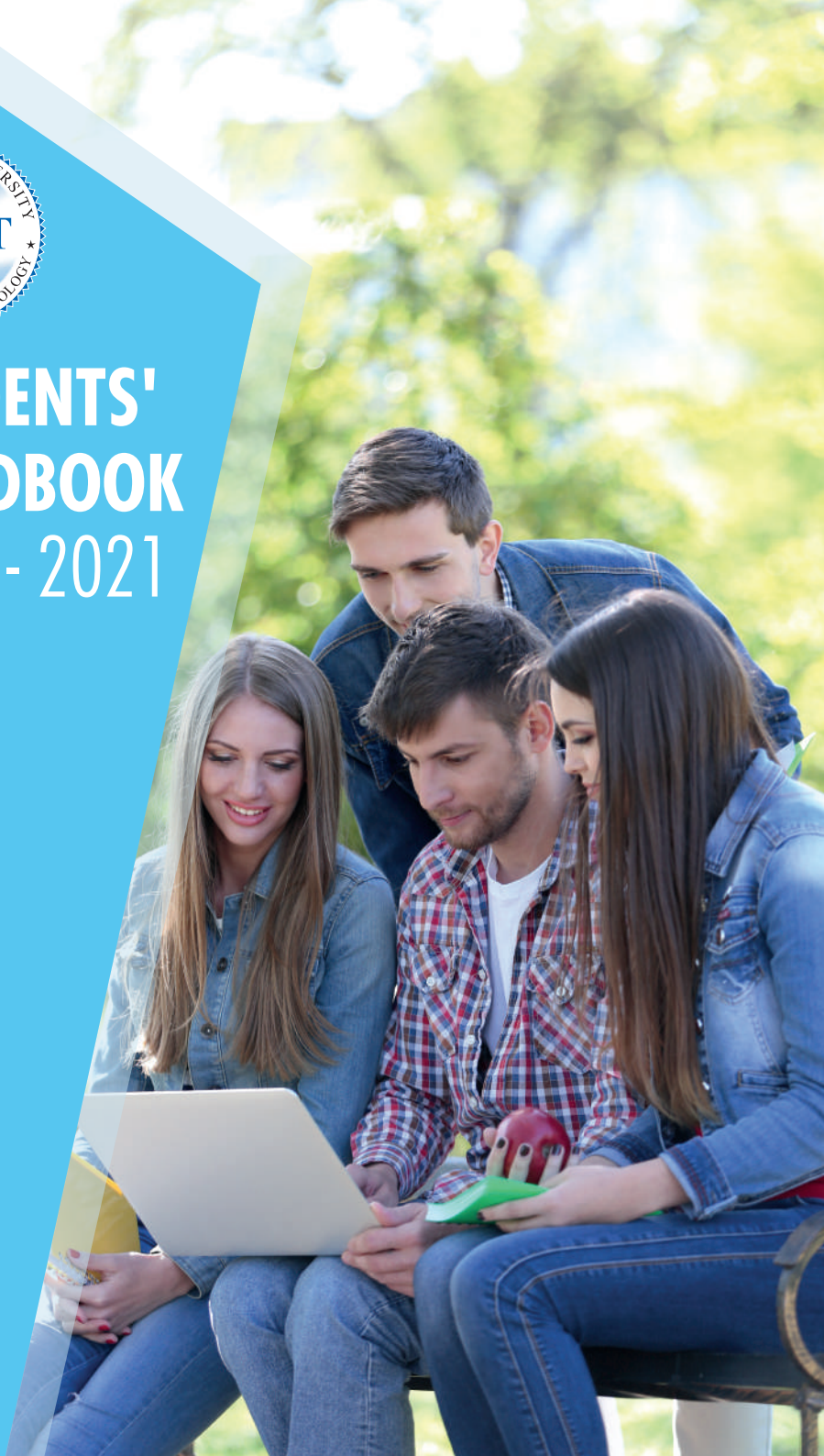




STUDENTS' HANDBOOK 2020 - 2021



I. GENERAL INTRODUCTION

This handbook is compiled by the Dean of Students & Admissions Office. 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 student's life 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. Please keep this book and use it to get involved with AUST and its community. Your AUST experience has begun!

Unless otherwise specified, no part of this handbook may be reproduced in any form or any means, electronic or mechanical, including photocopying and microfilm, without written permission from AUST administration.

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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

AUST reflects the concerns of its founders in that American-styled university education should be within the reach of all qualified students. Hence, tuition fees are kept at a minimum level, while providing financial aid to those students who cannot afford the tuition, and without compromising the requirements for growth and excellence in academic delivery.

The American University of Science & Technology seeks to:

- Promote the search for the truth through the pursuit of knowledge and the application of its derivatives.
- Provide men and women from Lebanon, the Middle East, and the rest of the world with the opportunity to seek higher education (without discrimination as to religion, gender, color, national origin, or socioeconomic background) in an atmosphere of intellectual freedom and respect for the particularities of one's own culture and customs.
- Offer American-styled educational programs that are comparable with similar programs offered in the U.S.A., and are tailored to the needs of the geographical region that it serves.
- Instill in the minds and the hearts of its students the principles of good national and international citizenship so that they may become the agents of social justice, catalysts for universal peace, and promoters of human rights.
- Ensure an intellectually-rich atmosphere of academic pursuit dominated by responsible freedom and respect for the rights of others.
- Develop the student's analytical, critical, creative, and communication skills across the curriculum and in the para-academic activities.

- Strive to become a model of the use of high technology in education in the region.
- Avail the students of social, cultural and educational programs and activities that will support and complement the traditional classroom teaching and the learning processes.
- Graduate ecologically aware students who value the ecology of their countries, and strive to ensure its preservation for future generations.
- Be a model of the pursuit of excellence in higher education in the region that it serves.

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
<u>Step 1: Pre-Registration</u> "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".	<u>Step 1:</u> Visit AUST website in order to find out, based on Identification Card (ID) number, when the registration date is.
<u>Step 2: Meeting Advisors</u> 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".	<u>Step 2: Payment</u> Students report to the "Bursar's Office" for payment of the due fees corresponding to the number of credits to be registered.
<u>Step 3: Payment</u> Students report to the "Bursar's Office" for payment of the due fees corresponding to the number of credits to be registered.	<u>Step 3: ID Renewal</u> Upon payment, a sticker indicating the semester for which the student is registered in, is stamped on the ID.
<u>Step 4: Logging In</u> 1. Visit the computer lab, Block A, 7 th floor, room 702; 2. Click on "Internet Explorer" browser at any computer. AUST internal website will open automatically; 3. Choose your section: "Undergraduate English" or "Undergraduate French" or "Graduate English" or "Graduate French"; and, 4. Type your username and password (found on the payment receipt).	<u>Step 4: Logging In</u> 1. Visit the computer lab, Block A, 7 th floor, room 702; 2. Click on "Internet Explorer" browser at any computer. AUST internal website will open automatically; 3. Choose your section: "Undergraduate English" or "Undergraduate French" or "Graduate English" or "Graduate French"; and, 4. Type your username and password (found on the payment receipt).

Step 5: Registerion of courses 1. Click on the "Registration" link. 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. 3. Click "Add Courses" when you are done. 4. Repeat the same process until you have registered all your courses. 5. Click on "Print Preview" to print out a copy of the registered courses; a new window will open, press "Ctrl + P" to print.	Step 5: Registerion of courses 1. Click on the "Registration" link. 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. 3. Click "Add Courses" when you are done. 4. Repeat the same process until you have registered all your courses. 5. Click on "Print Preview" to print out a copy of the registered courses; a new window will open, press "Ctrl + P" to print.
Step 6: ID Collect your Identification Card (ID) from the Reception, Block A, Ground Floor	

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"**. However, **they will be charged L.L. 150,000 late registration fee.**

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. 15,000.

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 at the Dean of Students & Admissions Office. 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:

- | | | |
|--------------|---|-------------------------|
| • 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.)

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

Note:

- 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 4 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 at the Dean of Students & Admissions Office.

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 Students 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, assignments, and final exam. Each course conducts 3 to 4 exams (other than the final exam) during the semester, out of which the lowest grade is dropped.

IV.14. FINAL EXAMINATIONS

- Final examinations are held during the last week of each semester and summer term, and count for a maximum of 30% 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 their instructors' name, course's 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" at the Dean of Students & Admissions Office.

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

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

Note:

- It is the responsibility of the student to retrieve the official reply from the Dean of Students & Admissions Office after 24 hours from submitting the petition.
- 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.
- **Students may not petition or sit for make-up of Exams I/II/III/IV. The missed exam will be considered as the lowest grade received on exams, and hence will be dropped.**

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 at the Dean of Students & Admissions Office.

(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 form Semester" Form available at the Dean of Students & Admissions Office, 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 st week of classes	→	75% of tuition is refunded minus the registration fees
During the 2 nd 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'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 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
 - Magazine 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.
- AUST Library is located in Block B, 8th 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 mater.

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 three modern cafeterias that serve 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.
- 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 STUDENTS AFFAIRS OFFICE (ISAO)

- The International Students 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 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's 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 CLD 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 Job Placement Office (CLD Office) 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 Job Placement Office 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 their father to death are entitled to 15% 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 A, Floor 1 Extension 294 Block B, Floor 1 Extension 422
VICE PRESIDENT'S OFFICE	Block A, Floor 1 Extension 223
PROVOST'S OFFICE	Block B, Floor 2 Extension 429
VICE PRESIDENT FOR RESEARCH & DEVELOPMENT OFFICE	Block B, Room 204 Extension 428

DEAN OF STUDENTS & ADMISSIONS	Block A, Ground Floor Extension 234
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DEAN OF THE FACULTY OF BUSINESS & ECONOMICS	Block A, Room 606 Extension 247
COORDINATOR OF ACCOUNTING	Block A, Room 605 Extension 314
CHAIRPERSON OF ECONOMICS	Block A, Room 601 Extension 315
CHAIRPERSON OF FINANCE & MARKETING	Block A, Room 605 Extension 251
CHAIRPERSON OF HOSPITALITY MANAGEMENT AND TRAVEL & TOURISM	Block A, Room 604 Extension 361
CHAIRPERSON OF MANAGEMENT AND MANAGEMENT INFORMATION SYSTEMS	Block A, Room 604 Extension 233

DEAN OF THE FACULTY OF ENGINEERING	Block A, Room 705 Extension 249
CHAIRPERSON OF COMPUTER COMMUNICATIONS ENGINEERING	Block A, Room 804 Extension 241

CHAIRPERSON OF MECHATRONICS	Block A, Room 805 Extension 246
DEAN OF THE FACULTY OF ARTS & SCIENCES	Block A, Room 601 Extension 311
CHAIRPERSON OF COMPUTER SCIENCE	Block H, Room 100 Extension 313
CHAIRPERSON OF COMMUNICATION ARTS	Block L, Floor 2 Extension 312
CHAIRPERSON OF ARTS & DESIGN	Block K, Room 301 Extension 606
CHAIRPERSON OF HUMANITY & INTERNATIONAL AFFAIRS	Block E, Room 300 Extension 510
COORDINATOR OF MATHEMATICS	Block B, Floor 4 Extension 442
COORDINATOR OF ENGLISH & TRANSLATION	Block A, Room 506 Extension 524
DIRECTOR OF THE FRENCH SECTION	Block H, Room 203 Extension 503
DEAN OF THE FACULTY OF HEALTH SCIENCES	Block A, Room 404 Extension 286
CHAIRPERSON OF CLINICAL LABORATORY SCIENCE	Block A, Room 405 Extension 277
CHAIRPERSON OF OPTICS & OPTOMETRY	Block A, Room 505 Extension 526
CHAIRPERSON OF RADIOLOGIC SCIENCE	Block A, Room 401 Extension 298
REGISTRAR'S OFFICE	Block A, Room 206 Extension 243
REGISTRATION & RECORDS OFFICE	Block A, Room 204 Extension 302
BURSAR'S OFFICE	Block A, Room 303 Extension 310

JOB PLACEMENT OFFICE	Block A, Ground Floor Extension 352
STUDENT ACTIVITIES OFFICE	Block E Extension 445
COMPUTER LABS	Block A, Floor 7 Extension 377 Block B, Floor 5 Extension 431
LIBRARY	Block B, Floor 8 Extension 432
CAFETERIA	Block A Extension 236 Block C Extension 518 Block L Extension 441

Zahleh Campus

Telephone: 08/932309 - 08/930894

DEAN OF ACADEMIC AFFAIRS	Block A, Ground Floor Extension 105
DEAN OF STUDENTS	Block A, Ground Floor Extension 114
COORDINATOR OF COMPUTER & COMMUNICATION ENGINEERING	Block B, Floor 2 Extension 112
COORDINATOR OF DEPARTMENT OF ENGLISH AND TRANSLATION	Block A, Ground Floor Extension 103
COORDINATOR OF GRAPHIC DESIGN & INTERIOR DESIGN	Block A, Floor 2 Extension 116
REGISTRAR'S OFFICE	Block A, Ground Floor Extension 104
BURSAR'S OFFICE	Block A, Ground Floor Extension 222

ADMINISTRATION'S OFFICE	Block A, Ground Floor Extension 118
STUDENTS ACTIVITIES OFFICE	Block A, Ground Floor Extension 111
COMPUTER LABS	Block A, Ground Floor & Floor 1 Extension 112 Block B, Floor 1 Extension 117
LIBRARY	Block B, Ground Floor Extension 115
CAFETERIA	Extension 110

Saida Campus

Telephone: 07/754777 - 07/754888

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

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:

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

Permission to Enter Exam Area

Instructions:

Use this form to allow student to enter exam area if the student does not have his/her ID Card. Note that this permission is only valid on the date of its issuance.

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: _____ Title: _____ Instructor: _____

Course Code: _____ Title: _____ Instructor: _____

Course Code: _____ Title: _____ Instructor: _____

Reason for requesting permission to enter exam area:

- ☐ Lost ID
☐ Forgot ID
☐ Other (*specify*)

Signature of Student Date: ____ / ____ / ____

III. Dean of Students and Admissions

☐ # Credits completed _____ ☐ G.P.A _____ ☐ # of previous permissions _____

☐ Balance cleared ☐ Proof of I.D. cleared

Please allow this student to sit for the exam(s) without ID. This permission is valid for THIS DAY ONLY.

Signature Date: ____ / ____ / ____



American University of Science and Technology
Transcript Request

Instructions:

Use this form to request a transcript. Fill sections I and II and submit it at the DOSA Office

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. Request

Type of Documentation Needed: *N.B:* You have to pay an additional LBP 5,000 for each extra copy.

☐ Student Transcript (48 hours, LBP 5,000) Number of Copies:

☐ Urgent (24 hours, LBP 10,000)

☐ Official Transcript (48 hours, LBP 15,000) Number of Copies:

☐ Urgent (24 hours, LBP 30,000)

Address and P.O. Box of the University, Firm or other (for Official Transcripts)

Reason for requesting a Transcript:

Nationality: _____ Place of Birth: _____ Year of Birth: _____

Last school attended: _____

Basis of Admission: ☐ Gov. Sec. Certificate ☐ BT3 Official ☐ High School ☐ Other: _____

☐ Transfer from: _____

Signature of Student: _____ Date: / /

III. Authorization

The Dean of Students and Admissions:

☐ # Credits completed: ☐ G.P.A☐ Approved ☐ Rejected ☐ Pending

Comments: _____

Signature: _____ Date: / /

IV. Bursar's Office

Balance Amount: \$ _____ Paid for Request: _____

Signature: _____ Date: / /



American University of Science and Technology Certificate Request

Instructions:

Use this form to request a certificate. Fill sections I and II and submit it at the DOSA Office.
Attach a double-sided copy of your Identity Card to this request.

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. Request

Reason for requesting a Certificate: _____

Check corresponding fields:

The Certificate will be issued in: ☐ Arabic ☐ English

☐ Completed all requirements - **NB: This Form is issued 48 hours after the date of submission of the request.**

In Arabic:

- ☐ Military
☐ NSSF (الضمان الوطني الإجتماعي)

☐ Government (Attach Request Form):

- ☐ General Security ☐ Army
☐ OGERO ☐ UN
☐ Other (Specify) _____

☐ Add yearly tuition fees

☐ Number of Copies _____

- ☐ Regular Procedure (24 hours) – LBP 15,000
☐ Urgent Procedure (Same Day) – LBP 30,000
☐ Additional Copies – LBP 5,000 per copy

In English:

- ☐ Bank (Specify) _____
☐ University (Specify) _____
☐ Company (Specify) _____
☐ Embassy (Specify) _____

- ☐ ISF
☐ Municipality ☐ Utilities

Signature of Student: _____ Date: / /

III. For Official Use

Internal Code: _____ Reference Number: _____

Ashrafieh Campus address:

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

Ashrafieh, 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