



STUDENTS HANDBOOK

2022-2023



STUDENTS AFFAIRS OFFICE
Lebanese International University

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Message from the Director of Students Affairs Office

Dear Students,

Welcome to the Lebanese International University (LIU), we are pleased to have you join the LIU's family. As you begin and continue your academic career, you are embarking on a path full of promise and expectation. The Student Affairs Office (SAO) is committed to working with you and inspiring you on this wonderful journey to take full advantage of the opportunities you will find at LIU.

SAO staff are dedicated to meeting the needs of all students. We have outstanding faculty and a caring staff, beautiful campuses and atmospheres in all LIU 9 campuses conducive to your academic goals. We encourage you to join one or more of our several clubs and students' societies that offer opportunities for leadership development, academic support, networking, personal growth and community service.

Walk the campus, ask questions, meet faculty and staff and learn all you can about your university. Study hard, make new friends, get involved and have fun. These are the best of times for you. We are here to help in any way we can. We hope you reach all of your goals and realize all your dreams.

See you around campus.

Sincerely,

Abir Mahdi

Lebanese International University
Beirut Campus
Phone: 01-706881. Extension: 12428
E-mail: abeer.mahdi@liu.edu.lb
URL: www.liu.edu.lb

Part 1 - OVERVIEW, VISION, MISSION, AND VALUES

1.1 OVERVIEW

The Lebanese International University (*LIU*) is a private, independent institution of higher education governed by a private, autonomous Board of Trustees. The University was established in 2001 under the name of Bekaa University in accordance with decree 5294 on April 9, 2001. The University is recognized by the Lebanese State as a private Higher Education Institution in Lebanon, according to the law of Higher Education Organizations in Lebanon. The University name was later changed from Bekaa University to the Lebanese International University, in accordance with decree 14592 on June 14, 2005.

One University, Many Constituents

With the slogan, **“Education for All”** which has been endorsed since inception and through the triad of Quality Education, Affordability, and Accessibility, *LIU* is a career-oriented institution whose overarching purpose is to democratize and empower learners in higher education.

The University has seen significant change over the years since its founding. In order to bring the University and the **nine campuses** together more fully as one community, several major new initiatives are at work on key campus improvements. The aim of which is to move *LIU* forward and make our beautiful campuses a more attractive, compelling and welcoming place for our students. At each of the campuses, the Campus Council meets, works collaboratively on policies and procedures, and seeks to disseminate critical information to all areas of the campus so as to create an environment conducive to excellence.

Schools, Academic Program and Degrees

LIU has five schools:

1. School of Business
2. School of Engineering
3. School of Arts and Science
4. School of Education
5. School of Pharmacy

The University is currently offering 63 different programs or majors leading to Bachelors, and Master Degrees.

Type of Curriculum

LIU is committed to practice modern instructional practices that emphasize active learning and teacher-student and student-teacher interaction, as well as allowing students to learn by doing and pushing them to discover answers and solutions themselves. Memorization is deemphasized (except for disciplines such as language and elementary mathematics, in which it is necessary) in favor of the development of critical thinking. In addition, education will focus not just on the aggressive acquisition of knowledge but also on the creation of new knowledge. What is more, the educational process strives to encourage interdisciplinary thinking as well as basic theory development and testing as a means of sorting truth from fiction.

LIU operates on an academic semester system and on credit hours curriculum modeled on American system. The curriculum affords students’ freedom in choice as to what is convenient to his/her major of interest within the frame of an integrated academic system. It also facilitates the student’s transfer from one university into another, or in continuation of higher studies in any foreign university.

Language of Instruction

The English Language is the language of teaching and communication at *LIU* and is an inseparable requirement of the education curriculum.

1.2 VISION

The Lebanese International University will be a leading transnational university known for an outstanding student-centered, teaching-focused learning experience and academic research excellence, which empower its graduates for successful engagement in career and life opportunities, underpinned by outreach to alumni, enterprise and the professions.

1.3 MISSION

LIU's mission is to provide affordable and accessible quality higher education, guide and cultivate the knowledge and skills of its students to be independent learners, able to assume responsibilities as citizens to positively impact local, regional, and global communities. LIU endeavors to promote student success through processes of curricula renewal and research for innovative outcomes.

1.4 CORE VALUES

While our vision and mission show where we want to go, our values guide us on the way. They cut across organizational boundaries, bind us culturally, and permeate our strategic and tactical initiatives. They are the defining traits of the LIU community.

LIU is committed to the following set of core values: Inclusiveness and Diversity; Accessibility and Affordability; Responsibility to Learners; Excellence in Teaching, Research and Scholarship; Integrity and Accountability; Freedom and Discovery.

These six core values provide the foundation for how we conduct ourselves, accomplish our work, and build our reputation as a university. They reflect a university with a strong sense of purpose, confidence, and a desire to succeed. We believe our values are what make LIU a great place to work and study at.

The values also reflect the traits we as faculty, staff, students and alumni hold dear. They mold the character of our culture. Each member of the LIU community plays a vital role in nurturing these values, using them to guide daily working lives and in the way, we forge relationships with each other, our students, industry partners and stakeholders. This is essential if we are to fulfill our strategic ambitions and if the university community is to provide an environment that enables our students, faculty and staff to succeed.

1. Inclusiveness and Diversity

LIU promotes inclusive and diverse community and strives for building a workplace culture where all can develop their skills and talents irrespective of gender, race, ethnicity, disabilities, social class, heritage, religion, family status, age and perspectives.

2. Accessibility and Affordability

LIU is committed to provide students equal, affordable and accessible quality education opportunities.

3. Responsibility to Learners

LIU staff are committed to continually support students to become responsible for their own learning at university and in life.

4. Excellence in Teaching, Research and Scholarship

LIU strives for excellence in all activities to create thriving communities that transform the prospects of all engaged with the university.

5. Integrity and Accountability

LIU appeals to stakeholders to act honestly, ethically and transparently in all activities, foster a climate of mutual trust and respect given the participatory nature and personal accountability of the educational provision.

6. Freedom and Discovery

LIU upholds academic freedom to all stakeholders, foster creativity and innovation for the benefit of community and the environment.

The university recognizes the people of LIU as the principal enablers of the transformation from good to excellent and will create opportunities to develop and reward excellence. It has articulated the attributes for graduates and staff to align with LIU values and goals.

Part 2 - ACADEMIC INFORMATION

2.1 COURSES

Academic work at *LIU* is organized in concentrated modules of subject matter called courses. Each academic course occupies a scheduled amount of instructional time each semester, in addition to laboratory, field exercise, homework, and research or creative requirements associated with the course.

2.2 CURRICULUM

At the macro level, curriculum is a set of courses given in a specific program. At the micro level, the term curriculum refers to the lessons and academic content in a specific course or program. Curriculum typically encompass the knowledge and skills students are expected to learn, which includes the learning objectives they are expected to meet; the units and lessons that teachers teach; the assignments and projects given to students; the books, materials, videos, presentations, and readings used in a course; and the tests, assessments, and other methods used to evaluate student learning. John Dewey defines curriculum as a continuous reconstruction, moving from the learner's present experience out into that represented by the organized bodies of truth that it is called studies. And, Ralph Tyler defines it as all the learning experiences planned and directed by the school to attain its educational goal.

2.3 CREDIT HOURS

Credit hours are the number of hours of instruction that the course is scheduled for per week. Degree programs require that a specified number of credit hours, and therefore courses, be accumulated by the student as one of the graduation requirements. One credit hour is equivalent to fifteen teaching hours per semester; therefore, a three-credit course represents forty-five hours of attendance. As for laboratories, one credit hour is equivalent to 30 hours per semester. Every degree has a specific number of credits spelled out in the University Catalog.

2.4 MAJOR COURSES

Major courses are mostly application courses in a program. Typically, these courses cover areas known as program criterion which represent the commonly known skills a graduate of a given program must have, however, with the advancement in any given major more areas under that major emerge; those areas may be gradually covered by **Technical Electives**.

2.5 TECHNICAL ELECTIVES

Although, technical electives are mostly selected from courses within related programs in a school, some technical electives may be selected from programs within different schools, such that, those electives closely relate to the major requirements courses in terms of serving programs objectives and students learning outcomes. Some programs may specify specific courses within a specified emphasis/concentration to give students the opportunity to gain depth knowledge in an emphasis of his/her choice.

2.6 CORE COURSES

Core Courses refers to a series or selection of courses that students are required to complete before they can move on to the next level in their education. Therefore, Core courses are the stepping stone into the major; a core course should serve as a prerequisite to one or more major courses.

2.7 GENERAL EDUCATION

General Education Courses offered at *LIU* provide a common intellectual experience for all students. The courses were designed to help students develop strong communication and critical thinking skills, a broad understanding of disciplinary areas, and the knowledge and skills necessary for responsible citizenship in an interconnected world. General Education is the foundation of all undergraduate degree programs at *LIU*. General Education areas are listed below:

- Communication skills
- Humanities, Social Sciences, Arts
- Scientific Inquiry and Discovery
- Quantitative Reasoning

2.8 ACADEMIC YEAR

Academic year at *LIU* is divided into the followings:

Table 1: Semesters

Semester	Number of Week	Number of hours
Fall	15	45
Spring	15	45
Extended Summer / Summer	11 /6	45

1. Extended summer is restricted to School of Engineering and supporting School(s).
2. The numbers of weeks are excluding the final examination periods.
3. The Registrar announces the academic calendar of the following academic year during the spring semester.
4. Official Religious and national holidays in Lebanon are holidays for the university.

2.9 PROGRAM FRAMEWORK

LIU grants Bachelor and Master degrees and offers innovative academic programs with modern hybrid curricula that stress the need for general knowledge to complement specialized studies.

Degree

LIU awards undergraduate degrees that are required of students who seek to enter graduate-level research programs and study for higher degrees. Most bachelor's degree programs at *LIU* are designed to require 4 academic years (Freshman Year + Three Years) of full-time study. However, there are exceptions to this rule such as Pharmacy degree which requires Five Years besides the freshman. Also, *LIU* awards Master degrees which usually require a minimum of two years.

Major

The nature of the major concentration generally determines the specific title of the bachelor's degree to be earned. A student who successfully completes all courses required for the major qualifies for an undergraduate degree.

2.10 ADVISING MANAGEMENT SYSTEM

Upon acceptance every student at *LIU* is assigned an advisor for the duration of freshman and sophomore years. This advisor should be a full-time faculty member appointed by the Dean/Chair according to student's program. The period of the academic orientation is fixed during each semester. This period is during the two weeks prior to pre-registration as spelled out in the academic calendar. However, Junior and Senior students are always encouraged to visit the school for any advising at any time.

The Academic Advisor shall:

1. Assist students noticing the basis of admissions, as stipulated in their Letters of Acceptances.
2. Be available throughout the academic year during office hours, and when necessary, by appointment.
3. Support students to effectively fulfill all the requirements of their degree program.
4. Familiarize students with the University academic rules, regulations, and policies.
5. Explain to student clearly the Registration process; Course offerings; Course pre-requisite; Course selection; Minimum/Maximum credit load; and Degree planning.

2.11 STUDENTS CLASSIFICATIONS

LIU adopts an American classification. However, holders of the Lebanese Official Secondary Certificate are considered sophomore students and hence thirty credits are transferred automatically toward freshman upon admission. Undergraduate degree students are classified according to the number of completed credit hours. The required number of hours of each classification is:

Table 2: Level Classification

Class	Number of Credits
Sophomores	0 – 33
Juniors	34 - 66
Seniors	Above 67

2.12 ACADEMIC PROBATION POLICY

a. Probation Rules and Regulation for Undergraduate Students

Undergraduate students are placed on academic probation after attempting **twenty-one credits excluding remedial courses** and their cumulative grade point average (CGPA) drop below 2.0 (70/100). The status of a student on probation is dealt with in accordance with rules and regulations below:

1. When a student is placed on probation for the first time, the student is only allowed to register a maximum of twelve credits according to **Course Repetition Criteria**. A message will be sent to the student stating: “You are on probation for the first time and you should see your advisor. Should you continue to be on probation for the third consecutive time you will be on Critical Academic Standing (CAS) in the subsequent semester”.
2. When a student is placed on probation for the second consecutive time, the student is allowed to register twelve credits according to **Course Repetition Criteria** and he/she will receive the following message “You have been on probation for two consecutive times. Should you continue to be on probation for the third consecutive time you will be on Critical Academic Standing (CAS) in the subsequent semester”.
3. When a student is placed on probation for the third consecutive time, the student is allowed to register twelve credits according to **Course Repetition Criteria** and he/she will receive the following message “You have been on probation for three consecutive times and you are now in Critical Academic Standing (CAS)”.
4. When a student is on Critical Academic Standing (CAS), the student is allowed to register a maximum of twelve credits provided that **all failed courses** are repeated; according to repetition criteria if offered; otherwise, a minimum of **twelve credits** with D grades are repeated. It is expected that he/she earns a semester GPA greater than or equal 75 %. In that case, the student may remain on CAS until he/she raises his/her CGPA to 2.0 (70 %); otherwise, he/she will be forced to change major or risks being disqualified from the University.
5. A student is cleared from CAS once his/her cumulative GPA is greater than or equal to 2.0 (70 %)

b. Probation Rules and Regulation for Graduate Students

A graduate student is placed on academic probation **immediately** after his/her cumulative grade point average (CGPA) drops below the minimum requirement set by the school, that is 3.0 (80/100) for schools of Arts & Science and Business , 3.0 (80/100) for the school of Education , 2.5 (75 %) for TD and 2.0 (70/100) for the school of engineering (**It should be noted that the School of Engineering in its policy to qualify students to join the Lebanese Order of Engineers which requires that an engineer graduate completes five years of undergraduate studies, adopts the undergraduate cumulative GPA for its graduate students**). The status of a graduate student on probation is dealt with in accordance with rules and regulations below:

1. When a student is placed on probation for the first time, the student is allowed to register a maximum of twelve credits in SoEN and a maximum of nine credits in other schools provided that **six credits (SoEN)/three credits (Other schools)** are repeated if offered; courses must be repeated according to **Course Repetition Criteria**. The student will be receiving a message “You have been placed on Probation for the first time, please see your advisor. Should you continue to be on probation for the second consecutive time you will be on Critical Academic Standing (CAS) in the subsequent semester”.
2. When a student is placed on probation for the second consecutive time, the student is allowed to register a maximum of twelve credits in SoEN and a maximum of nine credits in other schools provided that **nine credits (SoEN)/six credits (Other Schools)** are repeated if offered, courses must be repeated according to **Course Repetition Criteria** and the following message is sent “

You have been on probation for two consecutive semesters and hence you will be on Critical Academic Standing (CAS) in the subsequent semester”

3. When a student is on Critical Academic Standing (CAS), it is expected that he/she earns a semester GPA greater than or equal to the minimum school's requirement of CGPA. Otherwise, he/she will be forced to change major or risks being disqualified from the University.
4. A student is cleared from CAS once his/her cumulative GPA is greater than or equal to minimum school's requirement of CGPA.

Note (s):

1. Students that are on CAS must be notified in a formal letter to be signed by the concerned students. The execution of this follow-up of notification and further advising is to be implemented at the program level.
2. Summer semesters are not counted in probation.
3. Students who join LIU for the first time (First Semester) and have all their grades as AW will not have such a semester counted toward probation rule.

Part 3 - GENERAL ADMISSION AND GRADUATION REQUIREMENTS

3.1 INTRODUCTION

For specific admission and graduation requirements, students are advised to explore the University Catalog.

3.2 APPLICATION FORMS

Each student should submit an online application, at www.liuserver.net, or directly in the admission office assisted by admission staff members. The admission file should be completed with all required documents and submitted to the admission office. The applications, along with the submitted official documents remain the sole property of *LIU* and will be confidential.

3.3 FRESHMAN PROGRAMS

3.3.1 Application Documents

- Photocopy of the national identity or Photocopy of valid passport
- Two passport-size photos
- Permission to continue studying the foreign curriculum issued by Ministry of Education and Higher Education (*MEHE*)
- A high school diploma
- SAT I Scores (Math, Evidence Based Reading and Writing)

Compliance with the requirements of the Equivalence Committee of the Ministry of Education and Higher Education is crucial, hence, the student is highly recommended to always seek advising. Accordingly, the Equivalence Committee requires that freshman student in sciences/Arts must earn thirty credits for completion of freshman; nine credits must be in the humanities and social sciences with at least three credits from each of these two areas/ domains. Furthermore, The Equivalence Committee requires that the thirty credits include six credits in the Natural and Physical Sciences and mathematics with at least three credits in the Natural and Physical Sciences. The remaining 15 credits can be selected from the different categories of the proposed freshman courses.

Upon completion of the freshman in Sciences or Arts, students are entitled to have their completed thirty credits equated to the Lebanese Baccalaureate II by the Equivalence Committee of the Ministry of Education and Higher Education. Hence, it is the responsibility of the student to follow the equivalency process with the Ministry of Education and Higher Education. Students that finish the freshman program must provide evidence of having received the equivalence of the Lebanese Baccalaureate II before admission to any Degree Program offered by the University. Freshman student are required to take two English courses as major requirements in their curricula regardless of their scores in English Placement Test (EPT).

3.3.2 Admission Requirements

The requirements to apply for the Freshman Program are listed below:

1. High School certificate based on twelve years of schooling counting from grade I, and recognized by the Lebanese Ministry of Education and Higher Education (*LMEHE*).
2. An official permission from the *LMEHE* for the Lebanese applicants.
3. During completion of the freshman year, Freshman Arts Students are expected to sit for SAT I and SAT II and score at least 2150 in both tests. Also, Freshman Science Students are expected to sit for SAT I and SAT II and score at least 2300 in both tests.
4. After Completion of Freshman year and obtaining the equivalency, students will be able to submit application at the Registrar Office to apply for the desired sophomore Program.

3.4 UNDERGRADUATE PROGRAMS

3.4.1 Application Documents

- Photocopy of the national identity or Photocopy of valid passport
- Two passport-size photos
- Family Identification
- The certificate of the Lebanese Baccalaureate: Life Science (LS), General Science (GS), Literature and Humanities (LH), and Economics and Sociology (ES) or an equivalent degree, authenticated by the MEHE
- Original certificate of the coverage of the National Social Security Fund or its equivalent
- Pay the file opening and admission placement test fees at the cashier office

3.4.2 Admission Requirements

Undergraduate applicants should sit for University Placement tests (UPT's) which vary from one school to another depending on schools' requirements. However, the tests along with their abbreviations are listed below. It should be noted that students with a score of 50 % (High School/Secondary School Grades) and above in any of the UPT subjects may be exempted from the corresponding subject placement test except for Pre-Pharmacy applicants.

Table 3: University Placement Tests

Placement Test Code	Placement Test Title
MESPT	Mathematics for Economics & Sociology Placement Test
MGSLSP	Mathematics for General Sciences & Life Sciences Placement Test
PPT	Physics Placement Test
CPT	Chemistry Placement Test
BPT	Biology Placement Test
EPT	English Placement Test
FLPT	French Language Placement Test

3.5 GRADUATE PROGRAMS

3.5.1 Application Documents

- Photocopy of the national identity or Photocopy of valid passport
- Two passport-size photos
- Family civil record
- The certificate of the Lebanese Baccalaureate or an equivalent degree, authenticated by the MEHE
- Official Grades Transcripts authenticated by the MEHE
- Degree authenticated by the MEHE, along with its equivalency, except degrees issued from the Lebanese University
- Original certificate of the coverage of the National Social Security Fund or its equivalent
- Completing Graduate Admission Form, available at the Admission Office, this should be submitted along with the aforementioned documents.
- Pay the file opening and admission placement test fees at the cashier office

3.5.2 Admission Requirements

Admission requirements to graduate studies vary from school to another. The general requirements are listed below:

1. Must be a holder of an Undergraduate degree recognized by the Lebanese Ministry of Education and Higher Education or its equivalent.
2. Obtain the recommendation of the Graduate Admission Committee after an Interview.
3. Comply with the additional admission requirements relevant to the chosen program.

3.6 TRANSFER STUDENTS

Credits transferred from institutions of higher education that are recognized by the Lebanese Ministry of Education and Higher Education (*LMEHE*) are accepted provided that the school and department concerned ensure that the credits accepted are applicable to the corresponding degree program and that a minimum grade of “C” was obtained in an American system or a Passing Grade in the French System. The accepted credit, however, does not count toward the student’s GPA at *LIU*. The criteria established by *LIU* regarding this policy are made available to students through its website and the University Catalog. Depending on the school, a transfer student is required to complete at least 51 % of credits at *LIU* in order to be eligible for a degree, while the remainder of the credits that are taken at other institutions of higher education can be transferred if they satisfy the criteria of the school and department concerned. In order to ensure that students have achieved the required outcomes and objectives specified by the department concerned, the department reserves the right not to give transfer credit for courses listed under the major requirements category even if students have taken similar courses at the institution they previously attended.

3.7 LANGUAGE PROFICIENCY REQUIREMENTS

Courses at *LIU* are entirely delivered in English. Therefore, students admitted to *LIU* should exhibit a level of English proficiency by presenting one of the standardized tests listed below. Furthermore, English Placement Test (EPT) is carefully designed to measure the candidate’s level of proficiency in English Language so that students are placed in the appropriate English course as indicated in Table 4 below.

Table 4: English Language Competency Descriptors

TOEFL Paper	TOEFL CBT	TOEFL IBT	IELTS	LCCI	LIU Percentage	LIU Course	LIU Credits
0 - 343	0 - 60	0 - 18	0 -1.9	L2-A1	0 - 30	ENGL051: Basic English Skills	6
344 - 433	61 - 120	19 - 40	2.0 -3.5	L4-B1	31 - 40	ENGL101: Introduction to Oral and Written Skills	6
434 - 509	121 - 179	41 - 59	3.6-4.0	L6-C1	41 - 49	ENGL151: Advanced Writing Skills	6
510 - above	180 - above	60 - above	5.0- above	L 7 -C2 above	50 - above	Exempted	
Top Score	Top Score	Top Score	Top Score	Top Score	Top Score		
677	300	120	9.0	L7	100		

3.8 ADMISSION VALIDITY

The admission is valid for the ongoing academic year for the Undergraduate and Graduate programs. The applicants, who do not register during the academic year in which they are accepted, will lose their right of admission and they will have to submit a new application form to be considered according to the current admission conditions.

3.9 UNDERGRADUATE PROGRAM GRADUATION REQUIREMENTS

Graduation requirements vary from one school to another. However, generally students are required to accomplish the following requirements in order to be eligible for a bachelor degree:

1. Completing all required credits for the degree.
2. Satisfying all course requirements for the degree as well as remedial/intensive courses given upon admission.
3. Maintaining a minimum overall grade of 70 %.
4. Satisfying the residency requirements.
5. Where applicable, keeping the required minimum cumulative Grade for the major and core courses required for the degree, as specified by the concerned department.
6. Follow the clearance procedure.

These conditions must be met together with the degree requirements in effect during the semester of the student’s first registration at *LIU*. This shall also apply to reinstated students. However, readmitted students must meet the degree requirements in effect during the semester of their readmission, unless their readmission letter states otherwise.

3.10 GRADUATE PROGRAM GRADUATION REQUIREMENTS

Graduation requirements vary from one school to another. However, generally students are required to accomplish the following requirements in order to be eligible for a bachelor degree:

1. Completing all required credits for the degree.
2. Satisfying all course requirements for the degree as well as remedial/intensive courses given upon admission.

3. Maintaining a minimum overall grade of 80 %, 75 % depending on school except for engineering which is 70 %.
4. Satisfying the residency requirements.
5. Where applicable, keeping the required minimum cumulative grade for the major and core courses required for the degree, as specified by the concerned Department.
6. Follow the clearance procedure.

These conditions must be met together with the degree requirements in effect during the semester of the student's first registration at *LIU*. This shall also apply to reinstated students. However, readmitted students must meet the degree requirements in effect during the semester of their readmission, unless their readmission letter states otherwise.

Part 4 - ACADEMIC RULES AND REGULATIONS

4.1 ACADEMIC LOAD

Academic loads follow the regulations below:

1. The maximum number of credit hours for which the students can register varies between 18 and 20 hours provided that the student does not graduate with a duration that is less than the duration specified by the MEHE, while the minimum is subject to program duration criteria.
2. In some special cases, a student may register for up to a maximum of 21 credit hours under the following conditions:
 - a. If the student's Cumulative Grade Point Average CGPA is 2.0 or above.
 - b. If this load will enable the student to graduate at the end of the semester as specified.
3. Summer semester is subject to rules 1 & 2 above; however, in Summer Session, the maximum number of credit hours for which the students can register is 8 credit hours.

4.2 DEFINITIONS, REGISTRATION RULES & REGULATIONS

Registration rules and regulations that are adopted by *LIU* registration module are detailed below:

4.2.1 Prerequisite(s)

A Prerequisite is a course that a student must take before he/she is allowed to take another particular course. However, Courses should be registered on a prerequisite(s) basis, that is, the course will only be registered if the student has successfully completed required prerequisite(s) that are defined in relevant program/major including all types of courses.

4.2.2 Co-requisite(s), Administrative Withdrawal (AW) and Volunteer withdrawal (W)

Co-requisite is a course required to be taken simultaneously with another course. Furthermore, **Co-requisite courses** are associated to Administrative Withdrawal and Withdrawal as listed below:

1. A student must register the course and its co-requisite simultaneously.
2. A student may withdraw from a course without having to withdraw from its co-requisite ***provided that the co-requisite is not a Lab.***
3. If a student fails to attend a course and obtains an Administrative Withdrawal (AW) due to his/her absences will automatically be Administratively Withdrawn from the co-requisite ***provided that the co-requisite is a Lab*** regardless of his/her attendance.
4. A student will be administratively withdrawn from a course if he/she misses thirty three percent (33.3 %) of the class.

4.3 REGISTRATION ELIGIBILITY

An undergraduate/graduate student will be eligible for registration upon settling all previous pending issues (academic, financial, disciplinary, administrative, etc.) with the University at the offices concerned. Otherwise, you cannot proceed any further with registration.

4.4 PRE-REGISTRATION AND REGISTRATION

Pre-Registration is highly recommended for all enrolled students. Those who fail to submit their Pre-Registration will have their registration moved automatically to Registration period. Also, those who fail to submit their Registration will have their registration moved automatically to the Late Registration period (Add/Drop period) and will have to pay the Late Registration fees.

All freshman and sophomore students should consult with their designated advisors prior to Pre-Registration. Also, Students are requested to check whether they have an advisor hold or not before Pre-Registration. Students that have an advisor hold should meet with their advisors otherwise he/she will be unable to Pre-Register. In the case of other holds (financial, library, admissions, others), these should be cleared by the student before pre-registration. During the Pre-Registration period, the student will register and adjust his or her registration for several times.

The registration steps and timeline are listed below, where students are always encouraged to check the academic calendar:

1. Refer to course offering on the University Management System (UMS) and select courses according to the chosen major. Preferably, follow the Yearly Plan of Study of relevant major.
2. Proceed to the online pre-registration/registration during the fixed registration period in the Academic Calendar.
3. Fall Pre-registration begins on the Third Friday of May, at 10:00 a.m and ends midnight on the Fourth Sunday of May of each academic year.
4. Fall Registration takes place from the last Monday, at 10:00 a.m, of September and ends the midnight of the Last Sunday of September.
5. Fall semester starts on the First Monday of October, and, Add/Drop Period takes place during the First Four Days of the semester.
6. Spring Pre-registration begins on the Second Friday of January, at 10:00 a.m and ends midnight on the Third Sunday of January of each academic year.
7. Spring Registration takes place on the Second Monday of February and ends midnight on Third Sunday of February.
8. Spring semester starts on the Third Monday of February and hence Add/Drop Period takes place on the First Four Days of the semester.
9. Summer Pre-registration begins on the Second Friday of May, at 10:00 a.m and ends midnight on the Fourth Sunday of May of each academic year.
10. Summer registration begins, at 10:00 a.m, on the Last Monday of June and ends midnight on the Last Sunday of June.
11. Summer semester starts on the First Monday of July where Add/Drop Period takes place on the First Four Days of the semester.

4.5 LATE REGISTRATION

After the drop/add period of classes in either the fall semester or the spring semester or the second day of the summer session, fees are not refunded. However, during the late registration (Add/Drop period) students may drop courses and have 100 % refunds except for the registration fees. After the Late Registration period, no student may be registered beyond this day for the current semester. However, in extremely extenuating cases students may register after the Late Registration Day where they shall follow the steps of the registration. Further, it shall be understood that students registering after the Late

Registration Day shall be responsible for all work assigned from the beginning of the semester or the session. They shall be also subject to the requirements of the attendance policy as of the first day of classes.

4.6 WRONG REGISTRATION

Only officially enrolled students in a class are allowed to attend the class; otherwise, instructor should refer the student to the Registrar Office.

4.7 CROSS-REGISTRATION

Students at *LIU* have the privilege to register in any of *LIU* campuses. However, UMS doesn't allow students to register time-overlapped courses.

4.8 COMPULSORY REGISTRATION

Compulsory registration takes place upon Deans' approved requests. Compulsory registrations disobey academic registration rules during consolidation and hence they remain intact. Furthermore, there are two ways to execute a compulsory registration:

1. Registrar personnel grant the approved request so that the student can register automatically.
2. Post Add/Drop Period registrar personnel should be able to register a student by force as per registration rules and regulations provided that the student does not have an academic block. Namely, the action will take place for students who have financial block only.

4.9 CHANGING REGISTRATION STATUS

4.9.1 Add/Drop

After the Registration is closed, the student can modify the registration during the Add/Drop period as scheduled in the Academic Calendar. A student should maintain his/her semester load such that respecting the maximum allowed duration of his/her program. The Add/Drop period takes place during the first four days of the start of the semester for fall and spring semesters. The summer session add and drop period lasts for two days at the start of the semester. In the Drop/Add period, several modifications are allowed by the student. Students may officially drop from courses without academic penalty by the end of Add/Drop period. In this case, no grades will be inscribed on their record.

4.9.2 Withdrawal and Administrative Withdrawal Period

1. The Withdrawal (W Grade) Period of any given semester begins with the start on the first Monday of the 9th Week of the semester. The Withdrawal Deadline of any given semester is at the last Friday of the thirteenth week of the semester.
2. The Administrative Withdrawal (AW Grade) of any given semester is assigned to a student when he/she misses 33 % of class attendance.

4.10 COURSE REPETITION CRITERIA

The below process is applicable to students who are on probation.

1. Repeat F grades for major courses if offered in ascending order.
2. Repeat F grades for core courses if offered in ascending order.
3. Repeat F grades for GER courses if offered in ascending order.
4. Repeat F grades for Laboratory courses if offered.

5. Repeat D grades for major courses if offered in ascending order *only if the student is in CAS*.
6. Repeat D grades for core courses if offered in ascending order *only if the student is in CAS*.

Note: Ascending order means that the 200 level will be repeated first, followed by 300 level and finally 400 level, unless otherwise recommended by the advisor.

4.11 REGISTRATION PRIORITIZATIONS

Registration of courses takes place *strictly* according to the following order:

1. English remedial courses.
2. Programs required remedial courses.
3. Repetition rule if applicable.
4. New courses, which preferably are based on Yearly Plan of Study and Advising recommendations.
5. English Level Constraint: Students are allowed to register a limited number of credits according to his/her English remedial level. The number of credits allowed in addition to remedial English courses is listed in the table below. However, the number of credits of English remedial courses is not counted while checking the allowed number of credits that a student is able to register.

Table 5: Allowed number of registered credits in addition to English Remedial courses

Level	Credits	
	Fall - Spring	Summer
ENGL051	6	0
ENGL101	9	0
ENGL151	12 + 2 Credits Labs	0

4.12 REGISTRATION CONSOLIDATION PROCESS AND MECHANISMS

Before starting the semester, the following actions would be performed:

1. Consolidation implies that courses which are not registered according to registration rules and regulations will be automatically dropped during consolidation, except courses that are either granted or compulsory registered.
2. In extremely extenuating case where grades are not published, non-published grades will be excluded from consolidation.
3. After the first consolidation; as stated in item 1, registration will take place according to rules and regulations.
4. After the add/drop period where the system doesn't allow automatic registration, schools are fully responsible for applying registration rules and regulations.
5. Courses registered in pre-registration/registration whose prerequisites (at least one) with F, W, NP, or AW grades are automatically dropped.
6. Granted courses or compulsory registered courses are not automatically dropped.

7. Academic Probation: If a student's CGPA drops below 2 after publishing grades, courses will be dropped in the following sequence to reach a maximum of 12 registered credits in addition to two credits laboratories if needed.
 - a. Drop GEE courses in descending order.
 - b. Drop GER courses in descending order.
 - c. Drop Core courses in descending order.
 - d. Drop Major courses in descending order.

4.13 REGISTRATION SUMMARY AND GENERAL RULES

- Students are permitted to register courses for the coming semester even if the grade for the pre-requisite currently taken in the current semester hasn't been completed yet. Discrepancies will be dealt with automatically in the registration consolidation period.
- Students can drop courses according to registration priority which is normal courses first, then remedial courses and last English courses.
- Students can register in more than one GEE course per semester, however, registration according to yearly plan of study is recommended.
- Students have the option to cross register among campuses.
- Students are able to withdraw from a course without its co-requisite.
- Students are being able to register a course whose pre-requisite is in progress; however, the course will be checked during consolidation and must meet the pre-requisites criteria.

4.14 INTERRUPTION OF STUDIES AND RE-ADMISSION

A student who wishes to temporarily suspend his/her studies must submit a request to the admission and registration office. The following rules are applied

- i. During interruption of studies, the concerned student is considered as inactive Student.
- ii. Students are not recommended to interrupt their studies for more than two academic years.
- iii. Students who interrupted their studies can re-apply to *LIU* but the previously earned courses are subject to re-assessment, in alignment with the University Catalog, by the concerned department.

4.15 STUDENT REINSTATEMENT

Undergraduate and Graduate students seeking to return to the university after an extended absence, or those who were dismissed from the University for Academic Reasons, may apply for reinstatement at any time provided that Schools have the right to omit and add courses according to new programs requirements which will ensure that students obtain the programs intended learning outcomes. Furthermore, Students should submit the application for reinstatement and all related materials to the admission and registration office. However, **engineering students** are subject to the following criteria:

- 1) Not registered for more than five years, must start all over again
- 2) Not registered for a period of 3-5 years, must get their contract sheet aligned with the current curricula to the maximum requirements (The student is considered within the full cycle of curricula

change [five years BSc and MSc], all changes to the curricula should be applied considering both programs as one five-year program)

- 3) Not registered for less than three years, align their contract sheet with the current curricula to the minimum requirements (The student is considered within the partial cycle of curricula change [either BSc or MSc], partial changes required in MSc must be done, changes in BSc required for continuation into MSc)

4.16 REFUND POLICY

When a student drops courses for justifiable reasons after final registration period, refund of tuition will be made according to the following schedule:

- During add/drop period, 100 % of the tuition is refunded.
- Tuition is not refunded after add/drop period; however, students may petition for refund.
- Registration fees are not refundable.

4.17 CHANGE OF MAJOR

School Level

To be eligible for a change of major within the same School, the student must meet the requirements for admission to the new major. He/She must submit a change of major form provided by the Registrar's Office. The request for the student's admission is considered by the department and by the Dean concerned. After approval, the form is sent to the Registrar's Office for implementation.

From School to School

A student moving into another school within the university is considered as a new student by the new school, the student must meet the requirements for admission to the new school/major. The student is required to fill in a form for a change of major provided by the Registrar's Office. The request for the student's admission is considered by the department and by the Dean concerned. After approval, the form is sent to the Registrar's Office for implementation.

4.18 DEADLINE FOR SUBMISSION OF CHANGE OF A MAJOR

1. The Second Friday of December for the Spring Semester. Decision would be made by no later than Second Friday of January. However, students are advised to always check the academic calendar
2. The Last Friday of March for the Fall Semester. Decision would be made by no later than the Second Friday of April. However, students are advised to always check the academic calendar

4.19 TRANSCRIPTS

Upon request, students can send an official transcript or obtain an official or student copy transcript from the Office of the Registrar within three working days. The following procedures prevail:

1. Students shall apply for the issuing of Transcripts in the prescribed application available in the Office of Registrar.

2. He / She should submit the application in person at the Registrar Office. If he / she cannot come in person, he/she shall send it through authorized person (along with a letter authorizing him / her to receive the transcripts on his / her behalf).
3. The applicant should have identified the Universities for which he/she wants to apply. The names and addresses of the Universities should be written on the covers, which will be supplied by the Universities at the time of application.

4.20 FINAL GRADES

Final grades are published on UMS after the approval of the administration.

4.21 CHANGE OF GRADES

Once the grade due date has passed for the semester, grades are considered final. All grade changes after this date must be submitted by the instructor of record. Nonetheless, Students may initiate a request to change a final grade with the course instructor. The student has a right to appeal to the appropriate body if a change of grade request is denied. The course instructor may change a letter grade by completing a Grade Change form. Once the new grade is approved by the department's Chairperson, it is forwarded to the Dean and Provost for final action and then resubmitted to the Registrar's Office.

The grade of Incomplete (I) may be given in cases where the student's work has been satisfactory up to the last three (3) weeks of the semester such as senior project or master thesis. Students have one year to complete the work or the grade is automatically changed to an "F."

4.22 GRADES AFTER CHANGING MAJOR

Upon endorsement of change of major, the following takes place:

1. All transferable courses grades are counted in GPA.
2. All non-transferable courses are not counted in GPA but remain on Transcript.
3. The student cannot return to his/her old major, and cannot request to have his/her major changed again to any major which requires a non-transferable course grade, which was deleted from his/her GPA.

4.23 GRADES APPEALING

A student can appeal a final grade of a course according to the followings:

- 1) The student submits a petition to the Registrar Office at most two weeks after the grades publications.
- 2) If the petition is accepted, the final examination is corrected by another instructor.
- 3) If the difference in result is one letter grade or more then the grade is changed according to changing grades rules.

4.24 COURSE REPETITION (F GRADE)

Students must repeat courses for which they got a grade of "F" or those courses for which they did not achieve the required passing grade set by the department or school concerned, in the case where these courses are required in the major. Students are recommended to repeat these courses immediately the next time they are offered. For a repeated course, only the highest grade will be computed into the GPA. The other grades are kept on the student's transcript. A course may be repeated only twice. A student who fails to pass a course for the third time will have to comply with the instructions of the Dean concerned. The

letter “R” will be placed on the student’s transcript next to the course being repeated. The following message would be sent to student upon failing the course for the second time:

“You have failed the course twice and you are only allowed to attempt it for one more time. In case you fail the course for the third time you will be blocked and directed to see the Dean of your School” so that the following actions may be applied:

1. The course may be replaced by another course if and only if does not affect the program learning outcomes.
2. Requesting from student to change major.
3. School committee will convene to take a final decision.

4.25 GRADE POINT AVERAGE (GPA)

The following definitions must be clear prior to carrying out any rule that is tied to GPA:

1. **Cumulative Grade Point Average (CGPA)** is based on Major, Core & Technical Elective courses besides General Education courses (*GEE*), and General Requirements courses (*GER*).
2. **Semester Grade point Average (SGPA)** is based on the number of credits registered in the relevant semester.
3. Remedial courses and courses in which grade W, AW, P, NP, S and U have been given are not counted in computing the GPA.

4.26 GRADING SYSTEM

The University’s Grading System identified below along with the descriptors is adopted to identify a course status and overall status of a student.

Table 6: Grading System

Percent (%)	Q PTS	Letter Grade (G)	Percent (%)	Q PTS	Letter Grade (G)	Percent (%)	Q PTS	Letter Grade (G)	Percent (%)	Q PTS	Letter Grade (G)
>=90	4	A	82	3.2	C+	74	2.4	C	66	1.6	D
89	3.9	B+	81	3.1		73	2.3		65	1.5	
88	3.8		80	3		72	2.2		64	1.4	
87	3.7		79	2.9		71	2.1		63	1.3	
86	3.6		78	2.8		70	2		62	1.2	
85	3.5		77	2.7		69	1.9		61	1.1	
84	3.4		B	76		2.6	68		1.8	60	
83	3.3	75		2.5		67	1.7		<60	0	

The Grade Point Average rating is stated below:

Table 7: GPA rating

Lower CGPA	Higher CGPA	Rating
0.0	1.99	Probation
2.0	3.19	Good Standing
3.2	3.49	Honor
3.5	4.0	Distinguished

Table 8: Course Status abbreviation

Course Status	Letter
Administrative Withdrawal	AW
Incomplete	I
Withdrawal	W
Pass/Not-Pass at least 50 % for remedial courses	P/NP
Satisfactory/Unsatisfactory	S/U
Transferred	TR

4.27 CUMULATIVE GRADE POINT AVERAGE (CGPA) CALCULATION

The CGPA is the ratio of the number of quality points gained to the number of credit hours attempted. Only courses with status failed or passed are counted in the CGPA. The following are exceptions:

1. Remedial courses are not counted towards computing CGPA.
2. If a course is repeated, the highest grade will be counted in the CGPA.

The following is an example of a semester GPA computation:

Table 9: Semester GPA Calculation example

Course	Numeric Grade	No. of Credits HRS		Quality Points		Total Quality Points
Course I	87	3	x	3.7	=	11.1
Course II	60	4	x	1.0	=	4.0
Course III	84	3	x	3.4	=	10.2
Course IV	W	3	x	0	=	0
Course V	F	2	x	0	=	0
		12				25.3

The Semester GPA = Total Quality Points/Total Semester Credit Hours Attempted. Hence, the semester GPA for the five courses stated above would be: $25.3/12 = 2.10$

4.28 ACADEMIC RECOGNITION

Dean's Honor List

Undergraduate students will be placed on the Dean's Honor List for a given semester if:

- 1) They have completed a minimum of 12 graded credits for the current semester
- 2) They have achieved a Grade Point Average of 3.50 or above for the current GPA
- 3) They are not on the probation list or a part of the Freshman major
- 4) They have not been subject to any disciplinary action within the university.

Dean's Honors List is awarded few weeks after the end of the semester. The student will receive a certificate for each term in which this honor is granted and a notation will be made on the student's transcript.

President's List:

Undergraduate students will be placed on the President's Honor List for a given semester if:

- 1) They have completed a minimum of 12 graded credits for the current semester
- 2) They have achieved a Grade Point Average of 4.0 for the current semester
- 3) They have a cumulative Grade Point Average of 2 or above
- 4) They are not on the probation list or a part of the Freshman major
- 5) They have not been subject to any disciplinary action within the university.

President Honors List is awarded few weeks after the end of the semester. The student will receive a certificate for each term in which this honor is received and a notation will be made on the student's transcript.

President's Outstanding List:

Undergraduate students will be placed on the President's Outstanding List for a given semester if:

- 1) They have completed a minimum of 12 graded credits for the current semester
- 2) They have achieved a cumulative Grade Point Average of 4.0
- 3) They have passed a minimum of 45 credits from their major
- 4) They are not on the probation list or a part of the Freshman major
- 5) They have not been subject to any disciplinary action within the university.

President Honors List is awarded few weeks after the end of the semester. The student will receive a certificate for each term in which this honor is received and a notation will be made on the student's transcript.

4.29 ATTENDANCE POLICY

In any regular semester or summer session, students may miss no more than the equivalent of five weeks of instructions in any registered course and still receive credit for that course:

- 15 class sessions for courses offered 3 times a week
- 10 class sessions or courses offered twice a week
- 5 class sessions for courses offered once a week
- 6 class sessions for courses offered 4 times a week during Summer Session
- 3 class sessions for courses offered twice a week during Summer Session

It should be well noted that attendance is taken for all class sessions, i.e. from the first to the last day of classes, and that excuses of any nature do NOT eliminate an absence whatsoever. Students who exceed the above limits are automatically given an (AW) grade in the course, and consequently not be allowed to attend class any longer. ***If the number of absences exceeds the aforementioned absence limits after the withdrawal deadline, the student will not receive an AW grade, therefore, the final examination must be written, otherwise, an F grade will be granted.***

4.30 MAKE-UP EXAMINATION POLICY

A student is eligible for a mid-term or final examination make-up if and only if he/she had the following incidents:

1. Sickness; proved by hospitalization report; that is; a discharge summary is necessary.
2. Death in the family proved by a death certificate or equivalent and personal identification.
3. Accidents proved by an expert report.
4. Policy Mechanism
 - a. The last day to submit a petition for a make-up examination is on the first Monday after the date of the last examination which is usually takes place on Saturday. The decisions for approval/disapproval of final examinations petitions by the campus committee should take place on first Tuesday after the date of the last examination.
 - b. Regarding the mid-term examination, if approved, either the student writes a mid-term or the weight of the mid-term would be credited toward the following mid-term or the final.
 - c. For the midterm, the student must appeal to the school directly; the approval of the Dean/Chair is a must.
 - d. As for Fall Semester, Final Make-up examinations take place always on the Friday prior to starting the next semester. All grades must be approved on the Tuesday prior to starting the spring semester.
 - e. As for Spring Semester, Final Make-up examinations take place always on the Thursday prior to starting the next semester. All grades must be approved on the Friday prior to starting the summer semester.
 - f. ***As for summer semester***, all approved make-up final examinations will be held on the first Friday following end of summer Final Examination period. All grades must be approved by the first Wednesday following the day of writing the final make-up examinations.
 - g. All grades of approved make-up final exams must be approved by the Deans and send by mail to the registrar's Office of each relevant Campus, the Deans are also required to cc the Academic Director, Provost and Vice President. This procedure is only applicable to Make-Up Examination Policy.

4.31 SUPPLEMENTARY EXAMINATION (SE) POLICY

1. A student is eligible for a supplementary examination (*SE*) if and only if the student has one failed course to complete his/her graduation requirements his/her CGPA is greater or equal to 2.0.
2. The supplementary examination is only written for courses with F grades. A student who received either W or AW is ineligible to be granted a supplementary examination.
3. The course of the supplementary examination must be registered in the same Semester as (Supplementary Examination) and the received grade must be shown in the aforementioned same semester. The original F grade of the course must be left intact. The CGPA should be calculated based on the supplementary examination grade.
4. Supplementary examination is comprehensive and is only granted once. The examination's weight is one hundred percent.
5. There is no guarantee that a Supplementary Exam is an automatic passing grade for the student eligible for such an exam. The Deans are ultimately responsible in making sure that there is, within

the school, a rigorous mechanism that vigilantly uphold the integrity and avoid laxity in the application of any supplementary examination.

6. Supplementary examination policy is not applicable for master courses except for GEE courses. However, Master courses can be offered as Directed Study course offered as SP Type courses.

4.32 DIRECTED STUDY (DS) EXAMINATION POLICY

Regardless of *CGPA* statues a student is eligible for *DS* courses under the following conditions:

1. The number of *DS* courses is limited to ***two***.
2. The courses statuses are F, *D* or *D+* **(To raise *GPA* provided that only a maximum of two courses are needed to raise *GPA*).**
3. The two courses **were failed in the year of graduation** and the courses were not offered in the subsequent semester in which the courses were failed. **That is the courses must be either 400 level or 600 level courses.**
4. A course can be offered as ***DS*** only if the course is not offered in the main campus or nearby campuses.
5. ***DS*** courses should be treated like any other normal courses in which grade distribution along with the examination dates are immediately entered to UMS so that students know their examination dates.
6. ***DS*** Courses are offered as SP Type Courses.

Part 5 - STUDENTS RIGHTS AND RESPONSIBILITY

The Lebanese International University exists for the pursuit and transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Procedures for achieving these purposes may vary from school to school, but the minimal standards of academic freedom of students outlined below are essential to this community of learners and scholars. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the *LIU* academic community. This document is to be interpreted in accordance with mission, purpose, and objectives of the university. *LIU* students are responsible for the contents of the University Catalog and Student Handbook.

5.1 STUDENTS RIGHTS

Every student at *LIU* has the right to:

1. Quality teaching and/or educational experiences in each course of study.
2. Respect as an individual; to forthright, friendly, tactful, and helpful treatment; and the right to ask sincere questions and receive polite answers.
3. The presence of the instructor according to the course schedule published by the instructor at the beginning of each course.
4. Expect that the course material reflects the current state of learning in the field.
5. Be informed, in a syllabus, of course objectives, requirements, evaluation procedures, and attendance policy.
6. Be informed by the teacher at regular intervals of his or her individual progress in courses.
7. Expect assignments back within a reasonable period of time, including corrections and criticisms of student work either orally or in writing.
8. Be evaluated solely on an academic basis, not on the basis of student opinion and/or conduct unrelated to academic standards.
9. Personal consultation with teachers and advisor(s) during regular posted office hours.
10. Withdraw, as per stated deadlines, from any course during the semester with grade of a W.

5.2 STUDENT RESPONSIBILITIES

The relationship between the student and the university is one of contract. The terms of the contract are stated in the University's catalog and Student Handbook and other University documents. Under the terms of this contract, the students have certain rights. They also have certain academic responsibilities. Every student at *LIU* has the responsibility to:

1. Be aware of the educational objectives of *LIU* and to observe them.
2. Know the academic policies of the University as stated in relevant handbooks.
3. Understand the *LIU*'s criteria for evaluating student success in all academic programs.
4. Conduct their academic affairs with moral integrity in a forthright and honest manner.

5. Measure up to the *LIU*'s standards for academic progress and continuance in programs for graduation. *LIU* is under no obligation to grant a degree if the student fails to maintain satisfactory academic progress.
6. Understand and complete all requirements to earn a degree.
7. Attend classes regularly according to prescribed attendance policies.
8. Maintain standards of academic performance established for each course in which they are enrolled.
9. Complete all assignments on time to the best of his or her ability.
10. Know and live within the University behavioral expectations as outlined in the Student Handbook.
11. Check university-assigned e-mail account and mailbox regularly for correspondence from faculty and administrators that may address particular applications of policies and procedures to his or her academic classes and records as well as individual financial or student development issues.
12. Consult with his or her faculty advisor each semester regarding academic planning for the next semester.
13. Make own academic decisions. Advisors are the agents of *LIU* and students may rely on the advisor's information. The advisor is there to inform; the students make the decision.
14. Plan extra-curricular activities and work schedule so they do not interfere with academic work or attendance.
15. Take proper care of equipment and materials used in academic work, science labs, and library.
16. Maintain appropriate conduct in the various areas of the campus.
17. Maintain a standard of professional conduct off-campus in areas such as student teaching, practicums, internships, clinical training, field trips, athletics, and other outreach activities.
18. Comply with "Human Subjects" or "Research Requirements." All research involving human subjects must be approved prior to initiating data collection in accordance with guidelines and procedures of the Institutional Review Board.

5.3 ACADEMIC HONESTY

Academic honesty is expected of all students at *LIU*. It is an integral part of the educational process where learning takes place in an atmosphere of mutual trust and respect. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. Dishonest academic behavior will be dealt with fairly and firmly.

5.4 STUDENT CODE OF CONDUCT

Conduct at *LIU* must conform to the laws of Lebanon, and *LIU* rules and regulations. *LIU* faculty, staff, and administration are dedicated to maintaining optimal standards for behavior that are essential to a positive quality learning environment. These standards will apply to all students on campus, other university property or while attending any *LIU*-sponsored event. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions may be taken against any person who engages in behavior defined as misconduct.

5.5 ACADEMIC MISCONDUCT

A student may be charged with academic misconduct for any of the following:

I. Dishonesty

Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty including but not limited to:

1. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
2. Failing to adhere to standards of conduct for academic integrity that are adopted and in force by an academic unit and/or instructors.
3. Copying from another student's academic work; assisting with copying by making answers or other completed assignments available, in whole or part, to another student, whether or not the recipient's intentions to copy were known to the student prior to the sharing.
4. Using materials, techniques or devices on an academic assignment that are prohibited; having any forbidden and unauthorized material in sight during a test/quiz/exam will be considered utilization of the material.
5. Allowing another individual to assume one's identity or assuming the identity of another individual, substituting for another student or permitting another person to substitute for oneself on any academic work.
6. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
7. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
8. Obtaining or copying exams or test questions when prohibited by the instructor.
9. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
10. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor.
11. Any other action which is not an honest reflection of a student's own academic work.
12. Other forms of dishonesty, including but not limited to forgery or attempted forgery of any academic record; alteration or misuse of university documents, records or identification; or knowingly falsifying and/or fabricating any information.
13. Unauthorized preparation, giving, selling, transfer, distribution, or publication for any commercial purpose, of any contemporaneous recording or an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any academic policy or administrative procedure.
14. Attempting to commit, or assisting someone in the commission or attempted commission of an offense defined in this section, or any other act of academic misconduct.
15. Forging, altering, falsifying, or otherwise misrepresenting documents to or relating to any University official or office;

16. Illegal or unauthorized use of an identification card, password, access code or number; including, but not limited to, permitting another student or non-student to use a University issued identification card; alteration or sale of an identification card.

II. Disruptive Behavior, Inappropriate Conduct and Expression

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, campus personnel.
2. Any acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm.
3. Lewd, indecent, or obscene conduct including, but not limited to, nudity or sexually explicit behavior that would reasonably be offensive to others.
4. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of committing unlawful acts on campus premises, other campus property, or while attending any *LIU*-sponsored event.
5. Disruption or obstruction of teaching, research, administration, disciplinary proceeding, or other University activities and/or the performance of duties of University personnel or contractors.
6. Disorderly conduct that impairs or interferes with the orderly functions or processes of the University and/or the reasonable safety, security, or use of members of the University community.
7. Providing false information to a law enforcement officer, to the University or a University official, or making an intentional or reckless misrepresentation which creates an unfair advantage or is reasonably likely to damage, mistreat or harm another.

Unauthorized access or entry into a computer, computer system, network, software, or data; alteration of computer equipment, software, network or data; failing to comply with laws, license agreements, and contracts governing network, software and hardware use; using University computing resources for prohibited activities; using University computing resources for unauthorized solicitation or commercial purposes or any violation of *LIU* computer policies

5.6 BEHAVIORAL MISCONDUCT

A student may be charged with behavioral misconduct for any of the following conduct:

I. Drugs, Alcohol and Smoking

1. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance, any alcoholic beverage or an intoxicant of any kind.
2. Unlawful possession, use, public intoxication, sharing, furnishing or distribution of illegal drugs, intoxicants, controlled substances and/or drug paraphernalia; including the distribution, use or possession of prescription medications contrary to a valid prescription.
3. Willful or persistent smoking in any area where smoking has been prohibited by law or by *LIU* regulation.
4. Defying the order or instruction of an authorized person on behalf of the University and/or any University policy, contract, mandate or rule.

II. Theft, Robbery and Damage

1. Committing or attempting to commit robbery or extortion.
2. Causing or attempting to cause damage to campus property at any location or to private property on campus.

3. Stealing or attempting to steal, using, depriving, removing or possessing the property and/or services of the University or another individual(s) without entitlement or authorization, or knowingly receiving stolen property at any location or private property on campus.
4. Intentional or reckless destruction, defacement or damage to University property or to the property of any individual or group; unauthorized entry or use of any property or facility.

III. Harassment and Threating/Violent Behavior

1. Causing, attempting to cause, or threatening to cause physical injury to another person including but not limited to: assault, battery, sex crimes including sexual assault or rape.
2. Committing sexual harassment or pervasive actions of a sexual nature directed toward a specific individual(s) with the intent or effect to embarrass, harass or alarm, including actual, attempted or threatened physical contact, or acts that create a reasonable apprehension of such behavior, conduct or contact of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person.
3. Engaging Physical abuse or force against one's self, another individual, or group, or the reasonable apprehension or threat of such harm; conduct that endangers the health, safety, or well-being of one's self or results in injury to another person or group.

IV. Weapons and Misuse of Facilities

1. Possession on one's person, which includes any bag, case, container, purse, clothing or backpack, and/or use of any weapon, defined as any object used or designed to inflict or attempt to inflict harm or injury or fear of harm or injury. Weapons include, but are not limited to, firearms, facsimile guns, air guns, knives, explosives, any dangerous chemical or biological agent or any other object or material capable of causing harm, and used by the offending person to inflict or attempt to inflict fear, harm or injury.
2. Unauthorized entry to or use of university facilities, equipment or supplies.

V. Miscellaneous

1. Persistent or habitual serious misconduct where other means of correction have failed to bring about proper conduct.
2. The commission of any act constituting a crime under Lebanese law, on campus or any campus-owned property or at any *LIU*-sponsored event.
3. Tampering with or unapproved activation of any safety equipment and/or warning system; setting or causing a fire; engaging in dangerous activities contrary to posted or verbal warnings;
4. Violating, attempting to violate, or assisting in the violation of any contract, rule, policy, bylaw, and/or regulation of the University.

All students shall comply with this Code of Student Conduct, Bylaws, Regulations and other *LIU* Policies. Any student found in violation of the aforementioned Code of Conduct may be held accountable and be subject to disciplinary action.

The University President has delegated the responsibility for matters of student conduct to the Director of Student Affairs. Unless specifically stipulated elsewhere in university policy, the Director of Student Affairs serves as the primary officer responsible for addressing unacceptable conduct or action by any student that involves an infraction of university rules and regulations.

5.7 SANCTIONS AND ADMINISTRATIVE ACTIONS

The following misconduct shall constitute good cause for discipline, including but not limited to:

1. **Warning letter:** An official letter sent to a student who has violated a University rule or policy or to whom a letter should be sent to warn a student regarding failure to comply with University rules or regulations in the future. A copy of this letter shall be placed in the student's file.
2. **Probation:** A period of observation and review during which a student must demonstrate a willingness and ability to comply with all University regulations. The terms of the probation shall be for a specified period and may include restriction of participation in leadership roles and co-curricular activities, among other stipulations.
3. **Restitution:** The student is required to provide reimbursement for (a) damage to, destruction of, or misappropriation of, University property or property of any person or the University premises, (b) personal or other injuries inflicted.
4. **Other Sanctions:** Other sanctions may include, but are not limited to, restrictions on student privileges, forfeiture of financial assistance, monetary fines, community restoration and/or community service, reflection paper, research assignment, completion of an educational program, referral for alcohol or drug assessment, letter of apology, or personal apology.
5. **Suspension:** The student is suspended from continuing at the University for a specified period. While a suspension is in effect, a student may not, without the expressed permission of the Director of Student Affairs:
 - a) Attend classes, or participate in any University-sponsored event or activity; or
 - b) Be present on university owned or affiliated property, including University approved housing units.
6. To be considered for return, a suspended student 1) must meet all stipulations outlined in their sanction letter and 2) must receive approval from the Director of Student Affairs.
7. **Dismissal:** The student is dismissed permanently from the University. This sanction is noted on the student's transcript. Dismissed students are permanently trespassed from university property.
8. Notwithstanding the provisions of the University's refund policies, if any student conduct action results in the suspension or dismissal of a student, the University may refuse to refund, in whole or in part, such student's tuition and fees.
9. A student who is suspended or dismissed from the University for Misconduct Reasons may be provisionally withdrawn from classes pending the outcome of the student disciplinary process. If the process is not completed by the time semester grades must be submitted, the student may receive a grade of "I," pending the outcome of the process. This allows her/him to complete the course should the suspension or dismissal be reversed through the appeal process. Tuition and fees for the semester in which she/he is suspended or dismissed may be forfeited as determined by the University at its sole discretion.
10. Student conduct action taken against a student shall become a part of the student's educational and/or personnel records. Such records shall be considered in determining the appropriate sanction in a particular case.

Administrative Actions are distinct from sanctions and, if assigned by a University official, are not subject to appeal.

5.8 STUDENT GRIEVANCE

5.8.1 Grievance Policy

LIU strongly believes that a student should be free of unfair and improper action by any member of the academic community. A grievance may be initiated by a student when he/she believes that he/she has been subject to unjust action or denied his/her rights as stipulated in published university regulations, and Lebanese laws. Such action may be instituted by a student against a faculty/staff member or an administrator. When a student believes an injustice has been done to him/her, he/she may seek redress through the following policy and procedures. Students may initiate a grievance for any of the following actions:

1. Grievances related to course grades to the extent permitted by Grade Appealing Policy "When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the instructor of the course; and the determination of the student's grade by the instructor in the absence of mistake, fraud, bad faith, or incompetency, shall be final."
2. Act of threat of intimidation or harassment.
3. Act or threat of physical aggression.
4. Arbitrary action or imposition of sanctions without proper regard for academic due process as specified in university procedures.
5. Violation of student rights as delineated in Board approved University policies for Students

5.8.2 Procedure to File Grievances

Preliminary Action

1. The student who believes an injustice has been done to him/her shall first attempt to resolve his/her grievance by consultation with the following persons in sequence:
 1. Accused faculty/staff member(s) or administrator.
 2. Department Chairperson of accused faculty member, or direct supervisor of accused staff member or direct supervisor of accused administrator as appropriate.
 3. The Dean or designee for non-academic grievance issues.
2. If the student still believes that the issue has not been resolved to his/her satisfaction, he/she should submit a signed statement specifying the time, place and nature of the grievance to the Vice President for Academic Affairs (Provost) or designee.
3. The written request for grievance must be filed with the provost designee within thirty (30) calendar days of the time the event occurred or the grievant first learned of the event. A grievance will not be heard if more than thirty (30) calendar days have elapsed in either case.
4. The provost or designee will determine on the basis of the request for grievance whether it states sufficient grounds for a hearing.
5. Within ten (10) working days of receiving the request, the provost designee shall notify the student through consultation and/or in writing of the findings with the specific reasons for the decision. If the recommendation by the provost designee is to initiate a formal hearing, within ten (10) working days of receiving the decision the student must notify the provost designee that he/she is requesting a formal hearing.
 - a. From the time the student receives the provost designee's decision; any request for the hearing committee to make a determination must be in writing and delivered to the Provost designee. The notice must be hand delivered by the student or designee or mailed and

received by the provost designee within ten (10) working days from the time the student receives the Executive Vice President, Educational Programs' or designee's decision.

- b. If the findings by the provost designee or the Hearing Committee is to initiate a formal hearing, within ten (10) working days of receiving the decision the student must meet with the provost designee and mutually agree to a date for a formal hearing.

Grievance Hearing Procedures

1. The Grievance Hearing Committee

There shall be on campus a standing panel from which one or more Grievance Hearing Committees may be appointed. The panel shall be made up of the following:

4. Students whose academic performance is satisfactory can be nominated by the chairperson of the Students Council
5. Tenured contract certificated faculty or regular classified personnel except those designated as management appointed by the University President.
6. Full-time, certificated and classified management personnel with the exception of the provost designee, appointed by the University president.

2. Right to Challenge Committee Membership

The hearing shall be convened by the provost designee. The provost designee shall introduce the members of the Committee. At such time, the accused and/or the student grievant shall exercise their rights to challenge the members of the Committee. The student grievant and/or the accused may each challenge one member of the Grievance Hearing Committee as a matter of right. Any member of the Grievance Hearing Committee may be challenged for cause. Grounds for cause shall be limited to any personal involvement in the situation giving rise to the grievance action, any statement made on the matters at issue, or any other act or statement indicating that the person could not act in a neutral manner. The validity of the challenges shall be determined by the provost designee. The appropriate replacements shall be appointed from the appropriate group by the provost designee. Any and all challenges must be made prior to evidence being heard.

3. Selection of Chairperson

Upon completion of the challenges, if any, the Committee shall receive copies of these procedures and meet alone to select a Chairperson. If the members cannot reach mutual agreement on Chairperson, the Provost designee shall designate a member to serve as Chairperson. The Chairperson shall preside over the hearing and make rulings as to its conduct. The Chairperson shall have the privilege of voting on all issues.

4. Right to Representation

The student grievant or the accused may represent himself or herself or may be represented by an attorney. If represented by an attorney, the student grievant or the accused shall notify the Executive Vice President, or designee, in writing, of that fact no later than three (3) working days prior to the date of the hearing. The Grievance Hearing Committee may then be provided legal counsel. Such counsel may sit with the Grievance Hearing Committee in an advisory capacity but shall not be a member of the Committee nor vote with it.

5. The Hearing

- (a) Opening: The Chairperson shall call the hearing to order, introduce the participants, and announce the purpose of the hearing (e.g., "The committee meets to hear a grievance of action against _____ and to make recommendations for action to the President").
- (b) The Chairperson shall distribute copies of the grievance.
- (c) Plea: The accused shall admit or deny each charge. If the accused admits each charge and wishes to present no evidence of mitigating circumstances or other defense, the Committee shall retire to make its decision. If the accused denies any or all of the charges or wishes to present evidence of mitigating circumstances, the hearing shall proceed.

(d) Arguments: First, the student grievant and then the accused shall be afforded an opportunity to make or waive an opening statement. The accused may reserve his or her opening statement until after the student grievant has presented his or her evidence. After the opening statements, first the student grievant and then the accused shall have the opportunity to present witnesses and other relevant evidence.

(e) Burden of Proof and of Producing Evidence: The student grievant has the burden of proving their accusation. The student grievant may present evidence in support of his or her position and then the accused may present evidence to refute such evidence.

Evidence

7. Oral evidence shall be taken only on oath or affirmation.
8. Each party shall have these rights: to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues even though the matter was not covered in the direct examination, to impeach any witness regardless of which party first called him or her to testify, and the rebut the evidence against him or her. If the accused does not testify in his or her own behalf, he or she may be called and examined as if under cross-examination.
9. The hearing need not be conducted according to technical rules related to evidence and witnesses, except as hereinafter provided. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining the evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions, or if it is a signed and dated written declaration of a witness who is shown to be unavailable. Irrelevant and unduly repetitious evidence shall be excluded.

Closed Hearings

Hearings shall be closed to the general public and confidential and all witnesses shall be excluded before and after testifying unless the accused, the student grievant, and the Committee agree to the contrary, except neither the student grievant nor the accused and their respective attorneys, if any, shall be excluded. Both the accused and the student grievant shall be entitled to call witnesses and to question witnesses presented by the other. Any member of the Committee may ask questions at any time upon recognition by the Chairperson. Either side may recall a witness, who again may be questioned by both parties and the Committee.

Absence of the Student Grievant or the Accused

If the student grievant or the accused do not appear and no satisfactory explanation for the absence is made at the earliest opportunity, or if the student grievant or the accused leave the hearing before its conclusion, the hearing shall proceed without the absent party, and the Committee shall reach a decision based on the evidence presented.

Conclusions

First, the student grievant and then the accused shall be afforded the opportunity to make or waive a closing argument. The Committee shall retire to deliberate with all of the members of the Committee present and may include the legal advisor to the committee when appropriate. The committee shall reach its decision based only upon the record of the hearing and shall not consider matters outside of that record. Within five (5) working days of the hearing, the Chairperson shall deliver to the Provost designee, the student grievant, and the accused, their written decision arrived at by a simple majority of the Committee. The Grievance Hearing Committee's notification of their decision to the student grievant and the accused

will be by *LIU* mail which shall include a declaration of mailing specifying the date of mailing such letter. The Grievant Hearing Committee is deemed to have mailed such letter on the date so declared.

The decision of the Grievance Hearing Committee is binding on all parties.

Appeal to the President: Either the student grievant or the accused may appeal the decision of the Grievance Hearing Committee to the President by filing an appeal with the President. Any such appeal shall be made in writing and either mailed, postmark evidencing the date of such mailing, or hand-delivered, received and receipted by the President within ten (10) working days of the mailing of the decision by the Grievance Hearing Committee and shall state specifically the grounds for appeal. Appeal shall be based only on the record of the Grievance Hearing. Both the student grievant and the accused may submit written statements on appeal. No personal appearances will be made before the President. The decision will be based upon the record. The President shall report his/her decision to all relevant parties including the Governing Board within fifteen (15) working days of receiving the appeal request. The President's notification of his/her decision to the appellant will be by *LIU* mail which shall include a declaration of mailing specifying the date of mailing such letter. The President is deemed to have mailed such letter on the date so declared.

Part 6 - OFFICE OF STUDENTS AFFAIRS

6.1 MISSION

The mission of the Student Affairs Office (SAO) at the Lebanese International University (LIU) is to empower students' development, awareness and commitment in cultural and environmental sustainability by providing best resources and efficient services that promote student success, personal and professional development. This is achieved through collaborative, holistic, inclusive experiences and environments.

6.2 VISION

The vision of the Students Affairs Office (SAO) at the Lebanese International University (LIU) is to create an individualized student-focused boulevard for success through active engagement. The SAO will be pinned to a long-standing commitment to the enhancement of student learning through a variety of developmental services, programs, and activities which foster the overall strengthening and support of students' emotional, physical, and cognitive wellness.

6.3 OFFICE PERSONNEL

- Director of Student Affairs
- Financial Aid Officer
- Social Security Officer
- Health Services Officer
- Counselling Services Officer
- Athletic Services Officer
- Students Activities Officer
- Community Services Officer

6.4 FINANCIAL AID POLICY

Driven by the philosophy of democratizing higher education along with the motto "Education for All" the students should not be denied the opportunity to pursue their university education because of limited financial resources. The Student Financial Aid Package has been well-known to meet the goal of the aforementioned philosophy. This is achieved by providing new and current students with financial aid without any discrimination. *LIU* has created several types of financial aid programs such as academic and social to reach out to students and communities. Following the aforementioned theme *LIU* grants all newly enrolled students an average financial of 35 % financial aid.

6.4.1 Conditions for New Students

LIU grants all newly enrolled students' financials aids as per policy below:

I. Academic Profile

1. **New students** who obtained an average of 10-13.99 out of 20 in the official Baccalaureate examinations are eligible to directly receive 20 % financial aid
2. **New students** who obtained an average of 14-15.99 out of 20 in the official Baccalaureate examinations are eligible to directly receive 35 % financial aid
3. **New students** who obtained an average of 16-18.99 out of 20 in the official Baccalaureate examinations are eligible to directly receive 40 % financial aid

4. **New students** who obtained an average of 19-20 in the official Baccalaureate examinations are eligible to directly receive 50 % financial aid

II. **Social profile: Need-based financial aid**

1. **New orphan students** are directly eligible to receiving an average financial aid of 35 % regardless of the results of official Baccalaureate examinations
2. **New sibling students** are directly eligible to receiving an average financial aid of 35 % regardless of the results of official Baccalaureate examinations
3. **New students with special social needs such disabilities, health problems, and low-income students** are directly eligible to receiving an average financial aid that vary between 20 % to 40 % regardless of the results of official Baccalaureate examinations
4. **Student athletes receive a sport scholarship of 30 % regardless of the results of official Baccalaureate examinations.**

Note: Master students of the aforementioned categories are eligible to a maximum financial aid of 25 %

6.4.2 Conditions for Current Students

However, satisfactory academic progress (*SAP*) is a requirement for all students receiving Financial Aid at *LIU*. This generally consists of maintaining, right after attempting thirty Credits, at least a cumulative grade point average GPA of 70 % and passing enough classes (67 % of attempted Credits) with progress toward a degree.

To maintain Financial Aid, a student should fulfill the conditions below:

1. Demonstrate financial need
2. Be enrolled with a minimum number of credits each semester as required by the maximum duration of program cycle
3. Maintain a Cumulative Grade Average of 70 %.

A student is considered ineligible if the followings are taking place:

1. Receives a scholarship from another institution, equal or exceeding 50% of tuition.
2. Benefits from a Scholarship
3. Registers for less than the minimum number of credits each semester as required by the maximum duration of program cycle
4. Behavioral misconduct

6.4.3 Requirements

1. Photocopy of applicant's **Individual Civil Status Record** "اخراج قيد فردي" or Lebanese Identity Card (should not be more than 3 months old).
2. Photocopy of recent **Family Civil Status Record** "اخراج قيد عائلي" (should not be more than 3 months old).
3. **Employment records** needed for parents:
 - If Employed (public or private), an official Income Certificate "افادة راتب".
 - If Self-employed, an **Income Tax statement** "تصريح ضريبة الدخل" and Official Company Registration.

- If retired, a recent **Retirement Salary Certificate** “افادة راتب تقاعد” from the Ministry of Finance for public sector or from employer/NSSF for the private sector.
 - If unemployed or self-employed, a recent **NSSF Certificate of Service** “افادة خدمة” from NSSF.
4. Photocopy of recent Rental Contracts if any. Or **Photocopy of Ownership Deed** “سند ملكية” of all owned or inherited properties if any.
 5. **Certificate of Ownership** “نفي ملكية” obtained from Ministry of Finance.
 6. **Bank Statement Certificate of Savings** (if any).
 7. Photocopy of recent medical health issues reports and insurance if any.
 8. **School Attestation** from the school attended by the applicant and Attestations from the schools and/or universities attended by the applicant siblings.
 9. Any additional document that would support the application ...
 10. The deadline to apply is end of week 6 in Fall and Spring semesters.
 11. The Financial Aid Office reserves the right to request any additional information or documentation if needed

Procedures:

1. Students may apply for financial aid by filling out an application form, which can be obtained from the Students’ Affairs Office (**SAO**) which is totally functional through online services
2. Upon taking this application, the student should schedule an interview with a Financial Aid Officer (**FAO**), at the Students’ Affairs Office, and submit the complete form along with the appropriate documents before the official deadline. Every semester, dates and deadlines for obtaining and submitting applications will be updated and posted on the *LIU* website and scheduled in the academic year calendar. The application deadline is at the End of 6th week of an academic semester
3. Financial Aid applications must be renewed for every academic year before the official deadline of submission of application by filling a ‘Renewal Form,’ which can be obtained from the *SAO*.
4. Financial Aid Committee will review each application carefully and give the appropriate decision.

6.5 MEMBERSHIP TO NSSF

The Social Security Unit at *LIU* serves as the liaison between students and the University’s National Social Security Funds (NSSF). Membership in the NSSF is required by law for all Lebanese students, excluding freshman and special students, and students that are older than 30 years. Obtaining the NSSF clearance is a prerequisite for all students prior to registration at the beginning of every academic year. Membership fees to the National Social Security Fund (NSSF) are annual and fixed by the government. Students, who are already affiliated to NSSF, or an equivalent fund, are required to submit an exemption form at the NSSF delegate Office.

1. **Returning students under the age of 30 who are sophomores, juniors, seniors, graduate, and who benefit from any of the below governmental health plans:**

- صندوق تعاونية موظفي الدولة تعاضد القضاة
- اساتذة الجامعة اللبنانية
- البلديات
- صندوق الوطني للضمان لاجتماعي

❑ السلك العسكري (صورة عن البطاقة المجددة)

The categories above must perform the followings:

- ❑ Fill out Form (تصريح استفادة) at the NSSF office
- ❑ Attach an original statement from the local office they (or their parents) belong
- ❑ (إفادة من مركز التبعية الرسمي) which certifies their benefit
- ❑ Attach a photocopy of their Family Status Record (إخراج قيد عائلي) not older than one year

Also students who benefit from:

أنظمة القوى الأمنية (الجيش، الأمن الداخلي، الأمن العام، أمن الدولة، والجمارك)

- ❑ Fill the Form (تصريح استفادة)
- ❑ Attach a photocopy of their benefit card (صورة عن البطاقة الصحية المجددة)
- ❑ Attach a photocopy of their Family Status Record not older than one year (إخراج قيد عائلي)

If students stopped benefiting from a governmental health plan (mentioned above) while at LIU they must:

- ❑ Fill out Form A1 (تصريح عن طالب جامعي)
- ❑ Fill out Form A2 (تعهد عدم استفادة)
- ❑ Attach a photocopy of the Family Status Record not older than one year (إخراج قيد عائلي)

2. Returning students who Do not benefit from any governmental health plan (mentioned above) while at LIU and are enrolled for the second consecutive year or more at LIU must:

- ❑ Verify their cleared status through the Department of Social Security prior to payment at the Bank and registration procedure fulfillment
- ❑ Filling out Form (إعلام عن طالب مسجل) is the responsibility of the NSSF office at the student's affair office. Therefore, students who are registered at the NSSF as LIU students and who did not report any change of status, are not required to pass by the Office of Student Affairs. Their coverage by LIU will be automatically renewed for a fee of LBP 202,500 payable along with their tuition fee at the bank during the first weeks of each semester. If, however, any change of status takes place (new work, new NSSF coverage, etc.) students are required to inform the Department of Social Security. Students who did not complete this step are held totally responsible for any problem that might arise due to an incomplete NSSF file.

Returning students who reach the age of 30 years old are exempted from presenting any official document and have to fill Form (تصريح استفادة). Furthermore, Students will not be able to register if they do not submit the required documents at the Department of Social Security at the Office of Student Affairs. Also, Students can pick up their appropriate forms from the Department of Social Security at the Office of Student Affairs.

3. New Students who Do not benefit from any governmental health plan should:

- ❑ Fill out Form (تصريح عن طالب جامعي)
- ❑ Fill out Form (تعهد عدم استفادة)
- ❑ Attach a photocopy of the Family Status Record not older than one year (إخراج قيد عائلي)
- ❑ Attach a photocopy of the Identity Card (بطاقة هوية)
- ❑ Attach a copy of the baccalaureate (شهادة البكالوريا)

4. New Students who benefit from any governmental health plan should:

- Fill out Form (تصريح استفادة)
- Attach an original statement from the local office (افادة من مركز التبعية الرسمي) they (or their parents) belong to, which certifies their benefit ,
- Attach a photocopy of their Family Status Record not older than one year (اخراج قيد عائلي)

5. Transferred Students:

Transferred students who benefit from NSSF through their former universities for one or more consecutive years, must submit their NSSF number and if not, they must

- Fill out the Form C (إعلام عن طالب مسجل)
- Attach Receipts (per Academic year) or Administrative Statement in Arabic from the former university
- Attach a photocopy of their Family Status Record not older than one year (اخراج قيد عائلي)

6.6 STUDENTS ACTIVITIES

The Student Activities at *LIU* are integrated to enhance the development and progress of creative opportunities, student events, societies and sports clubs. The student activities division of the students affairs office is more than just a place, it serves as a guide for *LIU* students in molding and creating *LIU* experience. The division believes that student involvement outside of the classroom contributes to important learning gains in a well-rounded university experience that prepares students for life after graduation. Student activities organized at *LIU* must be approved by the Division of Student Activities and the Director of Student Affairs. The Division's role is to aid in facilitating these activities and ensure that students are applying the event planning process. The Physical activities are numerous such as Football, Rugby, Mini football, Futsal, Volleyball, Handball, Basketball, Muay Thai, Kick Boxing, MMA, Table tennis, Tennis, Chess, Dama, Track and field, Swimming, Wrestling, Karate, Shooting, Bicycle, Badminton, and Parkour. To join a team, you should apply at the athletics division at your campus by contacting the sports coordinator of each campus. Furthermore, several clubs had been established. These clubs along with roles are briefly listed below:

Table 10: University Students' Clubs

Club Name	Role
Music Club	Brings opportunities for talented students to acquire their skills.
Animal rescue club	Takes care of animals that are in need of a better environment.
Anime Club	Establish interactions between anime fans through different sorts of activities.
Arabic Club	Gives students the opportunity to hold debates on different topics in their native Arabic language.
Biology and chemistry science club	Engages students in science-related activities.
Book Club	Gives students the opportunity to hold debates on different books along with discovering new points.

Dance club	Aspire students with dancing skills to become choreographers and achieve excellency in performing various styles.
Events club	Gives students the opportunity to start planning, organizing and budgeting events.
Cinematography club	Teaches the art of video-making and camera work in film-making.
Health Club	Raises awareness in health issues and involves students in all kinds of scientific activities.
Math and physics club	Helps students to participate in Math and Physics competitions at the national and International level.
Photography club	Gives the opportunity to explore photography in a complementary form and apply them on the university photography curriculum.
Social Act	Gives students workshops in covering self and social development along with sessions about NGO's.
Theater Club	Dedicated to bringing the joy and power of Drama to students by providing high quality of dramatic programming with different acting levels.
Hospitality & tourism Club	Gives students workshops, training and seminars to develop their practical and communication skills.

Part 7 - FEES

7.1 REGISTRATION FEES

Registration fees for each semester are fixed by the University across all *LIU* campuses, and are non-refundable. Fees and Registration Fees are available on university website.