

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 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.

• 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 held 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:

Faculty	Subjects
Architectural Engineering	English – Aptitude Test (Thinking Skills, Technical & Architectural Skills) - Interview
Design & Arts Programs 2014-2015 •Graphic Design •Interior Design •Landscape Design	English – Oral Exam - Interview
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
Law and Political Science	General Knowledge in Arabic
Business Administration	English
English Language & Literature	Ability in Reading Comprehension and Writing - Grammar
Langue et Littérature Françaises	Comprehension - Expressions Ecrites - Grammaire
Mass Communication (For students who have successfully completed twelve credit hours at the faculty of Arts with a minimum cumulative GPA 2.00)	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 of L.L. 750,000 (\$ 500) by May 30.
- 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.

Notes:

- Applicants holding the official Lebanese Secondary School Certificate (General Science, Life Science or Sociology-Economic section) may apply to all majors in the sophomore class.
- The holders of Sociology and Economics certificate are asked to take additional courses if accepted in the faculties of Architectural Engineering, Engineering, Science, Medicine, Dentistry, Pharmacy and Health Sciences.
- The holders of Humanities certificate may apply to the faculties of Arts, Law, Business Administration and Health Sciences. They are asked to take additional courses if accepted in the faculties of Health Sciences and Business Administration.
- Applicants holding a non-Lebanese Secondary School Certificate should submit equivalence for their certificate issued from the Equivalence Committee in the Lebanese Ministry of Education & Higher Education.
- BAU exempts four of the top ten students in the Official Lebanese Secondary School examinations from taking the admission exams, except the English Language Test (one from each field of study).
- The Admission Council evaluates applicants and the final admission decision will be based on the applicant's qualifications and on the enrollment capacity assigned to each program.

Undergraduate Programs & Campuses (Beirut:BEI., Debbieh:DEB., Tripoli: TRI.)**1. Faculty of Arts (Beirut Campus)**

- Arabic Language & Literature
- English Language & Literature
- Langue et Littérature Françaises
- Sociology
- Psychology
- Mass Communication

2. Faculty of Law & Political Science (Beirut Campus)**3. Faculty of Business Administration (Beirut, Debbieh and Tripoli Campuses)**

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

4. Faculty of Architectural Engineering (Debbieh and Tripoli Campuses)

5. Design & Arts Programs 2014-2015 (Debbieh and Tripoli Campuses)

- Graphic Design
- Interior Design
- Landscape Design

6. Faculty of Engineering (Debbieh and Tripoli Campuses)

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

7. Faculty of Science (Debbieh and Tripoli Campuses)

- Mathematics
- Computer Science
- Physics
- Chemistry
- Biology
- Biochemistry

8. Faculty of Pharmacy (Beirut Campus)

9. Faculty of Medicine (Beirut Campus)

10. Faculty of Dentistry (Beirut Campus)

11. Faculty of Health Sciences (Beirut and Tripoli Campuses)

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

Admission to the Freshman Class

All students applying to the Freshman class should hold the following documents:

- High School Diploma or Secondary School Certificate based on 12 years of school starting with Elementary 1 class.
- Permission from the Equivalence Committee of the Lebanese Ministry of Education & Higher Education allowing students to join Freshman Class.
- SAT I scores

Notes

- Freshman students who have completed the SAT I & SAT II have to submit the relevant certificates to the Lebanese Ministry of Education & Higher Education to attain the equivalence of the Lebanese Secondary School Certificate before applying to the sophomore class.
- SAT I and SAT II combined score should be at least 2600 for Freshman Arts and 2750 for Freshman Science.

English Language Proficiency

All programs and examinations at BAU are set in English Except at the Faculty of Law & Political Science and some departments at the Faculty of Arts. 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)		500
TOEFL (internet-based)		61
TOEFL (computer-based)		173
SAT I (writing section)		380
IELTS		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 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 15 weeks and starts on September.
- Spring Semester:** Spans a period of 15 weeks and starts on February.
- Summer Semester:** Spans a period of 8 weeks and starts on July.

IV- Registration Procedures

1- Required Documents for Registration

Two photocopies of the Official Lebanese Secondary Certificate or its equivalent, one of which must be authenticated by the relevant authorities

• Lebanese students only

An original Individual Civil Status Record

A photocopy of the Family Civil Status Record

Students benefiting from any official health insurance funds must provide documented evidence there of Lebanese students benefiting from any of the health insurance funds listed below 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 Union Fund	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 Admission's 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:

1. A Registration Form.
2. A relevant Faculty Handbook.
3. A student manual
4. An advising policy
5. An academic calendar
6. A study plan relevant to the program
7. A General Rules and Regulations of the Credit Hour system.
8. A Student Contract Sheet relevant to the program.
9. A list of all Mandatory and Elective Courses for the various academic levels within the relevant program.
10. 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 installments each semester.
- The cost of each Credit Hour is determined yearly by the university administration and fees vary depending on the Faculty.

VI- Honors and Awards

- a. Honor list (per semester):
 - President's Honor list: Students with an SGPA of 3.8 or higher are included in the President's Honor list.
 - Dean's Honor list: Students with an SGPA of 3.5 or higher are included in the Dean's Honor list.

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

VII- The System of Study

1. Enrolment

Students may enroll in more than one 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 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.

- 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. 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.
- 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.
- With the exception of students who are expected to graduate, an automatic cancelation of students' registration will occur, after the second week of the fall and spring semesters, for students who have registered for less than 12 credits in the scientific faculties and 9 credits in the humanities faculties. The Faculty Council may under certain circumstances approve the registration of a number of credit hours less than what is required.
- 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 including the final exam. The credit hour load per course is the same as that of the spring and fall semesters.
- The university usually offers some university courses during the summer semester. Under certain circumstances and in critical cases, 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

Students should attend at least 80% of any course. Otherwise, they are not allowed to take the final course examination, after receiving two attendance warnings by the course instructor. A grade of "W" (Withdraw) will show on their transcripts for that course.

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, in coordination with the academic advisor.

6. Withdrawal

Students can withdraw from any course before the end of the semester and a grade of "W" will appear for that course on the student transcript and will not count towards the SGPA and the CGPA.

7. Undergraduate Tuitions and Fees 2014 – 2015 (New Students Only)

Faculty		Number of Credits		fees per credit		Min. years required for graduation	Total Fees/ \$	
		Faculty	University	\$	L.L		Faculty	University
Arts		83	16	140	210.000	3	11620	2240
		99					13860	
Law And Political Science		126	12	140	210.000	4	17640	1680
		138					19320	
Business Administration		84	16	200	300.000	3	16800	2240
		100					19040	
Architectural Engineering		158	12	300	450.000	5	47400	1680
		170					49080	
Engineering		130	20	300	450.000	5	39000	2800
		150					41800	
Science		76	21	213	320.000	3	16188	2940
		97					19128	
Pharmacy		166	14	367	550.000	5	60922	1960
		180					62882	
Medicine		190	14	500	750.000	6	95000	1960
		204					96960	
Dentistry		166	14	467	700.000	5	77522	1960
		180					79482	
Health Sciences	Nursing	90	16	200	300.000	3	18000	2240
		106					20240	
	Med. Lab	84	16	217	325.000	3	18228	2240
		100					20468	
	Nutrition	85	16	217	325.000	3	18445	2240
		101					20685	
	Physical Therapy	114	16	200	300.000	4	22800	2240
		130					25040	
Art and Design Programs	Graphic Design	90	18	240	360.000	3	21600	2520
		108					24120	
	Interior Design	96	18	240	360.000	3	23040	2520
		114					25560	
	Landscape Design	93	18	240	360.000	3	22320	2520
		111					24840	
Freshman Arts or Sciences		30		213	320.000	1	6390	

*The credit hour fee for University Requirements [Mandatory & Elective] is 210,000 L.L. (140 \$)

- The number of credits per semester varies between:
- A maximum of 18 and a minimum of 12 in scientific faculties (Fall & Spring).
- A maximum of 18 and a minimum of 9 in humanities faculties (Fall & Spring).
- A maximum of 9 in scientific and humanities Faculties (Summer).

8. 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	
Time Frame	Deducted Amount
End of 3 rd week	20 %
End of 4 th week	30 %
End of 5 th week	50 %
After 5 th week	100 %

Summer Session	
Time Frame	Deducted Amount
End of 2 nd week	20 %
End of 3 rd week	30 %
End of 4 th week	50 %
After 4 th week	100 %

9. 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.

10. Final exam

- The final exam is held after the end of classes of each semester in coordination with the Registrar 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, if not convinced of the grade they received, by the end of the second week of the subsequent semester.

11. 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.

12. Infractions that entail accountability

- Any action that is considered a breach of the University's regulations or its reputation, whether on or outside the premises.
- Any action in violation of the code of honor, dignity or decent behavior on or outside the University premises.
- Any deliberate damage of facilities, equipment, materials, university books, etc.
- Any deliberate endangerment, arson or damage to the personal belongings of any member of the Beirut Arab University community.
- The misuse of computers in any shape or form, whatever these acts may be.
- Committing acts of discrimination against individuals or groups.
- Assaulting individuals, where the assault can be for example, beating, swearing, threatening, physical violence, harassment, etc.
- Committing acts of dishonesty or fraud or forgery or distortion or deception.
- Unlawful entry to unauthorized locations on campus.
- Obstruction of or instigation of the obstruction of the educational process, or the intentional abstention from attending classes, lectures and other University activities.
- Any establishment of societies inside the University, or becoming a member in such organization without prior permission from the University administration.
- Distribution of pamphlets, putting up posters or issuing wall-magazines on the premises without prior permission from the University administration.
- Holding sit-ins or participation in or instigation of protests on the premises, and attempts to disrupt any ongoing activity on campus.
- Possessing any items that are prohibited by law on campus, like drugs and guns.
- Committing acts that are in violation of common decency both and off campus.
- Starting and/or spreading rumors throughout the university community.
- Spreading chaos or collusion to do so on campus.
- Any action that is a breach of examination-regulations or discipline.
- Any collusion that may aid in acts of cheating in exams.
- Any form of cheating or attempt thereof in exams.

The disciplinary penalties are:

- An oral or written citation.
- A warning.
- Denial of sitting for the final exam in one or two courses.
- Canceling the student exam in one or two courses.
- Suspending the student for a period not exceeding a week.
- Suspending the student for a period not exceeding a month.

- Denial of sitting for the final exams.
- Dismissal from the faculty for a semester or more.
- 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:

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

13. 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 A-	95 - 100 90 - 94	4.00 3.67	Excellent
B+ B	85 - 89 84 - 80	3.33 3.00	Very Good
B- C+	77 - 79 73 - 76	2.67 2.33	Good
C	72 - 70	2.00	Pass
C- D*	65 - 69 60 - 64	1.67 1.33	Marginal
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 Withdrawal	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
WF	Withdraw Fail	No credit awarded- 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 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:

The Course Grade Point = 2.33 x 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:

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

14. 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 INTF (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.

15. Academic Probation

- Students receiving an 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. Students who have three consecutive academic probations, even if they did not register for a semester or more in between, can be dismissed by the University Council, provided more of the following rules is broken:
- Students under probation having a CGPA higher than or equal to 1.45 are not allowed to register as normal students. They have to register 9 to 12 credits in remedial courses provided that they are not summer courses. The academic advisor should select these remedial courses from courses in which the students failed or got low grades. In the case of not having enough credits to register for, the students can register in university courses after the approval of the academic advisor.
- For students under probation in the remedial stage, the following rules are applied:
 - A. Students who get an SGPA and CGPA less than 2.00 will be dismissed from the faculty.
 - B. Students who get an SGPA at least equal to 2.00 in the remedial courses and a CGPA at least equal to 2.00 will be allowed to resume their normal enrolment in their academic programs in the subsequent semester including the summer semester.
 - C. If the students get an SGPA of 2.00 or more in the remedial courses but their CGPA is less than 2.00, they will remain at remedial stage for a second semester as follows:
 - a. If the SGPA of the student is between 2.00 to 2.33, they are allowed to register for 12 credit hours.
 - b. If the SGPA of the student is between 2.34 to 2.66, they are allowed to register for 16 credits.
 - c. If the SGPA of the student is 2.67 or more, they are allowed to register for 18 credit hours. The academic advisors will select 8 credit hours from the above list for courses that the student should repeat.
- If the students under probation, in the remedial stage, receive in the second semester an SGPA or CGPA not less than 2.00, they are allowed to go back to their normal study plan in the faculty in the subsequent semester, including the summer semester; otherwise, they will be finally dismissed.

16. 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:

- The completion of his/her studies within a period not exceeding double the standard study duration to receive a degree in the chosen major.
- 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.

- 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.
- Each faculty or department reserves the right to impose added requirements for specialized courses, or getting a higher GPA.
- 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.

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

18. 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.
- 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 two kinds:

- **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.
 - **Free Elective:** Courses offered by all programs in all faculties in the university, that do not match with the courses on the student's contract sheet.

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 and University Courses and is as follows:

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

- 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.