



# **Academic Rules and Student Life 2022-2023**

## A. Academic Information

### A1. Credit System

#### A1.1 The Credit

The biannual credit is the measuring unit of the number of hours per semester.

In the system adopted by the Holy Spirit University of Kaslik, one credit represents one teaching hour (50-minute course) per week during a 15-week semester (including examinations and tests). Therefore, a three-credit course generally represents 45 hours of attendance, including examinations. As for practical activities, tutorials, group work or laboratory activities, they represent 30 hours of attendance for every credit.

1 credit = 15 teaching hours / semester

1 credit = 30 hours of practical, directed or laboratory activities / semester

Internships in companies and hospitals, as well as projects are subject to specific regulations.

Every diploma/degree has a specific number of credits specified in the University Catalog. Credits facilitate flexibility among various university programs, as well as the mobility of students. Acquired credits are capitalized and can sometimes be transferred from one Academic unit to another: or even from one university to another.

#### A1.2 The Course

A course is composed of one or more credits and is academically managed by the Academic unit that determines its contents according to the objectives defined by the program of studies. Every course has its own requirements, and the student cannot be registered for a course without the valid prerequisite/s, if applicable.

Class sessions are usually 75 minutes for MF and TTH classes. Students are required to wait 15 minutes before leaving if the instructor is late to class.

#### A1.3 The Semester

The academic year is divided into two semesters, Fall and Spring, in addition to a Summer session. Every semester includes 14 effective teaching weeks and one week of final examinations. The Summer session includes, on average, 5 weeks, with 5 teaching days per week, including intensive courses and final examinations. It is worth mentioning that Summer session courses have exactly the same number of hours and evaluation criteria as Fall and Spring semesters.

#### A1.4 Student Workload

##### A1.4.1 Undergraduate Students

For Fall and Spring semesters, the minimum number of credits for a full-time Undergraduate student is 12 and the maximum number of credits is 18. A typical load for a full-time Undergraduate student is 15. Otherwise, students enrolled in less than 12 cr are considered as part-timers.

Following the approval of the Associate Dean, a student can register in a maximum of 21 credits, in certain circumstances considered as necessary. At the School of Medicine and Medical Sciences, this approval requires the students to have a cumulative AVG of 85/100 (Summer session included).

Students with a cumulative GPA of 3.00 (new grading system) and above are allowed to register a maximum of 21 credits in a semester.

Students with a good academic standing, a cumulative GPA of less than 3.00 but not less than 2.00, and after the approval of the Dean/Associate Dean, may petition to register a maximum of 21 credits if they are graduating.

A student on probation can only be registered for 12-13 credits. He/she is advised to register in the course that he/she has to repeat in order to get out of the probation status.

**N.B.:** A student enrolled in a Double Degree can register in a maximum of 21 credits per semester. However, a minimum of 12 credits should be dedicated to the major program.

For the Summer session, Undergraduate students can register for a minimum of 1 credit and a maximum of 6 credits. Following the approval of the Associate Dean, a student can, in certain

cases, register for a maximum of 9 credits. Students on probation can only register for courses they have to repeat and for a maximum of 6 credits.

#### **A1.4.2 Graduate Students**

a) 1 year Master programs

Minimum and maximum numbers of credits are defined in the program's study plan.

b) 2 year Master programs (30 to 39 credits)

For Fall and Spring semesters, the minimum number of credits for a full-time Graduate student is 6 and the maximum is 12. Following the approval of the Associate Dean, a student can register in a maximum of 15 credits. A minimum of 21 credits and a good academic standing are required before registering in the Master Thesis A.

A student on probation can only register for courses that he/she should repeat and for a maximum of 12 credits. He/she is advised to register in the course that he/she has to repeat in order to get out of the probation status.

**N.B.:** *A student enrolled in a Double Degree can register in a maximum of 15 credits per semester. However, a minimum of 9 credits should be dedicated to the major program.*

For the Summer session, Graduates students are only eligible to register in the Thesis B extension (2nd registration in Thesis B) assuming they will defend their Thesis in Summer.

c) 2 year Theology Master program (60 credits)

Graduate students who are enrolled in the C2 Theology program can register a maximum of 15 credits and up to 30 credits during their last semester.

## **A2. Program Framework**

USEK offers a wide range of programs leading to a degree such as Bachelor, Master or PhD which defines the students' educational level.

### **A2.1 Degree**

The Bachelor degree is offered according to a predefined structure, consisting of 96 credits at least, and offered in the form of major, elective and general education courses.

Students who fulfill all academic requirements to the sophomore year along with one academic major requirement (overall credits are at least 126 credits including 30 credits from the Lebanese baccalaureate or freshman) will be granted a diploma indicating their academic major and degree.

### **A2.2 Major**

The field of academic specialization within the Bachelor degree. It is defined as the departmental requirements set forth in the catalog, having a minimum of 48 credits. Interdisciplinary majors may include courses from more than one related academic discipline.

### **A2.3 Emphasis**

The Emphasis consists of a set of courses in a "specialized area" within a major and is considered as part of the major curriculum. Emphases are available only to students enrolled in the major under which the Emphasis is listed.

To declare an Emphasis, students submit a Declaration Form to the Registrar Office. The form requires the approval of the Head of the department offering the Emphasis.

Students must meet minimal course and grade requirements, as determined by the Head of the department offering the Emphasis or have to go through the required admission procedure (when needed) in order to be accepted into the desired Emphasis.

Emphasis requirements will follow the catalog year of the student's primary major. Emphasis cannot be awarded after a Bachelor's Degree is awarded.

### **A2.4 Double Major and Academic Minor**

Students with diverse and multiple areas of interests can consider adding to their primary academic major a double major, a double degree or a minor which will allow them to explore another field of inquiry in parallel to their main subject of specialization.

#### **A2.4.1 Double Degree (two diplomas)**

Students cannot apply simultaneously for a minor program and a double degree. The double degree is an academic path that leads to two different diplomas. The students are expected to fulfill the graduation requirements of two different academic majors, not necessarily within the same Academic unit or with similar degree structure. By the end of the academic path, the students will earn two diplomas. Students are requested to fulfill the General Education requirements once. The student cannot register more than 2 programs nor have more than 2 diplomas within the same level. To declare a double degree, students submit a request at the Registrar Office. The request requires the approval of the Head of the department offering the primary major and the approval of the Head of the department offering the second degree.

Students must meet minimal major course and grade requirements, as determined by the Head of the department offering second degree or have to go through the required admission procedure (when needed) in order to be accepted into the desired program.

The second-degree requirements will follow the catalog year of the student's primary major.

#### **A2.4.2 Academic Minor**

Students cannot apply for two minor programs at the same time. Academic minors are reserved for undergraduate studies and organized around a specific set of objectives, defined according to each field, which are achieved through a set of structured courses, not necessarily related to exclusively one discipline. Minors are expected to provide students with necessary knowledge and primary competencies.

Academic minor consists of 15 to 21 credit hours depending on the chosen subject, as specified in the catalog, with at least 9 credits chosen from courses at the upper level (code 300 or above). A group of courses are offered to students allowing them to choose the topics that they may be interested in to complete the required credits, while maintaining a degree of flexibility.

Courses taken in a minor may be transferred to fulfill other academic requirement, e.g. majors, general education, without reducing or affecting the minimum number of credits required for a degree. No more than 6 credits may be counted as transferred credits (from another institution). However, students enrolled in a double degree cannot apply for a minor. Students cannot apply for a double minor as well.

To declare a minor, students should submit a request at the Registrar Office or online upon completing 30 credits of major study. The request requires the approval of the Head of the department offering the primary major and the approval of the Head of the department offering the minor. The deadline for declaration of minor is the 13<sup>th</sup> week of a semester. However, no student can declare a minor in the same discipline of his major.

Students must meet minimal course and grade requirements, as determined by the Head of the department offering the minor, to be accepted into the desired minor. Hence, students are not allowed to register for more than 21 credits per term from which 12 credits pertain to the major and 9 credits to the minor.

The minor requirements will follow the catalog year of the student's primary major. The minor will not be awarded after a Bachelor's Degree is awarded.

The academic minor will be indicated on the student's transcript and not on the diploma. Its AVG is calculated along with the overall AVG of the major.

### **A3. General Education**

General Education aims to endow students enrolled in the Undergraduate studies program with value learning, intellectual inquiry and cultivation of particular skills to become thoughtful and engaged and active citizens of the country, the region and the world while bringing them to a critical and appreciative understanding of religious tradition, ethical theories and more development.

To this end, 30 credits of the Undergraduate studies curriculum are devoted to General Education that includes basic general knowledge, common and proper to USEK while taking into consideration that students who are

enrolled in professional fields such as sciences and engineering should be exposed to the humanities and social sciences and students enrolled in humanities fields should be aware of natural sciences and quantitative reasoning:

- English and French Communication (3 to 6 credits)
- Religious Sciences (3 credits)
- Quantitative Reasoning (3 to 9 credits): Mathematics / Statistics / Information Technology
- Civic Engagement (2 credits)
- Sports (1 credit)
- Arts and Humanities (3 to 6 credits): Ethics and Justice / Arts / Philosophical Inquiry / Literature
- Social Sciences (3 to 9 credits): Behavioral Studies / Politics / History and Entrepreneurship & Innovation.
- Sciences and Health (3 to 9 credits): Biology / Chemistry / Physics / Agriculture / Nutrition / Environment / First Aid and Emergency Care

For more details, please refer to the General Education requirements in the University Catalog.

#### **A4. Advising and Academic Support**

Upon registration and for the duration of their enrolment, students can refer to their assigned Academic Advisor. This Advisor should be a full-time faculty member appointed by the Dean/Director according to the student's program. The period of the academic advising is fixed during each semester in the Academic Calendar.

The Academic Advisor guides the student's choices and informs him/her about the current regulations.

When the student changes his/her academic cycle or program, he/she refers to the new Academic Advisor assigned by the Dean of the relevant new Academic unit.

This process, as of Spring 2018, has been automated and done through MyDegree, the new academic advising and auditing platform, for students admitted starting academic year 2017-2018.

## **B. Admission**

### **B1. Admission Application**

#### **B1.1 Admission Form**

The admission application can be downloaded from the University website or taken directly from the Admissions Office or filled online. The applicant can make the choice of three majors in his/her file.

The admission application should be completed, returned and accompanied with all the required documents, to the Admissions Office within the deadline specified in the Academic Calendar. This application, along with the submitted official documents, remain the property of USEK and will be confidential.

Students with incomplete files will be admitted to USEK as regular students under condition to deliver to the Admissions office the required documents no later than one semester. If the file remains incomplete, an admission hold will be placed on the student's record, prohibiting him from registering for the next semester.

The voluntary transcription of incorrect information and submission of falsified documents, will automatically lead to the annulment of the admission request. The applicant can Only request copies of the submitted document(s).

#### **B1.2 Documents required for the Freshman Program**

- Photocopy of the national identity card or photocopy of valid passport (for international students);
- Two recent passport-size photos;
- The permission to continue studying the foreign curriculum (from the Equivalence Committee of the Lebanese Ministry of Education);
- A high school diploma or school leaving certificate;
- SAT I scores, if any.

### **B1.3 Documents required for Undergraduate Studies**

- Photocopy of the national identity card or photocopy of valid passport (for international students);
- Two recent passport-size photos;
- A photocopy of the grades' transcript of the last three high-school classes (school and/or technical) certified by the school (the first two trimesters for Gr12 classes in case the admission file is submitted before the end of the ongoing academic year);
- The certificate of the Lebanese Bacculaureate or an equivalent degree, certified by the Lebanese Ministry of Education and Higher Education, when needed.
- Original recent certificate of the coverage of the National Social Security Fund or its equivalent.

### **B1.4 Documents required for Graduate Studies**

- Photocopy of the national identity card and a recent family civil extract (for Lebanese applicants) or photocopy of valid passport (for international students);
- Two recent passport-size photos;
- The certificate of the Lebanese Bacculaureate or an equivalent degree certified by the Lebanese Ministry of Education and Higher Education, when needed;
- Certified copy of university degree(s) equivalence by the Ministry of Education and Higher Education in Lebanon, when needed;
- Official grades transcript(s) covering all previous academic work  
**N.B.:** Applicants with academic work in progress who expect to complete an Undergraduate degree program before the intended date of enrollment at USEK must submit evidence of degree conferral and a final academic record, as soon as they are available. The Undergraduate degree must be completed prior to the start of the Graduate studies;
- Two recommendation letters given by academic referees who know the student well  
**N.B.:** Each referee should send the letter in a sealed envelope, with his/her name signed across the seal, directly to the Admissions Office;
- A motivation letter;
- A curriculum vitae (C.V.) or e-portfolio;
- Certificate(s) of employment, if applicable;
- Original recent certificate of the coverage of the National Social Security Fund or its equivalent  
**N.B.:** USEK students who wish to pursue their Graduate studies at USEK should only attach two recent passport photos to the Graduate Admission Application Form.

## **B2. General Admission Requirements**

An applicant to USEK should fulfill the following general admission requirements:

### **B2.1 Undergraduate Studies**

1. Be a holder of the Lebanese Bacculaureate or of an equivalent diploma (depending on program requirements):
  - Lebanese high school bacculaureate: Life Sciences - *LS*, General Sciences - *GS*, Literature and Humanities - *LH*, Economics and Sociology - *ES*
  - Lebanese technical bacculaureate. In this case, admission depends on compatibility between the chosen technical field and the university program being considered.
  - Freshman Arts or Freshman Sciences degree
2. Have completed an admission form for the Undergraduate studies program, filled online or at the Admissions Office, along with the required documents.
3. Have sufficient knowledge of the teaching language(s) of the chosen program and demonstrate a required level of English language proficiency (see section B3).
4. Meet the admission requirements of the chosen program (see section B4).
5. Pay the file opening and admission test fees; these non-refundable fees should be paid beforehand at one of the banks specified by the University.

## B2.2 Graduate Studies

1. Be a holder of an Undergraduate degree or its equivalent, recognized by the Lebanese Ministry of Education and Higher Education.
2. Get the recommendation of the related unit's Graduate Admission Interview Committee.
3. Meet the additional admission requirements of the chosen program, if any.
4. Have completed the Graduate Admission Form, available at the Admissions Office, which should be submitted along with the required documents.
5. Pay the file opening and admission test fees; these non-refundable fees should be paid beforehand at one of the banks specified by the University.

## B3. Language Proficiency Requirements

### B3.1 Proof of Language Proficiency for Undergraduate programs

The language proficiency requirements are defined based on the delivery language of the program for which the candidate is applying. The program delivery language could be:

- **English:** Courses fully delivered in English
- **Hybrid:** Courses in hybrid programs are delivered in English, French and Arabic

#### B3.1.1 English requirements (for all programs)

Students admitted to USEK must demonstrate a level of English proficiency by presenting one of the standardized tests accepted by the University or USEK English Proficiency Test. Below are the recommended minimum scores for all the tests, accepting that these scores may be changed without prior notice:

- Redesigned SAT I Evidence-Based Reading and Writing 550 / 800 or Essay SAT 16/24
- Paper Based TOEFL PBT550/670
- Internet Based TOEFL IBT 80 / 120
- Computer Based TOEFL CBT213 / 300
- IELTS 6/9
- USEK-EPT English proficiency test 70 / 100

**Standardized tests:** Details on standardized tests could be verified at the following link:

<http://www.amideast.org/lebanon> for applicants in Lebanon.

USEK's **College Board code number is 7061**. This code allows our institution to receive SAT scores automatically.

**USEK English proficiency test USEK-EPT:** This test is carefully designed to measure a candidate's level of proficiency in the English language, and place him/her in the appropriate English course. It includes sections on structure and language use, vocabulary and written response, reading and comprehension, and essay writing.

**Placement rules:** According to his/her results and based on the following rules, a student may have to enroll in an English Language remedial program (ENG130 and ENG140) equivalent to 9 to 15 credits:

English remedial courses	Redesigned SAT I	TOEFL PBT	TOEFL IBT	TOEFL CBT	IELTS	USEK-EPT
<b>ENG130-Basic English</b> 9 cr Students taking ENG130 are not allowed to start with their major courses	200-430	≤450	≤56	≤152	≤4.5	≤50
<b>ENG140-Academic English</b> 6 cr	431-549	450-549	57-79	153-212	5-5.5	55-65

#### B3.1.2 French requirements (for hybrid programs)

Students coming from French background schools are evaluated upon their school grades by the Admission and Transfer Committee and may be exempted from the 6 credits remedial courses in French language if they show evidence of French language proficiency. (*French General average = 10/20 on the first and second secondary class*).

Students coming from an English background are required to follow an intensive French language remedial program equivalent to 6 credits.

DEL F B2 or TCF B2 applicants will be exempt from the French remedial courses.

### **B3.1.3 Arabic requirements (for specific programs)**

Some programs may also require an Arabic proficiency level. A student's Arabic proficiency level will be evaluated upon the school grades by the Admission and Transfer Committee and he/she may be exempt from taking a three-credit remedial course in Arabic if he/she shows evidence of Arabic proficiency. (*Arabic General Average = 10/20 on the first and second secondary class*).

### **B3.2 Proof of Language Proficiency for Graduate programs**

All graduate applicants will be evaluated based on the transcripts and the interview conducted as part of the admission process. If needed, they will have to pass the language proficiency tests.

### **B3.3 Language remedial courses**

A student admitted under the condition of following remedial courses should register for these courses upon his/her first semester at USEK. Any violation of this rule will lead to the termination of his/her admission.

English remedial courses	Redesigned SAT I	TOEFL PBT	TOEFL IBT	TOEFL CBT	IELTS	USEK-EPT
<b>ENG130-Basic English</b> 9 cr Students taking ENG130 are not allowed to start with their major courses	200-430	≤450	≤56	≤152	≤4.5	≤50
<b>ENG140-Academic English</b> 6 cr	431-549	450-549	57-79	153-212	5-5.5	55-65

The minimum grade to validate a remedial course is 60/100. However, this grade will be mentioned on the academic transcript as a "PR".

In the Undergraduate Program, a remedial course cannot be taken more than two times (can only be registered twice maximum) under penalty of being excluded from the University. Nevertheless, the student can present a petition at the Student Affairs Office asking to reconsider his/her case for one last chance before exclusion.

## **B4. Specific Admission Requirements for the Chosen Program**

Applicants to USEK should meet the specific requirements of the chosen program.

### **B4.1 Undergraduate**

Undergraduate studies at USEK consist of 4 academic years of education (Freshman, Sophomore, Junior, Senior) with a minimum of 126 total credits.

Freshman - a student completing 1 to 25% of his undergraduate credits

Sophomore - a student completing 25 to 50% of his undergraduate credits

Junior - a student completing 50 to 75% of his undergraduate credits

Senior - a student completing 75% or more of his undergraduate credits

All **undergraduate** students are required to complete 30 credits of Freshman courses, automatically granted for holders of the Lebanese Baccaalaureate or any other recognized diploma by the Ministry of Education and Higher Education, 30 credits of General Education courses and a minimum of 66 credits pertaining to the program of study.

There are 3 types of admission applicants at the undergraduate level:

#### a- Freshman

Students completing 12 years of schooling can apply to the freshman level at USEK after getting the permission to continue studying the foreign curriculum from the Equivalence Committee of the Lebanese Ministry of Education and Higher Education.

- Freshman Admission Requirements:
  - Filled Application and submitted to the Admissions Office within the specified deadline available on the Academic Calendar;



- Photocopy of the national identity card or photocopy of valid passport (for international students);
- Two recent passport-size photos;
- The permission to continue studying the foreign curriculum (from the Equivalence Committee of the Lebanese Ministry of Education);
- High School certificate based on 12 years of schooling, starting with grade I, awarded by a public or private school and recognized by the Lebanese Ministry of Education and Higher Education;
- A Proof of Language Proficiency by submitting SAT I scores.

Applicants are expected to have score for Redesigned SAT I (Evidence-Based Reading and Writing + Math) 1000/1600 when applying to the program. Upon completion of the Freshman year, they are expected to sit for the Redesigned SAT II and score as follows:

Freshman Arts: a minimum of **2150** on both Redesigned SAT I and Redesigned SAT II (SAT I + SAT II)

Freshman Sciences: a minimum of **2300** on both Redesigned SAT I and Redesigned SAT II (SAT I + SAT II).

#### b- Sophomore

Students applying to the Sophomore year should have completed one of the following:

- 12 years of schooling and a Freshman program at USEK or any other recognized university.
- 12 years of schooling and a Lebanese Baccaureate diploma, or any equivalent, recognized by the Ministry of Education and Higher Education. Baccaureate holders are automatically granted 30 academic credits equivalent to the Freshman year credits.
- Sophomore Admission Requirements:
  - Filled Application and submitted to the Admissions Office within the specified deadline available on the Academic Calendar;
  - Photocopy of the national identity card or photocopy of valid passport (for international students);
  - Two recent passport-size photos;
  - A photocopy of the grades' transcript of the last three high-school classes (school and/or technical) certified by the school (the first two trimesters for Gr12 classes in case the admission file is submitted before the end of the ongoing academic year);
  - The certificate of the Lebanese Baccaureate, Freshman diploma or an equivalent degree, certified by the Lebanese Ministry of Education and Higher Education, when needed.
  - Original recent certificate of the coverage of the National Social Security Fund or its equivalent, if applicable.
  - A Proof of Language Proficiency refer to section B3 "Language Proficiency Requirements" of the Academic Rules and Student Life.
- Program Specific Requirements:

Undergraduate Programs	SAT I	USEK English Entrance Exam	USEK Math Entrance Exam	French
Architecture	SAT I (ENG & MATH) ≥ 1200/1600	≥70/100	≥70/100	Grade 10 & 11 scores ≥10/20 or DELF B2
Communication & Visual Arts / Digital Media / Cinema & Television / English Language / Music	SAT I (ENG) ≥ 550/800	≥70/100	NA	NA
Design & Applied Arts, Law / Political Sciences / Theology <sup>3</sup> / Conservation & Restoration / French Language / History /	SAT I (ENG) ≥ 550/800	≥70/100	NA	Grade 10 & 11 scores ≥10/20 or DELF B2 <sup>2</sup>

Higher & Specialized Music Education / Journalism <sup>4</sup> / Liturgy / Modern Languages <sup>4</sup> / Philosophy / Psychology / Education / Social Sciences				
Business (Hybrid) / Agricultural Engineering / Food Engineering / Fundamental Health Sciences	SAT I (ENG & MATH) ≥ 1100/1600	≥70/100	≥70/100	Grade 10 & 11 scores ≥10/20 or DELF B2
Business (English) / Mathematics / Biochemistry / Biology / Chemistry / Computer Science / Information Technology / Nutrition	SAT I (ENG & MATH) ≥ 1100/1600	NA	≥70/100	NA
Engineering <sup>1</sup>	SAT I (ENG & MATH) ≥ 1250/1600	NA	NA	NA
Nursing Sciences <sup>5</sup>	SAT I (ENG & MATH) ≥ 1100/1600	≥70/100	NA	Grade 10 & 11 scores ≥10/20 or DELF B2

<sup>1</sup> In addition, Engineering programs require a score of ≥75/100 on USEK Engineering Entrance Exam

<sup>2</sup> The Law program (English) do not require French Proficiency test scores.

<sup>3</sup> Theology program (Arabic) only requires Arabic Grade 10 & 11 scores ≥10/20

<sup>4</sup> In addition, the Journalism and Modern Language programs require Arabic Grade 10 & 11 scores ≥10/20

<sup>5</sup> In addition, the Nursing Sciences program requires a score of ≥ 60/100 on USEK Oral Exam

The Redesigned SAT I (Evidence-Based Reading and Writing + Math) could replace USEK's English and Math Entrance Exams when designated scores are attained.

SAT scores could be sent automatically to USEK's **College Board code number 7061**.

c- Transfer: *refer to section B5 Admission Tracks and Specific Requirements / Admission by File Transfer.*

#### B4.2 Graduate

- For USEK students willing to pursue their Master degree at the same department/school:
  - Oral/written tests, interviews, portfolios and recommendation letters are not required, except for the Business School who requires oral and written tests. Applicants only need to fill a Graduate Admission form and pay the admission fees.
  - Only BS in Architectural Studies students are automatically admitted to the Master program without submitting an admission form or paying admission fees. However, students will be required to inform the Registrar's Office in case they would not like to pursue their graduate studies.
- For USEK students willing to pursue their Master degree at a new school or Non-USEK students willing to pursue their Master degree at USEK:
  - Graduate admission form, admission fees, interviews, portfolios and recommendation letters are mandatory for admission to all Graduate programs and apply for all applicants. Tests may apply to particular programs (refer to the concerned faculty/school).

## **B5. Admission Tracks and Specific Requirements**

There are four tracks for admission into the Undergraduate studies program at USEK:

- Regular admission
- Admission on file
- Admission on title
- Admission by file transfer

Regardless of the chosen admission track, the candidate should abide by:

- General admission requirements;
- Language proficiency requirements;
- Specific requirements for the chosen program;
- Specific requirements for the chosen track.

### **B5.1 Track 1: Regular Admission**

All applicants fulfilling the General Admission requirements and Language proficiency requirements are eligible for Regular Admission to sophomore within the predefined deadlines.

### **B5.2 Track 2: Admission on File**

Admission on file is available to Grade 12 students. Grade 12 students should submit their completed files to the Admissions Office according to the dates determined in the Academic Calendar, available on the USEK website or from the Admissions Office. In case of linguistic deficiency in the teaching language of the target program, the file will be rejected.

The relevant Academic unit studies the applicant's file and decides on the admission on the following:

- The grades of the applicant during high school;
- The results of Redesigned SAT 1 (Math and Reading sections only) from the year before, if any;
- The mastery of the concerned languages;
- The letter of recommendation from the high school principal.

Applicants admitted on file are eligible to apply for a scholarship, according to the criteria specified by the regulations of granting Excellence Scholarships.

#### **Remarks:**

- The final admission of the applicant depends on passing the Lebanese Baccalaureate (or any other equivalent degree);
- Valid for the ongoing academic year

### **B5.3 Track 3: Admission on Title**

Those applicants with High Distinction in the official Baccalaureate are eligible for admission on title for the academic year following the baccalaureate. In case of linguistic deficiency in the language of the target program, the file will not be accepted.

The chosen faculty/school considers the applicant's file and decides on admission based on the following:

- The mastery of the concerned languages;
- The high school grades of the applicant;
- The letter of recommendation from the high school principal;
- The official grades of the Lebanese Baccalaureate or its equivalent.

Applicants admitted on title can benefit from a scholarship with an amount up to the full cost of study (excluding registration fees and NSSF). Maintaining the scholarship beyond the first year is dependent on the student's AVG and the regulations of granting Merit Scholarships.

#### **Remarks:**

- If a correlation is not found between the score of the applicant in the official exam, their grades in high school and the assessment given by the school, the admission will be refused;

### **B5.4 Track 4: Admission by File Transfer**

Applicants who have previously pursued academic studies in another higher education institution recognized by the Ministry of Higher Education in their home country and fulfilling the General Admission requirements at USEK are eligible for Admission by file transfer.

A transfer request should be submitted through an admission application **within at least four weeks** prior to the beginning of the registration period along with all the required documents for admission to USEK, and the following additional documents:

- 1- Certified Academic transcript
- 2- Official Grading system from university of origin
- 3- Syllabus for all courses subject to transfer with detailed descriptions, number of credits, number of teaching hours.

Following the evaluation of the file by the hosting School/Faculty and the validation of the Admission and Transfer Committee, all transferable courses will be validated by the letter 'T' and displayed on the student's transcript.

The assessment of the credits likely to be transferred is based on Academic criteria set by the hosting School/Faculty and on the following USEK regulations:

- The number of transferred credits cannot exceed 49% of the total number of credits required for Undergraduate and Graduate studies and a maximum of 12 credits for Freshman
- All transferred credits are declared and validated during admission to the Holy Spirit University of Kaslik where a grade T will be assigned to the transferred courses - afterwards, no transferred credits can be added;
- If a student registers for a course at USEK that has already been transferred from another institution, this transferred course will be deleted from the transcript and replaced by the grade received in the course taken at USEK;
- Courses taken at USEK cannot be repeated at another institution and transferred back to USEK.
- Applicants under probation in their University of Origin are granted conditional transfer at USEK. The transferred credits will be effectively validated with a grade T upon successfully completing the first semester at USEK with a good academic standing.

"Transfer to the Engineering and Architecture programs is only accepted from higher education institutions recognized by the Lebanese Order of Engineers and Architects. More over, courses related to any ABET or NAAB accredited programs are subject to transfer if originating from ABET or NAAB accredited programs. Otherwise, transferred courses should be assessed adequately by the school, matching a minimum of 90% in terms of course description and content, to ensure that accreditation requirements are satisfied."

## **B6. Admission Calendar**

Applicants are responsible for consulting the USEK Calendar on the University website to check for the schedule of the admission test, or they can refer to the Admissions Office directly.

## **B7. Admission Validity**

The admission is only valid for the ongoing academic year for Undergraduate and Graduate studies. The applicant who does not register for one or two semesters during the academic year in which he/she is accepted, will lose his/her right of admission and he/she will have to submit a new application form to be studied according to the existing admission conditions.

No admission is authorized for the Summer session, noting that the first registration at USEK should take place during Fall or Spring semesters.

The admission to the Medicine, Engineering (except Food Engineering and Agricultural Engineering) and Architecture programs are only valid for one semester.

## **B8. Special Admission Types**

### **B8.1 Admission of Free Listener**

The *Free Listener* status enables interested candidates to register at USEK in order to take courses, without any previous conditions of having a diploma/degree or undertaking a test. Applicants for the *Free Listener* status have to fill an admission application at the Admissions Office, along with a photocopy of the

identity card and two passport photos. The file will be examined by the Admission and Transfer Committee in cooperation with the Head of the Academic Unit related to the chosen courses.

The *Free Listener* will receive, at the end of the semester or of the Summer session, a certificate of attendance or a transcript with the grade U (Ungraded). If the *Free Listener* does not attend the class as a regular student, he/she will get the grade "R" and will not receive any certificate. He/she does not benefit from the scholarship granted to students (scholarships, student Social Security). The *Free Listener* must pay all the fees of registration and studies at the beginning of the semester.

**N.B.:** Candidates for the status of *Free Listener* can register up to 18 credits at the Undergraduate level or 10 at the Graduate level per semester within the limit of available places in each course.

### B8.2 Non-Degree and Visiting Students<sup>(1)</sup>

<sup>(1)</sup> A visiting student can be an international student coming to USEK not in the framework of an agreement as for the International Exchange Students.

The purpose of the application of non-degree and visiting students is to pave the way to their enrollment for a short period of study and not for a whole curriculum.

Applicants have to fill an admission application at the Admissions Office and submit the following documents:

- A completed application form;
- An official copy of school / university transcript with information about the rating scale;
- Two letters of recommendation required for visiting students: one from a school advisor and the other from a professor;
- A photocopy of passport or identity card (if local);
- Non-refundable registration fee of 100,000 LL or 67 USD.

To pay the costs of application and registration, applicants (s) who send their applications by mail should include a written check to the Holy Spirit University of Kaslik. The application fee can also be paid by bank transfer, in reference to the name of the applicant. Applicants who submit their applications personally should pay the expenses to the Accounting Office in the ground floor of Building A.

### B8.3 Admission of a Visiting Student

This category applies to a student who is currently enrolled in a degree program outside Lebanon, and who seeks to take courses at USEK as part of a recognized study abroad or of an experience of exchange and who wishes to apply or to transfer credits for courses taken at USEK to the curriculum of his/her university of origin.

Admission is normally offered during two semesters if the student enrolled in Fall semester at USEK or for two semesters if he/she starts from the Spring semester (registration may be extended for another semester depending on the course offerings and the results of the courses taken at USEK; the petition to this effect is fundamental).

Applicants should note the following:

- Visiting students must normally complete their studies in their universities of origin;
- Visiting students can normally take up to 18 credits of the Undergraduate program or 10 from the Graduate program per semester;
- Visiting students must be enrolled in an Undergraduate or a Graduate program at a university recognized outside Lebanon;
- Students' file is examined by the University Admission and Transfer Committee;
- Students must meet the language requirements in English and French.

The exemption is given to applicants whose native language is English or French, or to those who register ONLY in Arabic language courses.

**N.B.:** The admission at USEK as a *Free Listener* or as a *visiting student* does not entitle the student to a regular study program at USEK.

### B8.4 Admission of a Non-Degree Student

For a student who does not want to graduate:

This category applies to students enrolled in an academic program recognized in Lebanon, having completed

at least two semesters (24 credits minimum) and who do not wish to enroll in a study program at USEK. The *non-degree student* may take up to 18 credits per semester. Admission is normally offered for two semesters if the student enrolled in the Fall semester at USEK or for two semesters if he/she starts from the Spring semester (registration may be extended to another six months depending on the range of courses and on the results of the courses taken at USEK. The petition for this is fundamental).

Candidates must accept the following:

- Students can normally take up to 18 credits of the Undergraduate program or 10 from the Graduate program per semester;
- Students must have a high school diploma, a high school certificate recognized by the government or a higher level of education recognized by USEK;
- Students must have completed at least two semesters at another university recognized by USEK;
- Credits taken at USEK will be considered in USEK diplomas if the student wishes to apply as a student. He/she will then be accepted following the admission criteria;
- Students must meet the language requirements in English and French.

**N.B.:** An exemption may apply.

### **B8.5 International Exchange Students**

#### **B8.5.1 Admission of Incoming Exchange Students**

This category applies to students enrolled in a degree program abroad in one of the USEK partner institutions (list of partners <http://www.usek.edu.lb/en/international/agreements-and-collaborations-by-country>), who wish to transfer credits taken at USEK to their university of origin.

Admission is normally offered for up to two semesters (Summer session may be added), with the possibility of extension upon the approval of the home university.

Applicants must submit the following documents:

- A completed application form;
- An official copy of university transcript;
- One letter of nomination from the university of origin;
- A photocopy of passport or identity card (if local).

Applicants should also note the following:

- Incoming Exchange Students shall be enrolled in an Undergraduate or a Graduate program at a university that has a signed agreement with USEK;
- Incoming Exchange Students must be nominated by their home university;
- Incoming Exchange Students are exempted from paying the tuition fees at USEK unless otherwise stipulated in the agreement signed with the university of origin;
- Incoming Exchange Students can normally take up to 18 credits of the Undergraduate program or 10 of the Graduate program per semester. Taking additional credits must be approved by the relevant department chair knowing that the student must pay the tuition fees of the total number of additional credits;
- Incoming Exchange Students must meet all linguistic requirements of the requested course;
- Incoming Exchange Students shall complete their studies at their university of origin;

#### **B8.5.2 Outgoing Exchange Students**

This category applies to students regularly enrolled at USEK and who seek to take courses abroad as part of a recognized program (exchange program to one of USEK partners, special programs, scholarships) and who wish to validate at USEK the credits earned abroad. The mobility period can be of a maximum of two semesters (Summer session may be added).

Applicants should note the following:

- Outgoing Exchange Students must be enrolled and active in an Undergraduate or a Graduate program at USEK;
- Outgoing Exchange Students must complete a minimum of 30 credits for Undergraduate and 9 to 12 credits for Graduate studies at USEK before going abroad;
- Outgoing Exchange Students must have a good academic standing;

- Outgoing Exchange Students are under the obligation of registering USEK equivalent courses and covering the inherent tuition fees in due dates to ensure course recognition;
- Outgoing Exchange Students must normally complete their studies at USEK after the mobility period;
- Credits registered abroad by Outgoing Exchange Students will be considered to be transfer credits and will appear as Pass or Repeat (P/R) on the transcript.
- Outgoing Exchange Students cannot benefit from a Merit scholarship for the next semester, even if he/she fulfills all the required conditions.

## **B9. Reorientation**

The reorientation process is applied when active students request a change of program as the university studies did not meet their expectations for their future career path.

In this case, the Admissions Office offers the needed guidance to current students to help them change their focus towards a most suitable major or program after dealing with the unwanted academic obstacles. Thus, students can find the necessary information about credits, transfers and the support and motivation to ease their transition which might be needed also in case of interruption of studies or a period of study abroad.

## **C. Registration**

### **C1. Early Registration**

During the sixth week of classes, educational orientation aiming at guiding students regarding their early registration is conducted within Academic units by the Head of the department and Academic Advisors. Students wishing to make a change in the program must submit their application before the deadline set on the Academic Calendar.

During the eleventh week, early registration takes place online. The period given to the online early registration is similar to that attributed to common registration (one week).

Online early registration is conditioned by the following criteria:

- The courses of the current semester are considered successfully completed (in other words, registration in the courses with the prerequisites is done).
- All courses registration restrictions should be respected as defined in the course catalog.
- The student is entitled to a maximum registration of 18 credits in Undergraduate programs and 10 credits in Graduate programs.
- During the registration period for the following semester, the code "PR" of the early registration carried out by the student must be confirmed online, by "Complete Registration".
- A student who fails to confirm or drop his/her courses during the registration period will be subject to a penalty fee.
- If the prerequisite courses considered successful in the early registration are not successfully completed, the confirmation of courses attached therein cannot be made.
- By the end of the semester, the student in Undergraduate programs placed in a probationary situation will only validate his/her registration from 12 to 13 pre-registered credits. Students in Graduate programs will validate the registration of 6 pre-registered credits.

Non cancellation of early registration will be subject for a penalty fee. If students wish to cancel their respective early registration, they must send an email to the Registrar at [registrar@usek.edu.lb](mailto:registrar@usek.edu.lb) to initiate their request.

## C2. Registration

Course registration is done at the beginning of every semester or the Summer session, exclusively online according to the Academic Calendar. The student will have to confirm the courses chosen during the early registration period. For those who could not register within the established deadlines, it will be possible for them to undergo Late Registration during the Add/Drop period, but they will be subject to penalty fees.

For his/her first registration, the student confirms his/her choice of program in the Admissions Office or on the University website. After 24 to 48 hours, he/she can proceed with the settlement of the first payment of tuition fees at one of the banks listed in the admission application and on the University website.

The first installment of tuition fees includes: the registration fees, the National Social Security Fund fees fixed by the government, and the first term of tuition fees (the full table on the fees is available on the USEK website).

The amount of the first installment, fixed by the University, is similar for all students of the same program, regardless of the number of credits that the student is willing to register in, and even though he/she benefits from a financial aid (in this case, the financial adjustments will take place after the registration period). If the amount fixed by the University exceeds the tuition fees related to the student's semester (for example in case of a final year student), the student should then proceed to the secretariat of the related Academic unit who in turn will send an email to the Registrar Office who will proceed with the audit. He/she can then settle the first payment the next day.

Once the first payment of tuition fees is set up, the student can register his/her courses during the period defined by the Academic Calendar (the student should wait 48 hours at least after depositing the payment at the bank before being able to register his/her courses). The payment should therefore be paid within 48 hours before the end of the registration period. Otherwise, the student will have to undergo a Late Registration and pays a penalty for the amount announced during the registration period.

The student should consult in advance the timetable of the courses on the University website and register in his/her courses.

### **Steps to follow for course early registration / registration:**

- Consult in advance the course offering on the USEK website ([usek.edu.lb](http://usek.edu.lb)) and choose courses according to the chosen program. With the exception of final year students who have been issued exemption from this rule by the Head of Department, approved by the Dean, the student is required to register in 12 credits at least at the Undergraduate level and 6 credits at least at the Graduate level.
- Meet, in case of a need, with the Academic Advisor to choose his/her courses.
- Proceed to the online early registration / registration on the Banner Self-Service during the fixed registration period in the Academic Calendar.

***N.B.:*** During the Drop/Add period, the student should also consult his/her Academic Advisor. A student can Drop/Add any desired course online. A course in the course offering may be canceled for major administrative purposes at the end of the registration period. Students and teachers will be notified of its closure by the concerned authorities. The adjustment of registration may be done during the Drop/Add period.

## C3. Course Section Language

The University offers course sections in three languages: English, French and Arabic. While registering, the student should refer to the course section to make his/her choice:

- E: English section code
- F: French section code
- AR: Arabic section code
- Other languages: IT: Italian section code / CH: Chinese section code / PR: Persian section code / SP: Spanish section code / SY: Syriac section code / PT: Portuguese section code / LA: Latin section code / DE: German section code.



## C4. Registration Requirements for Specific Courses

### C4.1 Remedial Courses

- 1- Students enrolled in Hybrid or English programs and having to take 2 remedial courses:
  - a- 'ENG130' (9 credits) & 'FRN140' (6 credits) should enroll in both remedials **ONLY** with a total of 15 credits during their first semester.
  - b- 'ENG140' (6 credits) and 'FRN140' (6 credits), can register up to 18 credits (12 remedial credits included) starting their first semester.
- 2- Students enrolled in Hybrid or English programs and having to take 1 remedial course:
  - a- 'ENG130' (9 credits) could enroll in it solely in their first semester or with a combination of courses with a minimum of 14 to a maximum of 15 credits during their first semester distributed as follows:
    - ENG130 (9 credits), SRO215 (3 credits), SOC217 (2 credits) and an optional Sports course (1 credit)
  - Or
  - ENG130 (9 credits), FRN240 (3 credits), SOC217 (2 credits) and an optional Sports course (1 credit)
  - b- 'FRN140' (6 credits) or 'ENG140' (6 credits) should enroll in the course during their first semester.

Note: A hold will be applied on the students upon the completion of their registration to avoid any modification in the course or set of courses registered.

### C4.2 Tutorship course

A Head of Department can ask the Dean/Director of the Academic unit to allow a student to follow one tutorship course, only when all the following conditions are fulfilled:

- 1) The student is registered in his graduation term;
- 2) The student could not validate this course on time, for legitimate reasons and this course is not offered in the semester during which the student might finish his/her program;
- 3) The course cannot be taken externally;
- 4) The Department has checked for the approval of a specialized teacher in the Department.

Notwithstanding the above:

- No failed obligatory course can be subject to tutorship, unless the concerned course cannot be offered anymore due to a modification in the program.
- A student cannot be allowed to follow more than one tutorship course in his/her entire program.

### C4.3 Master Thesis

The Master thesis is worth 3 to 9 credits and can be completed in one, two or three semesters.

During the first registration for the Master thesis, the student registers for module 6XX A during a semester and pays the corresponding tuition fees.

After this first registration, the student:

- obtains a numeral grade (grade received upon the thesis defense);
- or
- obtains the grade IP and should register in the following semester for the module 6XX B (while paying only the registration fees).

After the registration for the module 6XX B, the student:

- obtains a numeral grade (grade received upon the thesis defense);
- or
- obtains the grade IP and should register for the module 6XX B, for the last time (while paying only the registration fees).

**N.B.:** A student can only register for his/her thesis for 3 consecutive times in total (6XX A; 6XX B; 6XX B). When he/she exceeds these 3 registrations, the student will be given the grade R and should, in case he/she wishes to reregister, submit a request for exemption to explain the reasons of his/her new registration request for a new thesis. The Academic unit council studies the request of the student, who, in case of a positive response

*re-registers for the module 6XXA, and has to pay the registration fees and tuition fees according to the number of thesis credits he/she is registered for.*

*A student can only register along with his/her thesis 6XXB one course of 3 credits maximum.*

### **C5. Administrative Substitution of a Course**

In exceptional circumstances, the Head of Department can ask the Dean/Director of the Academic unit to allow a regular student to follow a course other than the one included in the program, notably when this student is not able, for legitimate reasons, to follow this course as defined by the program, or when the course offering does not allow him/her to attend in the semester during which he/she might finish his/her curriculum. In this case, the course is replaced with another one of the same level within the same major and within the program's field of knowledge.

Notwithstanding the above:

- No failed obligatory course can be subject to administrative substitution, unless the concerned course cannot be offered anymore, due to a modification in the program.
- A student cannot be allowed to follow more than two substitution courses in undergraduate studies and one substitution course in his graduate studies.
- General Education courses cannot be substituted by major courses and *vice versa*.

### **C6. Cross-Registration**

Any student at the end of his academic path may attend one or two courses in another university, after having obtained first the authorization of the Registrar Office, his/her Department and the approval of the Dean/Director of his/her Faculty/School. The student should pass by the Admissions Office to fill in the respective form and to submit the required documents.

Courses attended in another institution should be deemed equivalent to those of the current program; the equivalency decision being issued by the Admission and Transfer Committee.

In order to be able to follow external courses, the Undergraduate student must abide by the following conditions:

- The student must be registered in his/her last semester;
- The student must not have failed his/her course(s) before;
- The courses attended in another university, should not be taught within the student's original Academic unit during the semester in question;
- The Head of the department must send, to the Registrar Office, a written statement certifying that all requirements are met by the student;
- The Registrar Office authorizes, in writing, the cross-registration. This authorization is delivered by the student to the hosting university.
- A non-graduating student may be granted a special authorization to cross register a course in certain circumstances deemed necessary;

The final grade for each course should be directly reported by the host university, according to the grading system adopted by USEK, to the Dean/Director of the Academic unit who will report it to the Registrar Office. This grade (T) will be registered on the academic transcript and is accounted for with the remaining grades, when calculating the student's Grade Average and General Average per Semester;

In addition to the registration fees of USEK, the student should pay all the necessary fees of the host university.

### **C7. Changes to a Registration**

#### **C7.1 Add/Drop**

Once registration is closed, a student can, if he/she wants, modify the registration during the Add/Drop period (as stated in the Academic Calendar). In order to do so, the student can add or drop online any desired course.

A student who performs Add/Drop has to maintain his/her status as a full-time student (a minimum of 12

credits for undergraduate studies and a minimum of 6 for graduate studies). No courses can be dropped during the Summer session.

### **C7.2 Withdrawal**

After the Add/Drop period, every withdrawal from a course must be subject to a previously written request before the authorized due date, as fixed in the Academic Calendar. To this purpose, the student must submit a request at the Registrar Office. The deadline for the official withdrawal from a course is fixed, unless otherwise noted, at the 13<sup>th</sup> week of the semester (or 4<sup>th</sup> week of the Summer session). It is worth mentioning that an absence during midterms or finals does not lead, in any case, to the withdrawal from the course.

If a student is allowed to withdraw from a course, the latter will be displayed on his/her academic file with the grade W; the course fees cannot be reimbursed or deducted from the general fees the student has to pay. Furthermore, a withdrawal from a course does not lead to any modification in the student's University fees. In addition, a student, having withdrawn from a course during the semester, cannot apply for a scholarship of merit for the following semester, even if all other required conditions are fulfilled.

The withdrawal from a course will be refused if a student's credits per semester drop below the minimum number of 12 credits per semester for Undergraduate studies and a minimum number of 6 credits for Graduate studies.

### **C7.3 Term Withdrawal**

If a student cannot complete a semester and has to withdraw from all his/her courses after the Add/Drop period for major reasons, such as serious health problems or exceptional family circumstances, the University administration can attribute the grade WW (Term Withdraw) to each course. In order to obtain a Term Withdrawal, the student has to submit the relevant official form from the Registrar Office. If the withdrawal from a course is not officially done, the student will be given the failing grade FW (Fail to Withdraw) by the teachers concerned, for every course at the end of the semester.

#### **C7.3.1 Term Withdrawal and Fees**

A student who gets a WW grade, will have to pay all his/her University fees, as they were calculated during his/her registration.

**N.B.:** A term withdrawal can only be granted to a student once during his/her university curriculum. A student cannot proceed with a term withdraw if he/she already interrupted his/her studies previously.

### **C7.4 Deregistration**

Deregistration is the dropping of all courses during the registration and during Add/Drop period.

During the registration and add/drop period, the student can drop all his/her courses. For current students, students who have recourse to deregistration, while they were registered during the previous semester/session at USEK, the deregistration request must be accompanied by a request for the interruption of studies. The latter must also be submitted to the Registrar Office via an appropriate form and the interruption of studies will be noted in the student's academic file.

#### **C7.4.1 Deregistration and Fees**

In case of deregistration during the Add/Drop period, the student can ask the Registrar Office for a refund. First term medical students cannot apply for a refund of first payment. Then, the entire amount of study fees, which have been already paid, will be refunded. However, the student has to pay a penalty, which amount is fixed by the University (to view the fees, consult the University website).

## **D. Tuition, Financial Aid and Scholarships**

### **D1. Registration Fees**

The registration fees for each semester are fixed by the University for all sections and Regional University Centers and are non-refundable (excluding academic services and Summer sessions). The fees are available on the University website.

## **D2. Tuition Fees**

The cost of a credit varies according to the level of studies and the chosen specialization. The complete table of fees is available on the USEK website. The cost of a credit is subject to change; the administration reserves the right to review and modify fees every semester. All likely modifications of a credit cost are reported in advance to students through bulletin boards, the University website and MyUsek. It is the responsibility of each student to keep well-informed with University news and announcements by regularly consulting these means of communication. The fees are applied in all USEK branches.

## **D3. Membership Fees to NSSF**

Membership fees to the National Social Security Fund (NSSF), as fixed by the government, are annual. Students already affiliated to the NSSF, or an equivalent fund, are required to submit an exemption form at the NSSF Delegate Office to ensure that the fee paid in advance is credited to their account during the registration. The relevant form can be downloaded from *MyUsek*, the University Intranet and from the USEK website ([usek.edu.lb](http://usek.edu.lb)). It should be completed and submitted before the end of the fourth week of classes; the date is fixed in the Academic Calendar.

## **D4. Payment Procedure**

The student should pay his/her university fees in three installments per semester and two installments for the Summer session.

Failure to comply with payment installments, as stated in the Academic Calendar, will lead to a 5% financial penalty calculated according to the amount due. Students who do not settle their payment on time will not be able to continue with any administrative procedure.

It is the responsibility of each student to make sure that his/her tuition fees were paid within the deadlines established by the administration of the University.

## **D5. Refund**

No refunds are granted unless in case of deregistration (refer to: Refund after Deregistration).

## **D6. Financial Aid**

Faithful to the mission of the Lebanese Maronite Order, USEK is committed to help every Undergraduate student facing personal, relational, family, financial or medical difficulties without any discrimination related to religion, culture or nationality.

The Social Service Office proposes financial aid programs allowing the spreading out or the reduction of the tuition fees until the second year of studies. These donations are valid for one academic year, and are not automatically renewed. Applications must be submitted between April and June of the current year for the student to benefit from next year's reduction.

The office reserves the right to withdraw a granted financial aid in the following cases:

- Disciplinary action against the student;
- Student placed on probationary situation;
- Other reasons deemed plausible.

## **D7. Scholarships**

### **D7.1 Merit Scholarships**

Merit scholarships are calculated at the end of each Fall and Spring semesters. Qualified Undergraduate and Graduate students are notified by email (to the USEK student email).

All Merit Scholarship beneficiaries will have to pay the first installment of their tuition fees.

The Merit Scholarship discount applies to the student's entire tuition fees, excluding registration fees and the annual National Social Security Fund (NSSF) membership fees.

Remark:

- The Merit Scholarship does not cover the Summer session.
- The Merit Scholarship does not cover the Pontifical Faculty of Theology degrees and teaching diploma.

**D7.1.1 Undergraduate Studies**

At the beginning of each semester, the University grants merit scholarships to students who have completed a minimum of 30 credits at USEK (excluding Freshman and remedial courses) with a cumulative GPA  $\geq 87/100$  in the Undergraduate Program and who meet the following criteria:

Cumulative GPA	Percentage
87.0 – 87.99	5%
88.0 – 88.99	10%
89.0 – 89.99	15%
90.0 – 90.99	20%
91.0 – 91.99	25%
92.0 – 92.99	30%
93.0 – 93.99	40%
94.0 – 94.99	50%
95.0 – 100	75%

Students who rank first in their respective School/Faculty will be granted a 75% Merit Scholarship.

N.B.: Students who rank first in each division of the Faculty of Arts and Sciences (Humanities, Social Sciences, Sciences, and Music) will be granted a 75% Merit Scholarship.

**D7.1.2 Graduate Studies**

At the beginning of each semester, the University grants merit scholarships to students who have completed a minimum of 9 credits at USEK with a cumulative GPA  $\geq 90/100$  and who meet the following criteria:

GPA (Graduate Studies)	Percentage
90.0 – 90.99	5%
91.0 – 91.99	10%
92.0 – 92.99	15%
93.0 – 93.99	25%
94.0 – 100	50%

Students who rank first in their respective School/Faculty will be granted a 50% Merit Scholarship.

N.B.: Students who rank first in each division of the Faculty of Arts and Sciences (Humanities, Social Sciences, Sciences, and Music) will be granted a 50% Merit Scholarship.

Remarks:

- Graduate programs offered in collaboration with other universities (HEC Montreal, Paris II, LL.M. in International and Comparative Law, etc.) are not included in the scholarship list.
- The Merit Scholarship does not include the following programs:
  - o MBA in Human Resources
  - o MBA in Management & International Affairs
  - o Master of Laws in International & Comparative Law
  - o Master in Business Law
  - o Master in International Contracts
- Financially supported graduate programs are not included in the scholarship list.

**D7.1.3 Merit scholarships are forfeited in any of the following cases:**

- Academic probation
- Change of academic program
- Interruption of studies
- Course(s) Withdrawal (W)
- Term Withdrawal (WW)

- f. Course failure
- g. Part-time enrollment (*less than 12 credits per semester for Undergraduate studies or less than 6 credits per semester for Graduate studies*)
- h. Enrollment in an exchange program (*grade P or R*)

## E. Assessment and Grading System

### E1. The Grading System

#### E1.1 The Grading Table

Courses at USEK are graded on a scale of 100. The final grade given by the instructor is converted to a letter grade corresponding to U.S. 4 points grading scale, where the final cumulative grade is called a GPA. The grade point average (GPA) is calculated by dividing the total amount of quality points earned by the total amount of credit hours attempted. The grade point average may range from 0.0 to a 4.0.

Letter Grade	Quality Pts	Grade /100
A+	4.0	≥93
A	4.0	90-92
A-	3.67	87-89
B+	3.33	83-86
B	3.0	80-82
B-	2.67	77-79
C+	2.33	73-76
C	2.0	70-72
C-	1.67	67-69
D+	1.33	63-66
D	1.0	60-62
F	0	59 or below
IP	In Progress	
I	Incomplete	
W	Withdraw	
AW	Administrative Withdraw	
WW	Term Withdraw	
FW	Fail to Withdraw	
P / R	Pass / Repeat	
PR / RR	Pass Remedial / Repeat Remedial	
T	Transfer	
U	<i>Free Listener</i>	
G	Granted	

#### E1.2 Calculating the Average (AVG) and the Grade Point Average (GPA)

##### E1.2.1 Average (AVG)

The average (AVG) is calculated by multiplying the grade of each course by the number of credits of the course, then dividing the sum of the results (QPTs) by the total number of credits (AVG-Hrs). The highest grade in a repeated course is used in the calculation of the averages. Courses with indicators (A&E) are excluded from Earned (Ehrs) and Average (AVG-Hrs) credits.

##### E1.2.2 Grade Point Average (GPA)

All registered courses will be included in the computation of the student's cumulative Grade Point Average. The Grade Point Average (GPA) is the ratio of the number of points gained to the number of credit hours attempted.

The following is an example of a semester GPA computation:

COURSE	NUMERIC GRADE	LETTER GRADE	NO. OF CREDITS	HRS	QUALITY POINTS	TOTAL
Course 1	61	D	3	×	1	= 3
Course 2	92	A	4	×	4	= 16
Course 3	75	C+	3	×	2.33	= 6.99
Course 4	79	B-	3	×	2.67	= 8.01
Course 5	59	F	1	×	0	= 0
			14			34

The semester GPA = Total semester quality points/Total semester credit hours attempted.

The semester GPA for the five courses stated above would be:  $34/14 = 2.42$ . Courses in which grades IP, I, P or R, and PR or RR have been given are not counted in computing the GPA. Similarly, W, AW, WW, FW, T, U, and G are not counted in computing the GPA.

The student has to ensure a minimum of 2.0/4.0 or a C on the Undergraduate level (3.0/4.0 or a B in Sciences and in Health Fundamental Sciences - Medicine) and 3.00/4.00 or a B on the Graduate level.

### **E1.3 Alphabetical Grading**

**Grade "A"**: indicates work of excellent quality. It is valued at four quality points for each credit hour.

**Grade "B"**: indicates work of good quality. It is valued at three quality points for each credit hour.

**Grade "C"**: indicates a satisfactory achievement. It is valued at two quality points for each credit.

**Grade "D"**: indicates the minimum passing grade, and is indicative of poor performance. It is valued at one quality point for each credit hour.

**Grade "F"**: indicates an unsatisfactory performance in the course. It has zero quality points. No credit will be added to the student's record.

#### **"IP" for In Progress**

The grade IP is attributed for a course in which the student is given additional time to complete all of its requirements. If it is deemed valid by the concerned teacher, in some exceptional circumstances, and after the approval of the Head of Department, the IP grade can be attributed to a course if it is administratively feasible. Therefore, the student is given additional time to complete all of its requirements. This delay should not exceed the deadline of the registration period of the following semester.

#### **"I" for Incomplete**

The temporary grade I is attributed by the teacher to a course when the student did not attend for the final evaluation, for justified and accepted reasons (not passing the final examination, internship report, presentation of final project, etc.).

On the grades transcript given by the teacher, the notation I is accompanied by the preliminary grade over 100 (i.e. 150, 160, etc.), which will then be considered as the final grade if the student does not fulfill his/her obligations, by the date limit fixed by the University Academic Calendar. It is impossible to change this grade; it is the responsibility of the student to pass his/her remedial examination or deliver his/her work on time.

#### **"W" for Withdraw**

The grade W is attributed to a course, when the student drops it within the allotted time fixed by the University Academic Calendar. This can be justified when the student considers that his/her mid-term grades will not allow him/her to pass the course; his/her average grade will not, therefore, be affected.

#### **N.B.:**

- A student cannot withdraw from a course if this requires him/her to exceed the deadline in order for graduation.
- Absence during mid-terms or finals does not lead in any case to withdrawal from the concerned course.
- A student who repeats a required course in his/her program for the third time cannot withdraw from it. He/she cannot withdraw from a remedial course if it is the second time he/she is repeating it.
- A student who exceeds the allowed number of absences must withdraw from the course; otherwise, the course grade will be assigned as FW or R or RR depending on the type of the course.

- *A student who withdraws from a course during a semester cannot apply for a scholarship for the next semester, even if he/she fulfills all the required conditions.*
- *A student who withdraws from a course will have to pay all his/her University fees, as they were calculated during his/her registration. This means that a withdrawal does not lead to any modification of University fees.*
- *Withdrawal from a course may be rejected if the number of credits falls below the minimum of 12 credits upon withdrawal for Undergraduate studies and a minimum of 6 credits for Graduate studies. For the Summer session, the minimum number of credits is 1 credits.*

#### **“WW” for Term Withdraw**

The grade WW is only attributed by the University administration when the student drops all his/her courses for major reasons keeping him/her from continuing the semester; such as, serious health problems, traveling, etc.

In order to obtain the Term Withdraw, the student has to officially apply for it by completing a specific form and submitting it to the Registrar Office. If the withdrawal is not officially completed, related teachers will give the student a “Fail to Withdraw” grade in every course.

#### **N.B.:**

- *A student who gets a “WW” grade, will have to pay all his/her University fees as they were calculated during his/her registration; meaning that an administrative withdraw will not lead to any modification of University fees.*
- *A student cannot withdraw from a course if this requires him/her to exceed the deadline in order for graduation.*
- *A student who repeats a required course in his/her program for the third time cannot withdraw from it. He/she cannot withdraw from a remedial course if it is the second time he/she is repeating it.*
- *A student who withdraws from a course during a semester cannot apply for a merit for the next semester, even if he/she fulfills all the required conditions.*

#### **“AW” for Administrative Withdraw**

This grade is only attributed by the University President or the Council of Discipline in case of violation of the regulations.

***N.B.:*** *A student who gets an AW grade, will have to pay all his/her University fees as they were calculated during his/her registration; meaning that an administrative withdraw will not lead to any modification of University fees.*

#### **“FW” for Fail to Withdraw**

The FW grade is given for a course which the student stopped attending without having officially undergone the “Withdraw” procedure – or because he/she did not get the authorization to withdraw. This FW grade is taken into account when calculating the average grade and is equivalent to 40/100.

***N.B.:*** *A student who gets a FW grade will have to pay all his/her University fees. This means that a “Fail to Withdraw” grade does not lead to any modification of University fees.*

*Students who get the grade FW on all their courses during a semester will be excluded from their program of studies at the end of the semester.*

#### **“P” for Pass and “R” for Repeat**

The grades P and R are given with particular courses, such as internships, etc. These courses are assessed with a non-numerical grade; as a result, they will not be taken into consideration while calculating the general average.

#### **“PR/RR” for Pass Remedial / Repeat Remedial**

This grade is attributed to the remedial courses (languages or mathematics courses).

#### **“T” for Transfer**

The grade T is given for validated transferred courses. A student cannot repeat a transferred course by registering for its equivalent in the Holy Spirit University of Kaslik.



### “U” for Free Listener

The grade U is given for a course in which the student is registered as a free attendee, after the approval of the Head of Department and the Dean/Director. A *Free Listener* does not undertake the examinations of the course he/she is registered in. No grade can be converted into a “U” and vice versa. No “U” grade can be converted into a numerical grade. Failing to attend will result to an “R” grade.

### “G” for Granted

The grade G is given for a number of credits of validated courses in the context of a diploma/degree, which means that the courses are granted and students pursuing a higher diploma/degree would not have to repeat them.

#### **E1.4 Distribution of the Final Grade**

The overall grade is usually distributed as per the following scale knowing that on these percentages can vary between courses; however, they are defined and announced to the students during the first given sessions of the course. Nevertheless, the evaluation criteria are mentioned in the course syllabus distributed to the students in the beginning of the semester.

- **Attendance and Participation: 10%** it encourages participant’s active discussions.
- **Continuous assessment: 50%** it includes projects, assignments, research papers, mid-term; these are central indicators for student integration and understanding of the material learned thus providing reinforcement of work learned in class and helps students to get an idea of the work pace for later.
- **End of semester evaluation: 40%** Final examination (cannot exceed 45% of the final grade)

*N.B.: It is noteworthy that this evaluation is applicable for courses given as lectures “C”, Tutorial Classes “TD”, Practical Works “TP”, in addition to Courses and Practical Works “CTP”. As for Projects “P”, Theses “TH”, Corporate Internship or Medical Internship “S”, and Seminar “SM”, they sometimes follow a specific regulation limited to the final assessment of the course (presentation of the final project, thesis defense, internship report, etc.).*

The required passing grade to validate each course of a certain program is mentioned in the in the University catalog. In general, the passing grade of an undergraduate course is D (60/100) or P and for a graduate course is C (70/100) or P. Some courses may require a higher grade in order to meet degree program requirements. The student can, for valid and justified reasons, be absent for a number of teaching hours equal to three teaching weeks (20% of the course’s number of hours; i.e. 9 hours (6 sessions of an hour and 15 minutes each) for a three credit course or 6 hours for a two credit course (4 sessions)).

Every student who exceeds the authorized limit of absences will not be allowed to present his/her final exam and will be given the grade FW (Fail to Withdraw).

The assessment of each requirement should be calculated over 100 and then balanced according to the percentage of each criterion, following the example below:

Evaluation Criteria	Grade over 100 Given to the Student	Final Grade over 100	
		Percentage	Obtained Grades
Positive Participation	90/100	10 %	9/10
Projects and Research	80/100	10 %	8/10
Continuous Assessment	85/100	10 %	8.5/10
Midterm Exam	85/100	30 %	25.5/30
Final Exam	90/100	40 %	36/40
<b>Total</b>			<b>87/100 (A-)</b>

Students who have failed a course requirement (exam, test, report, etc.) will be given the failing grade “Zero” for the requirement by the teacher. The sum of the obtained grades should reflect the learning outcomes.

#### **E1.5 Disclosure of Grades to Students**

Prior to the withdrawal deadline from a course, (date indicated in the Academic Calendar), a student has the right to know all his/her grades (participation, attendance, research and/or projects, midterms, quizzes, etc.) in order to decide whether he/she wants to withdraw from a course or not before the final exam.

Therefore, it is necessary that the teacher discloses from 60% of the grades to the students before the 12<sup>th</sup> week of the semester, so they can decide whether they should continue with the withdrawal process. The instructor is also required to give a qualitative feedback on the presentations prepared by the students and to advise them on the ways and means to advance and achieve the objectives of the course. Students can obtain their final grade from the Banner Self-Service after they have completed the “Course Feedback Survey” (an assessment of the teachers of all their courses), before the deadline. If students do not meet this deadline, they will be obliged to complete the assessment in order to remove the “CFS Hold”. In the 13<sup>th</sup> week of the semester, students will be asked to complete this evaluation by email.

## E2. Academic Standing

All students are expected to maintain certain standards of academic achievement while enrolled in the program. Students have to check their academic position at the end of each semester by looking at their Banner account.

### E2.1 Academic Recognition

The university has assigned Academic Recognition policy enabling to identify and acknowledge students’ excellent and distinguished progress.

#### Undergraduate

Undergraduate students who complete at least 12 credit hours in a semester (not including summer), with a GPA in the range of 3.67 to 3.99, are placed on the Honor List and a GPA of 4.00 are placed on the Distinguished List.

The above applies only if students have no incomplete grades and a cumulative GPA above 2.00. Courses taken on a Pass/Repeat basis are not considered among the 12 credit hours.

Upon graduation, degrees are awarded with Honors, Distinction, and High Distinction according to the below:

<i>Undergraduate Academic Recognition</i>		
<b>GPA</b>	<b>Grade / 100</b>	<b>Academic Recognition</b>
3.67-3.99	87 – 89	Honors
4.00	90 – 92	Distinction
4.00	93 and above	High Distinction

#### Graduate

For Graduate students and upon graduation, degrees are awarded with Honors, Distinction, and High Distinction according to the below:

<i>Graduate Academic Recognition</i>		
<b>GPA</b>	<b>Grade / 100</b>	<b>Academic Recognition</b>
4.00	90 – 92	Honors
4.00	93 – 95	Distinction
4.00	96 and above	High Distinction

### E2.2 Academic Probation

Students are placed on academic probation when their work has dropped below a satisfactory level, at any time, irrespective of incomplete grades or withdrawals.

A student is in academic probation if the student’s cumulative GPA is:

- Less than 2.0 (70/100) for a student registered in a Bachelor Degree, a Bachelor of Engineering or a Diploma of Agricultural Engineering, excluding Summer Session.
- Less than 3.0 (80/100) for a student registered in a Bachelor of Science in Health Fundamental Sciences (Faculty of Medicine and Medical Sciences) or for a graduate student, excluding Summer Session.

During the Summer Session, the student in a probation situation has the right to register only in the failed courses.

Students taking intensive English courses are not subject to the normal probation rules. However, students may not stay in intensive English courses more than a total of two regular semesters and one summer, after which they must leave the university. They can come back only after passing the EEE or TOEFL.

A student on probation is advised to repeat courses in which he/she received a grade of F or less than D, as soon as possible, and may not carry more than 13 credits in a semester.

### **E2.3 Disciplinary Probation**

A student may be placed on disciplinary probation upon decision of the Council of Discipline.

### **E2.4 Academic Suspension/Exclusion**

A student is excluded from the program he/she is registered in for one of the following reasons:

- **School of Medicine and Medical Sciences:** A student is definitively excluded from the School of Medicine and Medical Sciences when he/she receives the second consecutive probation warning, except for Summer sessions.
- **Other Schools/Faculties:** A student is excluded from the department when he/she receives the third consecutive probation warning, except for Summer sessions in Undergraduate studies and the second consecutive probation in Graduate studies;
- If he/she fails to validate his/her academic program within the established time limit;
- If he/she fails a required course three times in Undergraduate programs and twice in Graduate programs;
- If he/she fails a remedial course two times in undergraduate programs and once in Graduate programs;
- If he/she fails/obtains the grade FW on all the courses during a semester following a non-official suspension of studies;
- If he/she suspends his/her education without officially informing the administration, by submitting the appropriate form to the Registrar Office.

A student who is excluded from the academic program can submit a change of program request to another program offered by USEK. However, the grade of his/her exclusion will still appear on his/her academic file. An administrative measure of temporary suspension can be taken by the University President.

### **E2.5 Administrative Suspension/Exclusion**

An administrative measure of temporary suspension can be taken by the University President.

A student can be excluded from USEK, based on an administrative decision of the University President or the University Council of Discipline. The decision will define the nature of the exclusion and its implication on the academic level. The grade of a student's exclusion will appear on his/her academic file. The student will get the grade AW (Administrative Withdraw).

## **E3. Rules for Midterm and Final Examinations**

Students are expected to take midterm and final exams at the times scheduled on the Academic Calendar. Each student shall display his or her student identification card and shall sign an attendance sheet provided by the School or the Registrar. If the student cannot provide an identification card, he/she should address the Student Affairs Office to issue a temporary identification pass for the examination. For more details, please check Appendix 2 "Mid-term & Final Examination Rules".

Any attempt from a student to cheat by any means during an examination must be severely sanctioned. The student should be immediately asked to cease writing the examination and leave the examination room. He/she should be immediately reported to the Head of department of the faculty/school offering the course and the Student Affairs Office to implement all appropriate measures (see Students Code of Conduct). In all cases, the student should fail the course.

In those cases, in which the behavior of a student is disruptive to others writing the examination, or to the conduct of that examination, the proctor may, after due warning, require that student to cease writing the examination and leave the examination room or hall. The student should be immediately reported to the Head

of department of the faculty/school offering the course and the Student Affairs Office to implement all appropriate measures (see Students Code of Conduct). In all cases, the student should fail the course.

A student who does not show up for the exam or jury, for any reason, is given, by the teacher, the failing grade of **zero** or R/RR. If this absence is due to special justifiable circumstances, such as:

- Death of a family member or relative;
- Hospitalization, attested by a medical report from the hospital;
- Tested positive to COVID-19, attested by a PCR test with a QR code;
- Serious accident, attested by an official report from a sworn expert;

then the student can present a petition with supporting documents at the Student Affairs Office.

Law students, having benefitted from a make-up examination, cannot benefit from the 2<sup>nd</sup> session.

Such, free of charge, petitions must be presented to the Student Affairs Office within 24 hours after the missed exam. The request will be ignored in the case of a recurrence and a student who has showed up for the exam cannot, in any case, present a petition.

#### **E4. Request to Review a Grade**

The student has the right to ask, within the deadlines set on the Academic Calendar, for his/her course final grade to be re-examined by submitting an online request or at the Registrar Office. After this period, no recourse, even a justified one, is possible.

A student can ask for the re-examination of two grades, at the most, per semester or Summer session. If the request is approved, the student will check the modified grade on his/her Banner account. If the request is rejected, the process fees will be automatically charged to the student's account.

The only acceptable requests for a grade review are as follows:

- In case a mistake occurred while adding up the grade;
- In case a mistake occurred while copying the grade.

The concerned teacher will write down his/her decision on the change of grade e-form, if necessary. After that, the e-form successively reaches to the Head of Department and the Associate Dean, in order to give their approval. In case of conflict, the request is submitted to the Faculty/Institute Council which will take the final decision. It is eventually submitted to the Registrar Office for processing.

### **F. Program and Campus Related Rules and Regulations**

#### **F1. Change of Academic Undergraduate Major or Emphasis**

A student wishing to request a change of major or emphasis during his/her studies should submit a request at the Registrar Office according to the deadline set on the Academic Calendar. Any change of major or emphasis enters into force in the following semester according to the existing Catalog Year.

For changing major, the admission conditions related to the new major must be respected or else switching programs will be refused. The approval of the hosting Academic unit is required, according to the student's admission test results and his/her academic journey, is required.

A change of program to another section (French or English) is conditioned by: -Having the required language proficiency level of the requested section -Having validated at least 80% of the courses in the requested language -Not having failed a language remedial course of the current section.

The change of section from English to French or vice versa is not considered a change of program and therefore if done, it won't affect the possibility to change programs (twice).

A change to Engineering programs excluding Agricultural and Food Engineering is conditioned by the validation of a minimum of 30 credits and a GPA greater or equal to 80 (Required by the school).

Students have the right to switch major or emphasis once.

The credits of the initial major, related to common and equivalent courses, are validated by the new chosen major.

After changing the major, the average taken into consideration to determine the student's academic status (probation, obtaining the diploma/degree, etc.) is the overall Grade Average. The entire academic record of the student is displayed on the student's transcript.

The academic status of a student is calculated according to the number of credits validated by the new programs major and will be taken into consideration for the period during which the diploma/degree is being obtained.

## **F2. Declaration of Double Major**

To declare a double major, students in good academic standing should submit a request at the Registrar Office. The request requires the approval of the Head of the department offering the primary major and the approval of the Head of the department offering the second major.

Students must meet minimal course and grade requirements, as determined by the Head of the department offering the second major, or have to go through the required admission procedure (when needed) in order to be accepted into the desired major.

A student can enroll in a double major under the condition of not having to validate any remedial course. He/she must define the priority program and the secondary program.

Within a program, the student can apply for another program that will be considered as secondary, in case he/she validated all the needed remedial courses. Therefore, he/she will have to pass the admission test of the new program.

Double majors have to include more than 50% of dissimilarity in the number of credits with the exception of the double major; Bachelor of Arts in Theology, Philosophy and Liturgy.

A student in a probation situation in his/her priority program cannot apply, simultaneously, to another program.

***N.B.:*** *Medicine, Architecture, Engineering, Agricultural Sciences and Law programs cannot be secondary programs.*

## **F3. Declaration of Double Degree**

To declare a double degree, students in good academic standing should submit a request at the Registrar Office after completing 30 credits in the first declared major. The request requires the approval of the Head of the department offering the primary major and the approval of the Head of the department offering the second degree.

Students must meet minimal major course and grade requirements, as determined by the Head of the department offering the second degree, or have to go through the required admission procedure (when needed) in order to be accepted into the desired program.

## **F4. Declaration of Academic Minor**

To declare a minor, students should submit a request at the Registrar Office or online upon completing a **minimum of 30 credits and a maximum of 65 credits** of major study

The request requires the approval of the Head of the department offering the primary major and the approval of the Head of the department offering the minor. However, no student can declare a minor in his/her first year of study and in the same discipline of his/her major.

Students must meet minimal course and grade requirements, as determined by the Head of the department offering the minor, to be accepted into the desired minor.

## **F5. Change of Campus**

The student who wishes to change his/her campus, without changing his/her academic program, should submit a request at the Registrar Office, located in the University Kaslik campus, by the end of the 13<sup>th</sup> week of the semester at the latest. This procedure must be followed in order to switch from a Regional University Center to the Kaslik campus or vice versa.

## F6. Interruption of Studies and Re-admission

A student who wishes to temporarily suspend his/her studies must submit a request to the Registrar Office. During the interruption of studies, the concerned student is considered as an “inactive student”.

Students who interrupted their studies for less than two years and are willing to pursue again their curriculum at USEK are granted automatic re-admission to their major, after the submission of a Readmission request, as long as the interruption is not due to academic probation or disciplinary exclusion.

Students who interrupted their studies for more than two years and are willing to pursue again their curriculum at USEK, shall submit a re-admission request to the Registrar Office. The previously earned courses will be subject to re-assessment, in alignment with the University Catalog, by the concerned department.

Students who interrupted their studies and earned credits in another Higher Education Institution during the interruption period may submit a request for credits transfer to the Registrar Office, in accordance with the rules and regulations of Admission on File Transfer.

**N.B.:** *An Interruption of studies can only be granted to a student once during his/her university curriculum.*

## G. Graduation Requirements

### G1. General Graduation Requirements

The graduation requirements for degrees offered vary between the levels of Undergraduate and Graduate studies, in addition to specific criteria related to the type of degree granted within the same level.

The graduation criteria for the Undergraduate students include reaching the required number of credits, fulfilling the minimum and maximum duration of studies that vary from 3 years (excluding Freshman year) to 7 years, passing all the required courses, fulfilling all the General Education requirements, having a total grade average not less than 70/100 (75/100 for the Engineering programs excluding Agricultural) and not being in probation.

The graduation criteria for Graduate students include reaching the required number of credits, fulfilling the minimum and maximum duration of studies that vary from 2 semesters (1 year) to 8 semesters (4 years), passing all the required courses, drafting and defending his/her thesis, having a total grade average not less than 80/100 and not being in probation.

For Transfer students, the total amount of external credits added to the credits transferred upon the student's admission, shall not exceed 49 % of the total required credits. The courses attended in Lebanon, even though in another university, should not be taught within the student's original Academic unit during the semester in question.

The program requirements for all degrees are described in the University Catalog.

### G2. Duration of Studies and Courses Validation

The recommended durations of study (excluding Freshman year), specified in the educational contract of each academic program, are defined for the Undergraduate degrees as follows:

- **Bachelor Degree:** between 3 years and 5 years, consecutive.
- **BA in Theology:** between 5 years and 7 years, consecutive.
- **Bachelor of Engineering:** between 5 years and 7 years, consecutive.
- **Engineering Diploma in Agricultural Engineering:** between 5 years and 7 years, consecutive.
- **Bachelor in Health Fundamental Sciences:** between 3 years and 4 years, consecutive.
- **Master:** between 2 years and 4 years, consecutive.
- **Diploma in Interpretation:** between 2 years and 4 years, consecutive.
- **Doctor of Medicine M.D.:** between 4 years and 6 years, consecutive.

### **G3. Issuing Degrees**

To certify that a student has succeeded in a program, USEK delivers 1 diploma/degree on parchment. The parchment is labeled in both Arabic and English languages.

However, fees, which are available on the University website, are required for each certified document from the related authorities. Therefore, a student has to pay these fees at the Students Accounting Desk for every request for an official document (and/or a true copy):

Official registration certificate (in English, French and/or Arabic).

Official diploma certificate (in English, French and/or Arabic).

Official academic transcript (delivered in English only).

N.B. Students enrolled in accredited programs at USEK shall receive an additional certification from the accrediting organization upon graduation.

### **G4. Graduation Procedure**

At the end of each semester, the University proceeds with the graduation of the final year students who have met the degree requirements.

However, students have the right to postpone their graduation in case they were willing to increase their GPA or finalize a Minor. In order to do so, students should submit a request at the Registrar Office to postpone the graduation procedure as soon as they receive the notification of the ongoing graduation process. The Academic unit to which students are affiliated should approve the suspension request.

### **G5. Procedure for Issuing Diplomas/Degrees**

In their diploma request (parchment, degree certificate, academic transcript) presented online or to the Registrar Office, students should make sure the personal data included in their file (name, surname, date and place of birth, etc.) is correct, and then, in case of error, proceed with the necessary corrections (especially uppercase, lowercase, accents, spaces). Students are required to submit legal documents justifying their modifications. If this is not the case, the parchment will be automatically printed and a financial penalty will be applied to any request for modification.

#### **G5.1 Collection of a Diploma/Degree (Parchment) and Certificates**

Students should collect their degrees and certificates from the Registrar Office. They are required to collect in person, submit their national identity card and sign a special register.

A student who cannot collect these documents in person, for any reason, could delegate a representative, by completing the Letter of Authorization to Release Information or by sending an email to the Registrar official email address [registrar@usek.edu.lb](mailto:registrar@usek.edu.lb).

National and international mailing services are ensured, in case of need, through the Registrar Office.

USEK reserves the right not to deliver a student's degree and certificates if he/she is in any irregular situation with the Library and/or the Financial Administration.

#### **G5.2 Diploma Replacement Request (Duplicate)**

Graduates who have misplaced, lost or damaged their original diploma may request a replacement one, in person only, by completing the Replacement Diploma form available at the Registrar Office.

If the diploma is lost, the graduate requesting the duplicate must certify on the Replacement Diploma Form that this duplicate will be returned when the original is found. In case the original diploma is damaged, evidence must be provided. The new diploma will be issued with the same date as the original diploma.

The newly issued diploma will include the wording "Duplicata" stating that the document is a replacement of the originally issued one.

The diploma replacement fee is payable by cash (in person only), by check made payable by MasterCard, or Visa.

The replacement diploma will include the signature of the incumbent concerned authorities.

If the graduated student wishes that the replacement diploma displays his/her name in a different spelling than the one mentioned on his/her original diploma or the one in his/her records, he/she must submit a Personal Information Correction Form along with the Replacement Diploma Form. The Personal Information

Correction Form must be accompanied by the official documentation of his/her new legal name (court order, passport or Lebanese ID).

A new parchment may be issued when any typo mistake except those related to the graduate's personal information is found in the original diploma. The new parchment will be handed over to the concerned person, in exchange for the originally issued one without any additional fees.

## **G6. Initiation of Procedures and Official Documents Withdrawal**

The student or any person can initiate a request at the Registrar Office or send an email to submit a request. Once the document is ready, the student will receive an email and SMS and the document fee must be settled at the Students Accounting Desk. The student may, if he/she wishes, delegate a third party to retrieve the requested documents. He/she will then mandate officially the Registrar Office by a signed letter or by sending an email to [registrar@usek.edu.lb](mailto:registrar@usek.edu.lb)

N.B:

- All requested official documents will remain available at the Office of the Registrar till the end of the ongoing term. Subsequently to the said, all uncollected documents will be disposed of and if unsettled, the fees will be charged to the designated student's account balance (current students only).
- All outstanding amount should be settled prior requesting any official document.

## **H. Student Responsibility and Ethical Conduct**

### **H1. Positive Participation**

Positive participation is required for courses, practical activities, directed activities, laboratory sessions, etc.

Absent students are held responsible for the work done and/or announcements made during the skipped session of a course.

Students who exceed the allowed number of absences must withdraw from the course; otherwise, the course grade will be assigned as FW or R or RR depending on the type of the course.

A student who does not show up to all his/her courses for more than three consecutive weeks will be considered by the administration as having resigned; he/she will be given the grade FW (Fail to Withdraw) in all his/her courses and will be consequently excluded from his/her academic program at the end of the semester. However, the student can present a readmission demand to the Academic unit in order to continue his/her education, starting from the following semester (a readmission form must be presented to the Registrar Office). The Dean of the Academic unit gives his/her opinion; however, the readmission request can be refused by the Admission and Transfer Committee.

If the student justifies the exceptional circumstances of his/her absence to all the courses for three consecutive weeks, he/she can apply for an Administrative Withdraw by presenting the appropriate form to the Registrar Office.

### **H2. Academic Integrity**

Academic integrity is at the core of University learning and is compromised by plagiarism and fraud.

#### **H2.1 Plagiarism**

Plagiarism consists of someone pretending that other people's ideas and statements are his/her own. For example, plagiarism cases comprise:

- Copying texts or parcels of texts without indicating they are borrowings and without citing their source;
- Omitting to cite the source of a paraphrased or summarized text.

#### **H2.2 Fraud**

Fraud cases include for example the following situations:

- To present, under one's own name, a text partially or entirely prepared by someone else;



- To borrow, buy, sell or lend a text that is to be presented for a course;
- To submit the same text in more than one course;
- To receive or give help or information from, or to, another student during a test or an exam;
- To use unauthorized material during a test or an exam;
- To present, during a test and under one's own name, a text partially or entirely prepared by someone else;
- To submit false information in a work or a report;
- To obtain the questions of a test or exam in an unauthorized way;
- To pretend to be someone else during a test or an exam or let someone else do the test or the exam.

A student who commits plagiarism or fraud will be given the grade FW on the plagiarized work or the exam during which the fraud was committed. The teacher must report this fraud to the Dean/Director, who will have to evaluate its gravity before deciding whether he/she wants to submit the case or not to the University President; the latter will therefore be able to refer the case to the Council of Discipline.

### **H3. On Campus Code of Ethics**

This Code of Conduct on Campus of the Holy Spirit University of Kaslik is the complement of institutional and academic rules defined by the statutes and regulations in force at USEK. It determines the main rules, which are to be observed by all on the campuses of the University, in order to generate and maintain a common life of respect, and to create an amenable atmosphere conducive to studying. It defines certain necessary limits and imposes certain duties and obligations.

USEK students on campus are required to comply with all instructions, established by this Code of Conduct.

#### **H3.1 Political Activities**

Political student elections are definitely forbidden at USEK. In order to get permission for the below, within the different campuses of the University, prior written consent of the Vice President for Community Life, in response to an explicit prior written request, is needed:

- Public political debates
- Political meetings
- Billposting of political posters or posters related to a political party
- Distribution of political leaflets or leaflets related to a political party

#### **H3.2 Use of the University Name, Its Acronym and Its Logo**

The University name, used in any language, as well as its acronym "USEK" and its logo are the intellectual property of the University and are registered trademarks, protected by law. Any complete or partial use of the University name, its acronym or its logo requires a prior written authorization from the Vice President for Community Life, under penalty of sanction.

#### **H3.3 Billpostings and Leaflet Distribution**

Distributing or billposting leaflets, notices and press releases by the members of the University community, within the various USEK campuses, is subject to the prior consent of the Student Affairs Office (or the administration for the University Regional Centers) and must not disturb the flow of teaching, research and administration activities.

Any distributed or displayed document must include the signature of its author and the seal of the Student Affairs Office (or the administration for the Regional University Centers), which represents its approval of the distribution or billposting. The author of any distributed or posted document, within USEK, remains the only person in charge of its content and/or ideas.

Document distribution or billposting by any foreign person must be subject to a prior authorization from the Vice President for Community Life (or the Director of the Regional University Center). Outside of the designated posting areas, any billposting, whatever its nature, is forbidden and can bring penalties against its author.

### **H3.4 Security and Hygiene**

Members of the University community and any duly authorized persons can access the USEK campus. The Security personnel at the campus access zones are entitled to request, for precautionary measures, that all vehicles as well as individual bags are searched. Students are required to show their student identification cards to the security personnel, in order to access the campus.

The collective premises and equipment of the University are placed at the disposal of the students, within the limits of availability and office hours. However, users cannot access them unless under the supervision of an administrative or educational official, who is clearly appointed in accordance with the regulations in force. Users are required to be familiar with the security regulations and rules, which are posted within the premises.

Documents and devices, placed at the disposal of the students, must not be taken out of the University premises (specific rules apply to the Library, in this regard).

It is strictly forbidden to smoke on the premises, introduce substances harmful to health and public order, and consume alcohol within the University.

### **H3.5 Found Objects**

The members of the University community, motivated by a spirit of solidarity and responsibility, are required to hand in found objects to the Student Affairs Office (or to the administration for the Regional University Centers). Moreover, in case of a loss, the Student Affairs Office should receive the depositions of the concerned persons. USEK cannot be held responsible for the loss or theft of an object belonging to a person within the campus.

In the case of a suspicious object, it is recommended that it should not be moved; University security agents should be informed as soon as possible.

### **H3.6 Behavior and Dress**

Any damage caused to the premises and equipment of the University, as well as to private property belonging to a third party, thefts or theft attempts and verbal or physical violence within USEK, constitute behavior, which according to its severity, can result in an appearance of the author(s) before the University Council of Discipline.

The use of mobile phones is forbidden during courses, practical work, examinations and laboratory sessions, etc.

A suitable and decent dress is required within the University. Political signs worn ostentatiously or intended to trigger protests, are not allowed, be it of clothing or any other type.

## **H4. Appeal Procedure in the Application of Academic Regulations and Petitions**

The student who considers that he/she was wrongly accused, or his/her request has not been executed within the regular course of the university bylaws, can appeal against the decision taken on his/her behalf.

In order to do so, the student must refer to the Student Affairs Office in order to write a petition.

The student will have to submit his/her petition at latest three days after the release of the official notification of the contested decision. This petition is submitted free of charge.

The application of every appeal outcome is suspended until it is confirmed by the Student Affairs Office (SAO) which will communicate the relevant decision, by email to the student's USEK email, generally, within seven working days after receiving the petition. The SAO's decision for special cases is reviewed by the Deputy President for Students and thus is final and binding.

## Appendix 1. Practical Information for Students

### 1. USEK Student Card

This card identifies students registered at USEK. Therefore, they should always carry it with them, as it is necessary to access the University campus, classrooms, Library, examinations, conferences, sports center, etc. Students should collect their card from the Registrar Office, after the registration period. While waiting for his/her card to access the campus, classrooms, Library, etc., the student should show his/her registration form.

**Duplicate:** In case of loss of the card, a duplicate can be made by the Registrar Office and the student should participate in the reproduction cost fixed by the University and indicated on the University website.

**Validity:** After graduation, the USEK Student Card remains valid. Alumni will be able to access the campus by showing their ID cards on all USEK gates.

### 2. USEK E-mail Account

Every student is issued with a unique USEK e-mail account which is the official means of communication between the University administration, faculty members and students.

Once the registration is completed, an USEK e-mail account will be created automatically as follows:

**FName.InitialOfFather'sName.LName@net.usek.edu.lb**

**N.B:** For security reasons, students should change their default password.

Access to the email account is made available through connecting to "Webmail" which link is available on the University Intranet *MyUSEK* or through the USEK website. In case of problems or for further information, students can refer to the IT Service Desk.

### 3. Access to Banner Self-service

All students enrolled at USEK automatically benefit from access to the University Student Information System, the Banner Self-Service, which allows students to pre-register/register online, consult their academic transcripts, course catalog, course offering) as well as the financial account summaries.

The username used to access Banner Self-Service is the Student ID and the Pin code, the same password used to login to USEK e-mail.

Access to the Banner Self-service is made available through connecting to "Banner" which link is available on the University Intranet *MyUSEK* or through the USEK website. In case of problems or for further information, students can refer to the IT Service Desk.

### 4. MyDegree

USEK students enrolled starting Fall 2017(201810) can benefit from MyDegree, the Student Advising and Degree Audit platform. MyDegree is a comprehensive solution, powered by Ellucian Degree Works that helps students and their advisors to successfully negotiate the curriculum and graduation requirements.

MyDegree is accessible from any browser by entering: [mydegree.usek.edu.lb](http://mydegree.usek.edu.lb) or through the MyDegree link on the University website and Intranet *MyUSEK*. A student can log in using the same username and password as their USEK email.

### 5. Moodle E-Learning Platform

All USEK students automatically benefit from access to the Moodle E-Learning Platform adopted by the University to allow them to follow their courses in an interactive manner, rich in resources (posters, books, links, URLs, etc.), and activities (homework, forum, chat, tests, etc.).

The student can access the Moodle E-Learning Platform by clicking on the link in the University Intranet *MyUsek* and website, using his/her USEK account.

A user's guide can be accessed through the *e-learning* link on the University website and Intranet *MyUsek*.

### 6. Mahara E-Portfolio Platform

USEK adopted the e-Portfolio platform to help students, and also teachers and staff, in the process of creating a dynamic and engaging digital portfolio where evidence will be held of their professional achievements and developments, personal and educational.

### 7. Parking Information

USEK student parking lots are free of charge and accessible to all currently enrolled students.

Opening hours: Monday till Friday, from 7:00 am till 10:30 pm.

The student parking lots can be accessed using the student's active ID card. Students are not allowed to park longer than the specified opening hours without the proper authorization. Doing so, the student will lose his access privileges to the parking for a definite period of time. In order to access the parking (entry and exit), the student should use only his/her student ID card. Trying to enter or exit the parking using another student ID card, the student will lose his access privileges to the parking for a definite period of time. For safety reasons, cars will be searched. Students are invited to properly park in the designated parking spots. Students parked in the parking lots are required to comply with the parking regulations and Code of Conduct displayed at the entrance of the parking. Not abiding by the parking rules and regulations may lead to a permanent loss of entry to the parking lots. The University will not be responsible for any theft or damage to vehicles parked in the parking lots. Students can refer, at any time, to the Director of Campus Safety and Security to inquire more about the parking and its regulations. USEK reserves the right to change the parking policy at any given time and without prior notification.

#### 8. USEK Counseling Center

The USEK Counseling Center (UCC) is dedicated to all the students of the Holy Spirit University of KASLIK, whether on campus or in Regional University Centers. It provides many services, including crisis intervention and orientation, short-term counseling, workshops, and psychoeducational programs such as raising awareness and prevention.

UCC's mission is to provide confidential, ethical, innovative and high-quality care that addresses the developmental, relational and emotional concerns of students. The main focus is to help our students through personal transitions and adjustments associated with university life.

#### 9. USEK, Attentive to its Students' Comments

Within the framework of the development of teaching and learning process and administrative services, the Holy Spirit University of Kaslik encourages its students to share their suggestions or complaints and to participate in evaluations.

All students can send us their suggestions or complaints regarding the administrative functioning of the University as well as the quality of the provided services at the Student Affairs Office or by writing to [administration@usek.edu.lb](mailto:administration@usek.edu.lb)

#### 10. An Evaluation System Available for Students

Students are required to fill, on the BLUE evaluation system adopted by USEK, the evaluation of each course they have completed during a semester. They cannot access their final grade without filling this evaluation. This evaluation revolves around the following criteria, using a scale from 1 to 4:

- General evaluation of the course
- Teaching organization by the teacher
- Educational abilities of the teacher
- Evaluation of the learning method adopted by the teacher
- General opinion of the course and the teaching method

**N.B.:** *This evaluation is strictly anonymous and confidential.*

Students are also required to fill the BLUE evaluation "On-Campus Well-Being" at the end of each semester. This evaluation revolves around the administrative services provided by the University: student life, student services, library, restaurant, communication and telecommunication, etc.

Finally, all final year students having fulfilled the requirements to obtain their diploma are required to fill the "Graduation Survey" evaluation when they launch their diploma/degree request at the Registrar Office.

## Appendix 2. Mid-term & Final Examination Rules

### PURPOSE:

To protect and strengthen the academic integrity of mid-term and final examinations.

### GENERAL STATEMENT:

Within the first week of the academic term, students shall be informed by the instructor of the course and as mentioned on the course syllabi of the method of evaluation to be used.

### DEFINITION:

**Final Examination:** an examination that is comprehensive and summative in nature and that accounts for a greater proportion of the final grade than an exam given during the semester.

**Mid-term Examination:** a major examination conducted during the semester.

## SECTION 1: Mid-Term EXAMINATION (where applicable)

### Article 1 – Mid-Term EXAMINATION GENERAL REGULATIONS

- 1.1 All mid-term examinations should be held during the university's official mid-term examination period as set in the academic calendar, unless otherwise authorized by the Head of department of the school/faculty offering the course.
- 1.2 Mid-term examinations can be given during the regularly scheduled class time. However, if the exam requires additional time to complete, then examinations may be administered outside of regularly scheduled class time. In the later, the instructor should make sure when setting the examination's date to avoid any time conflict with the courses taken by the interested students.
- 1.3 No interruption of classes shall be held during the mid-term examination period.
- 1.4 The instructor should submit the mid-term grades within two weeks (*within 3 days for summer sessions*) of the scheduled date of the mid-term. An answer key, solution sets or equivalent feedback should be provided to students either in class or through posting on USEK e-learning platform.

## SECTION 2: FINAL EXAMINATION

### Article 1 – FINAL EXAMINATION GENERAL REGULATIONS

- 1.1 Every course of study, undergraduate and graduate, must conclude with an academically comprehensive assessment, normally a final examination. The final examination may involve traditional in-class examinations, presentations, performances, critiques, portfolios, or other similar experiences. Laboratory, studio, or similar courses may be regularly exempt from this requirement, with the approval of the faculty or school of the course. Nevertheless, the final examination cannot be performed online in accordance with the Ministry of Education and Higher Education.
- 1.2 All scheduled final examinations are held at the end of the semester during the university's official final examination period as set in the academic calendar. Final examinations are not required for each course but are given at the option of the department or instructor. The reading weekend preceding the examination period shall never be used for examination purposes of any kind. Final projects are allowed during this final examination period only in courses that do not give a final examination.
- 1.3 No graded test(s) may be scheduled to take place during the week (*during the three days preceding the final examination period for summer sessions*) preceding the final examination period as set in the academic calendar.
- 1.4 Instructors are expected to return all work assigned no later than the last regular day of classes in courses for which there is a final examination. In cases when this is not possible, an answer key, solution sets or equivalent feedback should be provided on USEK e-learning platform unless the final examination will not cover material in work that has not been returned.

- 1.5 No other coursework, including laboratory or studio work, will be due during the final examination period unless it is assigned in advance and in lieu of the course's final examination. Regardless of whether there is a final examination in the course, no classes shall be held during the final examination period.
- 1.6 No student is required to take more than two scheduled final examinations on any calendar day. If more than two are scheduled, the student may petition the Students Affairs Office (SAO) by sending an email to [sao@usek.edu.lb](mailto:sao@usek.edu.lb). The SAO should report the issue to the Head of department of the student's home school/faculty to take the appropriate measures.
- 1.7 The instructor should respect the submission deadline for final grades entry as specified in the University academic calendar.

#### **Article 2 - FINAL EXAMINATIONS Procedure**

- 2.1 All final examinations shall be scheduled to occur during the examination period as set in the academic calendar.
- 2.2 The department head of the school/faculty shall collect final examination questions and the related key answers one week prior to the start of the final examination period.
- 2.3 The weight and the learning outcome of each question shall be clearly indicated on the examination page .
- 2.4 The name of the instructor(s) shall be clearly indicated on the examination paper
- 2.5 Faculty or schools must submit to the Registrar's Office the list of courses where final examinations are scheduled at week 3 of the semester. The Registrar Office should communicate the examination schedule at week 5 of the semester. However, the University reserves the rights to modify the examination schedule when deemed necessary. In all cases, students should abide by the examination schedule as set by the University.
- 2.6 Final examination during summer sessions are scheduled by Schools / Faculty.
- 2.7 As general rule, examinations shall be of:
  - (i) At least of thirty minutes duration for each credit at the undergraduate level (i.e. a three credits course requires an hour and thirty minutes examination at least).
  - (ii) At least of one hour duration for each credit at the graduate level (i.e. a three credits course requires a three hours examination at least).

#### **Article 3 - SUPERVISION OF FINAL EXAMINATION**

- 3.1 The faculty, school, or academic unit shall supply such number of examination supervisors as is necessary.
- 3.2 Proctors of examinations shall normally be carried out by the instructor of the course. In addition, university employees, teaching assistants and/or research assistants appointed as supervisors by a faculty or school may assist.
- 3.3 An instructor must be available during the whole of his or her examination even though he or she is not supervising that examination.
- 3.4 In view of the responsibilities with which a Chief Proctor has been charged, selection of Chief Proctor for large examination rooms shall ensure that they are persons at a more senior rank than that of teaching or research assistants.

#### **Article 4 - RESPONSIBILITIES OF PROCTORS AND STUDENTS PRIOR TO AN EXAMINATION**

- 4.1 Proctors are required to report to the faculty or school for supervisory duties thirty minutes prior to the scheduled time for each examination. Examination material and students' attendance sheets will be distributed.
- 4.2 At least, two proctors must be designated to each examination room.
- 4.3 At each seat in the examination room, the proctors should place the appropriate material required for the examination. To preserve the anonymous marking of final examinations, special sealed flap answer sheets will be used by all students.
- 4.4 Students are expected to present themselves at the place assigned 15 minutes prior to the start of the examination.

4.5 Each student shall display his or her student identification card and shall sign an attendance sheet provided by the School or the Registrar. If the student cannot provide an identification card, he/she should address the Student Affairs Office to issue a temporary identification pass for the examination.

**Article 5 - RESPONSIBILITIES OF PROCTORS AND STUDENTS DURING EXAMINATION**

5.1 Examinations must start promptly at the published time.

5.2 Students are not permitted to access any unauthorized materials during an examination. This includes but is not limited to calculators, books, notes, pencil cases, or any electronic device capable of wireless communication and/or storing information (e.g. computer, dictionary, translator, cell phone, earpiece, smart watch, pager, PDA, mp3 units, etc.). However, students may bring in such materials or devices when permission has been given by the instructor.

5.3 At the start of the examination, the following announcements must be made by the proctor:

- ANY BOOKS, NOTES, BAGS OR OTHER MATERIAL NOT AUTHORISED FOR USE IN THIS EXAMINATION MUST BE PLACED IN THE DESIGNATED AREA.
- ALL CELL PHONES, EARPIECES, and SMART WATCHES MUST BE SWITCHED OFF AND LEFT IN YOUR BAGS. NO CELL PHONE, EARPIECES, and SMART WATCHES MAY BE ON YOUR PERSON OR DESK.
- YOU MAY NOT LEAVE DURING THE FIRST THIRTY MINUTES OF THE EXAMINATION.
- PLEASE NOTE THAT YOU WILL NOT BE ALLOWED TO LEAVE THE EXAMINATION ROOM AT ANYTIME DURING THE EXAMINATION PERIOD AND RE-ENTER THE ROOM.
- PLEASE LEAVE YOUR USEK IDENTIFICATION CARD FACE UP ON YOUR DESK.

5.4 Proctor(s) must be active while monitoring an examination and check frequently by walking around the room/hall. Look out for irregularities e.g. unauthorized answer books, or other materials/notes at a student's feet, attempts to communicate, etc. Students may be required to remove or reverse peak caps as the wearing of a peak cap makes it difficult for the proctor to see where the wearer is looking.

5.5 Any attempt from a student to cheat by any means during an examination must be severely sanctioned. The student should be immediately asked to cease writing the examination and leave the examination room. He/she should be immediately reported to the Head of department of the faculty/school offering the course and the Student Affairs Office to implement all appropriate measures (see Students Code of Conduct). In all cases, the student should fail the course.

5.6 In those cases, in which the behavior of a student is disruptive to others writing the examination, or to the conduct of that examination, the proctor may, after due warning, require that student to cease writing the examination and leave the examination room or hall. The student should be immediately reported to the Head of department of the faculty/school offering the course and the Student Affairs Office to implement all appropriate measures (see Students Code of Conduct). In all cases, the student should fail the course.

5.7 In all cases, the proctor shall record the nature of the alleged infraction on the form and shall ask other proctors to sign.

5.8 The proctor shall ask the student to read the form containing full details of the incident. The form, thus completed and signed by the student, shall be sent to the Associate Dean or Head of department of the student's home school/faculty, to assess the need to raise the case to the Student's Disciplinary Council.

5.9 The proctor shall advise the student, when the form has been signed, of his or her right to submit a separate report on the circumstances of the incident to the Student Affairs Office.

5.10 The proctor shall ensure that no student leaves the room without signing the attendance form and submitting a script. In addition:

- (i) No student shall be permitted to leave the examination room during the first thirty (30) minutes of an examination.
- (ii) No student shall be permitted to leave the examination room during the examination period and re-enter to continue writing the examination.
- (iii) A student who arrives to write an examination more than thirty (30) minutes after the start of the examination will not be permitted to write the examination.

(iv) Any student who, due to late arrival, is not permitted to sit for the exam, will be advised to contact the Students Affairs Office immediately to submit a petition.

(v) No student scheduled to write an examination who arrives late for the examination shall be permitted to write longer than the scheduled end-time for that examination.

(vi) Should a technical irregularity occur in an examination, such as misprinted information or wrong instruction, supervisors overlooking the same examination in other locations must be informed.

(vii) Any student who does not complete the examination, for any reason, is not eligible to petition for a make-up examination.

#### **Article 6 - RESPONSIBILITIES OF PROCTORS AND STUDENTS AT THE END OF THE EXAMINATION**

6.1 The time of conclusion of the examination should be announced.

6.2 Every student must turn in to the proctor an examination script before leaving the room where the examination was conducted.

6.3 A count must be made of the scripts by course number and balanced against the total for each course examination indicated on the attendance sheet.

6.4 No student may be permitted to re-enter an examination room until all examination scripts have been collected.

6.5 The attendance sheet and the examination scripts must be returned at the conclusion of the examination session to the faculty or school offering the course.

#### **Article 7 – Anonymous marking of final examinations**

7.1 All final written examinations will be examined anonymously.

7.2 Students will be required at the start of the examination to enter their full name and student ID number on a sealed flap on the answer sheet and they are required to seal this flap securely. Students registered in a course with multiple sections should add the name of the instructor teaching the section they are registered in.

7.3 Following the examination all scripts will be anonymously marked by the instructor of the course. Only when marking has been completed will the flaps on the examination scripts be opened in the presence of the instructor and the Head of department of the faculty/school offering the course to ensure that the correct marks have been recorded against names.

7.4 In case of a missing script for any alleged reason, the student shall retake the exam.

#### **Article 8 – Students with Disabilities**

Students with a documented exam accommodation will receive an email, prior to the start of final exams, detailing the time and/or room accommodations. Each email is tailored to the individual accommodation for each student in accordance with the recommendations sent by the Access Office.

#### **Article 9 - MAKE-UP EXAMINATIONS**

9.1 A make-up examination is a privilege that may be granted to a student who is unexpectedly unable to write an examination as scheduled or a student who knows in advance that he or she is unable to write an examination at the scheduled time. Making a false or misleading claim may be considered an offence under the Students Code of Conduct. Penalties may range from a failed grade in the course to suspension or expulsion.

9.2 Students may request a make-up examination(s) in the following cases:

(a) Representing USEK in national or international event.

(b) Death of a family member, attested by an obituary.

(c) Hospitalization, attested by a medical report stamped by the ER or hospital.

(d) Serious accident, attested by an official report from a sworn expert and insurance company.

(e) Tested positive with COVID-19, attested by a PCR test with a QR code.

9.3 Students who are unable to write an examination due to one of the circumstances listed in point 9.2 must file a petition to the Students Affairs Office (SAO) (to [sao@usek.edu.lb](mailto:sao@usek.edu.lb)) for a make-up examination setting out the reasons for the make-up exam. The request must normally be filed within forty-eight (48) hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within



forty-eight (48) hours of the scheduled date of the last examination missed. The application must be accompanied by the appropriate documentation (as stated in point 2.2) certifying the reason behind the inability of the student to write the examination at the regular scheduled time and, where possible, an indication of the period of incapacity. Based on the evidence, the Students Affairs Office (SAO) shall decide whether the request is approved. A notification should be sent accordingly to the Associate Dean of the faculty/school offering the course.

9.4 When an application for a make-up examination is approved by the Students Affairs Office (SAO), the head of the program/department of the faculty/school offering the course shall schedule the make-up examination to take place normally within the time frame set by the academic calendar for make-up examination.

9.5 Faculty or school are requested to schedule make-up examinations as soon as possible for potential graduating students so that final grades may be available in sufficient time to meet planned graduation deadlines.