

## **RULES & REGULATIONS**

### **I-INTRODUCTION**

The University applies the credit-hour system across all its programs. According to the United Nations definition, the credit-hour system is one of the educational systems most aligned with basic human rights in that it offers students the freedom in course selection & workload through their enrollment. The credit hour system is a flexible system that allows students to extend or condense the time needed to acquire a degree in comparison with the standard duration according to their needs & in line with the university & faculty rules & procedures. This system also allows students to organize their own timetable under the supervision of the teaching staff represented by the academic advisor.

#### **•The Credit Hour**

The credit hour is a standard unit of measure used to specify the course load per semester. Each credit hour is equal to either:

- One contact hour of lectures per week, or
- Two or three hours of either tutorials, practical and/or clinical class contact per week.

#### **•Academic Coordinator**

The dean of each faculty chooses a staff member to be the academic coordinator & assigns him/her the responsibility of organizing the registration process as well as ensuring smooth communication between the faculty, the academic advisors & the university registrar office pertaining to all academic matters.

#### **•Academic Advisor**

Each department in the university's faculties assigns an academic advisor who provides council & guidance to a group of students. The academic advisor assists in course selection & helps solve any issues or problems his/her advisees might encounter throughout their enrollment.

### **II-ADMISSION**

#### **•Admission to the Undergraduate Program**

##### **Required Documents for Admission**

- Photocopy of the Lebanese Secondary School Certificate (or its equivalent) or a certificate of registration in Grade 12.
- Official school records of Grades 10 & 11.
- A photocopy of the Single Civil Status Record (for Lebanese applicants only).
- A photocopy of the identity card a photocopy of the passport (for non-Lebanese applicants only).
- Two recent passport size photos endorsed by the relevant authorities.
- Non-refundable application fee of L.L. 200,000.

## Entrance Exam Requirements

BAU holds two entrance exams annually (April, July).

Student applying for BAU should pass an entrance exam according to the field of specialization as indicated in the following table:

Programs	Subjects
Architecture	English – Aptitude Test (Thinking Skills, Technical & Architectural Skills)- Interview
Design Programs: - Interior Design - Graphic Design - Landscape Design - Fashion Design	English – Oral Exam (Thinking Skills, Technical & Design Skills)
Engineering	English – Aptitude Test (Thinking Skills, Scientific Knowledge: Math, Physics, Chemistry)
Pharmacy	English – Aptitude Test (Thinking Skills, Scientific Knowledge: Chemistry, Biology, Physics) – Interview.
Medicine & Health Sciences	English – Aptitude Test (Thinking Skills, Scientific Knowledge: Biology, Chemistry, Physics) – Interview.
Dentistry	English – Aptitude Test (Thinking Skills, Scientific Knowledge: Biology, Chemistry, Physics) – Practical Exam - Interview.
Science	English
Business Administration	English
English Language & Literature	Reading Comprehension- Writing- Grammar
Mass Communication	General Knowledge – Arabic, English / French Languages - Interview – Computer Skills

- Results of the decisions on first admission are announced by mid-May, & accepted applicants will be asked to make a commitment to enroll with a non-refundable deposit by June 15.
- Applicants who did not pass the first entrance exam may have the chance to apply for the second entrance exam in July.
- Applicants can find the guidelines & the samples of entrance exams on our website [www.bau.edu.lb/samples\\_exam](http://www.bau.edu.lb/samples_exam).

## Undergraduate Programs & Campuses (Beirut:BEI., Debbieh:DEB., Tripoli: TRI.)

### 1.Faculty of Human Sciences (Beirut Campus)

- Arabic Language & Literature
- English Language & Literature
- Sociology
- Psychology
- Mass Communication

## **2. Faculty of Law & Political Science (Beirut Campus)**

### **3. Faculty of Business Administration (Beirut, Debbieh & Tripoli Campuses)**

- Accounting (BEI, DEB, TRI)
- Management (BEI, DEB, TRI)
- Banking & Finance (BEI, DEB, TRI)
- Marketing (BEI, DEB)
- Economics (BEI)
- Hospitality & Tourism Management (BEI)
- Management Information Systems (BEI)

### **4. Faculty of Architecture - Design & Built Environment (Debbieh & Tripoli Campuses):**

- Architecture (DEB, TRI)
- Design Programs (Debbieh & Tripoli Campuses)
  - Fashion Design (DEB)
  - Graphic Design (DEB, TRI)
  - Interior Design (DEB, TRI)
  - Landscape Design (DEB)

### **5. Faculty of Engineering (Debbieh & Tripoli Campuses)**

- Civil Engineering (DEB, TRI)
- Mechanical Engineering (DEB, TRI)
- Electrical Power & Machines (DEB, TRI)
- Computer Engineering (DEB)
- Communications & Electronics (DEB, TRI)
- Industrial Engineering (DEB)
- Petroleum Engineering (DEB)
- Biomedical Engineering (DEB)
- Chemical Engineering (DEB)

### **6. Faculty of Science (Beirut, Debbieh & Tripoli Campuses)**

- Mathematics (DEB, TRI)
- Computer Science (BEI, DEB, TRI)
- Chemistry (DEB, TRI)
- Physics (DEB, TRI)
- Biology (BEI, DEB, TRI)
- Biochemistry (BEI, DEB, TRI)

### **7. Faculty of Pharmacy (Beirut Campus)**

### **8. Faculty of Medicine (Beirut Campus)**

### **9. Faculty of Dentistry (Beirut Campus)**

### **10. Faculty of Health Sciences (Beirut & Tripoli Campuses)**

- Nursing (BEI, TRI)
- Nutrition & Dietetics (BEI, TRI)
- Medical Lab Technology (BEI, TRI)
- Physical Therapy (BEI)

## English Language Proficiency

All programs & examinations at BAU are set in English except at the Faculty of Law & Political Science & some departments at the Faculty of Human Sciences. Thus, undergraduate applicants should show a level of proficiency in the English language by obtaining a minimum score on any of the tests shown below:

Test	Score	
TOEFL (paper & pencil)	520	
TOEFL (internet- based)	68	
TOEFL (computer-based)	180	
Old SAT I (writing section)	380	
New SAT I (reading & writing section)	400	
IELTS	5.5	
University of Cambridge English Exams	CPE (Certificate of Proficiency in English)	Pass
	CAE (Certificate in Advanced English)	Pass
	FCE (First Certificate in English)	Pass
BAU English Language Admission Exam	60%	

- Applicants should enter BAU code 7373 when registering for the SAT, & B516 when registering for the Tofel IBT , & ask the Educational Testing Service to send the scores directly to the Office of Admissions.
- All applicants who successfully completed the IGCSE program are exempted only from these tests of English Language.
- Applicants who did not pass the BAU English Language Admission Exam will be asked to take remedial English courses.

## III-Semester schedules

**Fall Semester:** Spans a period of 16 weeks including exams & starts in September.

**Spring Semester:** Spans a period of 16 weeks including exams & starts in February.

**Summer Semester:** Spans a period of 8 weeks including exams & starts in June.

## IV-Registration Procedures

### 1- Required Documents for Registration

- Two photocopies of the Lebanese Secondary School certificate or its equivalent, one of which must be endorsed by the relevant authorities.
- School records of grades 10 & 11 & a certificate of registration in grade 12.
- An original & a photocopy of the Single Civil Status Record (for Lebanese applicants only).
- Photocopy of the identity card or photocopy of the passport (for non-Lebanese applicants only).
- Two recent passport-size photos endorsed by the relevant authorities.
- Non-refundable application fee of L.L. 200,000. (Applications may be downloaded from the website [www.bau.edu.lb](http://www.bau.edu.lb). Applicants should fill the application & submit it at the admissions office).
- Accepted Lebanese students, benefiting from the National Social Security Fund or any other relevant authority, must provide documented evidence of their benefit as indicated:

Insurance Coverage	Required Documents
National Social Security Fund	Statement of Proof
The Public Servants Fund	Statement of Proof
Security or Armed Forces Fund	A photocopy of the membership card
Municipal Councils Fund	Statement of Proof
The Judges Union Fund	A photocopy of the membership card
The Lebanese University	A photocopy of the membership card.

In the absence of health insurance coverage by the above listed institutions, students must pay the yearly National Social Security health insurance fee.

Medical faculty students (Medicine- Pharmacy- Dentistry- Health Sciences) must pass a general medical checkup. The checkup report should be validated by the university doctor, & then presented to the Admissions Office to begin the registration process.

### 2- Enrolment File

Each newly enrolled student is given an individual enrolment file, as per the relevant faculty, that contains the following documents:

- The Registration Form.
- The relevant Faculty Handbook.
- The booklet of the General Rules & Regulations of the Credit Hour system.
- The Student Contract Sheet relevant to the program.
- A list of all Mandatory & Elective Courses for the various academic levels within the relevant program.
- A course list & schedule for the first semester.

### 3- New Students Enrolment Procedure

- During the orientation day, new students collect their enrollment files.
- Students select their courses with the help of their academic advisors who will fill out & sign the registration form. Students must maintain a minimum of 12 & a maximum of 18 credit hours in the scientific faculties, & a minimum of 9 & a maximum of 18 credit hours in the humanities faculties.
- Students must present all the required documents to the Registrar's Office in order to register & obtain an invoice of the course fees.
- Students must then proceed to pay these fees as indicated on the invoice issued by the Registrar's Office at a bank (designated by BAU) & obtain a valid receipt. Subsequently, this receipt must be presented to the Registrar's Office in order to obtain a Student ID card.

### 4- Student Academic File

- Each faculty sets up individual Student Academic files for all its students. This file contains documents such as the semester enrollment forms, a copy of the Student Contract Sheet (signed by the student), the semester academic transcripts, & all other documents pertaining to the student such as medical reports, academic warnings, etc.
- The students' academic files should be kept at the Registrar's Office. A copy of these files will be provided to the academic advisors that are responsible for following up the students' progress in coordination with the students' academic coordinators.
- The academic advisor will follow up the students' academic files for his/her advisees at the end of each semester.

### V- Tuition Fees

- Tuition fees should be paid at the beginning of each semester. In the event of the inability to pay the tuition fees all at once, it is allowed for the tuition fees to be paid in two or three installments each semester.
- The cost of each Credit Hour is determined yearly by the university administration & fees vary depending on the faculty.

### VI- Honors & Awards

#### 1- Honor list (per semester):

**A- President's Honor list:** Students with an SGPA of 3.8 or higher are included in the President's Honor list.

**B- Dean's Honor list:** Students with an SGPA of 3.5 or higher are included in the Dean's Honor list.

**2- Upon fulfilling the graduation requirements,** the student with the highest CGPA receives the "Gamal Abdel Nasser Award for Academic Distinction", provided that his/her CGPA is not less than 3.33 per faculty at the university level & that he/she has not failed any courses during the enrollment period.

**3- Top graduating student** majoring in accounting at the faculty of Business Administration receives the **Issam Hourii** Award.

## VII- The System of Study

### 1- Enrolment

Students may be enrolled in more than one faculty or major at the same time at the University.

### 2- Semester Registration

- At the beginning of the registration period, students should check with their academic advisors (during the allocated registration sessions) to select the courses they need to register for in the forthcoming semester. When the registration period is announced on iconnect, students should register their courses online. Afterwards, students need to go to the Registrar's Office to receive the tuition fees invoice & then pay it at a BAU designated bank.
- Students can register some courses in other universities as long as they fall within their academic study plan. This can be done after the approval of the academic advisor & the Dean of the faculty in coordination with the Department of Student Affairs & the adoption of the university president. The GPA of these courses will not be included in the CGPA of the student.
- Students are not allowed to register in a course before successfully passing its prerequisite course(s).
- A student who has a CGPA of 3.33 or more, & has earned at least 34 credit hours, can register for 21 credit hours in the fall or spring semesters.
- A student who gets an SGPA less than 2.00 in the fall or spring semesters can only register for 12 credit hours in the subsequent spring or fall semesters. The registration will be done in the Registration Office upon the approval of the academic advisor
- Senior students may- with the approval of the academic advisor & the Dean of the Faculty – register for 21 credit hours in the fall & the spring semesters of the graduation year provided that their cumulative & semester GPA are both not less than 2.
- Student's registration is canceled after the end of the second week, for students who have registered for less than 12 credits in the scientific faculties & 9 credits in the humanities faculties. & it may be allowed to register a number of credit hours less than what is required upon the proposal of the academic advisor & the approval of Dean in the following cases:
  - o Students who are expected to graduate
  - o The lack of offered courses for registration
  - o Incompatibility of the offered courses for registration
  - o The student's health or Social status
- Students who are registered at other accredited universities can register for some courses at BAU as special students.
- Students may register & attend some courses as listeners only, without performing any of the duties of those courses, & would receive an AUD (Audit) grade on their transcripts which does not count in the SGPA or in the CGPA.

### 3- General Rules for the Summer Semester

- The summer session spans over the summer break of the academic year for a duration of 8 weeks. The credit hour load per course is the same as that of the spring & fall semesters.
- The university usually offers some university courses & other courses for critical case studies during the summer semester. Also some faculty courses might be offered.
- After consulting with their academic advisors, students can register for a maximum of 9 credit hours during the summer semester.
- A minimum number of enrolled students, set by the university, is required per course for it to become active.

### 4- Attendance

With the exception of the first week of the semester, the student receives a first attendance warning in any course if the absence percentage exceeds (10%), & a second warning in the percentage becomes (15%), & if this percentage exceeds (20%), student's registration is withdrawn upon the recommendation of the instructor & the approval of the Dean. In this case, a grade of "AW" will appear for that course on the student transcript & will not count towards the SGPA & the CGPA.

### 5- Add and/or Drop

Students may modify their registration by adding and/or dropping any courses before the end of the first week of each semester.

### 6- Withdrawal

Students can withdraw from any course before the end of the semester upon the recommendation of the academic advisor & the approval of the Dean. In this case, a grade of "W" will appear for that course on the student transcript & will not count towards the SGPA & the CGPA.

### 7- Minor, Double Major & Second Major

#### Minor

Minors enable students to pursue secondary areas of interest that complement their major. Students generally should complete a minimum number of 15 credits & a maximum of 18 credits from another major, taking into consideration the curriculum of the original major. Once the courses are completed, the minor courses' grades will be stated in the student's academic record & added on his/her transcript.

#### Double Major

Upon the recommendation of the concerned faculty, the student can earn a bachelor degree in two majors having the same degree structure in the same faculty. After completing all requirements, a degree in the two majors will be awarded in one academic record.



### Second Major

A student who has earned a bachelor degree in a major, has the right to register for a second degree from the same faculty or another one. In this case, he must fulfill all the requirements of the second degree & complete a minimum of 30 credits according to the university rules. All common courses will be listed in one academic record & the student will be issued two certificates for these different completed majors. If the student has earned his first degree after more than five years, then he should sit for an oral exam in order to evaluate his eligibility to be enrolled for the second degree.

## 8- Financial Aid

BAU provides direct financial support to students experiencing hardship in the form of tuition fees deduction. Students should apply online for the financial aid during the fall semester after fulfilling the following rules:

- o Successfully completed 12 credits hours at BAU;
- o Have a minimum CGPA of 2.0;
- o Have disbursed all preceding fees of the Fall semester;
- o Did not receive any sibling discounts or grants from BAU;
- o Submitted a written declaration about the amount of aid received from donors, ministries or public & private institutions.

Sibling Discount:

BAU provides a **12.5% brother's financial aid** after filling an online application every semester except summer. This financial aid is applied on the brothers/sisters after paying 50% of the fees of each brother/sister. The maximum amount provided for a family can't exceed the full tuitions of the brother/sister with the lowest tuition.

## 9- Ranking Scholarship

- Each semester, according to the number of students from each level at each program, up to five top students as shown in the following table, who have completed 15 credits & above, are exempted from a percentage of the subsequent semester tuition fees as follows:

Place of Student	Minimum SGPA	Percentage Received
1st	4.00	80%
2nd	3.85	50%
3rd	3.7	30%
4th	3.55	25%
5th	3.4	15%

The number of scholarships is selected according to the number of students as shown in the following table:

Number of students per level/ per program	Maximum Number of scholarships
1- 25	1
26- 50	2
51- 75	3
76- 99	4
>99	5

**- New undergraduate scholarship program for the academic year 2016 – 2017 ( Baccalaureate scholarship)**

Newly enrolled students at the faculties of Human Sciences, **Science, Law & Political Science, Business Administration** & the **Nursing** program at the faculty of Health Sciences receive scholarships to cover a percentage of the tuition fees of the first semester, based on their Lebanese official baccalaureate exam results or it's equivalent as shown below:

Baccalaureate Average	10.00 – 11.99	12.00 – 12.99	13.00 – 13.99	≥ 14.00
Scholarship %	15%	20%	25%	30%

Starting from the second semester, students can maintain the scholarship according to their semester GPA:

SGPA	2 – 2.32	2.33 – 2.66	2.67 – 2.99	3 - 4
Scholarship %	15%	20%	25%	30%

Please note that the student will benefit from the highest scholarship received among other types offered by the university (financial aid, siblings discount or ranking scholarship).

### 10- Undergraduate Tuition Fees (New Students Only)

Faculty	Minimum Number of Credits for graduation		faculty fees per credit (\$)	Minimum Number of Years Required for Graduation	Minimum Fees until Graduation (\$)		Average fees per year (\$)	
	Faculty	University			Faculty	University		
Human Sciences	83	16	140	3	11620	2400	4674	
	99				14020			
Law & Political Science	126	12	140	4	17640	1800	4860	
	138				19440			
Business Administration	84	16	200	3	16800	2400	6400	
	100				19200			
<b>Architecture - Design &amp; Built Environment</b>								
Architecture		158	12	310	5	48980	1800	10156
		170				50780		
Design Programs	Graphic Design	90	18	240	3	21600	2700	8100
		108				24300		
	Interior Design	90	18	240	3	21600	2700	8100
		108				24300		
	Landscape Design	93	18	240	3	22320	2700	8340
		111				25020		
	Fashion Design	90	18	240	3	21600	2700	8100
		108				24300		
Engineering		130	20	310	5	40300	3000	8660
		150				43300		
Science	Physics Mathematics Chemistry Biology Biochemistry	76	21	213	3	16188	3150	6446
		97				19338		
	Computer Science	84	16			17892	2400	
100		20292						
Pharmacy		166	14	377	5	62582	2100	12936
		180				64682		

<b>Medicine</b>		190	14	510	6	96900	2100	16500
		204				99000		
<b>Dentistry</b>		166	14	477	5	79182	2100	16256
		180				81282		
<b>Health Sciences</b>	<b>Nursing</b>	90	16	200	3	18000	2400	6800
		106				20400		
	<b>Med. Lab</b>	84	16	217	3	18228	2400	6876
		100				20628		
	<b>Nutrition</b>	85	16	217	3	18445	2400	6948
		101				20845		
	<b>Physical Therapy</b>	114	16	217	4	24738	2400	6785
		130				27138		
<b>Freshman year</b>		30		223	1	6690		6690

\*The credit hour fees for University Requirements [Mandatory & Elective] is 225,000 L.L. (150 \$).

\*The credit hour fees are subject to change each year.

## 11-Payment of Tuition Fees

Students should settle all tuition fees at the start of the semester. In the event of canceling the registration of any course during the first 2 weeks of the fall & spring semesters & the first week of the summer session, students are entitled to a full refund. Otherwise, the following rules apply:

<b>Fall &amp; Spring Semesters</b>	
End of 3rd week	20 %
End of 4th week	30 %
End of 5th week	50 %
After 5th week	100 %

<b>Summer Semester</b>	
End of 2nd week	25 %
End of 3rd week	40 %
End of 4th week	50 %
After 4th week	100 %

## 12- Enrollment Suspension

Students may put their enrollment for one or two consecutive semesters on suspension, **after filling out a Leave of Absence Form**. If the leave is longer than that, a re-enrollment request should be submitted to the faculty. Re-enrollment is dependent upon the approval of the Faculty Council.

## 13- Final exam

- The final exam is held in the last week of each semester in coordination with the Registrar's Office.
- Students who were not able to attend the relevant final course examination or fulfill some of the course requirements because of conditions beyond their control can apply to receive an Incomplete grade "I" for that course no later than a week from the date of the course's final exam. This is only feasible if they have attended & completed at least 80% of the course requirements & after the approval of the course instructor. The unfinished course requirements (examination, etc...) must be met by the end of the first week of the following semester. Otherwise, a failing grade "F" will appear for that course on the student transcript.
- Students may petition to have their final exam booklet re-corrected, within a period up to one week from the date of announcement of the exam result & with a maximum of two courses, after payment of the prescribed fee.

## 14- Violation of the University's Code of Ethics

The Dean of the Faculty issues a Misconduct Citation to students breach of the University's customs & rules, and/or performing prohibited acts as mentioned in the Code of Ethics & Conduct. If three misconduct citations are issued throughout the enrollment period, students may be suspended by the University Council.

## 15- Infractions that entail accountability

1. Any action that is considered a breach of the University's regulations or its reputation, whether on or outside the premises.
2. Any action in violation of the code of honor, dignity or decent behavior on or outside the University premises.
3. Any deliberate damage of facilities, equipment, materials, university books, etc.
4. Any deliberate endangerment, arson or damage to the personal belongings of any member of the Beirut Arab University community.
5. The misuse of computers in any shape or form, whatever these acts may be.
6. Committing acts of discrimination against individuals or groups.
7. Assaulting individuals, where the assault can be for example, beating, swearing, threatening, physical violence, harassment, etc.
8. Committing acts of dishonesty or fraud or forgery or distortion or deception.
9. Unlawful entry to unauthorized locations on campus.
10. Obstruction of or instigation of the obstruction of the educational process, or the intentional

abstention from attending classes, lectures & other University activities.

11. Any establishment of societies inside the University, or becoming a member in such organization without prior permission from the University administration.
12. Distribution of pamphlets, putting up posters or issuing wall-magazines on the premises without prior permission from the University administration.
13. Holding sit-ins or participation in or instigation of protests on the premises, & attempts to disrupt any ongoing activity on campus.
14. Possessing any items that are prohibited by law on campus, like drugs & guns.
15. Committing acts that are in violation of common decency both & off campus.
16. Starting and/or spreading rumors throughout the university community.
17. Spreading chaos or collusion to do so on campus.
18. Any action that is a breach of examination-regulations or discipline.
19. Any collusion that may aid in acts of cheating in exams.
20. Any form of cheating or attempt thereof in exams.

The disciplinary penalties are:

1. An oral or written citation.
2. A warning.
3. Denial of sitting for the final exam in a one or two courses.
4. Canceling the student exam in a One or two courses.
5. Suspending the student for a period not exceeding a week.
6. Suspending the student for a period not exceeding a month.
7. Denial of sitting for the final exams.
8. Dismissal from the faculty for a semester or more.
9. Final dismissal from the university.

The implementation of Penalty (8) leads to the denial of the student's enrollment in any of the other University faculties within the same period.

- Any student found cheating or attempting to cheat during an exam, is removed from the exam room by the Dean or his/her representative. The student then will be interrogated and, when necessary, will be referred to the Disciplinary Board which will issue the appropriate penalties as per the rules present here. In the case of disturbing the exam procedure and/or atmosphere, the Dean or his/her representative may annul the exam for the student(s) responsible for the disturbance.
- The disciplinary penalties taken can be publicized on campus.

The disciplinary penalties are kept in the student's file.

**The authorized entities that decide on disciplinary penalties are:**

1. Faculty members: Penalty (1)
2. The Dean of the Faculty: Penalties (1), (2), (3), & (4) after reviewing the investigation conducted by a faculty member.
3. The President of the University: All penalties except (7), (8) & (9) after reviewing the investigation conducted by a faculty member.

4. The Disciplinary Board which is commissioned by the President of the University: All penalties without exceptions. This is done after reviewing the investigation conducted by the faculty member, who should not be a Disciplinary Board member, & after hearing the student's statement on what is attributed to him/her.

The student is entitled to appeal the Disciplinary Board's decision through a petition submitted to the President of the University, within one month from the date of being notified of the decision. The President refers the appeals to the Disciplinary Board's of appeal.

The University Council is entitled to review the final dismissal decision after the lapse of a period of minimum three years from the date of issuance.

## 16- Evaluation & Grading System

The University uses a continuous assessment process to ensure the quality of education for its students & graduates. This is achieved by evaluating the performance of the student through a series of exams & tests that are scheduled during the academic semester. The total reported grade is over one hundred marks. The table below shows the relation between the letter grade, the percentage grade, the GPA, & the grade rank:

Letter Grade	Percentage	Grade Point Average	Grade Rank
A+	95- 100	4.00	Excellent
A	90 – 94	4.00	
A-	86-89	3.67	Very Good
B+	83-85	3.33	
B	80-82	3.00	
B-	76- 79	2.67	Good
C+	73- 75	2.33	
C	72- 70	2.00	Pass
C-	65- 69	1.67	Marginal
D	60- 64	1.33	
D-	55- 59	1.00	Weak
P / T	-	-	Transfer
F	0- 59	0.00	Fail

\* The minimum passing grade for faculty & university requirement courses is D.

The following table shows grades that do not count towards graduation:

Letter	Meaning	Explanation
I*	Incomplete	No credit awarded- Not counted in CGPA
W	Withdrawal	No credit awarded- Not counted in CGPA
AW	Automatic	No credit awarded- Not counted in CGPA
INT	Replaced	No credit awarded- Not counted in CGPA
AUD	Audit	No credit awarded- Not counted in CGPA
INP	In progress	No credit awarded- Not counted in CGPA

I\* Students must fulfill the course requirements by the end of the first week of the subsequent semester.

#### - Calculating the GPA: (Grade Point Average)

To determine the Course Grade Point:

Grade Point Average = Grade Point GP \* Number of the Course Credit hours

For example, if the letter grade for the course is C+ & the course is 3 credit hours then:

the Course Grade Point =  $2.33 * 3 = 6.99$

#### - Calculating the SGPA: (Semester Grade Point Average)

The Semester Grade Point Average is calculated using the following equation:

$$\text{SGPA} = \frac{\text{Summation of the GPA of all courses taken in a semester}}{\text{Total number of credit hours taken per semester}}$$

#### - Calculating the CGPA: (Cumulative Grade Point Average)

The Cumulative Grade Point Average is calculated using the following equation:

$$\text{CGPA} = \frac{\text{Summation of the GPA of all courses taken over all semesters}}{\text{Total number of credit hours taken over all semesters}}$$



## 17- Repeated Courses

- In the case of repeating any failed mandatory course, the highest grade will be included in the CGPA.
- A student receiving a low or failing grade on an elective course can replace it by another elective course, after the approval of the academic advisor & the Dean of the faculty. The higher GPA of the two courses is counted in the CGPA, & the lower grade course will have a grade of INTP (P: Pass) or INTF (F: Fail) shown next to it on the student's transcript.
- Students may repeat any course(s) they passed one time only to improve their CGPA.

The grade calculation for the repeated courses is as follows:

Reason(s) for Repeating	Grades Applied
Failed course(s)	The passing grade obtained is counted in the CGPA.
Elective Course(s) Substitution	The higher grade is counted in the CGPA.
Grade Enhancement	The higher grade is counted in the CGPA.

## 18- Academic Warning

- **Good Standing:**

- Students with SGPA $\geq$ 2.0 & CGPA $\geq$ 2.0 are said to have good standing.

- A student who gets an SGPA less than 2.00 in the fall or spring semesters can only register for 12 credit hours in the subsequent spring or fall semesters.

- **Probation:** Except the 1st semester, students receiving SGPA & CGPA less than 2.00 will receive an academic warning & are prevented from registering for more than 12 credit hours in the subsequent semester

- **Remedial & Final Dismissal :** Except the 1st semester, Students with any two consecutive probationations (ignoring Summer) may be set once as remedial cases if their CGPA greater than or equal to 1.6. In this case, students have to repeat previously taken courses or register new university requirement courses to improve their GPA ( a maximum of 12 credits during fall & spring semesters & 6 credits during summer semester). (A student with remedial case can't register online in the following semester but he has to pass by the registrar office after filling a registration form with his academic advisor).

- After remedial stage, Students receiving SGPA & CGPA less than 2.00 will be dismissed.

- After remedial stage, Students receiving SGPA greater than 2 will be enrolled as normal student. But in case of any other probation, the student will be dismissed.

## 19- Degree Requirements

To be eligible for graduation, students must request a “Degree Plan form” during the semester prior to the graduation semester. The Degree Plan form maps out all the completed courses as well as the remaining courses relevant to the chosen major. This ensures that all the degree requirements have been met. The Degree Plan form must be completed under the supervision of the academic advisor with copies supplied to the Registrar’s Office & the faculty academic coordinator. The student must also provide a student clearance statement & should meet the following requirements:

- 1- The completion of his/her studies within a period not exceeding double the standard study duration to receive a degree in the chosen major.
- 2- Students must fulfill the minimum credit hour requirements for all types of courses including Mandatory Courses, Elective Courses, University Courses, etc. required in the major as specified in the curriculum of the relevant faculty. Student must also fulfil the university requirements by earning the ICDDL certificate within the first four semesters of his study.
- 3- The final CGPA grade must be at least 2.00 in order to attain the relevant academic degree. Otherwise, students must repeat one or more courses to get their CGPA up to at least 2.00.
- 4- Each faculty or department has the right to impose added requirements for specialized courses, or getting a higher GPA.
- 5- In order to graduate with Honor, students must attain a CGPA of at least 3.67, & should not have received a grade less than C in any course or received any warnings for violating the university regulations during their enrolment.

## 20- Transfer Terms

A student may transfer to one of the University’s faculties from an equivalent faculty. The Faculty Council decides which courses the student could be exempted from in coordination with the Department of Student Affairs, according to the following conditions:

- The student has already successfully passed two academic semesters at least (for the Scientific Faculties). Otherwise, the transferring student has to pass the required admission exams & join B.A.U as a first year student. Credits taken before can be transferred after admission has been decided.
- The student has the right to enroll in the faculty.
- The student has passed the TOEFL Exam with a minimum score of 500, the IELTS Exam with a minimum score of 5, the SAT I writing with a minimum score of 380, or the BAU English Language Entrance Exam with a grade not less than 60%, except for the Faculty of Human Sciences & the Faculty of Law & Political Science.
- The student meets the requirements set by the faculty (if any).

## 21- Courses Transfer

Based on the recommendations of the Department & the Faculty Councils, in coordination with the Student Affairs Department, & upon the University Council's approval, the student is exempted from any courses previously taken in another university or faculty provided that:

- The transferred courses are comparable in scientific content & in the number of credits to the BAU courses which are required to attain the desired degree.
- The student has already passed these courses with a GPA not less than C or its equivalent percentage in the yearly system.
- General knowledge courses can be transferred from other universities, without being compared with equivalent BAU University Elective courses, as long as their credit count does not exceed 50% of the required BAU University Elective credits.
- Whether completed at BAU or at any other university, the course(s) completion date(s) must not exceed 5 years.
- The total transferred credit hours should not exceed 50% of the total number of credit hours required to obtain the relevant major degree.

## VIII- Courses

Every faculty defines, according to its internal rules & regulations, the minimum number of credits required for graduation. These credits consist of the following courses:

### 1) Faculty Courses

The faculty courses are of three kinds:

- o **Mandatory Courses:** These are a set of designated courses (may include courses from other faculties) that must be completed by all students in the faculty as part of their graduation requirements.
- o **Elective Courses:** These are a set of designated courses that students can select from in order to fulfill the number of elective credits required in the program. They include:
  - Departmental Electives: courses designated & offered by the relevant department.
  - Faculty Electives: courses designated & offered by the faculty.
- o **Free Elective Courses:** courses that students can select from any faculty.

## 2) University Requirement Courses

These are a set of courses designated by the University to ensure that all students acquire a broader knowledge. Students must complete from 13 to 20 credits as university courses according to the faculties' own regulations. These courses include:

- **Mandatory Courses (5 credits)** : A set of mandatory courses: Human Rights (1 cr.) – Arabic Language (2 Crs.)– English Language (2 Crs.)
- **Elective Courses (from 8 to 15 credits)** : A set of courses offered by all faculties in the university for all students to choose from. Students may not register in university elective courses offered by their own faculty in the same major.

## IX - Minimum Number of Credit Hours Required for Graduation

The minimum number of credit hours required for graduation is specified in the curriculum of each faculty in terms of Mandatory, Elective & University Courses & is as follows:

FACULTY	No. of Credit Hours
<b>Human Sciences</b>	99
<b>Law &amp; Political Science</b>	138
<b>Business Administration</b>	100
<b>Architecture – Design &amp; Built Environment</b>	
- Architecture	170
<b>Design Programs</b>	
- Interior Design	108
- Graphic Design	108
- Landscape Design	111
- Fashion Design	108
<b>Engineering</b>	150
<b>Science</b>	
- Computer Science	100
- Other Departments (Math, Physics, Chemistry, Biological & Environmental Science)	97
<b>Pharmacy</b>	180
<b>Medicine</b>	204
<b>Dentistry</b>	180
<b>Health Sciences</b>	
- Nursing	106
- Human Nutrition & Dietetics	101
- Medical Laboratory & Technology	100
- Physical Therapy	130