

Graduate

ACADEMIC RULES AND REGULATIONS

A. REGISTRATION LOAD

Full-time students must enroll in at least 9 credit hours per semester and a maximum of 12 credit hours. (See appropriate Faculty regulations)

B. COURSES AND GRADES

Courses taken as part of the graduate program fall in one of two categories, graduate or bridging, with different grading systems:

1. Graduate Level Courses

These courses are normally numbered 300 or above (except for Engineering & Business 400 or above). The minimum passing grade for a graduate course is 70. Students in the graduate programs are required to maintain a cumulative average of at least 80 in all graduate level courses. The minimum grade for a graduate course is 55.

2. Bridging Courses

Graduate students with a different background from the graduate degree being pursued may be asked to take some undergraduate courses as bridging courses. They must obtain a grade of at least 70 in each bridging course. If a student fails to obtain a grade of 70 in any of the undergraduate bridging courses, he is allowed to repeat that course only once. Failure to meet the requirements stipulated above will result in the student being dropped from the graduate program. Students who are taking bridging courses are allowed to take along some graduate-level courses (maximum 6 credits) following the approval of the concerned department and the Dean of the faculty. Bridging courses must be completed during the first year of enrollment in the graduate program.

C. TRANSFER CREDITS

A maximum of 6 graduate level credits (nine graduate level credits for engineering programs and MBA) may be transferred from another recognized institution of higher education or from other UOB graduate programs. Transferred credits apply only to courses in which the applicant had earned a minimum grade of 80 and equivalent in content to courses offered at UOB.

The concerned Department/Faculty decides on the equivalency of courses.

D. GRADING SCHEME

The following grading scheme is adopted for reporting final course grades for courses at the graduate level.

Grade Range	Equivalent GPA	Notation/Meaning
95.00 to 100	4.00	High Distinction
90.00 to 94.99	3.50 to 3.99	Distinction
85.00 to 89.99	3.25 to 3.49	Very Good
80.00 to 84.99	3.00 to 3.24	Good
75.00 to 79.99	2.50 to 2.99	Fair
70.00 to 74.99	2.00 to 2.49	Acceptable
< 70.00	< 2.00	Fail

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 55 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 80 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

The evaluation of the academic performance begins when a graduate student completes at least 9 graduate credits and then he is evaluated every semester.

Good Academic Standing

A graduate student is in good academic standing if his cumulative general average is 80 or above and has passing grade in all his graduate courses.

Academic Probation and Removal of Academic Probation

- **Students Accepted on Probation**
 1. Student accepted on probation has to complete at least 9 credits of graduate work within the first two semesters of graduate studies and has to pass all courses with a minimum cumulative general average of at least 80 in order to achieve regular status.
 2. If the student fails to meet any of the conditions, he will be dropped from the graduate program.
- **Students Accepted with Regular Standing**
 1. A student is placed on academic probation if his cumulative general average is 70 or more but less than 80, or fails any graduate course.
 2. A student who is placed on Academic Probation due to his average must remove it by the end of the following semester by achieving a cumulative general average of 80 or above.
 3. A student, who is placed on Academic Probation due to a course failure, must retake the course the next time it is offered and should pass it. If the course is not offered the following semester, the student should petition the Dean to be allowed to continue.

Dismissal from the Graduate Program

A student will be dropped from the graduate program in any of the following cases:

- If the student fails to remove the academic probation in the semester following the first probation, excluding students accepted on academic probation.
- If the student is placed on academic probation for a second time.
- If the student attains a cumulative average of 70 or more, but less than 80, in any semester and fails one course in that semester. (This rule does not apply to the first semester of study.)
- If the student attains a cumulative average of less than 70 after completion of 9 graduate credits or fails two courses in one semester.

A student dropped from a graduate program will not be allowed to re-enroll in the same program at any future date.