

A photograph of two young women at a concert. They are both cheering with their arms raised. The woman on the left is wearing a black tank top and a green lanyard with a red badge. The woman on the right is wearing a blue t-shirt and a green lanyard. They are standing in front of a stage with large speakers and a guitar. A bright spotlight is shining down on them from above.

STUDENT HANDBOOK 2019–20

STUDENT HANDBOOK

2019–20

Student Handbook 2019–20

Prepared by the Office of Student Affairs

Designed and produced by the Office of Communications

UNIVERSITY EMERGENCY NUMBERS

Ambulance (24 hours a day)	7777
Environmental Health and Safety Center (working hours)	2360
Fire (24 hours a day)	5555
Hospital (outside working hours)	6521
Hospital (working hours)	6500
Physical Plant, campus (24 hours a day)	2015
Office of Protection	2400

AUBMC EMERGENCY ROOM

Head Nurse	6605
Information	6620, 6611, 6622
Emergency Doctor on call	6620
Or can be paged	0211

CITY OF BEIRUT

Airport Information	150
International Calls	100
Internal Security	112
Red Cross	140

AUB MAIN CAMPUS

AUB Telephone Information	5010
Moodle and Turnitin Support	3599, 3518, 3586
Counseling Center	3196
Office of Communications	2685
Office of Student Affairs	3170, 3171
IT Helpdesk	2260
Infirmary	3000
Jafet Library	2618
Office of Financial Aid	3160
Registrar's Office	2570
Office of International Programs	3176
Student Housing	3175, 3183
West Hall	3182

MEN'S RESIDENCE HALLS

Kerr	3320
Penrose	3300

WOMEN'S RESIDENCE HALLS

Bustani	3280
Jewett	3260
Off-campus Residence	3242, 3230
Murex	3240
New Women's	3350

SUMMER TERM 2019

June 3	Registration for Med. III, and Med. IV
June 3	Academic year begins for Med. III, and Med. IV
June 5–June 7	Id Al Fitr, holiday. No classes
June 10–14	Payment of fees for Med. III and Med. IV
June 28	Deadline for payment of commitment fee for new students
July 1–August 16	Submission of documents for all new undergraduate students (except Medicine)
July 22–August 23	Submission of applications for deferral of payment for Fall 2019 Term for all current registered students, and new sophomore/first year students. Application available on the website.
August 5–September 14	Payment of fees for Fall 2019–20 Term for current students
August 7	Registration for Med I students
August 7	Registration for Med II students
August 11– 13	Al Adha, holiday. No classes
August 14–August 23	Submission of applications for deferral of payment for Fall 2019–20 Term for old returning, new students coming from abroad, new graduates, new freshman students, special, and transfer students. Applications available on the website
August 15	Assumption Day, holiday
August 16	Academic year begins for Med. I students
August 16	Academic year begins for Med. II students

August 16	Deadline for submission of all official required documents
August 16–23	Payment of fees for Med. I, Med. II, and FM graduate students
August 25	International Student Welcome Day (all new degree-seeking and visiting/exchange students). Office of International Programs.
August 26–27	Orientation for all new students. Office of Student Affairs.
August 26	Visiting and exchange group advising meeting
August 27–28	Advising for all new and old returning students
August 28–September 6	On-line course registration for all new and old returning students according to the registration guide
August 28–September 14	Payment of fees for Fall 2019–20 Term for new students

FALL TERM 2019–20

August 29	Fall 2019–20 Semester begins for all Faculties except the MD Program
August 30–September 6	Change of schedule for the Fall 2019–20 semester (Drop and Add)
September 1	Hijra New Year, holiday. No classes
September 2	Opening Ceremony
September 10	Ashoura, holiday. No classes
September 16–21	Late payment of fees for all students
September 25	Cancel registration for all students who did not settle their fees
September 27	Set financial holds for all students who did not settle their financial account (Comptroller's Office)
September 27	Deadline for submitting NSSF declaration for the academic year 2019–20
November 4–6	Spring 2019–20 semester advising for continuing students
November 7–January 10	Spring 2019–20 semester on-line course registration for continuing students
November 10	Prophet's Birthday, holiday. No classes
November 12	Advising and registration for Winter session 2020
November 12–December 20	Inter-Faculty on line transfer applications for the Spring 2019–20 term
November 18–23	Payment of fees for the Winter Session 2020

November 21	Last day for withdrawal from courses for the Fall 2019–20
November 22	Independence day, holiday. No classes
December 2	Founders Day. Classes will be held
December 3	Last day of classes for the Fall 2019–20
December 4–7	Reading period for the Fall 2019–20
December 9–January 21	Submission of applications for deferral of payment for the Spring 2019–20 semester for all current registered students. Application available on the website
December 9–19	Fall 2019–20 Final Examinations.
December 19	Fall 2019–20 semester ends for all Faculties except the MD program

WINTER SESSION 2019-20

December 20	Winter session 2020 begins
December 20	Drop and Add for Winter Session 2020
December 24–January 1	Christmas and New Year vacation
January 3–February 8	Payment of fees for continuing students for the Spring 2019–20 semester
January 6	Armenian Christmas, holiday. No classes
January 8–21	Submission of applications for deferral of payment for the Spring 2019–20 semester for new and old returning. Application available on the website.
January 8–15	Submission of official documents for all new students for the Spring 2019–20 semester.

January 13	Deadline for Withdrawal from the Winter Session 2020
January 13–April 10	Inter-Faculty on-line transfer applications for the Fall 2020–21 Term.
January 14	International Student Welcome Day (all new degree-seeking and visiting/exchange students)
January 15–17	New Student Orientation. Office of Student Affairs
January 15	Visiting and Exchange Group Advising Meeting
January 16–21	Spring advising and on-line course registration for all new students
January 20	Winter Session 2020 Final Examinations
January 21–February 8	Payment of fees for new students

SPRING TERM 2019-20

January 22	Spring 2019–20 semester begins for all Faculties except MD program
January 23–January 31	Change of schedule for Spring 2019–20
February 9	St. Maroun's Day, holiday. No classes
February 10–15	Late payment for all students for Spring 2019–20
February 21	Deadline for submitting NSSF Declaration for the Spring 2019-20
March 25	Annunciation Day, holiday. No classes
March 30–April 3	Advising for continuing students for the Summer 2019–20, and Fall 2020–21

April 6–9	On-line registration for continuing students for the Summer 2020
April 9	Last day for withdrawal from courses for the Spring 2019–20
April 10–13	Easter vacation-Latin, holiday. No classes
April 17–20	Easter vacation-Greek Orthodox, holiday. No classes
April 22–August 14	Fall 2020–21 Term online course registration for continuing students
April 30	Academic year ends for Med. II
May 1	Labor Day. No classes
May 2	Classes end for Spring 2019–20 for all faculties except MD program
May 3	End of Clinical Clerkships for Med. IV
May 3–6	Reading period for the Spring 2019–20
May 7–18	Spring 2019–20 semester final examinations
May 11	Deadline of submission of official documents for summer 2019–20
May 17	End of Clinical Clerkships for Med. III
May 18	Spring 2019–20 semester ends for all Faculties except MD program.
May 18–22	Advising and registration for all new students for Summer 2019–20
May 19–June 13	Payment of fees for the Summer 2019–20 for all students
May 23	Academic year ends for Med. III and Med. IV
May 24–26	Id Al Fitr, holiday. No classes

SUMMER SESSION 2020

June 1	Classes begin for Summer 2019–20 for all Faculties except MD Program
June 2–5	Change of schedule for the Summer term (Drop and Add)
June 5	Commencement Exercises, (Graduate)
June 6	Commencement Exercises, (Undergraduate)
June 15–20	Late Payment for the Summer 2020
June 22	Academic year ends for Med. I
July 10	Last day for withdrawal from courses for the Summer 2019–20
July 16	Classes end for all Faculties except Faculty of Agricultural and Food Sciences, and Medical Laboratory Sciences
July 17–19	Reading Period for Summer 2019–20
July 20–27	Summer 2020 Final examinations for all Faculties except the MD Program, FAFS, and Medical Laboratory Sciences
July 23	Classes end for the Faculty of Agricultural and Food Sciences, and Medical Laboratory Sciences
July 24–28	Summer 2020 Final examinations for the Faculty of Agricultural and Food Sciences, and Medical Laboratory Sciences
July 30 – August 1	Al Adha, holiday.
August 15	Assumption Day, holiday.
August 20	Hijra New Year, holiday. No classes
August 29	Ashoura, holiday. No classes

MESSAGE FROM THE DEAN OF STUDENT AFFAIRS

Dear AUB Students,

Great Universities provide students with an extraordinary student experience and a lifelong impact beyond the traditional model of the classroom. Due to the lightening-speed developments in IT, it is easy to access information through the worldwide web and YouTube. What technology does not give us is the interpersonal and direct life experience and interactions that change the way we feel and the way we think.

This year our handbook theme is the great AUB Outdoors Festival. It is more than a spring festival but rather a stunning testament to the talent, resilience, creativity, joy and hard work of students of Lebanon, the region and AUB. AUB graduates are easily recognizable for outstanding leadership qualities. We know this to be true because employers have been telling us this for years. And the influential QS rankings confirm this when it comes to employer reputation. The annual AUB Job Fair brings together the biggest firms in the world from various sectors to select our best students.

It would be no exaggeration to say that the AUB Outdoors Festival nurtures all the best attributes required from students for today's world. These are the soft skills including emotional intelligence, communication skills, project management, marketing, fundraising, teambuilding and determination as well as having that problem-solving skill set needed for any potential obstacle that stands in our way.

AUB Outdoors is now a national and international event with world renowned performers taking part and some 18,000 visitors over the weekend of festivities. It is organized by an army of 400 student volunteers working throughout each academic year and during the week of the event all day and all night to make it happen. Outdoor leaders, again the best students of AUB, typically end up in top careers and not uncommonly reflect that getting through the Outdoors makes every other challenge seem easy.

Every year testimonies from Outdoors cabinet members repeat the same mantra: "No class taught me as much as Outdoors did", "Outdoors not only helped me grow socially but also helped me

develop my personality”, “Being part of Outdoors allowed me to make lifelong friends but it also gave me confidence that given the responsibility I can be up to the task.”

It is up to you to learn more about and become a part of Outdoors, or indeed join many of the opportunities for co-curricular life that are provided by the Office of Student Affairs, so that you can truly have life and have it abundantly. AUB makes such aspirations a reality and we are with you every step of the way to not only have life but to be the vehicle that brings life to your community. It is this spirit that differentiates between a great university and a mediocre one and why being an AUB student is truly exceptional.

Best Regards,

Talal Nizameddin
Dean of Student Affairs

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ALMA MATER

Far, far above the waters
Of the deep blue sea
Lies the campus of the college,
Where we love to be.
Far away, behold Kanisah!
Far beyond, Sannin!
Rising hoary to the heavens,
Clad in glorious sheen.
From Iraq or from Arabia
From the banks so green
Of the Great Egyptian river
Or from Palestine;
From the waters of Abana
Lebanon serene,
We salute thee, Alma Mater!
Oriental Queen.
Hail to thee, our Alma Mater!
We would ever be
Worthy Children. Make us faithful,
Faithful e'er to thee!
Whereso'er the land that calls us,
E'en across the sea,
We'll salute thee, Alma Mater,
Hail! O Hail! to thee.
Chorus: Look before us!
Shout the chorus!
See the banner wave.
AUB in thee we glory;
Make us true and brave.

MISSION STATEMENT

The American University of Beirut (AUB) is an institution of higher learning founded to provide excellence in education, to participate in the advancement of knowledge through research, and to serve the peoples of the Middle East and beyond. Chartered in New York State in 1863, the University bases its educational philosophy, standards, and practices on the American liberal arts model of higher education. The University believes deeply in and encourages freedom of thought and expression and seeks to foster tolerance and respect for diversity and dialogue. Graduates will be individuals committed to creative and critical thinking, life-long learning, personal integrity and civic responsibility, and leadership.



“

*Student **learning**
takes place in a classroom,
but the **college** or **university** itself
is the **classroom***

– Dallas Long





***Office of
Student Affairs***

MISSION

The Office of Student Affairs is an integral part of the educational process at the American University of Beirut providing services, programs, and facilities that foster academic success and promote assured self-awareness and better informed career planning in a changing world. The Office of Student Affairs is committed to a holistic approach to student development – intellectual, social, physical, psychological, cultural – in an environment that promotes diversity, tolerance, civic and moral responsibility, local and global awareness, psychological and emotional well-being.

VISION

The Office of Student Affairs at the American University of Beirut strives to be a leader in the field of student affairs in the region and beyond. The Office of Student Affairs provides exemplary student centered services and programs that help students explore and discover their academic and personal potential in a rapidly changing and complex world.

STAFF

Position	Name	Extension
Dean of Student Affairs	Talal Nizameddin	3170/1
Associate Dean of Student Affairs	Charbel Tarraf	3170/1
Associate Dean of Student Affairs	Nayla Al Akl	4457
Counselor in Residence	Chant Kazandjian	3178
Career Hub	Melina Harb	3172
Director of University Sports		3200

Financial and Administrative Manager	Johnny Kanaan	3187
Business Manager	Maya Korkomaz	3206
Coordinator of Student Housing	Nisrin Abou Fakhr	3183
Coordinator of Student Activities	Hiba Hamade	3197
Accessible Education Officer	Nadine Ghalayini	3246
Clinical Psychologist	Ruby Sawaya	3158
Clinical Psychologist	Paoula Saoud	3233
Psychologist	Ola Ataya	3152
Psychologist	Layal Al Shami	3152
Wellness Outreach Officer	Sandra Ziadeh	3151
Administrative Officer		3174
Work Study Assistant	Ramza Saad	3177
Counseling Assistant	Chahla Kiblawi	3196
Student Housing Assistant	Nisreen Fattouh	3175
Building Supervisor	Ahmad Yassin	3182
Technician	Halim Azar	3182
Technician	Tarek Daw	3182
Senior Attendant	Mohammad Kamel	3182
Junior Clerk	Ali Ali -Ahmad	3170

DEPARTMENT OF STUDENT ACTIVITIES

The Department of Student Activities is committed to enhancing the student experience outside the classroom by providing opportunities for student development through co-curricular activities that complement AUB's academic programs. The department of student activities strives to enrich the intellectual, ethical and social development of our students by engaging them in university and community events and by providing leadership opportunities. Our aim is to foster holistic student development. Students can become members in clubs, societies, student government, student publications, or outdoors festival.

The department plays a central role in the organization process for annual events like New Student Orientation, student elections, and Folk Dance Festival.

All student activities organized on- or off-campus must be approved by the Department of Student Activities and the Dean of Student Affairs. The department's role is to help in facilitating these activities and ensure that students are applying the event planning process. West Hall building is considered the student hub where most of student activities are held; in addition, to various AUB events sponsored by faculties, departments, centers, and alumni.

CLUBS AND SOCIETIES

Opportunities for students to participate in co-curricular activities, generally organized under the umbrella of student-governed societies or clubs, are numerous. Societies sponsor events, lectures, debates, and publications relevant to an academic discipline, department, or program while clubs provide opportunities to meet with others to pursue common recreational, social, or cultural interests. Membership is open to all registered students upon registration through aubsis and payment of a nominal fee.

Clubs and societies are governed by students with the assistance of a faculty adviser. Elections for cabinet are normally held in April or May; officers serve a one-year term. Clubs and societies are funded by the University Student Faculty Committee (USFC), member subscriptions, and proceeds from activities. For further

information or to obtain a list of active clubs and societies, check with the Coordinator of Student Activities.

The Department of Student Activities is located in West Hall, ground floor, Room 112–112C, and can be reached by phone at +961-1-374374, ext. 3197 or ext. 3182, by fax at +961-1-744478, or by email at hh62@aub.edu.lb. The office is open during regular working hours.

STUDENT PUBLICATIONS

Outlook: The weekly student newspaper represents the voice of AUB students and reports on most significant events on campus. Managed entirely by students, who develop stories, conduct research and interviews, and write all materials. Outlook appears weekly and is distributed free of charge to all members of the AUB community. Students who have ideas for stories or would like to be part of the Outlook newspaper team should contact the Coordinator of Student Activities. The Outlook office is located on the second floor of West Hall.

Campus Yearbook: The AUB annual yearbook provides a written and pictorial record of student life throughout the academic year. The yearbook is distributed to all students. Students who would like to be part of the Campus Yearbook should contact the Coordinator of Student Activities at ext. 3197. The Campus Office is located in the basement floor of West Hall.

STUDENT REPRESENTATION

In recognition of the contribution students make to the life of the University, the Office of Student Affairs encourages students to become actively involved in responsible governance. Students contribute to the University in a number of important ways. Through their membership on a variety of university committees, students play an active role in the development of university policies and procedures and are able to voice opinions on critical issues, as well as participate in discussions with faculty, staff, and the university administration.

Students in each faculty elect members to a Student Representative Committee (SRC) and University Student Faculty

Committee (USFC). All full-time students in good academic standing are eligible to vote for and seek election as members of their faculty's SRC/USFC. All elections, including USFC elections, USFC cabinet and committee representatives, and student representatives on the University Senate committees, are to be held within 6 to 8 weeks of the start of the Fall semester of each academic year.

The USFC is composed of elected members from each faculty, faculty members elected by each faculty, and senior administrators who serve ex-officio. The president of the University is chair of the USFC.

COUNSELING CENTER

Adjusting to university life can be a challenging and stressful transition for many students. Personal difficulties, whether of a recent or long-standing nature, can hinder academic performance and seriously affect the students' quality of life and well-being.

Individual therapy and/or counseling is offered to AUB students to help them identify and address difficulties, concerns, and/or mental health conditions such as Stress, Anxiety, Depression, Grief, Substance Abuse, Eating Disorder, Traumas, Abuse, Identity related issues and others. The counseling team also provides assistance to students with study - related issues such as Anxiety during exams, Panic attacks, Time and Stress Management. There are no restrictions as to what can be discussed during the sessions. This service is offered to students free of charge with full confidentiality.

The Counseling Center is located in West Hall, 2nd floor, Room 210, and can be reached by phone at +961-1-374374, ext. 3196, or by email Chant Kazandjian at ck55@aub.edu.lb, Ruby Sawaya at rs163@aub.edu.lb, Paoula Saoud at ps26@aub.edu.lb, Ola Ataya at oa03@aub.edu.lb, Layal Al Shami at la120@aub.edu.lb, or Chahla Kiblawi at ck05@aub.edu.lb. The office is open during regular working hours.

ACCESSIBLE EDUCATION: DISABILITY SERVICES AND LEARNING SUPPORT

AUB is committed to building an inclusive university community that welcomes, respects, values, and accommodates students of diverse backgrounds and abilities. The University strives to continuously upgrade and improve facilities and programs so that they are accessible for all students. The Accessible Education Office is here to coordinate the accommodations and supports that students with special needs may require during their time at AUB. In order to provide accommodations most effectively, the Accessible Education Officer will address student needs on a case-by-case basis.

If you are seeking additional supports and services at this time, please complete the Student Support Request Form available online at www.aub.edu.lb/SAO/Pages/Accessible-Education.aspx and submit, along with any supporting documentation, to: West Hall, Room 314 or accessibility@aub.edu.lb

AUB is continuously upgrading its buildings and facilities towards comprehensive access, which includes wheelchair access ramps. Some parking lots have been assigned around campus and dedicated for persons with special needs. These areas are designated for Special Permit holders.

STUDENT WELLNESS OUTREACH

Student Wellness Outreach (SWO) strives to nurture a healthy and supportive university environment that helps enhance a student's academic, social, and personal achievements. Our aim is to provide psychosocial outreach, education, resources, and inclusion on campus. Different events that tackle various psychological and social topics, such as but not limited to sexual health, ADHD, anxiety, mindfulness, eating disorders, and substance abuse are held across the academic year in order to help spread awareness and support. The SWO also organizes workshops on time management, social skills, public speaking, stress management, and life design with the purpose of providing students with resources they can apply and make use of. To promote inclusion and a sense of wellness on campus, the SWO organizes different activities ranging from yoga, self-

defense, color walk, coloring booths, to laughter yoga that are open to all students. Through the different services mentioned, we are committed to reinforcing a cooperative approach, in which the entire AUB community plays a role in spreading empowerment and preserving wellbeing of its student body.

The Student Wellness Outreach is located in West Hall, 3rd floor, Room 338, and can be reached by phone at +961-1-374374, ext.3151.

PEER SUPPORT CENTER

Peer Support is delivered by and for individuals who share similar challenges. The support can target any social, emotional, or academic issue that can negatively affect a student's wellbeing such as but not limited to: transitions, making friends, relationship pressures, or academic stress. The aim of peer support is to foster a supportive environment where students feel comfortable sharing their experiences and listening to each other. By equipping students with a non-judgmental and non-stigmatizing perspective, they will be able to accept and support one another while simultaneously looking after their own mental health.

To be paired with a peer supporter, drop by the center to book a time according to the available slot. The Peer Support Center is located in West Hall, 3rd floor, Room 304.

CAREER HUB

The Career Hub office at the American University of Beirut provides current students and alumni with career support, guidance and personal development tools that are key to their transition from an academic to a successful professional and business life.

The office offers support in:

- Drafting professional resumes and cover letters
- Searching for jobs using different channels and platforms
- Preparing for a job interview or a group exercise assessment
- Using social media platforms to search for jobs, connect, and network with employers

- Providing you with experiential learning opportunities such as volunteer work, internships, or job shadowing opportunities
- Providing you with a rich platform to connect with employers through different career events such as Job Fair, Hire on Campus Event and other Employer presentations and workshops.

Career Hub is located in West Hall, ground floor, room 112-e and can be reached by phone at +961-1-374374, ext. 3172, or by tel/fax at +961-1-744478, or by email at cs57@aub.edu.lb. The office is open during regular working hours.

UNIVERSITY SPORTS

The University offers a wide range of sports, athletics, educational, and recreational programs. The Charles W. Hostler Student Center includes many athletic and recreational facilities to invigorate athletic life at AUB. Between June and October, students may visit the AUB beach for swimming, water sports, recreation, or relaxation. On campus there are four lighted tennis courts. Professional tennis lessons are available for a nominal charge. Classes as Yoga, Pilates, Power Pilates, Firming and Toning, Aerobics, Zumba, MMA, Self - Defense, and Swimming for beginners are provided throughout the Fall and Spring semesters. Professional Fitness courses and certification are provided to all those interested in a fitness career, in addition nutritional and dietary consultation provided by the Diet Center at CHSC.

Opportunities for competitive (varsity) and team sports abound, as do options for individual recreational activities.

The Office of University Sports is located at the Charles W. Hostler Student Center at AUB lower campus and can be reached by telephone at ext.3200 or 3208. The daily opening hours are from 6:30 am to 10:00 pm Monday through Friday, Saturdays from 9:00 am to 10:00 pm, and Sundays from 9:00 am to 6:00 pm.

STUDENT HOUSING

AUB offers its students the opportunity to live in residence halls and share a rich community life on the beautiful campus.

The University provides quality housing facilities and services to ensure a healthy, secure and safe living environment that enables residents to fulfill their academic degree.

AUB has six residence halls for women (Murex, Jewett, New women’s, Boustany, Off campus and Kerr II hall) and two for men (Kerr and Penrose).

The halls of residence are located on and nearby the grounds of AUB; they overlook the Mediterranean Sea and offer a rich program of extra-curricular activities. The Office of Student Housing, part of the Office of Student Affairs, strives to foster an atmosphere in the residence halls that helps students grow academically, emotionally, and socially. On-campus housing arrangements are made through the Office of Student Affairs in West Hall. Priority is given to freshman and international students. Graduate students may be considered subject to availability.

The residence hall application is available on the AUB-sis and must be submitted online. Steps needed to be followed are available on Student Housing homepage under the icon: “how to apply”

Students are advised to apply within the deadline period which is communicated via the student housing website. The application and submission is via one of the 3 below phases:

- Phase 1: Fall and Spring of each Academic Year
- Phase 2: Spring term (for new housing applicants only)
- Phase 3: Summer term (for summer applicants only)

For each semester, housing fees appear on the statement of fees issued to each student following the completion of the registration process. The fees per resident vary depending on the type of accommodation, as listed below:

Double (for women and Kerr men rates)	\$1,538	Share communal bathroom
Semi-private (for women)	\$1,899	1 unit (2 rooms inside the unit) total of 4 girls share same bathroom and shower

Triple room for men (Kerr)	\$1,899	3 students share same bathroom and shower
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As for the Penrose residence Hall, it was recently renovated and will open in fall 2019–20. The room rates are as follows:

Double	\$2,100	2 students share same bathroom & shower
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Triple room	\$1,899	3 students share same bathroom and shower
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Private	\$2,500	Single room with own bathroom and shower
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The above rates do not include the off-campus women's residence hall on Sidani street, where the rooms are divided into various categories such as double, single, semi-private, and suite(double/triple occupancy), each with its own bathroom, balcony, fridge and telephone. The fees are as follows:

Double	\$2,138	2 students share same bathroom and shower
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Semi-private	\$1,899	1 unit (2 rooms inside the unit) total of 4 girls sharing same bathroom and shower
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Suite for 2 students	\$3,926	1 sitting room and 1 room for 2 students sharing same bathroom and shower
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Suite for 3 students	\$2,617	1 sitting room and 1 room for 3 students sharing same bathroom and shower
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Private	\$3,774	Single room with own bathroom and shower
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AUB student housing provides diverse opportunities for extracurricular activities and students can contact the reception 24 hours a day. The head residents and resident assistants

provide needed support to all residents and help them make their experience a positive and pleasant one.

All residence halls have heating, air conditioning, hot water, washing machines, dryers, irons, and wireless internet. Each room is equipped with a bed, desk, chair and closet. The ground floor of each residence hall houses a reception desk, a kitchen, and a lobby for socializing, receiving guests and watching television. Laundry facilities and vending machines with snacks and soft drinks are available in the basement or ground floor of every residence.

Contact:

Office of Student Housing

West Hall, Ground floor, Room 112

Telephone: +961-1-374374 ext. 3175/3183 Fax: +961-1-744478

Email: na84@aub.edu.lb ; nf07@aub.edu.lb ;

stdhouse@aub.edu.lb

WORK STUDY PROGRAM

The Office of Student Affairs organizes and manages a Work-Study Program that provides AUB undergraduate and graduate students with employment opportunities in departments and offices on campus and at the AUBMC.

Students interested in working through the Work-Study Program are required to submit an online application through aubsis within specific preannounced deadlines. Student selection for any job vacancy is based on a set criterion that ensures equal opportunity, fairness, and transparency.

Hourly payment rates are fixed and defined according to the work type requested by the offices and departments.

For any information: Visit our website at:

www.aub.edu.lb/SAO/Pages/Work-Study-Program.aspx

Email: wsp@aub.edu.lb

Telephone: +961-1-374374 ext. 3177/3187

Fax: +961-1-744478



“
*Do not let
what you **cannot do**
interfere with what
you **can do***

– John Wooden

***Student Code
of Conduct***

PREAMBLE

The American University of Beirut expects that all faculty, staff, and students embrace and exemplify the values of AUB as defined in the Principles of Ethical Conduct and other university policies regarding ethical standards of behavior.

AUB has a long and distinguished tradition of seeking to instill in students high academic and ethical principles. The University expects students to adhere to norms of academic integrity that accord with those of accepted international scholarly practice and professional ethics. Students should speak and act with due regard to the rights, dignity, and freedom of others, whether within the academic context of the classroom and laboratory, or within the context of cocurricular life and social and recreational events. AUB encourages the free exchange of ideas and opinions, but it does not tolerate any form of discrimination or harassment, breach of academic integrity, or infringement of ethical standards of conduct. These principles and values are expressed in AUB's mission statement.

By applying for and accepting admission at AUB, students accept its regulations and acknowledge the right of the University to take disciplinary action for conduct judged to be in violation of the applicable university rules and regulations, and in particular, of the Student Code of Conduct.

The Student Code of Conduct shall be applied on campus and at AREC, the AUB medical center, and all university-authorized events such as galas, sporting events, and graduation parties.

JURISDICTION

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the instructor of the course in which the violation

occurred. If necessary, the case will subsequently be reviewed by the Student Affairs committee of the faculty or school in which the violation occurred. The dean of the faculty or school in which the student is enrolled is responsible for implementing the sanctions recommended by the Student Affairs Committee.

Misconduct that is clearly non-academic falls under the jurisdiction of the dean of student affairs, who will take the necessary action in consultation with the dean of the faculty or school to which the student belongs (if the matter relates to harassment, please refer to Formal Complaint Section below). AUB holds all students responsible for actions occurring on campus and at AREC, the AUB medical center, and university-authorized events.

Students attending an off-campus function as representatives of the University (such as, but not limited to, students serving on academic or athletic teams or engaging in club activities) are subject to disciplinary sanctions for violations of this code.

Formal Complaints The University has designed distinct processes to provide prompt, reliable, and impartial resolution of allegations of a) discrimination; and b) sexual and other discriminatory harassment. Members of the AUB community who believe that they have been discriminated against, but not harassed, may file a grievance in accordance with the University's Grievance Policy and Procedures, which provide different processes for faculty, staff, students, and third parties to address their concerns. All grievances alleging sex discrimination are routed to AUB's Title IX coordinator, who directs the implementation and administration of university policies and procedures on sex discrimination, sexual harassment, and sexual violence. Members of the AUB community who believe they have been subjected to sexual or other discriminatory harassment may file a formal written complaint with the University's Title IX coordinator or with a designated receiving officer in the President's Office, who will log the complaint and deliver it to the Title IX coordinator. The University's Procedures to Address Formal Allegations of Sexual and Other Discriminatory Harassment provide more specific instructions on the filing of harassment complaints and on related procedures.

STUDENT CODE OF CONDUCT

The following are examples of actions deemed in violation of the Student Code of Conduct; they are not intended to define misconduct in exhaustive or exclusive terms. Any student who violates the principles described in the preamble to this document shall be subject to disciplinary action in accordance with the Student Code of Conduct.

SECTION 1 – DEFINITIONS OF MISCONDUCT

1. Academic Misconduct
2. Non-Academic Misconduct

1. Academic Misconduct

Offences involving academic misconduct include, but are not limited to, the following:

a. Cheating¹

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, or another's work. Such cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam.

Recommended range of actions: [3-5].

b. Plagiarism²

Whenever students draw on another's work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed it from. Using another person's documented ideas or expressions in one's writing without acknowledging the source constitutes plagiarism.

Recommended range of actions: [3-5].

1 Adapted from the Villanova Academic Integrity Code

2 Adapted from the Modern Language Association Style Manual and Guide to Scholarly Publishing, as found on Duke University's web page.

c. In-Class Disruption

Students in class are expected to behave appropriately, and shall not disrupt classes or exams by extraneous conversation and/or misbehaving.

Recommended range of actions: [1-3].

d. Dishonesty³

Students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than cheating or plagiarism. These kinds of dishonesty include, but are not limited to the following:

1. Misrepresenting personal circumstances to an instructor (for example, in requesting a makeup exam or special due date for an assignment, or in explaining an absence). Recommended range of actions: [1-3].
2. Forging parts of, or signature on, official documents (including both university documents and relevant outside documents, such as doctors' notes). Recommended range of actions: [3-5].
3. Taking credit for work in a team-project when little or no contribution to the work of the team has been made. Recommended range of actions: [1-3].
4. Unlawfully copying computer software. Recommended range of actions: [2-4].
5. Engaging in bribery of any kind. Recommended range of actions: [3-5].

2. Non-Academic Misconduct

a. Disruption/Obstruction

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space, excluding residences on campus, but they must notify and consult with the dean of Student Affairs before doing so.

3 Adapted from the Villanova University Academic Integrity Code.

The nature of the event and any publicity accompanying it must be reviewed by the dean to assure that neither Lebanese law, nor university policies and norms are being violated.

In cases where student-sponsored events, including protests, sit-ins, and demonstrations are, after such consultation, not approved by the dean of Student Affairs, or, if needed by the Board of Deans or the president, it may become necessary for the dean of Student Affairs to undertake disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

Disrupting or obstructing the normal educational process or any university function or activity by student demonstrations, sit-ins, or strikes is strictly prohibited. This includes, but is not limited to disrupting classes, library operations, seminars, exhibitions, meetings, ceremonial events, or examinations; impeding or preventing others from attending such events; falsely activating a disaster alarm; or making a threat.

Under no circumstances are any members of the university family to be intimidated or threatened in the execution of their normal duties and responsibilities. That means that students and faculty who wish to hold or attend classes or to go to their offices or places of study shall not be prevented from doing so; non-academic staff and administrators shall not be impeded from going to their places of work.

b. Distribution of Unauthorized Published Material

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the dean of Student Affairs. The campus Protection Office will remove from display any such unauthorized material.

c. Theft

Stealing on campus or at a university-authorized event off campus, including unauthorized use of university equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

d. Destruction of Property/Endangering Public Safety

Students are expected to protect university property and to respect the safety of others. Acts contrary to these principles, which include, but are not restricted to the following, are subject to disciplinary procedure:

1. Engaging in vandalism or other intentional damage (such as spray painting or graffiti) to property on campus or at university-authorized events off campus.
2. Littering, such as disposing of waste (empty bottles, cigarette butts, food containers, etc.) in other than designated places on campus.
3. Unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices.
4. Taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible.
5. Appropriating, or attempting to appropriate or possess, private property without the consent of the owner or person legally responsible.
6. Unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

e. Mental or Physical Harm

Acts that inflict mental or physical harm are prohibited, including the following:

1. Engaging in physical aggression including, but not limited to assault.
2. Engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at university-authorized events off campus; endangering or tending to endanger the safety, health, or life of any person.
3. Engaging in behavior that creates a substantial risk of, or results in injury to others, such as committing arson or causing a riot.

4. Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a university-authorized event off campus.
5. Engaging in any activity that endangers the health and safety of an individual or demeans an individual in conduct of an unbecoming or humiliating nature, or in any way that detracts from an individual's academic pursuits.

Many of these acts may be interpreted as harassment. Cases of discriminatory harassment are addressed through AUB's Procedures to Address Formal Allegations of Sexual and Other Discriminatory Harassment. Cases of non-discriminatory harassment, which do not invoke one of the protected characteristics (race, color, religion, etc.) under the University's Non-Discrimination Policy, are addressed through the Grievance Policy and Procedures.

f. Possession of Dangerous Weapons or Materials

Students must not distribute, possess, store, or use, on campus or at a University-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotics or hallucinogenics, on campus or at any University-authorized event off campus.

g. Discrimination and Harassment

AUB prohibits discrimination on the basis of race, color, religion, age, national or ethnic identity, gender or gender identity, marital status, disability, genetic predisposition or carrier status, alienage or citizenship status, political affiliation, or any legally protected characteristic except as required by Lebanese law. Intimidating, insulting, or threatening others, whether verbally, in writing, or through electronic means is harassment and may be discriminatory or non-discriminatory in nature. Discriminatory

harassment is fully described in Policies Concerning Sexual and Other Discriminatory Harassment; and procedures to address it are in Procedures to Address Formal Allegations of Harassment. Non-discriminatory harassment may be addressed through the University's Grievance Procedures for Students.

Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures is prohibited (refer to the University's Non-Discrimination Policy).

h. Smoking and Alcohol

The consumption of alcohol, on campus, by students is not permitted. Smoking and the use of any kind of tobacco or electronic smoking devices are prohibited indoors and outside at AUB, in all AUB owned or operated facilities or anywhere on campus. Refer to the **Tobacco-Free AUB Policy**.

Students who violate the policy will be subject to disciplinary action in accordance with university disciplinary processes:

- **First violation:** A reprimand from the dean of student affairs to be documented in their file. The dean will provide them with educational information about the Tobacco-Free Policy and the health risks of smoking and the Smoking Cessation Program.
- **Second violation:** First dean's warning.
- **Continued violations:** Students will receive a second and third dean's warning, after which the University reserves the right to suspend them from the university for disciplinary reasons, as stipulated in the Student Code of Conduct.

i. Inappropriate Sexual Behavior

Publicly engaging in sexual behavior is prohibited as deemed by Lebanese law.

j. Use of Computers

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses, and

unethical use of AUB access is prohibited (refer to the University Policy on the Use of Computers).

k. Inappropriate Conduct in the AUB Libraries

Any action that impedes the safe and effective use by all patrons of the AUB libraries for the purpose of study, research, reading, and other intellectual pursuits, is prohibited (refer to the University Policy on Appropriate Conduct in Libraries).

SECTION 2 – DISCIPLINARY ACTIONS

1. Academic Misconduct
2. Non-Academic Misconduct
3. List of Primary Disciplinary Actions
4. Required Withdrawal from Campus
5. Secondary Disciplinary Actions

Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

1. Academic Misconduct

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible.

It is the responsibility of the faculty to uphold university policies. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. A faculty member who has good reason to believe that a student has violated academic standards must give a grade of zero on the exam or assignment where the violation occurred.

When the instructor has taken the initial disciplinary action, he or she should send a letter (see Appendix I) to the office of the dean of the faculty or school, in which the incident occurred, informing him/ her of the incident and the initial action he/she has taken. A copy of the letter will be placed in the student's file, and another copy forwarded to the student's adviser for follow- up. See detailed flow in Appendix II.

For allegations of research misconduct, procedures outlined in the University Policy and Procedures Concerning Research Misconduct shall be followed (http://www.aub.edu.lb/provost/Documents/Research_IntegrityPolicy_Procedures_Approved_BOT_June22.pdf)

2. Non-Academic Misconduct

a. General

Violations of a non-academic nature are the responsibility of the dean of Student Affairs, in consultation with the dean of the faculty or school in which the student is enrolled and, as necessary, the chief of campus protection. Students should know that the laws of the Republic of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution. (See detailed flow in Appendix II.)

b. Library-Related

As detailed in the “University Policy on Appropriate Conduct in Libraries,” the immediate responsibility for dealing with violations of library rules rests with the librarian or library staff in charge of a department, section, or room of the Library where a violation occurs. Violations that are not dealt with internally by the librarian will follow the flow in Appendix II.

3. List of Primary Disciplinary Actions

All disciplinary actions listed below will be recorded in the student’s permanent record at the Registrar’s Office. Only suspension and expulsion will become part of the student’s official transcript or record. Records of the University Disciplinary Committee decisions, including charges and sanctions, will be maintained as part of the confidential records in the office of the respective dean, for a period of up to four years after the student graduates or ceases to be a student.

Range of Actions

Warning

This may be oral or written. It is a statement that the student has inadvertently violated a university regulation. The warning will be documented and recorded.

Examples: Littering and smoking in prohibited areas.

Reprimand

This will be in writing. It is a statement that the student has violated a university regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the university community. Examples: Inadvertent plagiarism—failure to cite sources appropriately, and inappropriate physical contact.

Dean's Warning

This will be in writing. Only two Dean's Warnings are allowed in a student's academic career at AUB. It is recommended that any violation of university regulations after the second Dean's Warning results in consideration of suspension. Dean's Warnings are normally accompanied by secondary disciplinary actions (see section 5 below).

Examples: Plagiarism, academic dishonesty, disruption-obstruction, in-class disruption, mental or physical harm, discrimination, and harassment.

Suspension*

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). A student will be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the University, only upon the recommendation of the University Disciplinary Committee.

Examples: Cheating, theft, and destruction of property.

Expulsion*

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances, and upon the recommendation of the University Disciplinary Committee, will an expelled student be readmitted to the University.

Examples: Academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.

- * Cases whereby the Student affairs Committee recommends suspension or expulsion should be referred to the University Disciplinary Committee.**

N.B: Any person who maliciously lies to cover up an act sanctioned by the Code of Conduct will be considered to be an accessory after the fact and may be subject to disciplinary action.

4. Required Withdrawal from Campus Pending Hearing

In extraordinary circumstances, when the student's continued presence is deemed a danger to the university community, the student will be required to withdraw from the campus, pending a meeting of the University Disciplinary Committee. This action shall normally require the approval of the president of the University.

5. Secondary Disciplinary Actions

In addition to the disciplinary actions listed above, the following secondary disciplinary actions may be imposed upon those who violate the Student Code of Conduct. Secondary disciplinary actions may be of an academic or non-academic nature.

a. Secondary Disciplinary Actions - Academic

1. The student may be prohibited from participating in the Work Study Program.
2. The student may be prohibited from receiving any form of financial aid, scholarship, or monetary award.
3. The student may be prohibited from receiving any form of honor, merit award, or other academic recognition award.
4. The student may be prohibited from holding a graduate assistantship.
5. The student may be given a failing grade in a course or a test or any other form of academic assessment.

b. Secondary Disciplinary Actions—Non-Academic

1. The student may be prohibited from representing AUB in any official role, activity, or event.
2. The student may be prohibited from serving as an officer of any AUB organization including club, team, or society.

3. The student may be prohibited from living in any AUB hall of residence or similar facility.
4. The student may be strongly advised to attend treatment or counseling as determined by the director of the counseling center, in consultation with the dean of Student Affairs.
5. The student may be required to make financial restitution.
6. The student's case may be referred to an external agency for further action (this could include the filing of criminal charges).

SECTION 3 – COMPLAINT PROCEDURE

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any university official. Academic violations shall be forwarded to the dean of the faculty in which the violation occurred. Non-academic violations shall be referred to the dean of Student Affairs. Violations that may require suspension or expulsion will be referred by the concerned dean to the University Disciplinary Committee.

SECTION 4 – FORMAL HEARING BY UNIVERSITY DISCIPLINARY COMMITTEE

The University Disciplinary Committee will deal with alleged violations in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal.

The University Disciplinary Committee shall inform the student of the charge in writing. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses. In determining penalties, the committee may take into consideration the student's cumulative discipline record.

The University Disciplinary Committee's decision shall be final.

SECTION 5 – APPEAL PROCEDURE

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations.

If any of the following apply, a student may appeal to the dean of the faculty or school regarding faculty or departmental decisions, or to the University Disciplinary Committee against disciplinary action taken by the dean of Student Affairs or the dean of the faculty or school to which the student belongs:

1. Procedural error.
2. New evidence.
3. Unsupported conclusion.
4. Disproportionate sanctions.

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed. The University Disciplinary Committee's decision shall be final.

SECTION 6 – GRIEVANCE POLICY AND PROCEDURES

Undergraduate or graduate students may consider informal or formal procedures to seek redress for what they believe to be unfair, improper, or discriminatory decisions, actions, or treatment contravening the established policies and procedures of the University. These grievance procedures neither supersede, nor take precedence over established university procedures or due process for any and all matters related to academic misconduct, disciplinary appeals, grade appeals, financial aid, or other well-defined areas of faculty or staff responsibility. Moreover, grievances should not be confused with petitions related to academic issues, including deviation from academic requirements or policies.

For more information, please refer to Sections 1-3 and 6 of AUB's Grievance Policy and Procedures.

APPENDIX I: VIOLATION OF THE STUDENT CODE OF CONDUCT

To: Office of the Dean of _____

Subject: Violation of the Student Code of Conduct

Date: _____

The following details pertain to a violation of the student code of conduct and for which an initial disciplinary action was/ wasn't taken:

Date of incident : _____

Course (Department and Number): _____

Nature of offense: _____

Student(s) involved: _____

ID: _____ Name: _____ Faculty/Major: _____

Initial disciplinary action taken by instructor (if any):

Submitted by: _____

Signature: _____

-
- To be completed by faculty members for reporting a violation of the student code of conduct
 - To be submitted within 15 academic days from the date of occurrence of the violation to the Student Records Officer in the Dean's Office
 - A description of the violation, related evidences and documents to be attached to this form
 - One copy to be placed in the student's file (at the Faculty/School where he/she is enrolled)
 - One copy to be given to the student's advisor for follow-up

Dean's instruction (if required):

APPENDIX II: BREACH OF THE STUDENT CODE OF CONDUCT PROCESS FLOW

1. Academic Misconduct

- a. The immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. A faculty member who has good reason to believe that a student has violated academic standards must give a zero on the exam or assignment where the violation occurred, and report the incident as per paragraph three below. Disciplinary actions of a more severe nature are recommended by the Faculty Student Affairs Committee to the Dean who in turn may refer the case to the University Disciplinary Committee which is authorized to impose either suspension or expulsion from the University.
- b. The immediate responsibility for dealing with in-class disruption or dishonesty rests with the faculty member. It is his or her responsibility to ask the student to leave the classroom and to report the incident as per paragraph three below.
- c. The faculty member will report the incident to the office of the dean of the faculty or school in which the incident occurred, informing him/her of the incident and the initial action already taken by the faculty member (see section one above). The letter will be forwarded to that faculty's Student Affairs Committee for review and further action as necessary. Two copies of the letter will be sent to the faculty where the student is enrolled. One will be kept in the student's file and the other sent to the student's adviser for follow-up.
- d. The Student Records Officer at the faculty where the incident occurred retrieves pertinent information about the student(s) involved in the incident, and adds this information to the incident's file prior to handing it to

the chair of the Student Affairs Committee of that same faculty. This information will be retrieved from the records of the faculty in which the student is enrolled and/or from university records.

- e. The Student Affairs Committee of the faculty where the incident occurred reviews the case and either endorses the faculty member's action as is, or recommends additional disciplinary actions. Its recommendations and justifications are minuted and forwarded to the dean of that same faculty for approval and implementation.
- f. The dean of the faculty where the incident occurred will approve and implement the faculty's Students Affairs Committee's recommendations for those students that are enrolled in that faculty. He/she will communicate the action recommended by that committee to the dean/director of the school in which the student is enrolled for his/her approval and implementation.
- g. Recommendations for disciplinary actions up to and including the second Dean's Warning may be approved and implemented by the dean of the faculty in which the student is enrolled. Serious cases which in the opinion of the Student Affairs Committee may require suspension or expulsion will be referred by that dean to the University Disciplinary Committee (UDC) for further review and recommendation.

2. Non- Academic Misconduct

- a. Misconduct that is clearly non-academic falls under the jurisdiction of the Dean of Student Affairs who will take the necessary action in consultation with the dean(s) of the faculty or school to which the student(s) belongs.
- b. The dean of Student Affairs may decide and implement disciplinary actions up to and including the "second Dean's Warning." Violations that may require suspension and or expulsion are referred by the dean of Student Affairs to the University Disciplinary Committee (UDC) for further review and recommendation.



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*We **can** teach from
experience but **we cannot**
teach experience*

– Sasha Azevedo





Academic Information

The academic year at AUB is divided into two semesters, fall and spring, followed by a summer session.

ACADEMIC ADVISERS

Each student has an academic adviser. The alternate PIN is provided for the following categories: 1) New graduate students from outside AUB in their first semester, 2) all new undergraduate students in their first and second semesters, 3) all majorless students until they join a major, 4) all freshman students until they join a major, 5) all graduate and undergraduate students who are not in good academic standing (Probation), 6) old returning undergraduate students in their first semester, and 7) all intra/inter faculty transfer undergraduate students in their first semester.

Each student will be assigned an adviser appointed by the Dean of the Faculty of Arts and Sciences. The adviser will continue advising the student until he/she has been accepted into a degree/major in a department. Names of advisees and their respective advisers are available on the Student Information System (AUB-sis). Students must consult their advisers first if they encounter any academic problems. Advisers maintain their relationship with students until they graduate or change their majors.

COURSE REGISTRATION FOR NEW STUDENTS

Prior to the start of the academic year, all newly admitted students participate in the New Student Orientation Program (NSOP) to familiarize themselves with the University, the faculty, and each other. During this program, new students are required to meet with their advisers before proceeding to registration. After meeting with their designated advisers, who assist in choosing the appropriate courses, students can web register from home via the internet, from campus public computer labs, or from assigned labs.

To register, students should

- Go to the AUB web page, **www.aub.edu.lb**
- Select the Useful Tools option
- Select AUB-sis Student Information System
- After activation of the pin code by the system, follow the instructions.

Web registration information available on the Registrar's Office web page.

COURSE REGISTRATION FOR CURRENTLY ENROLLED STUDENTS

All currently enrolled students will register before the end of each semester for the upcoming academic semester. The University Registrar announces all registration dates on the Registrar's Office web page.

NEW STUDENT HEALTH REQUIREMENTS

National Social Security Fund (NSSF) Medical Branch (الصندوق الوطني للضمان الاجتماعي)

Benefit

1. Students who benefit by one of their parents from the NSSF or any official Lebanese department like Army, Internal security force, Security general etc..
2. Students who are working and have their own NSSF number have to bring a certificate showing the NSSF number of the parent or their own to refund the charged fee.

NB The deducted fee is nonrefundable after the deadline.

No benefit

1. Students who don't benefit from the NSSF with their parents.
2. Students who don't work, have to bring a family registration form (إخراج قيد عائلي) in order to have their own NSSF number

AUB staff dependents should declare, too.

**For any question or detail contact Samir Hajj Youssef
Registrar's Office, Room 221
Phone number: 961-1-374374, ext. 2578
Email: sh20@aub.edu.lb**

PAYMENT OF TUITION AND FEES

Students must download/print their web statements of fees from the AUB website and pay in full all fees before the beginning of the semester according to the academic calendar dates. Payments can be made at either of the following banks: Arab Bank, Bank Audi sal, BLOM, BankMED, Fransabank, Byblos Bank, SGBL and BML bank. Payments are made by certified checks, only according to the following format: “Pay to the order of: (Name of the Bank), **AUB account number.**”

Fransabank accept only cash payments at the moment

AUB account numbers:

BLOM: 040 02 304 0815885 1 5 (USD)

AUDI: 00156633-0080 (USD)

SGBL: 007004360602855023 (USD)

BANKMED: 0240013459700 (USD)

ARAB: 0332311521810 (USD)

BYBLOS: 4750911475001(USD)

BML Bank: 01501200006170 (USD)

Students who are sponsored by foundations and institutions should contact the bursary desk at the Office of Student Affairs for further guidance. Students who are faculty or staff dependents, and student staff members (including students with either zero balance or credit balance on their statements of fees) should contact the Office of the Comptroller (Student Accounts Section) to finalize their registration.

Any student who is outside Lebanon during the payment period may access the AUB-sis using his/her pin/ password to view the web statement of fees and pay the dues by direct wire transfer to the following bank accounts:

CITIBANK

Account: American University of Beirut IBAN

LB94011500000000000600224166 USD account

Swift Code CITILBBE

OR

J P MORGAN CHASE BANK (USA)

Account: American University of Beirut, Number 134-195493

Routing #: 021000021

Swift Code: CHASUS33 AUB – Lebanon Account

ARAB BANK (Beirut)

[\$ US currency] Account: American University of Beirut, Number 0332 311521 810

IBAN: LB69 0005 0000 0000 3323 1152 1810

Swift Code: ARABLBBX

It is mandatory to include the student's name and ID number in the bank transfer or it may be rejected.

Under special circumstances, late payment will be permitted for a period of no more than five working days after the announced deadline, and it will be subject to a late payment fee of \$100.

If students fail to meet their financial obligations by the assigned due dates, the University reserves the right to place an encumbrance on the student's record which will prevent registration for future semesters and the release of transcripts and diplomas, as well as block access to other university services and to drop the student's courses. It is the student's responsibility to be informed of all registration and payment dates and deadlines (posted on the AUB homepage).

Deferments

Students who demonstrate financial need may apply for deferred payment arrangements for tuition fees only. Note that the deferral application form may be downloaded from the AUB website.

FINANCIAL AID

AUB has a strong financial aid program to assist its many able and qualified students who could not otherwise meet the cost of tuition. Around 76 percent of students who applied for financial aid at AUB received such assistance in 2017–18. Financial aid has grown to its present level of around \$40.2 million through the generous support of AUB's alumni and friends. In 2016–17 more than one third of AUB students received around \$32 million in the form of need-based grants and merit scholarships. In addition, AUB awarded \$8.2 million in graduate assistantships and student employment.

AUB has also expanded its student loan programs, which now offer loans to all Lebanese undergraduate students except for the freshman class. The student loan agreement, signed with three major Lebanese banks, paved the way for low-rate loans for AUB students with a repayment period of up to 10 years after graduation following a one year grace period. More than 537 students received in 2017–18 around \$4 million in local student loans.

American students and permanent residents of the US may be eligible to receive US federal aid in the form of direct loans with a repayment period of up to 10 years following a six-month grace period. Students should submit a Free Application for Federal Student Aid (FAFSA) online if they wish to receive a direct loan. In 2017–18, 72 students received a total of \$0.8 million in US federal student loans.

REFUNDING OF FEES

If a student withdraws from the semester with approval after registering, the following refund policy applies:

Fall and Spring Semesters	
Before official beginning of classes	100 percent of fees
During the first week of classes	75 percent of fees
During the second week of classes	50 percent of fees
During the third week of classes	25 percent of fees

Summer Session	
Before official beginning of classes	100 percent of fees
During the first week of classes	75 percent of fees
During the second week of classes	25 percent of fees

No refund of fees will be made for special services rendered to students.

DROP AND ADD

After the start of classes, at a date indicated in the University Calendar, students may make changes to their schedules through a process known as Drop and Add. After obtaining the approval of their advisers, students may make changes in their courses on the web according to a pre-announced schedule. Students may need to settle their accounts at the Office of the Comptroller.

ACADEMIC REGULATIONS BY FACULTY

The guidelines for academic regulations are established and approved by each faculty. Consult the AUB Catalogue for more information.

FACULTIES, SCHOOLS AND PROGRAMS

Programs leading to degrees are offered in the faculties and departments listed below. For further details, contact the chairs of specific departments or the Office of the Dean.

1. Faculty of Agricultural and Food Sciences

	Building	Extension
Office of the Dean	Agriculture, Wing A	4400/4401
Agriculture	Agriculture, Wing A	4579/4467
Landscape Design and Ecosystem Management	Reynolds	4571/4578
Advancing Research Enabling Communities Center (AREC)	Beqa'a Valley	4438/4439
Nutrition and Food Sciences	Agriculture, Wing B	4551/4554
Student Services Office	Agriculture, Wing A	4424/4408
Food Security	Reynolds	4422

	Building	Extension
Rural Community Development	Reynolds	4503

2. Faculty of Arts and Sciences

	Building	Extension
Office of the Dean	Jesup Hall	3800/1
Arabic and Near Eastern Languages	College Hall	3850/3851
Biology	Biology	3880/3881
Center for American Studies and Research (CASAR)	Building 37	4195
Center for Arab and Middle Eastern Studies (CAMES)	Ada Dodge Hall	3845/3846
Chemistry	Chemistry	3970/3971
Civilization Sequence Program	Nicely Hall	4020/4021
Computer Science	Bliss Hall	4215/4216
Economics	Ada Dodge Hall	4060/4061
Education	Fisk Hall	3060/3061
English	Fisk Hall	4090/4091
Fine Arts and Art History	Nicely Hall	4350/4351
Geology	Post Hall	4160/4161
Graduate Program in Computational Sciences	Emile Bustani Hall	4297

	Building	Extension
History and Archaeology	College Hall	4180/1
Mathematics	Bliss Hall	4210/1
Philosophy	Fisk Hall	4260/4261
Physics	Emile Bustani Hall	4280/4281
Political Studies and Public Administration	Jesup Hall	4330/4331
Psychology	Jesup Hall	4360/4361
Sociology, Anthropology and Media Studies	Nicely Hall (203B)	4384
Student Services Office	Jesup Hall	3804
University Preparatory Program (UPP)	Reynolds Hall	3124/5

3. Suliman S. Olayan School of Business

	Building	Extension
Office of the Dean	OSB – fourth floor	3757
Business Information and Decision Systems Track (Dr. Krzysztof Fleszar)	OSB – Room 307	3734
Finance and Accounting Track (Dr. Ibrahim Jamil)	OSB – Room 449	3770
Marketing, Management, and Entrepreneurship Track (Dr. Fida Afiouni)	OSB – Room 306	3725

	Building	Extension
Undergraduate Program Office (Miss Farah Ismail)	OSB – First Floor	3781

4. Maroun Semaan Faculty of Engineering and Architecture

	Building	Extension
Office of the Dean	Bechtel	3400
Architecture and Design	Bechtel	3660
Chemical Engineering	Masri Building	3403
Civil and Environmental Engineering	Bechtel	3460
Electrical and Computer Engineering	Bechtel	3520
Engineering Management	Bechtel	3407
Mechanical Engineering	Bechtel	3590
Student Services Office	Masri Building	3409

5. Faculty of Health Sciences

	Building	Extension
Office of the Dean	Van Dyck	4600/1/2
Environmental Health	Van Dyck	4620/4621
Epidemiology and Population Health	Van Dyck	4640/4641
Health Promotion and Community Health	Van Dyck	4660/4656

	Building	Extension
Health Management and Policy	Van Dyck	4680/4681
Medical Audiology Sciences	Van Dyck	4650/4696
Medical Imaging Sciences	Van Dyck	4650/4696
Medical Laboratory Sciences	Van Dyck	4650/4696
Student Services Office	Van Dyck	4607/8/9

6. Faculty of Medicine

	Building	Extension
Office of the Dean	Saab Medical Library	4700
Anatomy, Cell Biology and Physiological Sciences	Diana Tamari Sabbagh	4750/4751
Anesthesiology	Medical Center	5310/6380
Biochemistry	Dina Tamari Sabbagh	4870/4871
Dermatology	Medical Center	5330/5331
Diagnostic Radiology	Medical Center	5020/5024
Experimental Pathology, Immunology and Microbiology	Medical Center	5120/5121
Family Medicine	Medical Center	3044
Internal Medicine	Medical Center	5350/5353

	Building	Extension
Laboratory Medicine	Medical Center	5200
Obstetrics and Gynecology	Medical Center	5600/1/2
Ophthalmology	Medical Center	5550
Otolaryngology	Medical Center	5470
Pathology	Medical Center	5200/5163
Pediatrics	Medical Center	5500/1/2
Pharmacology and Therapeutics	Diana Tamari Sabbagh	4840/4844
Psychiatry	Medical Center	5650/5664
Radiotherapy	Medical Center	5090
Surgery	Medical Center	5260
Student Services Office	Saab Medical Library	4702

7. Rafic Hariri School of Nursing

	Building	Extension
Dean	Rafic Hariri School of Nursing	5952
Student Services Office	Rafic Hariri School of Nursing	5950/1/2/4



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*The **function** of education
is to teach one to **think intensively**
and to think **critically**.*

***Intelligence** plus character*

*– that is the goal of **true education**.*

– Martin Luther King



***Academic
Students Services***

LIBRARIES

AUB's libraries (<http://www.aub.edu.lb/libraries/Pages/default.aspx>) include the Jafet Memorial Library (the central library), the Saab Memorial Medical Library, the Engineering and Architecture Library, and the Science and Agriculture Library with its annex the AREC (Farm) Library. The University Libraries are among the oldest academic libraries in the Middle East and North Africa. Their collections include more than 1.5 million volumes of print and electronic books, over 10,000 rare and unique books, 6,500 print periodicals (of which 1,500 are in Arabic), hundreds of major reference works, and 1.2 million audiovisual items of all formats, the majority of which are microforms of many local and regional journals and newspapers going back to the late 19th and early 20th centuries. The Libraries also subscribe and provide access to 350 electronic databases and over 130,000 electronic journals and conference proceedings (the great majority dating back to first issue or volume). The Archives and Special Collections contain more than 700 linear feet of archival material (including papers of famous Lebanese and Arab intellectuals), 1,800 manuscripts, some of which have been appraised as museum pieces, 10,000 volumes of theses, projects, and dissertations dating back to 1907, and 5,000 posters, 800 postcards, and 1,900 maps, as well as 70,000 photographs, many of unique and historical nature. These print and electronic collections are developed and enriched on a regular basis to support the academic and research programs of the University.

The University Libraries are fully automated and the great majority of their resources are accessible remotely, providing a modern and virtual environment that is conducive to research. The libraries include one state-of-the-art electronic classroom and four computer labs that provide access to 180 public PCs and Macs and several networked multi-color printers and photocopying machines. The University Libraries' gates count more than 1.7 million visitors per year.

The University Libraries have 35 professional and 50 support staff and employ dozens of student assistants. The Libraries provide customized reference and instruction services through email, walk-ins, and classes in an active program of user education which promotes a culture of information literacy at all levels.

Researchers from Lebanon and all over the world heavily use or seek out the University Libraries for their unique, rich, and historical collections, particularly on Lebanon and the Middle East. Jafet Library opens its doors 106.5 hours per week and 24 hours per day during reading exam periods in fall and spring semesters; it opens 90 hours a week during the summer. Saab Medical Library opens its doors a total of 106.5 hours per week almost throughout the year. The Engineering and Architecture Library, and Science and Agriculture Library open their doors 79 hours per week.

ACCOUNT MANAGEMENT

AUBnet account

The AUBnet account provides access to email, and internet in addition to other services such as Wi-Fi wireless access, roaming storage space, and network printing. You must activate the AUBnet account first in order to activate other services.

To activate your AUBnet account you must go to <https://myaccount.aub.edu.lb/>, select “Account Creation and Management,” then select “Activate your AUBnet Account” and follow the instructions.

You must read carefully the AUBnet Code of Conduct for Users of Computing Systems and Internet Services as you have to abide by this code of conduct while studying at AUB.

If you have forgotten your AUBnet password, you can reset it by going to one of the IT Service Desk offices. Make sure you have your AUB Student ID with you.

AUB Office 365 Mailbox (Email)

After activating your AUBnet Account, your new email will be automatically created and will appear on your screen.

To log in to your AUB Office365 Mailbox, go to <https://outlook.com/mail.aub.edu> and enter your AUB email address which consists of your AUBnet username followed by @mail.aub.edu.

Example: If your AUBnet username is xxx00, your AUB Office 365 email address would be xxx00@mail.aub.edu. Enter your AUBnet password and then click on “Sign In”.

AUBsis Account

The AUBsis account provides self-service access to the AUB Student Information System. Go to www.aub.edu.lb and click on “AUBSIS” link in the top menu, either from a Web browser or through the “AUB Mobile” app. AUBsis is a web-based application designed to provide the following online self-services to students and faculty over the intranet and internet: online registration, Drop and Add, class schedules, grades, student transcripts, address information, and billing statements. To get help contact 2570/1.

Internet Access

Wi-Fi wireless coverage is available throughout the campus and at the adjoining Medical Center. No quota is currently being applied to internet usage by students. However, bandwidth availability at AUB is limited, and as a courtesy to your fellow students, we ask that you restrict non-academic use of the internet to the evenings. To manage your account, go to www.aub.edu.lb/it/services/ students select “Account Creation and Management” and then select “Internet Usage”.

E-LEARNING

Eduroam

Eduroam (education roaming) is the secure, world-wide roaming internet access service developed for the international research and education community, and embraced by a consortium of institutions. The Eduroam service is available to traveling members of the AUB community using their AUBnet credentials and to visitors to the university from other Eduroam community members by logging in with their home institution ID.

For more information, go to www.aub.edu.lb/it/services/students and click on “Eduroam”.

Moodle

Moodle is AUB's official Learning Management System (LMS), and enables you to engage in active learning and interact with your peers and instructors in the online environment. On Moodle there are web-enhanced courses that provide optimal learning and blended courses that are conducted partly face-to-face and partly online.

Moodle allows you to access course material and engage in online activities. The username and password for your Moodle accounts are the same as the AUBnet account username and password.

For more information about Moodle, visit the website:

<https://lms.aub.edu.lb/> or contact us via phone: 3599/3518/3586.

At the beginning of each semester, courses with Moodle component will be available for you in your Moodle accounts.

LimeSurvey

LimeSurvey is the official online survey management tool at AUB. You, as students, after getting the permission of your instructor and the approval of the Institutional Research Board (IRB), can create online surveys appropriate for tens to thousands of participants with very little effort. You should only create surveys for academic purposes and/or related to the courses you are taking.

For more information about LimeSurvey, please visit the website:

<https://survey.aub.edu.lb/> or contact us through email: survey@aub.edu.lb or via phone: 3599/3518/3586

COMPUTER LABS

Student computer labs are located in the following buildings: Agriculture, Biology, Bliss, Business, Hariri School of Nursing, MSFEA: SRB and IOEC, Fisk, Nicely, Physics, Van Dyck, all libraries and dormitory lobbies. Access to AUB's computing facilities is restricted to registered AUB students who have activated their AUBnet account. Printers in selected labs may be subject to charges.

A full list of the locations of the available labs across faculties, and their opening hours are available following this link: www.aub.edu.lb/it/services/students and click on “Computer Labs”.

Office 365 ProPlus

You can now have access to free copies of Office 365 ProPlus. You can now download and install, for free the original versions of:

- Microsoft Office 2013 for Windows 7 or Windows 8, or
- Microsoft Office 2011 for Mac OS X 10.8 or 10.9

You will be able to download Office on up to 10 devices (five computers and soon five mobile devices: Apple, Android and Windows).

For download instructions, follow this link: www.aub.edu.lb/it/services/students and click on “Office 365 Pro Plus”.

Security Awareness

You should keep yourself updated with the latest security information by following this link www.aub.edu.lb/it/services/students and clicking on “Security Awareness”.

Support

To Get Assistance from IT Service Desk:

- Web www.aub.edu.lb/it
- <https://servicedesk.aub.edu.lb/TDClient/Home/?ID=ac748dfb-de0c-4142-8f47-8426c985ff84>
- IT Service Desk Distributed Offices Listed below

Faculty	Location
All Students	Vandyck Hall, IT Service Desk offices, basement floor
All Students	Jafet Library – Ground Floor – Facing Lab
All Students	Vandyck Hall – Computer Lab

Faculty	Location
FAS only	Nicely 109
FHS only	Van Dyck – Room 105
MSFEA only	Masri Building M208/M214
OSB only	OSB Room 367
HSOON only	Hariri School of Nursing – Computer Lab
FAFS only	Agriculture Wing A, Dean’s Office, IT Support Office

OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs (OIP) provides support to international as well as domestic students studying at AUB by providing the following services:

- For new and prospective international students: Pre-arrival advice (following admission to AUB); on-site international student orientation, mentoring and intercultural activities; de-mystification of processes and procedures on campus to international students; advice on obtaining student visas or student residence permits; forums (both electronic and in-person) for interaction with other AUB student populations
- For degree-seeking students: advice on studying abroad as part of their AUB degree; pre-departure orientation sessions; re-entry sessions.

Visas and Residence Permits for International Students

International students joining AUB, who do not hold a Lebanese nationality, must have their foreign passports valid for a period of no less than 13 months from the date of joining the university. All such students should also check with the nearest Lebanese embassy or consulate in their country as to whether they require an entry visa in order to legally enter Lebanon or are eligible to obtain an entry visa at the airport. OIP provides assistance to students wanting to obtain pre-arrival visas through the Lebanese

General Security. Further information can be found on the OIP website www.aub.edu.lb/oip/internationals/Pages/visas.aspx.

Once registered at AUB, all students who do not hold Lebanese passports are required to obtain a residence permit before the expiration of the entry visa stamped in their passports. Students must apply for this permit within one month of arrival in Beirut, and ONLY after registering and paying AUB tuition fees. For this reason, the OIP strongly advises students not to enter Lebanon more than two weeks prior to the beginning of the semester in which they plan to first enroll. The Office of International Programs, in coordination with the Office of the Registrar, helps provide the necessary certificates for registered non-Lebanese students to acquire residence permits from the Lebanese authorities. Information about obtaining a residence permit is provided during International Student Welcome Week at the beginning of each term. Information on how to stay legal in Lebanon is found on the OIP website www.aub.edu.lb/oip/internationals/Pages/residencepermit.aspx.

Questions about visas and residence permits should be directed to visa.residency@aub.edu.lb.

Study Abroad/Exchange Programs for AUB students

The OIP facilitates exchange and study abroad programs for both undergraduate and graduate students. OIP provides advising services to students who wish to study abroad as part of their AUB degree program.

Partner universities in **North America** include American University, Amherst College, Augsburg University, Boston University, NYU-Stern School of Business, Temple University, University of California, Berkeley; HEC Montreal Reed College, University of New Mexico, University of Pennsylvania, Université de Montreal, and Virginia Commonwealth University.

European partners include Aarhus University, the Danish School of Media and Journalism in Denmark, Ecole Supérieure des Sciences Commerciales d'Angers (ESSCA), Institut d'Etudes Politiques de Paris (Sciences Po), Freie Universität Berlin, Universität Tübingen; Trinity College Dublin and University College Dublin in Ireland, John Cabot University, Luigi Bocconi

University, Politecnico di Torino, Università Cattolica del Sacro Cuore, University of Pavia, and Università Iuav di Venezia (IUAV) in Italy; International University (IE), Pompeu Fabra University, Universidad Carlos III de Madrid (UC3M), and University of Granada in Spain; The Zurich University of Applied Sciences, University of Zurich, and Université de Genève in Switzerland; Lund University and Uppsala University in Sweden, and University College London (UCL) in the UK.

Partners in Asia include Hanyang University in South Korea and Nagoya University of Commerce and Business in Japan.

Regional partners include The American University in Cairo, Bilkent University, Boğaziçi University, Middle East Technical University (METU), and Koc University in Turkey.

For a complete list of exchange and other study abroad options at AUB or to review the guidelines for study abroad, visit **www.aub.edu.lb/oip/AubAbroad**, email aubabroad@aub.edu.lb or drop by the Office in West Hall, Room 320.

The OIP Team

Hala Dimechkie; Director

Basma Zeidan; Associate Director

Olga Safa; Data and Special Projects Coordinator

Abbas Hammoud; International Student Services Coordinator

Rana Cheaito; Study Abroad Advisor and Social Media Manager

Ghassan Afram; Executive Officer

The OIP is located in West Hall, Rooms 320, 322 and 324

Telephone: +961-1-374374 ext. 3147 Email: oip@aub.edu.lb

Website: **www.aub.edu.lb/oip**

WRITING CENTER

The Writing Center offers free assistance for all students on any writing task. Our goal is to make you a better writer by offering support and advice as you think, write and edit. Trained tutors will work with you individually or on group projects at all stages of the writing process: understanding an assignment, brainstorming ideas, organizing topics, citing sources, editing and proofreading, and more.

Come ready to talk about what you are struggling with, what questions you have, or what your concerns are for your writing. To find resources, get more information, and schedule an appointment, go to <https://aub.edu.lb/writingcenter> and find us at 214 Ada Dodge Hall (on the terrace) and 336 West Hall. If you have any questions, call us at ext. 4077 or email us at writingcenter@aub.edu.lb

RESEARCH INTEGRITY

All members of the AUB community share the responsibility for promoting and maintaining the highest ethical standards when proposing, conducting, reviewing, and reporting research. Research integrity is essential to the advancement of scientific knowledge, to the preservation of public confidence in that process, and to the credibility of the University, its researchers and their collaborators.

The Human Research Protection Program (HRPP) (www.aub.edu.lb/IRB , twitter account: @AUB_IRB) at AUB oversees the safety and welfare of participants in biomedical or social and behavioral sciences research involving human subjects, in accordance with institutional policies and applicable federal and national laws and regulations.

The Institutional Review Board (IRB) is a committee formally designated under the HRPP that reviews and approves research projects. It ensures that any particular project meets the ethical principles defined by the Belmont report, namely Respect for Persons, Beneficence and Justice, in order to protect the rights, autonomy, dignity, welfare, and privacy of human subjects participating in research.

AUB has subscribed to CITI for ethical research training. The HRPP requires a valid CITI certificate from the principal investigator (PI) and all research team members, including students, involved in the conduct of any research involving human subjects. The principal investigator is responsible to ensure that he/she as well as all research personnel involved in the project are qualified and appropriately trained, have completed institutional trainings and requirements to conduct research involving human subjects, and will adhere to the provisions of the approved protocol. Individual

research team members, including students, are responsible for their action and need to abide by the approved protocol and follow AUB HRPP rules and regulations.

Any research project involving human subjects needs a written IRB approval before initiating or conducting any research activity. Adherence to all HRPP/IRB as well as institutional policies, rules and regulations is mandatory and failure to comply that (a) creates an increase in risks to subjects, (b) adversely affects the rights, welfare, and safety of the research subjects, and/or (c) adversely affects the integrity of the University's HRPP may jeopardize the conduct of the research project, result in suspension of research privileges and/or delay fulfillment of the requirements for graduation.

For more details and information refer to HRPP and IRB policies and procedures, forms, templates and guidance documents at:
<http://www.aub.edu.lb/irb/Pages/default.aspx>



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The whole ***purpose*** of education
is to **turn mirrors**
into ***windows***

– Sydney J. Harris

A photograph of a diverse group of young people, likely students, at a university event. In the foreground, a young man with dark, curly hair is shouting with his mouth wide open, wearing a blue denim jacket over a black patterned shirt. Next to him, a young woman with dark hair and black-rimmed glasses is also cheering, wearing a grey t-shirt. In the background, other students are visible, including a woman with glasses and a purple lanyard, and a man in a striped shirt. The overall atmosphere is energetic and celebratory. A solid green rectangular area is positioned on the left side of the image, partially overlapping the man's face and the text.

***Other University
Services***

FOOD SERVICES

The University provides students with a modern, cafeteria-style food service on campus in Ada Dodge Hall and Olayan School of Business. In addition, the University also maintains caterers at the Engineering Building and Nestle Toll House facing Agriculture. These facilities provide a variety of hot and cold food and refreshments for students and their guests. Vending machines are available in a number of university buildings.

MEDICAL CARE

The University Health Services (UHS) provides comprehensive and quality primary health care to all members of the AUB community including students, faculty, staff, and their dependents. UHS is open **Monday through Friday from 8:00 am until 7:00 pm and Saturday from 10:00 am until 2:00 pm** and is located in Wassef and Souad Sawwaf Building on Clemenceau Street, second and third levels dedicated towards health services. Appointments can be made at the reception desk in advance either in person or by calling **ext. 3000 between 7:30 am and 4:30 pm**. Same-day appointments can be made based on the assessment of the triage nurse. For urgent assistance after working hours, patients should report directly to the Emergency Unit.

The UHS multidisciplinary team is composed of Family Medicine specialists and residents, pediatricians, a dermatologist, a psychiatrist, nurses and clinical dietitians. The list of UHS doctors and their schedules is available at **www.aub.edu.lb/~webuhs**. Through the AUB Wellness Program which is intended to create a healthier study and work environment, UHS also organizes activities throughout the year to promote healthy living, including programs focusing on health maintenance, social lifestyle modification, targeting students, faculty, and staff. More information about the AUB Wellness Program and its agenda of activities is available at **<http://services.aubmc.org.lb/ext/wellness/index.html>**.

HEALTH INSURANCE PLAN (HIP)

The Health Insurance Plan is mandatory for all AUB students who are registered for at least six credits. Students who have

private insurance for healthcare coverage are allowed to waive HIP. Auditors are not eligible for HIP coverage. A graduate student registered for a thesis is eligible to continue his/her HIP coverage for two consecutive years only. The HIP annual fee for students is LL530,000 (\$352). Regular students enrolled in the fall pay LL397,500 (\$264) and then another LL265,000 (\$176) in the spring semester. However, students who enroll in HIP for the first time in the spring pay LL386,000 (\$256) and are covered until the end of September, provided they do not leave the University, drop, withdraw, or graduate.

AUB married students have the option of including their spouses and children at additional fees as outlined in the HIP regulations. HIP covers medical expenses exclusively through University Health Services and the AUB Medical Center. Bills for medical emergencies in Lebanon incurred at other medical centers are covered up to 80 percent of the AUBMC fee schedule during the fall and spring semesters only. During the summer, medical care to students is exclusively provided at AUBMC.

NSSF MEDICAL BRANCH

The NSSF for the first semester of the coming academic year 2019–20 will be during the whole month of September 2019.

Students whose membership in the NSSF-Medical Branch (National Social Security Fund) is required by law will be charged a fee of LL202,500 for the year.

SECURITY AND SAFETY

On campus security is handled through the Office of Protection, located at the Main Gate on Bliss Street. The office is open 24 hours a day and may be called for any emergency such as personal security, theft, burglary, or assault at ext. 2400. An AUB ID card is necessary for entry to campus.

The Environmental Health, Safety, and Risk Management (EHSRM) department, located in Corporation Yard building, is committed to minimizing risks to AUB community by providing and maintaining a safe and healthy environment.

EHSRM helps students and organizers of activities carry out their events in a safe manner. Some activities might require obtaining insurance while others might require the signing of a Release of Liability form in advance of the event.

For this reason and in order to facilitate execution of an event, it is important to inform the Office of Student Affairs of planned activities as early as possible so that EHSRM can help ensure safety. Early consultation with EHSRM will help avoid delays and last-minute changes.

EHSRM also handles emergencies involving fire, hazardous materials such as chemicals, radioactive or bio-hazardous material spills, and toxic gas releases. EHSRM provides trainings on fire safety, food safety and sanitation for students so they can help monitor events. The office is open during normal working hours and can be reached at ext. 2360. After working hours, the Office of Protection should be contacted.

CAMPUS TELEPHONES

Telephones for internal use on campus are located at each gate and in some public buildings such as Jafet Library, Agriculture, and West Hall.

Emergency phones for direct connection to the Office of Protection are located at the entrance of FAFS, Charles Hostler Student Center, Bliss, and Jessup buildings and at the foot of the stairs leading from the Diana Tamari Sabbagh Building to the women's dorms.

Public pay phones are located in Jafet, the main cafeteria, West Hall, in each of the women's dorms, outside Bustani Hall, and at the Medical Center entrance.

AUXILIARY SERVICES

Auxiliary Services assists all students with major students' services at AUB.

You will find necessary information and helpful tips on:

- Discounted university books at AUB Bookstore ext 2390

- Copying and duplicating of course materials printing of thesis and any other projects at competitive prices at the Central Duplicating Center ext. 2191 2392
- AUB ID issuance at the ID Center after uploading your photo and paying your tuition fees ext. 2376 2377
- Student parking facilities on Lower Campus next to OSB
- Local mail and international at the Post Office ext 2192
- Express and Aramex and TNT courier services at student discounted fees (see Auxiliary Services web site – Post Office)
- Vending Machines services
- Graduation Caps and Gowns distribution ext. 3155 or 2193

and other services on the Auxiliary Services web site

<http://www.aub.edu.lb/auxiliary/Pages/index.aspx>

MAIL SERVICE

The University Post Office, located in the basement of Ada Dodge Hall, handles local campus mail and mail for the Lebanese postal service. Mail for students is distributed at the counter. Please make sure to present your AUB ID to receive your mail. Mail office contacts are: ext. 2192/2193.

Regular mail prices are:

Prices for a regular letter (20 grams)	
Local mail (within Lebanon)	LL 1,000
Middle East countries	LL 1,750
Arab African countries: Algeria, Libya, Morocco, Tunisia	LL 1,750
All other countries	LL 2,750

Urgent mail may be sent by Courier. Please contact our adopted courier services providers to receive our discounted rates at the below URL:

<http://www.aub.edu.lb/auxiliary/PostOffice/ExternalCourier/Pages/ExternalCourierContacts.aspx>

BANKING ON CAMPUS

There are 10 ATMs on Campus (2 in front of Jafet Library, 2 in AUBMC, 1 near FAFS, 1 at Oxi Irani, 1 in DTS, 1 near Women's Dorms, 1 near Chemistry Department, and 1 on Bliss IC gate).

CENTER FOR CIVIC ENGAGEMENT AND COMMUNITY SERVICE

The Center for Civic Engagement and Community Service (CCECS) builds bridges between the university community, stakeholders, humanitarian agencies, policymakers, and community partners, with an overarching mission to connect developmental planning aimed at empowering the marginalized to experiential learning. The dyad of (1) Transformative education through Civic Engagement and (2) Community Development Projects, reflects the Center's operating framework and journey through the decade.

As a testament to the extensive community involvement of AUB students and faculty, AUB, represented by the Center, was ranked as the "most civically engaged campus" in the Middle East and North Africa by the Ma'an Alliance for Arab Universities in late 2015. In 2016, the Talloires Network awarded AUB first place in the 2016 MacJannet Prize for Global Citizenship for CCECS's Syria Relief Project. The Tech for Food Digital Skills Training won the MIT Enterprise Forum 'Innovate for Refugees' Award in 2017, and the Ghata Project received the Learn by Design Honorary Award at South-by-South West (SXSW) EDU, was shortlisted for the WISE Awards for high impact projects providing solutions to 21st century education challenges, and the Fritz Redlich Human Right Award from Harvard University in 2018.

To learn more about the Center's operations and how to get involved, we can be reached at AUB extension 4430 or by email at ccecs@aub.edu.lb. You may also visit our website www.aub.edu.lb/ccecs and Facebook page. We are located in West Hall Room B03.

NOTICE OF NON-DISCRIMINATION

AUB encourages a diverse student body and workforce, and is committed to the principle of equal opportunity in education and employment. Consistent with this commitment and with Lebanese, US, and other applicable laws, it is the policy of AUB not to tolerate any kind of discrimination or discriminatory harassment including sexual harassment. Accordingly, AUB prohibits discrimination against any member of the AUB community on the basis of any “Protected Characteristics” including: race, color, religion, age, national or ethnic identity, sex, gender or gender identity, sexual orientation, pregnancy, marital status, disability, genetic predisposition or carrier status, alienage or citizenship status, and political affiliation. Furthermore, AUB does not tolerate any kind of sexual misconduct and provides those who feel they are victims of sexual or discriminatory harassment with mechanisms for seeking redress.

Students are urged to visit the Title IX webpage (www.aub.edu.lb/titleix) and read the policies addressing:

- “Sexual Harassment”
- “Non-Discrimination and Anti-Discriminatory Harassment”, and the
- “Policy and Procedures concerning Consensual Sexual or Romantic Relationships”

Inquiries or incident reports may be addressed to the Equity/ Title IX Coordinator by email (titleix@aub.edu.lb), by phone (+01-350000 ext. 2514), or in person (College Hall, Room 425). Inquiries or incident reports may also be submitted online anonymously or not, at www.aub.ethicspoint.com.

AUB also maintains Title IX deputies (www.aub.edu.lb/titleix-people) in each Faculty or School who may be contacted for information and/or to report an incident.

As part of ongoing efforts to promote a healthier and safer campus environment for everyone, the Equity/Title IX Office requires all undergraduate and graduate students to participate in an interactive, web-based on-line training called “Think About It”. This is a mandatory educational training that helps educate AUB students about behaviors pro-scribed under AUB’s policies concerning Sexual and other Discriminatory Harassment and

addresses strategies for preventing and responding to sexual misconduct. The training covers important topics such as healthy relationships, social situations, sexual misconduct including harassment, and more, through a variety of interactive, realistic scenarios and guided self-reflection. Students are required to complete this course during the first term of enrolment. Failure to do so by the communicated deadlines may result in placing holds on their records.

For more information visit the Title IX Office website
www.aub.edu.lb/titleix

TOBACCO-FREE CAMPUS

The American University of Beirut was declared tobacco-free on January 1, 2018. This initiative is in line with numerous universities worldwide that have also made the decision to become tobacco-free, both indoors and outdoors. No smoking is allowed on AUB property. Compliance with the policy is mandatory.

Please take note that, in accordance with the Tobacco-Free Policy that is published with **AUB's policies and the Student Code of Conduct**, violations of the policy will result in disciplinary measures. Smokers who are interested in quitting can seek support by calling the Smoking Cessation Program at AUBMC at extension 8030. Out of respect for the environment and the neighborhood, we urge smokers to dispose of their cigarettes in the assigned cigarette recycling receptacles while smoking outside the gates of the university and in its vicinity.

Welcome to AUB, and we hope that you will join us in keeping our campus healthy and clean. For more information about this initiative and the policy, please visit our website: www.aub.edu.lb/tobaccofree.



“

*Exploration is the engine
that drives innovation.
Innovation drives **economic growth**.
So let us all go **exploring***

– Edith Widder





THE ANTON SHOPS

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