. The working hours are set in accordance with the student's academic schedule.

### **VI.5. SPORTS SCHOLARSHIP**

Students are eligible for sports scholarships provided they:

- have successfully completed one semester;

- earned and maintained a cumulative GPA of 2.00 or above; and,
- are members of the University's Varsity team.

## **VI.6. EMERGENCY FUNDS**

Candidates who have lost a parent to death are entitled to 10% financial aid on their tuition fees.

## **VI.7. SIBLINGS SCHOLARSHIP**

Siblings (brothers or sisters) who are registered at the undergraduate level are entitled to 10% financial aid on their tuition fees.

### Note:

- Students will not benefit from the financial aid if they do not register on full-time basis (12 credit hours), and if they are on academic probation.
- **Graduate students** will not benefit from financial aid.
- Financial aid is not additive. Students who are eligible for more than one financial aid category, may receive the highest percentage only.

## **VI.8. APPLICATION PROCEDURE FOR FINANCIAL AID**

- Students who may qualify to benefit from the financial aid program should apply for financial assistance through the Dean of Students & Admissions Office at AUST before the end of the first month of the semester.
- The application and the supporting documents will be studied by the Financial Aid Committee, which will decide the student's eligibility and the amount of aid to be granted.
- The Committee's decisions are to be retrieved from the Dean of Students & Admissions Office.
- Students who receive financial aid on their tuition fees should re-apply every semester at the Dean of Students & Admissions Office.
- **The University does not consider applications for financial aid for the Summer Sessions.**

(Refer to the [Appendix for Petition Forms](#) for a sample of the "Petition for Financial Aid").

# **IMPORTANT ADDRESSES & EXTENSIONS**

## VI. IMPORTANT ADDRESSES & EXTENSIONS

### Ashrafieh campus

Telephone: 01/218716-7

Fax: 01/339302

|  |                                    |
|--|------------------------------------|
| PRESIDENT'S OFFICE                               | Block B, Floor 1<br>Extension 421  |
| VICE PRESIDENT'S OFFICE                          | Block A, Floor 1<br>Extension 222  |
| PROVOST'S OFFICE                                 | Block B, Floor 2<br>Extension 429  |
| VICE PRESIDENT FOR RESEARCH & DEVELOPMENT OFFICE | Block B, Room 204<br>Extension 777 |

|                               |  |
|-------------------------------|--|
| DEAN OF STUDENTS & ADMISSIONS | Block A, Ground Floor<br>Extension 234 |
|-------------------------------|--|

|   |                                    |
|---|------------------------------------|
| DEAN OF THE FACULTY OF BUSINESS & ECONOMICS                             | Block A, Room 609<br>Extension 251 |
| CHAIRPERSON OF ACCOUNTING & FINANCE, ECONOMICS, FINANCE                 | Block A, Room 602<br>Extension 315 |
| CHAIRPERSON OF HOSPITALITY MANAGEMENT AND TRAVEL & TOURISM              | Block A, Room 604<br>Extension 503 |
| CHAIRPERSON OF MARKETING, MANAGEMENT AND MANAGEMENT INFORMATION SYSTEMS | Block A, Room 601<br>Extension 617 |

|  |                                    |
|--|------------------------------------|
| DEAN OF THE FACULTY OF ENGINEERING                     | Block A, Room 808<br>Extension 241 |
| CHAIRPERSON OF COMPUTER COMMUNICATIONS ENGINEERING     | Block A, Room 808<br>Extension 604 |
| CHAIRPERSON OF MECHATRONICS                            | Block A, Floor 8<br>Extension 395  |
| CHAIRPERSON OF INFORMATION & COMMUNICATIONS TECHNOLOGY | Block A, Room 801<br>Extension 313 |

|                                       |                                    |
|---------------------------------------|------------------------------------|
| CHAIRPERSON OF BIOMEDICAL ENGINEERING | Block A, Room 808<br>Extension 241 |
| CHAIRPERSON OF COMPUTER SCIENCE       | Block A, Floor 8<br>Extension 238  |
| COORDINATOR OF MATHEMATICS            | Block A, Floor 8<br>Extension 364  |

|   |                                    |
|---|------------------------------------|
| DEAN OF THE FACULTY OF ARTS & SCIENCES          | Block A, Room 505<br>Extension 510 |
| CHAIRPERSON OF COMMUNICATION ARTS               | Block A, Room 505<br>Extension 250 |
| CHAIRPERSON OF ARTS & DESIGN                    | Block A, Floor 5<br>Extension 606  |
| CHAIRPERSON OF HUMANITY & INTERNATIONAL AFFAIRS | Block A, Room 505<br>Extension 510 |
| COORDINATOR OF ENGLISH & TRANSLATION            | Block A, Room 503<br>Extension 443 |

|                                |                                    |
|--------------------------------|------------------------------------|
| DIRECTOR OF THE FRENCH SECTION | Block A, Room 609<br>Extension 314 |
|--------------------------------|------------------------------------|

|  |                                     |
|--|-------------------------------------|
| DEAN OF THE FACULTY OF HEALTH SCIENCES           | Block A, Room 407<br>Extension 277  |
| CHAIRPERSON OF CLINICAL LABORATORY SCIENCE       | Block A, Room 407<br>Extension 277  |
| CHAIRPERSON OF OPTICS & OPTOMETRY                | Block A, Room 402<br>Extension 526  |
| CHAIRPERSON OF RADIOLOGIC SCIENCE                | Block A, Floor 4<br>Extension 298   |
| CHAIRPERSON OF NUTRITION & FOOD SCIENCE          | Block A, Room 405<br>Extension 286  |
| CHAIRPERSON OF NURSING                           | Block A, Room 405<br>Extension 249  |
| COORDINATOR OF FORENSIC SCIENCE                  | Block A, Room 406<br>Extension 1029 |
| COORDINATOR OF LABORATORY SCIENCE AND TECHNOLOGY | Block A, Room 406<br>Extension 230  |

|                           |   |
|---------------------------|---|
| REGISTRAR'S OFFICE        | Block A, Floor 2<br>Extension 383-242-302   |
| IT                        | Block A, Room 706<br>Extension 377          |
| BURSAR'S OFFICE           | Block A, Floor 3<br>Extension 226           |
| JOB PLACEMENT OFFICE      | Block A, Ground Floor<br>Extension 375      |
| STUDENT ACTIVITIES OFFICE | Block M<br>Extension 445                    |
| COMPUTER LABS             | Block B, Room 502<br>Extension 434          |
| LIBRARY                   | Block B, Floor 8<br>Extension 432           |
| CAFETERIA                 | Block L - Ground Floor<br>Extension 357-441 |

### **Zahleh Campus**

Telephone: 08/932309 - 08/930894

|  |  |
|--|--|
| DEAN OF ACADEMIC AFFAIRS                             | Block A, Ground Floor<br>Extension 105 |
| DEAN OF STUDENTS                                     | Block A, Ground Floor<br>Extension 114 |
| COORDINATOR OF COMPUTER & COMMUNICATION ENGINEERING  | Block B, Floor 2<br>Extension 112      |
| COORDINATOR OF DEPARTMENT OF ENGLISH AND TRANSLATION | Block A, Ground Floor<br>Extension 103 |
| COORDINATOR OF GRAPHIC DESIGN & INTERIOR DESIGN      | Block A, Floor 2<br>Extension 116      |

|                            |   |
|----------------------------|---|
| REGISTRAR'S OFFICE         | Block A, Ground Floor<br>Extension 104  |
| BURSAR'S OFFICE            | Block A, Ground Floor<br>Extension 222  |
| ADMINISTRATION'S OFFICE    | Block A, Ground Floor<br>Extension 118  |
| STUDENTS ACTIVITIES OFFICE | Block A, Ground Floor<br>Extension 111  |
| COMPUTER LABS              | Block A, Ground Floor & Floor 1<br>Extension 112<br>Block B, Floor 1<br>Extension 117 |
| LIBRARY                    | Block B, Ground Floor<br>Extension 115  |
| CAFETERIA                  | Extension 110   |

### **Saida Campus**

Telephone: 07/754777 - 07/754888

|                                      |                                  |
|--------------------------------------|----------------------------------|
| DIRECTOR'S OFFICE                    | Block A, Floor 1<br>Extension 24 |
| DEAN OF STUDENTS                     | Block A, Floor 1<br>Extension 18 |
| COORDINATOR OF<br>ENGLISH DEPARTMENT | Extension 33                     |
| BURSAR'S OFFICE                      | Block A, Floor 1<br>Extension 17 |
| COMPUTER LABS                        | Block A, Floor 2<br>Extension 28 |
| STUDENTS ACTIVITIES OFFICE           | Extension 25                     |
| CAFETERIA                            | Block A, Floor 1<br>Extension 26 |

**ACADEMIC CALENDAR  
OF YEAR 2023/2025**

# ACADEMIC CALENDAR

## FALL SEMESTER 2023/2024

### September, 2023

Monday 4th

Registration starts for returning students for Fall 23-24

Wednesday 27th

Prophet's Birthday, Holiday

### October, 2023

Monday 2nd

Classes begin for Fall 23-24

Tuesday 3rd till Thursday 5th

Drop and Add period

### November, 2023

Thursday 2nd till Friday 10th

EXAM I period

Saturday 23rd

Christmas and New Year vacation begins

### Decemeber, 2023

Thursday 14th till Friday 22nd

EXAM II period

Saturday 23rd

Christmas and New Year vacation begins

### January, 2024

Tuesday 2nd

Classes Resume

Saturday 6th

Armenian Christmas, Holiday

Friday 12th

Last day to withdraw from courses

Friday 19th

Classes end for Fall 23-24

Saturday 20th and Sunday 21st

Reading Period

Monday 22nd till Tuesday 30th

Final Exams & Presentations Period

Wednesday 31st & Thursday 1st of Feb

Posting of grades

## **SPRING SEMESTER 2023/2024**

### **February, 2024**

Monday 5th till Thursday 8th

Friday 9th

Monday 12th

Tuesday 13th till Friday 16th

Registration for Spring 23-24

Saint Maroun's Day, Holiday

Classes begin for Spring 23-24

Drop and Add period

### **March, 2024**

Thursday 14th till Friday 22nd

Monday 25th

Friday 29th

EXAM I period

Annunciation Day, Holiday

Catholic Easter vacation begins

### **April, 2024**

Monday 1st

Tuesday 2nd

Wednesday 10th & Friday 12th

Tuesday 23rd till Thursday May 2nd

Catholic Easter vacation ends

Classes resume

Id Al Fitr, Holiday

EXAM II period

### **May, 2024**

Wednesday 1st

Tuesday 23rd till Thursday May 2nd

Friday 3rd

Monday 6th

Tuesday 7th

Friday 24th

Friday 31st

Labor Day, Holiday

EXAM II period

Orthodox Easter vacation begins

Orthodox Easter vacation ends

Classes resume

Last day to withdraw from courses

Classes end for Spring 23-24

### **June, 2024**

Saturday 1st & Sunday 2nd  
Monday 3rd till Tuesday 11th  
Wednesday 12th & Thursday 13th

Reading period  
Final Exams & Presentations period  
Posting of grades

## **SUMMER 1 SEMESTER 2023/2024**

### **June, 2024**

Monday 17th & Thursday 20th  
Tuesday 18th and Wednesday 19th  
Monday 24th  
Tuesday 25th

Registration for Summer I 23-24  
Al Adha Holiday  
Classes begin for Summer I 23-24  
Drop and Add day

### **July, 2024**

Thursday 4th  
Monday 8th  
Thursday 11th & Friday 12th  
Wednesday 17th  
Tuesday 23rd  
Tuesday 30th  
Wednesday 31st

Commencement Day  
Hijra New Year  
Midterm Exams period  
Ashoura Memorial, Holiday  
Last day to withdraw from courses  
Classes end for Summer I 23-24  
Reading period

### **August, 2024**

Thursday 1st & Friday 2nd

Final Exams and Presentations period

## **SUMMER 2 SEMESTER 2023/2024**

### **August, 2024**

Sunday 4th  
Monday 5th  
Monday 5th and Tuesday 6th

National Mourning Day – Beirut Blast  
Posting of grades  
Registration for Summer II 23-24

Wednesday 7th

Thursday 8th

Thursday 15th

Thursday 22nd & Friday 23rd

Tuesday 27th

Classes begin for Summer II 23-24

Drop and Add day

Assumption Day, Holiday

Midterm Exams period

Last day to withdraw from courses

## **September, 2024**

Tuesday 3rd

Wednesday 4th

Thursday 5th and Friday 6th  
period

Classes end for Summer II 23-24

Reading period

Final Exams and Presentations

## **FALL SEMESTER 2024/2025**

### **September, 2024**

Monday 9th

Monday 9th

Monday 16th

Monday 30th

Registration starts for returning

students for Fall 24-25

Posting of grades

Prophet's Birthday, Holiday

Classes begin for Fall 24-25

### **October, 2024**

Tuesday 1st till Thursday 3rd

Thursday 31st till Friday Nov 8th

Drop and Add period

EXAM I period

### **November, 2024**

Thursday 31st till Friday Nov 8th

Saturday 21st

EXAM I period

Christmas and New Year vacation  
begins

## **January, 2025**

Thursday 2nd

Monday 6th

Friday 10th  
courses

Friday 17th

Saturday 18th till Sunday 19th

Monday 20th till Tuesday 28th  
period

Wednesday 29th & Thursday 30th

Classes resume

Armenian Christmas, Holiday

Last day to withdraw from

Classes end for Fall 24-25

Reading period

Final Exams & Presentations

Posting of grades

## **February 2025**

Monday 3rd till Friday 7th

Sunday 9th

Monday 10th

Registration for Spring 24-25

Saint Maroun's Day, Holiday

Classes begin for Spring 24-25

# **APPENDIX FOR PETITION FORMS**





## American University of Science and Technology

### Permission to enter Class

**Instructions:**

Use this form for permission to enter class if student is late to class and/or evicted by instructor.

#### I. General Required Information

Student's Name: \_\_\_\_\_  
*Last* *First* *Middle*

ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Major: \_\_\_\_\_

Semester:  Fall  Spring  Summer I  Summer II Year: 20\_\_ - 20\_\_

#### II. Case

Date: / /

Course Code: \_\_\_\_\_ Section: \_\_\_\_\_ Instructor: \_\_\_\_\_

 Late to Class Evicted by instructor

Reason:

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\_\_\_\_\_  
*Signature of Student*

Date: / /

#### III. Authorization

**The Dean of Students and Admissions:** # Credits completed \_\_\_\_\_  G.P.A \_\_\_\_\_  # of previous permissions \_\_\_\_\_Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /



## American University of Science and Technology Change of Major Form

**Instructions:**

Use this petition to request a change of major. Complete the Section I and submit the petition to the Departmental Assistant at the academic unit to which you are applying. After consulting the advisor in your new major and securing the required approvals, return this form to the Registrar's Office. The approved changes become effective at the beginning of the following semester.

### I. General Required Information

Student's Name: \_\_\_\_\_  
*Last*
*First*
*Middle*

ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Semester:  Fall  Spring  Summer I  Summer II      Year: 20\_\_ - 20\_\_

**Old Major:** \_\_\_\_\_      **New Major:** \_\_\_\_\_

### II. For Official Use

**Basis of Admission :**  
 Bacc II Official            Stream : ----- (Certified Copy)  
 BT3 Official            Stream : ----- (Certified Copy)

**Courses Lost:**  
 1. \_\_\_\_\_      2. \_\_\_\_\_

**Courses dropped from GPA:**  
 1. \_\_\_\_\_      2. \_\_\_\_\_

| <u>PREVIOUS MAJOR</u>       | <u>NEW MAJOR</u>   |            |            |             |                    |            |            |
|-----------------------------|--------------------|------------|------------|-------------|--------------------|------------|------------|
| <b>Courses replaced by:</b> |                    |            |            |             |                    |            |            |
| <i>Code</i>                 | <i>Description</i> | <i>Cr.</i> | <i>Grd</i> | <i>Code</i> | <i>Substitutes</i> | <i>Cr.</i> | <i>Grd</i> |
| _____                       | _____              | _____      | _____      | _____       | _____              | _____      | _____      |
| _____                       | _____              | _____      | _____      | _____       | _____              | _____      | _____      |
| _____                       | _____              | _____      | _____      | _____       | _____              | _____      | _____      |

### III. Authorization

|                                |           |  |                  |
|--------------------------------|-----------|--|------------------|
|                                | Date: / / | <input type="checkbox"/> Approved <input type="checkbox"/> Rejected ( <i>Reason*</i> ) |                  |
| <i>Chairperson/Coordinator</i> |           | *  | <i>Signature</i> |
| _____                          | Date: / / | <input type="checkbox"/> Approved <input type="checkbox"/> Rejected ( <i>Reason*</i> ) |                  |
| <i>Dean</i>                    |           | *  | <i>Signature</i> |
| _____                          | Date: / / | <input type="checkbox"/> Approved <input type="checkbox"/> Rejected ( <i>Reason*</i> ) |                  |
| <i>Registrar</i>               |           | *  | <i>Signature</i> |
| _____                          |           |  | _____            |

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_



**Absence Petition Form****I- General Required Information**Student's Name: (Last)  (First)  (Middle) ID: Mobile Number\*: Email\*: Major: 

Semester &amp; Year: FALL 2023-2024

**II- Absenteeism Report****Make sure your absence details (date and course) are correct, otherwise the petition will not be processed!!**

Date of Absenteeism\*:

From:  To:  (For one-day absence, put the same date in From and To)

Missed Course(s):

| Courses                  | Course Code | Course Title                         | Section | Instructor       |
|--------------------------|-------------|--------------------------------------|---------|------------------|
| <input type="checkbox"/> | CSI 546     | Advanced Computer Networking         | A       | GABY ABOU HAIDAR |
| <input type="checkbox"/> | ICT 532     | Electronic Commerce Systems Security | A       | ELIE NASR        |

Reason for Absenteeism\*: 

Other Reasons...

Date: 01/12/2023

**Absence Petition Form****I- General Required Information**Student's Name: (Last)  (First)  (Middle) ID: Mobile Number\*: Email\*: Major: 

Semester &amp; Year: FALL 2023-2024

**II- Absenteeism Report**

Date of Absenteeism\*:

From: 30/11/2023 To: 30/11/2023 [Edit Absence Dates](#)

Missing Course(s):

| Course(s) | Course Title                  | Section | Instructor   |
|-----------|-------------------------------|---------|--------------|
| ICT 210   | Systems Hardware Fundamentals | B       | KASSEM AHMAD |

Reason for Absenteeism\*: Medical Issue

Other Reasons...

**III- Upload Documents to Support your Petition**

You can Upload PDF, JPG or PNG files Only. The Size of each file must be less than 5MB.

 [View File](#) [Delete File](#) No file chosen No file chosen

Date: 30/11/2023



### Petition for Make-Up Exam

#### I- General Required Information

Student's Name: (Last) [REDACTED] (First) [REDACTED] (Middle) [REDACTED]

ID: [REDACTED]

Mobile Number\*: [REDACTED]

Email\*: [REDACTED]

Major: [REDACTED]

Semester & Year: FALL 2023-2024

#### II- Courses

##### Course(s) for Make-Up Exam:

| Make-Up                  | Course Code | Course Title                         | Section | Instructor       |
|--------------------------|-------------|--------------------------------------|---------|------------------|
| <input type="checkbox"/> | CSI 546     | Advanced Computer Networking         | A       | GABY ABOU HAIDAR |
| <input type="checkbox"/> | ICT 532     | Electronic Commerce Systems Security | A       | ELIE NASR        |

Course already selected!!

Exam Type\*:

Reason for missing exam\*:

Additional Remarks...

Date: 01/12/2023

### Petition for Make-Up Exam

#### I- General Required Information

Student's Name: (Last) [REDACTED] (First) [REDACTED] (Middle) [REDACTED]

ID: [REDACTED]

Mobile Number\*: [REDACTED]

Email\*: [REDACTED]

Major: [REDACTED]

Semester & Year: FALL 2023-2024

#### II- Courses

##### Course(s) for Make-Up Exam:

| Course Code | Course Title                                | Section | Instructor  |
|-------------|---|---------|-------------|
| REM 070     | Statistics for Business with SPSS and Excel | A       | IMAD SHEHAB |

Exam Type\*: Exam I

Reason for missing exam\*: Other

#### III- Upload Documents to Support your Petition

You can Upload PDF, JPG or PNG files Only. The Size of each file must be less than 5MB.

[View File](#) [Delete File](#)

[View File](#) [Delete File](#)

No file chosen

Date: 28/11/2023



### Student Petition Form

#### I- General Required Information

Student's Name: (Last) [REDACTED] (First) [REDACTED] (Middle) [REDACTED]

ID: [REDACTED] Mobile Number\*: [REDACTED]

Email\*: [REDACTED]

Major: [REDACTED]

Semester & Year: FALL 2023-2024

#### II- Petition Report

##### Summary of Case and Petition\*:

Write your petition case...

Date: 01/12/2023

Submit Petition

Cancel

### Student Petition

#### I- General Required Information

Student's Name: (Last) [REDACTED] (First) [REDACTED] (Middle) [REDACTED]

ID: [REDACTED] Mobile Number\*: [REDACTED]

Email\*: [REDACTED]

Major: [REDACTED]

Semester & Year: FALL 2023-2024

#### II- Petition Report

##### Petition Case\*:

[REDACTED]

#### III- Upload Documents to Support your Petition

You can Upload PDF, JPG or PNG files Only. The Size of each file must be less than 5MB.

✓ View File Delete File

❌ Choose File No file chosen

❌ Choose File No file chosen

Upload

Exit

Date: 15/11/2023



### Petition to Drop a Course

#### I- General Required Information

Student's Name: (Last) [REDACTED] (First) [REDACTED] (Middle) [REDACTED]

ID: [REDACTED] Mobile Number\*: [REDACTED]

Email\*: [REDACTED]

Major: [REDACTED]

Semester & Year: FALL 2023-2024

#### II- Courses

##### Courses you wish to drop:

| W                        | Course Code | Course Title                         | Section | Instructor      |
|--------------------------|-------------|--------------------------------------|---------|-----------------|
| <input type="checkbox"/> | CSI 546     | Advanced Computer Networking         | A       | GABYABOU HAIDAR |
| <input type="checkbox"/> | ICT 532     | Electronic Commerce Systems Security | A       | ELIE NASR       |

Course already selected to Drop !!

Reason for withdrawal\*:

Other Reasons...

Date: 01/12/2023

**Ashrafiieh Campus address:**

Alfred Naccache Avenue, P.O. Box 16 - 6452

Ashrafiieh, Beirut - Lebanon

Tel.: 961 1 218716/7

Fax: 961 1 339302

**Sidon Campus address:**

Sidon's northern entrance, Nazih Bizri Boulevard

Tel.: 961 7 754777 / 754888

**Zahle Campus address:**

Mouallaka, Zahle, Lebanon

Tel.: 961 8 930 894

**[www.aust.edu.lb](http://www.aust.edu.lb)**