

RULES AND 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 and 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 and in line with the university and faculty rules and 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 and assigns him/her the responsibility of organizing the registration process as well as ensuring smooth communication between the faculty, the academic advisors and 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 and guidance to a group of students. The academic advisor assists in course selection and 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 and 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 and Architectural Skills)- Interview
Design Programs: - Interior Design - Graphic Design - Landscape Design - Fashion Design	English – Oral Exam (Thinking Skills, Technical and 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 and 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 and 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, and 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 and the samples of entrance exams on our website www.bau.edu.lb/samples_exam.

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

1.Faculty of Human Sciences (Beirut Campus)

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

2. Faculty of Law and Political Science (Beirut Campus)

3. Faculty of Business Administration (Beirut, Debbieh and Tripoli Campuses)

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

4. Faculty of Architecture - *Design and Built Environment* (Debbieh and Tripoli Campuses)

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

5. Faculty of Engineering (Debbieh and Tripoli Campuses)

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

6. Faculty of Science (Beirut, Debbieh and Tripoli Campuses)

- Mathematics (DEB, TRI)
- Physics (DEB, TRI)
- Computer Science (BEI, DEB, TRI)
- Biology (BEI, DEB, TRI)
- Chemistry (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 and Tripoli Campuses)

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

English Language Proficiency

All programs and examinations at BAU are set in English except at the Faculty of Law and Political Science and 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 and pencil)	520	
TOEFL (internet- based)	68	
TOEFL (computer-based)	180	
Old SAT I (writing section)	380	
New SAT I (reading and 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, and B516 when registering for the Tofel IBT , and 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 and starts in September.

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

Summer Semester: Spans a period of 8 weeks including exams and 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 and 11 and a certificate of registration in grade 12.
- An original and 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. Applicants should fill the application and 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, and 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 and Regulations of the Credit Hour system.
- The Student Contract Sheet relevant to the program.
- A list of all Mandatory and Elective Courses for the various academic levels within the relevant program.
- A course list and 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 and sign the registration form. Students must maintain a minimum of 12 and a maximum of 18 credit hours in the scientific faculties, and a minimum of 9 and 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 and 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) and 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, and 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. As follows: 1st installment deadline: end of 2nd week; 2nd installment deadline: end of 7th week; 3rd installment deadline: end of 12th week. otherwise a penalty will be applied on the remaining fees
- The cost of each Credit Hour is determined yearly by the university administration and fees vary depending on the faculty.

VI- Honors and 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.

C- Issam Hour Award: Top graduating student majoring in accounting at the faculty of Business Administration receives the Issam Hour Award.

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 and that he/she has not failed any courses during the enrollment period.

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 and 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 and the Dean of the faculty in coordination with the Department of Student Affairs and 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, and 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 and the Dean of the Faculty – register for 21 credit hours in the fall and the spring semesters of the graduation year provided that their cumulative and 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 and 9 credits in the humanities faculties. and it may be allowed to register a number of credit hours less than what is required upon the proposal of the academic advisor and 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 and attend some courses as listeners only, without performing any of the duties of those courses, and 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 and fall semesters.
- The university usually offers some university courses and 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%), and a second warning in the percentage becomes (15%), and if this percentage exceeds (20%), student's registration is withdrawn upon the recommendation of the instructor and the approval of the Dean. In this case, a grade of "AW" will appear for that course on the student transcript and will not count towards the SGPA and 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 and the approval of the Dean. In this case, a grade of “W” will appear for that course on the student transcript and will not count towards the SGPA and the CGPA.

7- Minor, Double Major and 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 and 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 and 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 and complete a minimum of 30 credits according to the university rules. All common courses will be listed in one academic record and 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 registered 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 and 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, a maximum of 5 top students, at each level of all undergraduate programs, who have completed 15 credits and above and having minimum SGPA 3.5, are exempted from a percentage of the subsequent semester tuition fees according to the rank as shown below.

Place of Student	Percentage Received
1st	80%
2nd	50%
3rd	30%
4th	25%
5th	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 and Political Science, Business Administration** and 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:

Lebanese 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	Arabic Language and Literature English Language and Literature Sociology Psychology	83	16	160	3	13280	2560	5280
		99				15840		
	Mass Communication	83	16	170		14110	2560	5557
		99				16670		
Law and Political Science		126	12	160	4	20160	1920	5520
		138				22080		
Business Administration		84	16	210	3	17640	2560	6733
		100				20200		
Architecture - Design and Built Environment	Architecture	158	12	320	5	5056	1920	10496
		170				52480		
	Graphic Design	90	18	250	3	2250	2880	8460
		108				25380		
	Interior Design	90	18			2250	2880	8460
		108				25380		
	Landscape Design	93	18			2325	2880	8460
		111				25380		
Fashion Design	90	18	2250			2880	8710	
	108		25380					

Engineering		130	20	320	5	41600	3200	8960
		150				44800		
Science	Physics Mathematics Chemistry Biology Biochemistry	76	21	223	3	16948	3360	6769
		97				20308		
	Computer Science	84	16			18732	2560	7097
		100				21292		
Pharmacy		168	12	387	5	65016	1920	13387
		180				66936		
Medicine		190	14	525	6	99750	2240	16998
		204				101990		
Dentistry		166	14	492	5	81672	2240	16782
		180				83912		
Health Sciences	Nursing	90	16	210	3	18900	2560	7153
		106				21460		
	Med. Lab Technology	84	16	227		19068	2560	7209
		100				21628		
	Nutrition	85	16			19295	2560	7285
		101				21855		
	Physical Therapy	114	16	4		25878	2560	7110
		130				28438		
Freshman year		30		233	1	6990		6990

*The credit hour fees for University Requirements [Mandatory and Elective] is 240,000 L.L. (160 \$)

*The credit hour fees is 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 and spring semesters and the first week of the summer session, students are entitled to a full refund. Otherwise, the following rules apply:

Fall and Spring Semesters	
End of 3 rd week	20 %
End of 4 th week	30 %

End of 5 th week	50 %
After 5 th week	100 %
Summer Semester	
End of 2 nd week	25 %
End of 3 rd week	40 %
End of 4 th week	50 %
After 4 th 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 two weeks 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 and completed at least 80% of the course requirements and 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 and 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 and rules, and/or performing prohibited acts as mentioned in the Code of Ethics and 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 and 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, and attempts to disrupt any ongoing activity on campus.
14. Possessing any items that are prohibited by law on campus, like drugs and guns.
15. Committing acts that are in violation of common decency both on and 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), and (4) after reviewing the investigation conducted by a faculty member.
3. The President of the University: All penalties except (7), (8) and (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, and 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 and Grading System

The University uses a continuous assessment process to ensure the quality of education for its students and graduates. This is achieved by evaluating the performance of the student through a series of exams and 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, and 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 and 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+ and the course is 3 credit hours then:

the Course Grade Point = $2.33 \times 3 = 6.99$

- 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 and the Dean of the faculty. The higher GPA of the two courses is counted in the CGPA, and 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 and 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 and CGPA less than 2.00 will receive an academic warning and are prevented from registering for more than 12 credit hours in the subsequent semester

- **Remedial and Final Dismissal :** Except the 1st semester, Students with any two consecutive probationations (e.g.: Fall GPA then combined Spring and summer GPA) 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 and spring semesters and 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 and 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 and the faculty academic coordinator. The student must also provide a student clearance statement and 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 ICDL certificate within the first year for three-years programs, and within the first three semesters for five-years programs
- 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, and 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 recognized 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 and join BAU 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 and the Faculty of Law and Political Science.
- The student meets the requirements set by the faculty (if any).

21- Courses Transfer

Based on the recommendations of the Department and the Faculty Councils, in coordination with the Student Affairs Department, and 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 and in the number of credits to the BAU courses which are required to attain the desired degree within a minimum of 80%.
- 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 and 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 and offered by the relevant department.
 - Faculty Electives: Courses designated and 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.). For non-arabic speakers, it is possible to replace the Arabic Language Course, one of the mandatory university requirements, with an optional course in other foreign language (FREN001), ITAL001 or SPAN001
- **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 and University Courses and is as follows:

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