

Undergraduate

ACADEMIC RULES AND REGULATIONS

A. CREDIT LOAD

1. To be considered as a regular student, a student must register for 12 credits or more per semester. No minimum credit load is required during a summer session.
2. Students may be required by the Faculty Council to drop the credit load below 12 by reason of excessive absence in one or more courses (See “Attendance at and Withdrawal from Courses” below).
3. University Orientation Program students may not register for more than 15 credit hours per semester.
4. The credit load for sophomore, junior, and senior students is cited under the “Credit Load” of the appropriate Faculties.
5. Students on Faculty probation should take a lighter load.

B. CATEGORIES OF STUDENTS

Students will be classified according to the following categories:

Category	Year	Number of credits earned or status
Regular	Preparatory	University Orientation Program Students
	Freshman	See “Freshman Program” section
	Sophomore	Students who have earned less than 57 credits and are taking more than the minimum credit load.
	Junior	Students who have earned between 57 credits and 86 credits and are taking more than the minimum credit load.
	Senior	Students who have earned less than 86 credits or more than the minimum credit load (except graduation students).
	Majorless	Students who do not study any particular major.
N.B: Students who completed the Lebanese baccalaureate or its equivalent are granted 30 cr. upon admission		
Special	Part-Time	See below.
Continuing Education Program (CEP)	Non-degree option	See “Continuing Education Program” section.
	Non-credit option	See “Continuing Education Program” section.

Special Students:

Part-time students may be classified in two categories:

1. Full-time students who, under pressing circumstances, cannot take the required full-load. Such students may register for fewer than 12 credits after getting the approval of the Dean and the Advisor of the Faculty and department concerned.
2. Persons interested in rejoining the University after a lapse of time. The majors offered are those in humanities, social sciences, sciences, business and management. The requirements to join this program are the Lebanese Baccalaureate or its equivalent and the placement test in the corresponding languages. Interested candidates must also have an interview with the Dean of Admissions and Registration and a representative of the department concerned.

The academic rules and regulations for special students are the same as for full-time students.

The Office of Admissions and Registration receives and processes applications of regular and special students and the CEP office handles the applications of its students.

C. CORRECT USE OF THE LANGUAGE

Good command of the language of instruction is a basic requirement for graduation. Grades on papers (term papers, essays, or examinations) and oral presentations will take into account language proficiency.

D. GRADING SYSTEM

1. All final course grades are expressed in numbers ranging from 40 to 100.
2. The Dean of the Faculty concerned must approve transferable courses from other institutions.
3. The grading system is as follows:

Range	Notation
95 - 100	Outstanding
85 - 94	Excellent
80 - 84	Very Good
75 - 79	Good
70 - 74	Fair
60 - 69	Weak
Below 60	Fail

Aud	Audit
F	Fail
I	Incomplete
P	Pass

S	Satisfactory
W	Withdrawal
Y	Yearly Evaluation

Mark	Description
CBE	Credit by Examination
M	Graduate course
N	Non-credit, not counted in average
R	Repeated course
T	Counted after a change of major
V	Non-credit, counted in average
Z	Counted towards a degree (in the case of year to be repeated)

E. INCOMPLETE GRADES AND MAKE-UP EXAMINATIONS

1. Course work must be completed by the date on which the semester ends. In exceptional cases, and with the approval of the instructor, the chairman of the department, and the Dean, a student may be allowed to make up an incomplete work within the drop/add period of the next semester.
2. The time and date of make-up tests within the period specified in (1) above will be set by the instructor concerned with due consideration for the student's schedule. Approval of the head of the department is required for setting the time and date.
3. Failure to complete the requirements for incomplete courses within the periods specified above will result in a grade of zero for the missing work with the course grade computed accordingly. Failure to make-up a missing final examination will result in a final grade of 40 on the course.

F. ATTENDANCE AT AND WITHDRAWAL FROM COURSES

1. **Class Attendance**
 - a. Students are expected to attend all classes and laboratory sessions.
 - b. Absence, whether excused or not, from any class or laboratory session does not excuse students from their responsibility for the work done or for any announcements made during their absence.
 - c. A student who is near missing one-sixth of the course sessions will be receiving a written warning from the instructor. Once the number of missed sessions reaches one-sixth of the course sessions, the instructor notifies the student in writing and copies the Registrar that it is the student's responsibility to officially withdraw from the course before the end of the drop period, otherwise he will earn a WF as a final grade for the course. If the number of missed sessions accumulates to more than one-sixth

after the drop deadline, the student will receive as well a grade of WF. A WF grade is counted as a numerical grade of 40 for the course in computing the student's averages.

2. **Withdrawal from Courses**

- a. Students are permitted to withdraw from courses before the end of the drop period as stated in the academic calendar.
- b. Students withdrawing from a course will receive a grade of "W" for this course. A "W" grade and the corresponding course credits are not included in computing the semester or the cumulative average.
- c. The student's academic advisor must approve all withdrawals. Withdrawing from an entire semester requires the approval of the Faculty Council.
- d. If a student withdraws or is dropped (for any reason) from one course or more resulting in a credit load below 12 credits, the case will be reviewed by the Faculty Council. The Council will determine:
 - The eligibility of the student to continue the semester
 - The withdrawal of the student from that semester
 - The dismissal of the student from the Faculty

G. REPEATING COURSES

1. A student may repeat a course only once to achieve its required grade; a W or a WF on a transcript is counted, for this purpose, as a grade.
2. Students may not repeat a course in which they have already achieved a grade of 70 unless the department rules require a higher score.
3. A student repeating a course more than once must seek the approval of the dean of the concerned faculty.

H. STANDARDS OF ACADEMIC BEHAVIOR

The University of Balamand is committed to a policy of honesty in academic affairs. Examples of conduct for which students may be subject to academic and/or disciplinary penalties including expulsion are:

1. Cheating, whereby non-permissible written, visual, or oral assistance, including that obtained from another student, is utilized on examinations, course assignments, or projects. The unauthorized possession or use of examination or course-related material may also constitute cheating.
2. Plagiarism, whereby another person's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.

Note: A student who has assisted another student in any of the aforementioned breaches of standards shall be considered equally culpable.

In case of cheating or plagiarism, the instructor may take appropriate academic action ranging from loss of credit for a specific assignment, examination, or project to removal from the course with grade of 40.

Additionally, the instructor may request disciplinary action through the Disciplinary Committee as outlined in the Student Life section.

I. SCHOLASTIC STANDING

1. Dean's Honor List

To be placed on the Dean's Honor List at the end of a given Fall or Spring semester, a student must:

- Be registered for at least 12 credits,
- Not be on Probation,
- Have a semester general average of at least 85 or be ranked in the top 10 percent of the class and have a semester general average of at least 80,
- Have no failing, withdrawals, repeated, or incomplete grades,
- Have no disciplinary action in his record,
- Be deemed worthy by the Dean to be placed on the Honor List.

2. Evaluation of Academic Performance

(These rules apply for all faculties except Alba Sin El-Fil and Saint John of Damascus Institute of Theology.) The evaluation of the academic performance of a student begins when a regular student has reached at least the level of ENGL 101 or FREN 003 and has registered for a minimum of 6 of the required credits from his/her plan of study.

Students transferring from another institution of higher education or from another department at UOB receive a written statement from their new department showing their academic status is in conformity with the faculty and department rules.

A. THE DEPARTMENT

A.1 Department Requirements

Students joining a department must pass the courses indicated in the University Catalogue as department requirements with a minimum grade of 70 or higher for each course in the specified period of time.

Students who fail to fulfill the department requirements within the specified period of time will have one regular semester to pass the required courses with a minimum grade of 70 or higher for each course. If they fail to do so, they will be dropped from the Department. Dropping any of these required courses is not recommended.

A.2 Academic Probation

If a student enters the University with a probational acceptance, the conditions for its removal must be fulfilled by the end of the first semester. Starting from the second semester, a student must maintain a cumulative major average of 70 or above. Failure to do so by the end of a semester places the student under academic probation. Under such circumstances, the student may be required to take a lighter credit load, which may result in a delay in graduation.

Such students will not be allowed to take more than 12 new credits in the semester during which they are on probation and will also be required to retake the courses they had failed the next time they are offered. Such students will be encouraged by their advisor to take courses in the Summer Semester.

A.3 Removal of Probation

A student placed on probation will be given the opportunity to achieve a cumulative major average of 70 or above in one semester in order to remove the probation.

A.4 Continued Probation

Students placed on probation for the first time because of their failure to achieve the required cumulative average in major courses will have one semester to meet these requirements. If

they fail to do so they will be granted another semester on continued probation only if they had registered for at least nine major credits for the first semester on probation and had a semester average of 70 or above in major courses. Removal of continued probation depends upon the student achieving a cumulative average in major courses of 70 or above by the end of the second semester on probation.

A Continued Probation is considered as a second probation.

A.5 Strict Probation

A student placed on probation or continuing probation and who fails to remove it is placed on strict probation for one semester under the following conditions:

1. The student is allowed to register for a maximum of 12 credits.
2. The student registers only for courses in which the grade earned was less than 70. To remove the strict Probation the student must:
 - a. Not fail any course.
 - b. Obtain a semester average of 70 or above in major courses.
 - c. Obtain the required cumulative major average.

A.6 Dropping from the Department

Students will be dropped from the Department for any of the following reasons (other than those mentioned in paragraph A.1 above) if:

- a. They are subject to probation for a third time.
- b. They are on Strict Probation and are not able to remove the probation by the end of the next semester.

B. THE FACULTY

B.1 Faculty Warning

Unless students have a conditional acceptance they will receive a faculty warning if, at the end of any semester following the first, they fail to achieve a cumulative general average of 70 or above.

B.2 Strict Probation

Students who receive two successive faculty warnings have one semester to achieve a cumulative general average of 70 or above. If they fail to do so, they will be placed on strict probation.

B.3 Dropping from the Faculty

Students placed on strict probation due to their cumulative general average have one semester to remove it under the following conditions:

3. Register for a maximum of 12 credits.
 4. Register only for courses in which they had scored less than 70.
 5. Do not fail any course.
 6. Obtain the required cumulative general average.
- Students who fail to meet the requirements mentioned above will be dropped from the Faculty.

C. DISMISSAL FROM THE UNIVERSITY

Students dropped from a Faculty or a Department have one semester as a majorless student to meet the transfer requirements to other Faculties or other Departments. If, at the end of the semester, they fail to meet these requirements, they will be dropped from the University.

After spending a minimum of one year at another recognized institution of higher education, where they achieve a satisfactory record (general average of 80 that includes courses relevant to the major to which they are applying), they may seek readmission to the University.

Depending on the student's record and the Admission Committee's recommendation, the Faculty Council decides whether the student will be allowed readmission to the Faculty or to the Department.

D. READMISSION TO THE UNIVERSITY

7. When a student is dismissed, the implication is that the student is not qualified to continue at the University. Consideration for readmission is given for one of the following reasons:
 - a. If the student was not able to do work efficiently because of health reasons. In such cases, the University is to be notified promptly by the student and will require a medical report from the University Physician. The report is to be presented to the Dean's Office within 30 days after the student is dismissed.
 - b. If, after spending a minimum of one year at another recognized institution of higher education, a satisfactory record is achieved (a general average of 80 that includes courses relevant to the major), the student may seek readmission to the University.
8. If a student is on probation and leaves the Faculty after the tenth week of the semester, the Faculty Council decides whether such a student may be allowed readmission.

J. SUMMER SESSION

The summer session extends over eight weeks of teaching in June and July of each year. The maximum academic load during the summer session is 10 credits (7 credits for students on probation).

The courses offered during the summer session are identical in scope and content with those offered during the regular academic year. A summer session in which the student is registered for at least 6 credits is considered as a regular semester.

K. ADMISSION OF TRANSFER STUDENTS

Candidates transferring from recognized institutions of higher education are eligible for consideration for admission subject to the following conditions:

- They hold the Lebanese Baccalaureate or its official equivalent.
- They had met the requirements for admission to the University of Balamand prior to their admission to the institution from which they are transferring.
- They successfully completed at least 20 credits in the institution from which they are transferring.

- They pass language entrance examination(s) and/or any other tests required by the Faculty to which they are applying.
- Such candidates may be given credit for courses completed in other institutions if they have passed these courses with a grade equivalent to 70 or above, and if these courses are approved for a degree from the University of Balamand. Candidates who believe that their previous academic training entitles them to advanced status may present their cases in writing to the Office of Admissions and Registration together with official transcripts of their records.

The Admissions Committee will approve transfer cases on an individual basis.