



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY

Rules and Regulations
for Undergraduate Programs
2019-2020

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 is a standard unit of measure that is 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 tutorial, practical and/or clinical class contact per week.

- Language of instruction is English, with the exception of some departments in the Faculty of Human Sciences, and the Faculty of Law and Political Science.

II. Admission Requirements

- Obtain the Lebanese Secondary School Certificate or its equivalent.
- Passing the BAU Entrance Exam according to the respective faculty requirements.
- Students are selected differentially according to the capacity of each faculty.

III. 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.

IV. 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.

V. Registration Rules

1. Semester duration:

- Fall and Spring semesters span a period of 16 weeks including the final exams.
- Summer term spans a period of 8 weeks including the final exams.

2. The Foundation Programs:

These programs are designed for students who are not sufficiently prepared to join an academic major at BAU towards a bachelor degree. These students may generally be required to spend one or more semesters in the Foundation Programs before applying to the first year of study (Sophomore). These programs include:

2.1- Freshman Program:

The Freshman Year Program is designed for students based on 12 years of schooling starting with Grade One who hold a high school certificate following a Non-Lebanese Baccalaureate Program.

- Requirements to apply for the Freshman Program:
 - An official permission from the Lebanese Ministry of Education and Higher Education for Lebanese applicants.
 - High school certificate based on 12 years of schooling starting with grade one, awarded by a government or private school and recognized by the Lebanese Ministry of Education and Higher Education.
 - Pass SAT 1 writing section according to the Lebanese Ministry of Education and Higher Education requirements.
- Requirements for enrollment of Freshman students in the first year of their study towards a Bachelor Degree at BAU (Sophomore):
 - **Successfully complete 30 Credits in the freshmen class with a CGPA not less than 2.00.**
 - Total of SAT 1 + SAT 2: minimum score: 2600 for Freshman Arts; 2750 for Freshman Sciences.
 - The equivalent of the Lebanese Secondary School Certificate from the Lebanese Ministry of Education and Higher Education.

2.2- Remedial Courses:

Remedial Courses are designed specifically to achieve admission requirements for students holding Socio -Economics Secondary School, Humanities Secondary School and Technical Secondary School.

2.3- Preparatory Program:

The Preparatory program at BAU aims at preparing prospective admitted students who need intensive English language preparation and/or science courses for improvement before starting their undergraduate study program.

2.4- Intensive English Program Description:

This program is designed to prepare students to meet the entrance requirements in English language program; it is divided into 5 levels, which will be determined according to the English language entrance exam's degree.

3. 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:

3.1- Faculty courses:

- **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.
- **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.

3.2- 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 12 to 21 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 7 to 11 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.

3.3- Free Courses:

Courses offered by all programs in all faculties of the University, the number of the credit hours of these courses are determined in the study plan of each program.

4. 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, Free and University Courses and is as follows:

5. Minimum Number of Credit Hours Required per Semester

- Students are allowed to register, per semester, a number of credit hours that vary between:
 - A maximum of 18 and a minimum of 12 credit hours in the scientific faculties, and
 - A maximum of 18 and a minimum of 9 credit hours in the humanities faculties in the fall and spring semesters.

V- 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 in the faculties. 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
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	70 - 72	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 - 54	0.00	Fail

* The minimum passing grade for faculty and university requirement-courses is “D”, Such courses will be included in the CGPA.

In case of having a grade “D-“ the student must repeat the course.

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

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

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 x 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:

$$\text{the Course Grade Point} = 2.33 \times 3 = 6.99$$

- 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:

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

VI- 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 or transferring from faculty to another 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 for the CGPA.
Elective Course(s) Substitution	The higher grade is counted for the CGPA.
Grade Enhancement	The higher grade is counted for the CGPA.

VII- Academic Probation

Starting from the 2nd semester, students receiving an SGPA and a CGPA less than 2.00 will receive an academic warning and become under probation, they are prevented from registering for more than 12 credit hours in the subsequent semester. In case of having two consecutive academic warning, the University Council can dismiss the student according to the following rules:

- **Students under probation having a CGPA less than 1.60 will be dismissed.**
- **Students under probation having a CGPA higher than or equal to 1.60 are not allowed to register as normal students. They have the chance only once to register 12 credits in fall/spring semester and 6 credits in the summer semester in remedial courses, selected by the academic advisor from those in which the students failed or got low grades or in university courses.**
- **Students in the remedial stage, who get an SGPA and a CGPA less than 2.00, will be dismissed from the faculty.**
- **Students in the remedial stage who get an SGPA higher than or equal to 2.00 and a CGPA less than 2 will be allowed to register 12 credits in fall/spring semester and 6 credits in the summer semester. Students will be allowed to resume their normal enrolment in their academic programs in the subsequent semester after receiving an SGPA>2 and a CGPA>2, and in case of having any other academic warning, the student will be dismissed.**

VIII- Degree Requirements

To be eligible for graduation, students complete 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, Free 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 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 reserves 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.
6. Students must obtain the International Computer Driving License (ICDL).

IX- 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 Faculty 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 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 and the Faculty of Law and Political Science.
- The student meets the requirements set by the faculty (if any).

X-Courses Transfer

Based on the recommendations of the Department and the Faculty Councils, in coordination with the Faculty 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.
- 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, otherwise: interview.
- The total transferred credit hours should not exceed 50% of the total number of credit hours required to obtain the relevant major degree.

XI- The System of Study

1) Enrolment

Students may enroll in more than one major at the same time at the University with respect to the particularity of each faculty:

- Minor Major

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 courses of the minor major will be stated in the student's academic record and added on his/her transcript, and a separated certificate is done for the minor degree.

- 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 transcripts 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.

2) Semester Registration

2-1. 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 i-connect, 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.

2-2. 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 Faculty Affairs. The GPA of these courses will not be included in the CGPA of the student.

2-3. Students are not allowed to register in a course before successfully passing its prerequisite course(s).

2-4. 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 upon the approval of the academic advisor.

2-5. 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.

2-6. 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.

2-7. 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:

- Students who are expected to graduate
- The lack of offered courses for registration
- Incompatibility of the offered courses for registration
- The student's health or Social status

2-8. Students who are registered at other accredited universities can register for some courses at BAU as special students after bringing the required documents.

2-9. 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

3-1. The summer session spans over the summer break of the academic year for a duration of 8 weeks including the final exam. The credit hour load per course is the same as that of the spring and fall semesters.

3-2. 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.

3-3. After consulting with their academic advisors, students can register for a maximum of 9 credit hours during the summer semester.

3-4. A minimum number of enrolled students, set by the university, is required per course for it to become active.

3-5. Summer Semester Grades are calculated within the Spring Semester grades of the same academic year.

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 if 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) **Drop and/or Add**

Students may modify their registration by adding and/or dropping any course 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) **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 & Spring Semesters		Summer Session	
Time Frame	Deducted Amount	Time Frame	Deducted Amount
End of 3 rd week	20 %	End of 2 nd week	25 %
End of 4 th week	30 %	End of 3 rd week	40 %
End of 5 th week	50 %	End of 4 th week	50 %
After 5 th week	100 %	After 4 th week	100 %

8) **Enrollment Suspension**

Students may put their enrollment for one or two consecutive semesters, **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.

9) **Final exam**

9-1. The final exam is held after the end of each semester in coordination with the Registrar's Office.

9-2. 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.

9-3. 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.

XI- Financial Aid & Honor List

First: Financial aid

1. The goal of the financial aid is to provide direct financial support to students experiencing hardship (Social, financial...) in the form of tuition fees reductions.
2. All students that have (a) sibling(s) enrolled at the undergraduate level during the same semester will have a discount on their overall tuition fees. This deduction is applicable to each one of the siblings. The total deduction of all siblings will not exceed the semester tuition fees of any of the siblings.
3. The University offers each semester, a maximum of 5 top students, at each level of all undergraduate programs according to the rules and regulations.

Second: Honor list

1. **President's Honor list: Students with an SGPA of 3.8 or higher and haven't earned an average less than C in any course or received any academic warning or violation of university regulations during their studies are included in the President's Honor list.**
2. **Dean's Honor list: Students with an SGPA of 3.5 or higher and haven't earned an average less than C in any course or received any academic warning or violation of university regulations during their studies are included in the Dean's Honor list.**