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WELCOME TO NDU

**SCROLL.
EXPLORE.
ENJOY NDU.**



WELCOME TO NDU



Foreword

As I begin my second year as President of NDU, I confirm that NDU stands by its students, who remain the core of this institution, the core of all our current and future strategies. Our aim will always be to redefine excellence while catering to the ever-changing demands of the current trying situation. Armed with NECHE Accreditation and the new Strategic Plan 2021-2026 that carries the changes in the post-Covid-19 era and the vitality to face the ongoing challenges, a new vision is set before us, and its implementation is underway. We need to venture into the future with even greater confidence, dedication, and the resilience we have all shown to weather the storm that have sustained the wellbeing of our beloved University. Many new plans await us that will drive NDU to reach a higher level of distinctiveness. What we need now is stronger collaboration, deeper connections, and more solid collectiveness because together, we can and will make a difference.

Fr. Bechara Khoury, O.M.M.
President

Notre Dame University-Louaize (NDU) Student Handbook has been prepared to provide students with relevant information, pertaining to all aspects of campus life, including rules and regulations, services, financial aid, and resources. This Handbook should serve as the primary reference in answering many of the questions students may ask over the course of their journey at NDU. Clearly, it is impossible to anticipate all matters that may arise in one document; therefore, if students do not find answers to their queries in the Handbook, they are welcome to visit the Office of Student Affairs (SAO), whose staff will be happy to provide them with the necessary support or refer them to the relevant Offices concerned.

NDU is a thriving and dynamic campus that offers you limitless opportunities to be active and engaged through a wide variety of student clubs, sports, religious guidance, volunteering experiences, recreational pursuits, and much more. The University embraces the philosophy that education is not limited to the classroom, which is why its focus is to provide students with the right support to help them succeed, safeguard their health and well-being, and nurture their physical and mental development. The SAO ensures that students make the most of university life through the services offered by the following units, overseen by the Dean of Students:

- Department of Financial Aid
- Department of Social Security
- Department of Counseling and Health
- Department of Athletics
- Department of Student Activities
- Department of Community Service and Awareness
- Department of Career and Placement
- Student Housing
- Department of Student Life
- Department of Academic Advising
- Learning Accommodation Services
- NDU Model United Nations
- Student Union

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**MISSION
ACCOMPLISHED,
YOU MAY NOW
PROCEED!**

**IDENTITY, MISSION, VISION,
AND VALUES**



IDENTITY, MISSION, VISION, AND VALUES

Identity

NDU is a private, Lebanese non-profit Catholic institution of higher education, which adopts the American system of liberal arts education. The religious affiliation of the University does not impose any sectarian obligations on faculty, staff, or students. The cultural and spiritual heritage of the Maronite Order of the Blessed Virgin Mary highlights a belief in a unified Lebanon, a belief in education as a means of protection against fanaticism and corruption, and a dedication to freedom of thought and expression. NDU adopts such values and beliefs irrespective of color, creed, race, or gender and seeks to enhance those values through the liberal education it offers and the career preparation that caters to the actual needs of Lebanon and the region in general.

Mission

As a Catholic institution inspired by the cultural and spiritual heritage of the Maronite Order of the Blessed Virgin Mary (OMM), NDU seeks to provide comprehensive quality education that fosters excellence in scholarship, lifelong learning, enlightened citizenship, human solidarity, moral integrity, and belief in God. In designing its curricula, NDU is committed to the philosophy and standards of the American model of liberal arts education. Conceiving itself as an authentic academic community, NDU promotes diversity, respect for human dignity and rights, and concern for the common good. Its profound aspiration is to prepare its students to be future leaders who can exercise reason upon knowledge and shape a world of truth, justice, love, and freedom.

Vision

NDU endeavors to :

- Become the venue of choice as Lebanon's Catholic university, offering students access to the finest faculty and a comprehensive curriculum taught in the Maronite tradition.
- Provide a highly personalized academic experience to graduate and undergraduate students.
- Integrate a strong, interdisciplinary, liberal arts core with degree-granting programs that offer preparation for professional careers and graduate studies.

- Excel in selected highly specialized areas, including signature programs that enhance the University's reputation and serve as regional models for the delivery of educational development in Lebanon and the region.
- Foresee the changing needs with time and develop programs and utilize technologies consistent with those needs.
- Create and sustain a community in which all aspects of University life are a reflection of its values.

Values

As a Catholic university offering higher education in the Maronite tradition, NDU is determined to practice those values that respect humanity and the dignity of the individual. This approach helps students on their life path of learning and allows them to discover their talents through cooperation while searching for truth to empower them as individuals and to help them enhance the world around them.

FAITH

NDU highlights a strong belief in spiritual motivation and education as a vehicle for a better and more just society.

SCHOLARSHIP

To seek the truth, with a sense of discovery, though informed and rigorous scholarship, places NDU among the top-ranking regional universities.

FREEDOM

Of thought and expression; NDU commits itself to engage and enhance intellectual inquiry in the pursuit of truth by teaching students how to learn, how to think critically, how to conduct responsible research, and how to access and integrate information in preparation for career development and personal growth.

SERVICE

NDU is committed to serve not only its students, faculty, and employees, but also society at large.

EXCELLENCE

In all activities of university life – teaching, scholarship, service, etc. – NDU strives to be a center of quality education.

INTEGRITY

Teaching, scholarship, and student service within the University community are characterized by intellectual honesty and a sense of personal morality.

IDENTITY, MISSION, VISION, AND VALUES

LEARNING FOR LIFE

In the tradition of a Catholic liberal arts education, NDU commits itself to lifelong learning, encourages personal responsibility, develops spiritual values, and affirms a philosophy of life which actively supports global economic equity, social justice, and human rights.

DIVERSITY

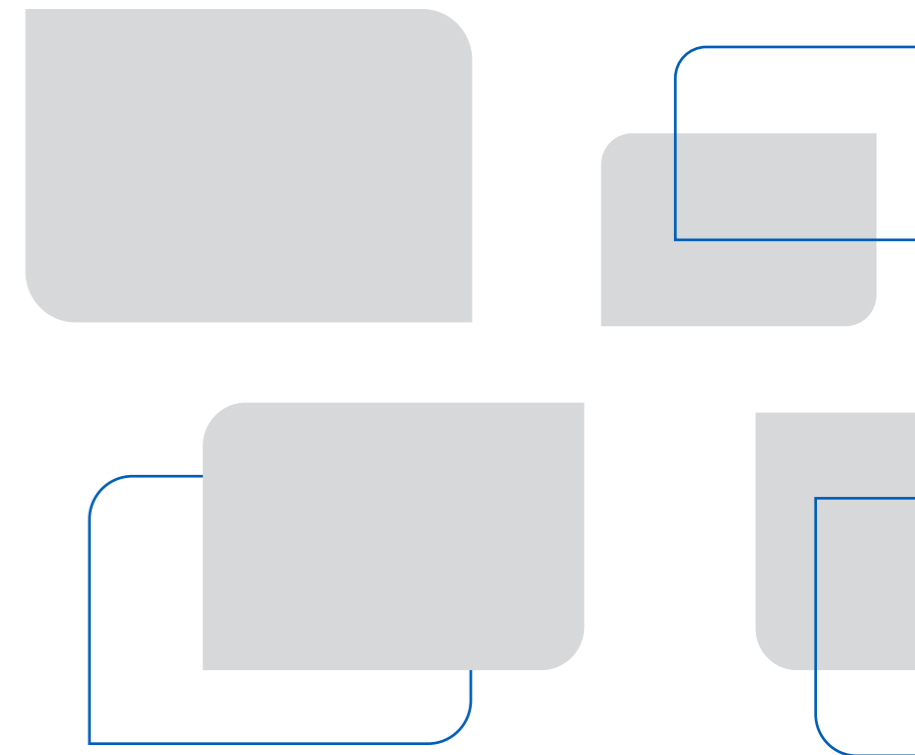
Empathy, tolerance, and respect for all people is essential to any university community. NDU encourages students to understand and appreciate the diversity of cultures, which exist locally, nationally, and internationally. It also seeks to promote diversity appreciation through an understanding of the impact human beings have on their environment.

ENVIRONMENTAL SUSTAINABILITY

NDU is a committed and responsible steward of the Earth and the human race. From innovation to public engagement, NDUs are striving to balance today's economic, environmental, and social issues with related needs for the future.

NDU is officially a member of the United Nations Global Compact (UNGC). The UNGC membership perfectly aligns with the University mission and Pope Francis' encyclical on the environment and human ecology: "Care of our Common Home (Laudato Si')".

NDU's membership strengthens the internal commitment to embrace and align all University sustainability-related initiatives to the 10 universal principles, falling under the umbrella of the 17 UN Sustainable Development Goals (SDG).



**GOT IT?
JUST FOLLOW
THE RULES**

**POLICIES, RIGHTS,
& RESPONSIBILITIES**



POLICIES, RIGHTS, AND RESPONSIBILITIES

Non-Smoking Policy

NDU recognizes that smoking tobacco presents a serious public health hazard, and as a University committed to protecting the health and well-being of faculty, staff, and students across its three campuses, a Non-Smoking Policy is enforced in compliance with the Non-Smoking Law of Lebanon (#174, August 29, 2011, Chapter 1, Article 1 "Enclosed Public Places").

The move to a complete smoke-free on-campus environment is a staged approach.

Currently, the University Non-Smoking Policy prohibits smoking, except for the temporarily designated smoking areas, across its three campuses (all buildings, closed areas, and outdoor spaces), facilities, and all University-owned or -operated vehicles. The policy is applicable, without exception, to the entire NDU community as well as to guests and visitors. The University explicitly refuses to display tobacco-related advertisements and to solicit or accept sponsorship from any tobacco-manufacturing or affiliated company. The temporary smoking areas are clearly indicated using appropriate signage in the hope that smokers (faculty, staff, or students) will seek the help to quit this detrimental habit. It is the responsibility of all members of NDU community to comply with the Policy.

Student Code of Conduct

The Student Code of Conduct clarifies and affirms the standards of behavior that are expected of all students. By enrolling at NDU, students accept its regulations and acknowledge the right of the University to take disciplinary action for conduct judged to be in violation of the applicable University rules and regulations. For further details about non-academic and academic misconducts, visit the following link [Student Code of Conduct](#).

Students Exchange Policy

An exchange program is a unique feature of international universities wherein a student may apply for a site transfer in any of the universities with which NDU shares an academic collaboration or exchange agreement. The Student Exchange Program is coordinated by the Office of International Relations (OIR), a unit that reports to the Assistant Vice President for Research and Grants. For further details about the policy, visit the following link [Student Exchange Policy](#).

For more info about the program, don't hesitate to contact 09-208000 ext. 2732 or via email majem@ndu.edu.lb

Student Housing Policy

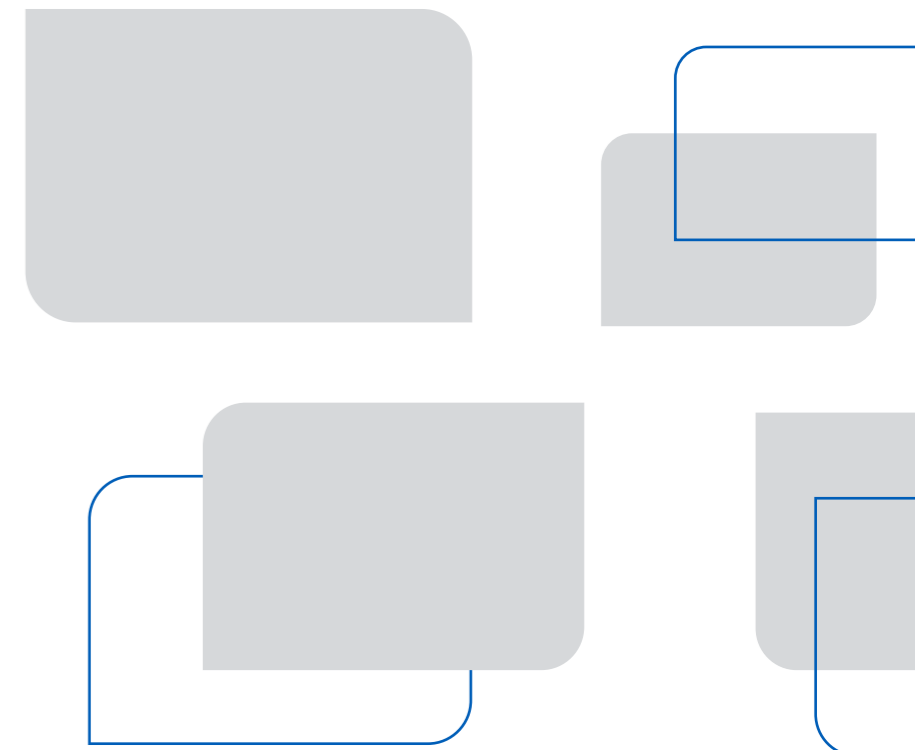
The Student Housing facilities at NDU are subject to specific rules and regulations that are binding to all residents. The aim of these rules and regulations is to provide the Student Housing residents with all the

security measures which create a safe, healthy, and educational environment. For further details, visit [Student Housing Policy](#).

Students Rights and Responsibilities

NDU students have the following rights and responsibilities:

- Learning Freedom
- Freedom of Expression
- University Benefits and Use of Facilities
- Learning Responsibilities within/outside the Classroom
- University Service Responsibilities
- Student Dress Code
- For more details, visit the following link [Student Rights and Responsibilities Policy](#).





**OFFICE OF THE
REGISTRAR**

**NEED
ADVICE?
READY...
REGISTER**

OFFICE OF THE REGISTRAR

The Office of the Registrar supports Notre Dame University Mission Statement and offers the highest level of services to students from the moment they enroll at NDU until they graduate.

THE CATALOG

Is a central source document for students, where the University's mission and academic rules and regulations are clearly stated and Academic programs are clearly explained. Please refer to the following link to check the [NDU Catalog 2021-2022](#).

THE ACADEMIC CALENDAR

It includes all the deadlines that should be met and respected by the students. For more details, please check the following link [Academics | Academic Calendar | NDU](#).

The Academic Calendar is posted on the university's website, social media platforms, and in the catalog.

The statements and services provided to the students by the Office of the Registrar are:

- Request for transcripts, certificates, and documents
- Petitions
- Transfer
- Registration and Drop/Add
- Online graduation form
- Cross registration form
- Non-transferable courses
- Diplomas
- etc.

The Office of the Registrar team offers students the opportunity to answer any question related to academic rules and regulations. Students are encouraged to submit their queries in person or via email by contacting the Office during the following working hours:

Fall and Spring semesters: Monday to Friday from 8:00 a.m. till 4:00 p.m.

Summer session: Monday to Thursday from 8:00 a.m. till 2:30 p.m.

For more details, visit the Office of Registrar webpages at this [link](#).

Academic Advising

Upon admission and prior to registration, every student is assigned an Academic Advisor specified in their "Letter of Acceptance." The Academic Advisor shall:

- Help the student observe the remedial courses, as stipulated in the Letter of Acceptance.
- Be available throughout the academic year during office hours, and when necessary, by appointment.

- Support the student to adequately fulfill all the requirements of the degree program.
- Study and update the advisees' files throughout their residency at NDU.
- Familiarize the students with the University academic rules, regulations, and policies.
- Explain clearly to advisees the Registration process, course offerings, and degree planning.

As such, students are highly encouraged to consult with their Academic Advisor on a regular basis throughout their residency at NDU.

Registration

1. REGISTRATION PROCESS FOR NEW STUDENTS:

Step 1: Office of Finance (Business Office)

Visit this [link](#) for payment details and carefully check the emails and instructions communicated to all students on regular basis.

Step 2: Office of Student Affairs (SAO)

- Have their personal physician fill in the Student Medical Record. Click [here](#) to download the record in PDF format.
 - Pay the medical test fees at any Byblos Bank or Bank of Beirut branch, or the Business Office at NDU.
 - Pass by the Medical House to submit the filled medical record (stamped by your physician), and to proceed with the medical examinations (PPD test, Tuberculosis).
- Pass by the Department of Social Security (DSS) in the SAO to submit the required documents. Please click [here](#) to ensure which form and papers are needed.

Step 3: Academic Advisor

Advisors will contact their advisees (by phone or email, therefore please keep checking in!) to schedule a meeting and help them complete their registration.

Registration is not complete unless all the above steps are followed properly.

N.B. During Drop/Add days, students should contact their advisor (phone, email, etc.) to process the Drop/Add request, if any.

2. RETURNING STUDENTS:

The Registration date and time are included in the Academic Calendar and reminders are emailed to all as needed. The Registration process allows the students to select their courses and seats for the following semester including the Summer session. All registered courses have to be confirmed prior to the beginning of each semester. The dates of the confirmation periods are also included in the Calendar and communicated to all by the Office of the Registrar ahead of time.

It is noteworthy to mention that confirmations cannot be processed unless all previous pending issues (academic, financial, disciplinary, and administrative) are properly settled at the concerned Offices.

TUITION AND FEES, OFFICE OF FINANCE

The Business Office is located in the Fahed Hall Building, Level (-1) adjacent to the Office of the Registrar. The Business Office is ready to answer questions, offer guidance, and assist students in resolving financial complaints or unsettled issues. You can contact the Business Office during the following working hours:

Fall and Spring semesters: Monday to Friday from 8:00 a.m. till 4:00 p.m.

Summer session: Monday to Thursday from 8:00 a.m. till 2:30 p.m.

For more information, please contact the Business Office in the Administration Building (Fahed Bldg) on 09 208 000 Ext. 2154 or via email businessoffice@ndu.edu.lb.

TUITION FOR UNDERGRADUATE STUDENTS

Academic Year 2022-2023

	LBP	USD
Tuition/Credit Hour (Architecture)	6,600,000	440
Tuition /Credit Hour (Business)	5,925,000	395
Tuition/Credit Hour (Engineering)	7,050,000	470
Tuition/Credit Hour (All Others)	5,700,000	380
Intensive Course	43,200,000	2,880

Extra Fees Paid Once Every Academic Year

	USD
Technology and Student Services Fee	450 / Semester (200 / Summer)

Including Office 365, cloud space, internet access, smart ID maintenance, subscription, medical insurance and Medical House services.

Other Fees

	LBP	USD
Admission Application	450,000	57
Change of Major	500,000	63
Entrance Examination	400,000 per Exam	50 per Exam
Diploma	500,000	63
Diploma Replacement	2,000,000	250
Incomplete/Make-up Final Examination	1,250,000	157
Late Registration	500,000	63
Medical Fees (New Students)	750,000	94
NSSF Fees (When Applicable)	600,000	
Petition	50,000	7
Smart ID Card (New Students and Replacement Cost)	160,000	20
Official Transcript	100,000	13
Unofficial Transcripts	50,000	7

Due to the rising cost of higher education, universities are facing severe financial problems. NDU reserves the right to change tuition, fees, and expenses at any time without prior notice. A student may not complete registration, graduate, or receive any transcripts of records until all dues are paid.

The payment methods are available [here](#).

**ACADEMIC RULES
AND REGULATIONS**
(UNDERGRADUATE)

YOUR BA FROM A TO Z



ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Student Classes

Students attending NDU without fulfilling the requirements to enroll at the university level are classified as follows:

a.1. Class	
Remedial/Intensive	0 credit
a.2. Class	Number of Credits Completed (on courses of 100 level and below 200 level)
Freshman	1–30 credits

- b. Undergraduate students in the Faculties of the RC-FAAD and FE are classified as being in the 1st, 2nd, 3rd, 4th, or 5th year classes, according to the number of credits completed as specified in their respective suggested programs.
- c. Undergraduate students in the Faculties of the FBAE, FH, FNAS, FNHS, and FLPS are classified as follows:

Class	Number of Credits Completed (on courses of 200 level or higher)
Sophomore	31–60 credits
Junior	61–90 credits
Senior	91 and more

Please check the academic rules and regulations on the following [link](#).

Class Hours

Usually, classes are held Monday through Friday; however, some classes may be held on a Saturday. Classes start at 8:00 a.m.; however, some 4-credit courses may start at 7:30 a.m.

Attendance Policy

Students should attend all classes. A pattern of absences may substantially affect a student's grade. The Class Instructor, in full coordination with the Department Chair, is the direct authority responsible for the implementation of the Attendance Policy. The SAO only validates absences related to University events, travel, or medical excuses upon need. The student is responsible for the material presented during his or her absence. The maximum number of absences for classes that meet on MWF is 6 and for those that meet on a two-day basis (MW or TTH) and in Summer is 4 (or 2 hours per credit course). Any student whose absences exceed the maximum limits shall automatically be unofficially withdrawn from the course, unless he or she withdraws.

Examinations and Quizzes

All courses normally have written final examinations. Such examinations are not required in seminars, field work, internship programs, studio courses, and senior projects, but the Instructor concerned may choose to give one.

As for quizzes and progress tests, Instructors shall give a minimum of two per course. If, for a legitimate reason acceptable to the Instructor of the course, a student misses a quiz, he or she should arrange for a make-up with the Instructor of the course within a maximum period of two weeks from the date assigned for that quiz.

Final examinations shall count for a maximum of 40% of the final grade. Those exams should be comprehensive by nature. The remaining 60% account for quizzes, progress projects, tests, term papers, and other requirements as specified by the respective Department. A minimum of 40% of the course evaluation should be known by students prior to the official withdrawal deadline.

Different sections of the same course must be given a common departmental final examination.

Make-Up Final Examination/Incomplete

If a student misses a final examination for a legitimate reason, he or she should make arrangements for a make-up examination with the Instructor of the course and the Department Chairperson. If permission is granted, the student shall pay the University a make-up final examination fee of LBP 1,250,000. Consequently, the final examination make-up shall be taken no later than the 8th week of the next academic semester if a grade of incomplete ("I") is submitted to the Registrar. In the case where the Office of the Registrar does not receive a change of grade within the set period, a grade of "F" shall be given for that course.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Graded Final Examination Paper

The graded final examination papers of a course offered during a given semester or the Summer session must be submitted to the Department Chairperson concerned within 72 hours from the scheduled date of the final examination of that course. These papers must be kept at the Department concerned for at least one semester along with a copy of the course syllabus, final examination, and its solution.

Final Grades

A course's final grades should be submitted to the Office of the Registrar 72 hours after the scheduled date of the examination for that course. The Instructor should submit the final grades online to the Department Chairperson, who will in turn submit them to the respective Faculty Dean for final approval.

Transcripts

Upon request, students can obtain an official transcript or a student copy transcript from the Office of the Registrar within two working days. Transcripts cannot be issued to students who have a financial account pending with the University.

Change of Grade

Once a student's grade for a course in which he or she is enrolled during a given semester or the Summer session is approved by the Faculty and processed by the Office of the Registrar, it shall be final in the absence of justified circumstances, such as evidence of human error in calculation, recording, visual oversight, or confusion in the names of students or course sections.

Under justifiable circumstances, to change a grade, the Instructor of the course should fill in and sign a Change of Grade Form, which can be obtained from the Office of the Registrar. All supporting documents including the Instructor's record book should be attached to the form. Once the Department Chairperson approves the new grade, it is forwarded to the Faculty Dean for final action, and then resubmitted to the Office of the Registrar.

Only under force majeure would a student's case be considered beyond those five days. Therefore, the student may petition for re-evaluation of his or her final grade in a particular course.

No case will be considered after a lapse of one semester.

Change of Provisional Grade

Changes made to the provisional grade "I" and "PR" should be done within an allotted period, otherwise the Registrar's Office will directly convert the grade to "F". The "I" grade must be changed by the end of the 8th week of the following semester and the "PR" grade must be changed by the end of the following semester.

Grades for Repeated Courses

Students must repeat courses in which they received a grade of "F", "UW", or those courses in which they did not get the required passing grade set by the Department or Faculty concerned, in the case where these courses are required in the major. Students must repeat these courses immediately the next time they are offered. Students may also repeat a course in which they received a grade below "C".

For a repeated course, only the last grade, whether higher or lower, will be computed into the GPA. The other grades are kept on the student's transcript. A course may be repeated only twice. A student who fails to pass a course for the third time will have to comply with the instructions of the Dean concerned. The letter "R" will be placed on the student's transcript next to the course being repeated.

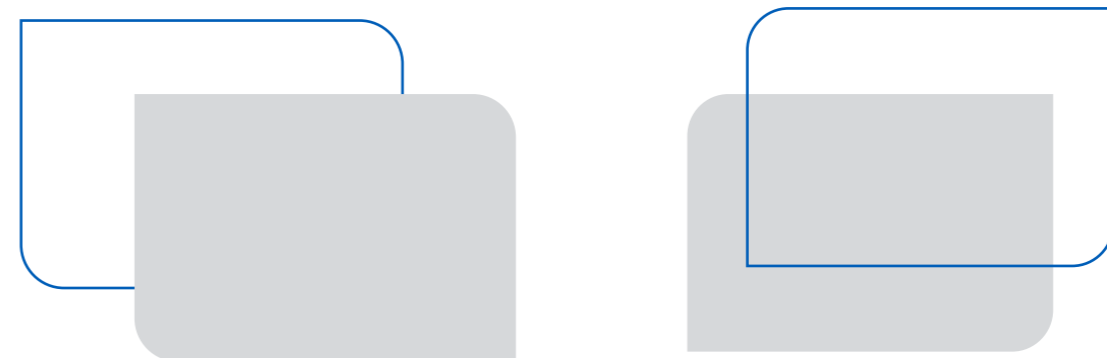
Grades upon Change of Major

Upon approval of change of major, all grades on transferable or non-transferable courses taken by a student in his or her old major/area of concentration remain part of his or her official transcripts. Unlike the transferable grades, the non-transferable ones are not computed in the student's GPA for the new major and are not counted toward the total number of credits required for graduation for the new major. A student cannot ask for a non-transferable course to be computed back in his or her GPA.

The students who benefited from the above rule cannot return to their old major, and cannot request to have their major changed again to any major which requires a non-transferable course grade deleted from his or her GPA.

System of Grades

The University uses the following system of grades. This system consists of letter grades with their corresponding numerical ranges (i.e. percentage equivalent and the 4.0-point maximum).



ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Grade	Description	Quality Point Value	Percentage Equivalent
A+	Outstanding	4.0	97-100
A	Excellent	4.0	93 - 96
A-	Very Good	3.7	89 - 92
B+	Good	3.3	85 - 88
B	Good	3.0	80 - 84
B-	Good	2.7	77 - 79
C+	Satisfactory	2.3	73 - 76
C	Satisfactory	2.0	70 - 72
C-	Passing	1.7	66 - 69
D+	Passing	1.3	63 - 65
D	Lowest Passing	1.0	60 - 62
F	Failure	0.0	0 - 59

UW | Unofficial Withdrawal

The grade **"UW"** is assigned by the instructor when a registered student has never attended a class or has ceased attending and has not submitted an official course withdrawal request to the Registrar's Office. This grade is computed as an **"F"** grade in the GPA.

W | Official Withdrawal

The grade **"W"** indicates withdrawal without academic penalty. This grade is issued by the Registrar's Office only to students submitting an official course withdrawal form by the scheduled deadline. The grade **"W"** is not computed in the student's GPA and may not be changed to any other grade under any circumstances.

PR | Progress, Re-enroll

The grade **"PR"** is a provisional grade, and hence it is not computed in the student's GPA. It is used to reflect progress on continuing research efforts for the senior study, the senior research, or design project until it is completed. If this provisional grade is unresolved by the end of the following semester, the Registrar's Office will automatically convert it to the grade of **"F"** and it will be computed in the student's GPA.

U | Audit

The grade **"U"** indicates that the individual was an auditor or listener in the course. This does not have any quality point value, and hence it is not computed in the student's GPA. Neither the credits nor a written statement can be given for a class audited, and no Instructor is authorized to admit anyone as an auditor to any of his/her classes unless the individual has registered as such.

I | Incomplete

The grade **"I"** is a provisional grade, and hence it is not computed in the student's GPA. It indicates that the student has for good and justified reasons not completed all course requirements, but there is a reasonable expectation that he/she will successfully complete it. If this provisional grade is unresolved by the end of the 8th week of the following semester, the Registrar's Office will automatically convert it to the grade of **"F"**, and will then be computed in the student's GPA. However, students, who are out of attendance in the semester following the one in which the course was taken, have one year to complete the work. Degree candidates should be aware that an **"I"** grade received during the last semester in any of the courses required for graduation will automatically result in the postponement of graduation.

P | Pass

"P" indicates a passing performance in a course taken in a Pass/No Pass. The credits if any will be added to the number of credits passed, but will not be included in the average. It has no quality points.

NP | No Pass

"NP" indicates a failing performance in courses taken on a Pass/No Pass basis. No credits will be added to the student's record, nor will the average will be affected. It has no quality points.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Grade-Point Average

The Grade-Point Average (GPA) or index is the ratio of the total quality point values divided by the number of the credit hours attempted by the student, as shown below.

Course Number & Designation	Grade Earned	Credit Hours Attempted	Quality Point Values	Total Quality Point Values
ARB 211	B+	3	3.3	9.9
BAD 425	A	4	4	16
HUT 305	D	3	1	3
MAT 215	F	3	0	0
CSC 200	C-	1	1.7	1.7
		14		30.6

The GPA of the five courses would then be: $\frac{30.6}{14} \cong 2.19$

which is equivalent to a grade of **"C"**. Students are expected to know how to compute their own GPA. Courses with a grade of **"W"**, **"U"**, **"PR"**, or **"I"** are not counted in computing the cumulative GPA. The same applies to all transfer courses. Hence, grades for work done at institutions other than NDU are not included in the GPA. Only courses and credits may be transferred. Thus, the cumulative GPA is an average of all the credit hours attempted by the student at NDU.

Academic Standing

There are 4 kinds of academic standing for an undergraduate student at NDU:

Good Academic Standing

An undergraduate sophomore student is deemed in good academic standing if his/her cumulative GPA satisfies any of the following cases:

Cumulative GPA	# of Undergraduate Credits
At least 1.5/4.0	1 cr. – 12 cr.
At least 1.75/4.0	13 cr. – 24 cr.
At least 2.0/4.0	25 cr. or more

Academic Probation

An undergraduate student will be on academic probation if his/her cumulative GPA satisfies any of the following cases:

Cumulative GPA	# of Undergraduate Credits
Less than 1.5/4.0	1 cr. – 12 cr.
Less than 1.75/4.0	13 cr. – 24 cr.
Less than 2.0/4.0	25 cr. or more

Academic Suspension

An undergraduate student placed on academic probation for three consecutive semesters will be placed on academic suspension (i.e. third probation is the suspension) irrespective of whether she/he is registered or not. If the third semester of probation happens to be the first (i.e. Fall) or second (i.e. Spring) semester of the academic year, the student is granted one more semester for the removal of suspension.

Students placed on suspension may consider the following options:

1. The student may register, upon the written approval of his/her academic advisor, in a number of courses at other accredited institutions of higher education. The credits for the courses completed with a grade of **"C"** or better may be transferred, as appropriate, towards the requirements of his/her degree at NDU. The grades and GPA for these courses, however, shall not be transferred.

OR

2. The student may petition to the Dean of his/her Faculty to reconsider the suspension decision. The Dean will then determine the final status of the student in the light of the GPA obtained:

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

- If the Cum. GPA is 1.79 or lower, the student will be placed on academic suspension in his/her Faculty but may, nonetheless, register in another Faculty at NDU following due procedure;
- The suspension may be withheld if the Cum GPA is 1.8-1.99. The student is given another chance to obtain good standing.

Academic Dismissal

An undergraduate student is dismissed from the University if he/she fails to maintain good academic standing either during the semester immediately following reinstatement from academic suspension or after the student had been granted permission from the Faculty Dean to have the suspension removed but failed to do so.

If the student's semester GPA is at least 1.5/4.0, 1.7/4.0 or 2.0/4.0, and his cumulative GPA is still below 2.0/4.0, the student is granted an extra semester. If at the end of this semester the student still fails to be in good academic standing (cumulative GPA), he/she will be dismissed.

There are two kinds of academic recognition:

1. Dean's Honor List:

Full-time students who obtain a semester GPA of 3.20/4.00 or higher with no incomplete grades during a given semester are placed on the Dean's List for that semester. These students are invited to attend the Dean's Luncheon held in their honor.

2. Graduation with Distinction:

An undergraduate student with high academic achievement will graduate with:

- Cum Laude (Distinction), if the cumulative GPA falls between 3.20/4.0 and 3.49/4.0;
- Magna Cum Laude (High Distinction), if the cumulative GPA falls between 3.50/4.0 and 3.79/4.0;
- Summa Cum Laude (Highest Distinction), if the cumulative GPA is 3.80/4.0 or above.

Such distinctions appear on the student's transcript and degree. A transfer undergraduate student is only eligible for these distinctions if he/she has completed at least 60 credits at NDU.

Academic Integrity

Students are expected and encouraged to be honest and to maintain the highest standards of academic integrity in their academic work and assignments at the University. They shall refrain from any academic dishonesty or misconduct including, but not limited to:

- Plagiarism; that is, the presentation of someone else's ideas, words, or artistic, scientific, or technical work as one's own creation. Also, paraphrasing, summarizing, as well as direct quotations are considered as plagiarism, if the original source is not properly cited;
- Cheating;

- Assisting in cheating;
- Substituting a student in the taking of an examination;
- Substituting examination booklets;
- Submitting the same work for more than one course and the like;
- Submitting papers written by others;
- Receiving or providing unauthorized help or assistance in any academic work or assignment;
- Intentional violation of program and degree requirements and regulation as established by the University;
- Dishonest reporting of computational, statistical, experimental, research, results, or the like.

Penalties of Academic Dishonesty

Committing any academic dishonesty or misconduct will definitely subject the student(s) to serious academic penalties including, but not limited to:

- Failure in an assignment or a course;
- Suspension from the University for the remainder of the semester. The student will receive from the Registrar a notice forbidding him/her for the specified semester to occupy any portion of the University premises, and denying him/her all University privileges, including class attendance. Suspension becomes effective immediately upon receipt of the notice. There is no refund of fees for the semester in which the action is taken, but any fees paid in advance for a subsequent semester are refunded. Following the expiration of the term of suspension, the student shall be enrolled under probation for one regular semester or Summer session;
- Suspension for an additional period. The total duration of the suspension should not exceed one academic year;
- Dismissal from the University. The student will receive from the Registrar a written notice which permanently terminates his/her student status. The same policy will be followed regarding notification and the refund of fees as in the case of suspension.

Reporting Academic Dishonesty

If an Instructor has reason to believe that a student has committed an act of academic dishonesty, he or she must inform the student and discuss the circumstances of the matter with him or her. The Instructor shall also consult with his or her Chairperson and take appropriate action. The Chairperson shall inform the student's advisor in writing about the accident and the action taken. The student will receive a copy of that letter. If the Chairperson believes the misconduct deserves suspension or dismissal from the University, he or she should forward the case to the Faculty Dean who will implement the Student Code of Conduct in full coordination with the Dean of Students.

If the student wants to challenge the action, he or she can appeal by petitioning to the University Student Affairs Committee (USAC) through the Office of the Registrar.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Change of Major

1. Within a Faculty

To be eligible for a change of major within the same Faculty, the student must meet the requirements for admission to the new major. He or she must submit a petition for change of major provided by the Office of the Registrar. The request for the student's admission is considered by the new Department and by the Dean concerned. After approval, the petition is sent to the Office of the Registrar for implementation.

2. From a Faculty to a Faculty

A student moving into another Faculty within the University is considered a new student by the new Faculty. The student is required to fill in a petition form for a change of major provided by the Office of the Registrar and signed by the Business Office and by his or her advisor. The form is to be submitted to the Office of the Registrar, which in turn will send the form to the University Admission Committee.

3. By University Action

A student will be asked to change his/her major for any of the following reasons:

- If he/she is on probation and fails at the end of a semester or Summer session in two or more of his/her major and/or core courses;
- If he/she fails to pass a major course after having repeated it twice.

DEADLINE FOR SUBMISSION OF CHANGE OF MAJOR

The deadline for submission of the petition for change of major for both categories is:

- The last Friday of December for the Spring semester; and
- The last Friday of June for the Fall semester.

GRADUATION REQUIREMENTS

Students are required to fulfill the following requirements to be eligible for a bachelor's degree:

- Completing all required credits for the degree;
- Fulfilling satisfactorily all course requirements for the degree as well as remedial/intensive courses given upon admission;
- Fulfilling all other admission requirements;
- Maintaining at least a 2.0/4.0 cumulative GPA for the degree;
- Satisfying the residency requirements for the degree;
- Maintaining the required minimum cumulative GPA for the major and core courses required for the degree, as specified by the concerned Department;
- Maintaining good academic discipline; and
- Settling all accounts with the University.

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

Students who do not have the required cumulative GPA of 2.0/4.0 for the degree and/or the required cumulative GPA for the major and core courses required for the degree, but have completed all other requirements, may repeat up to 5 courses, as approved by the Academic Advisor, to meet the required numerical level(s).



**OFFICE OF
STUDENT AFFAIRS**

**WE PUSH
YOU
FORWARD**

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs (SAO) at NDU is a service-oriented unit. It provides a number of activities and services to complement the academic work of students and help them fulfill their full potential. This office creates healthy physical, social, personal, moral, and cultural environments to ensure that students can make the most of their university experience. This can be achieved through the full support of the different SAO departments.

Department of Financial Aid

OBJECTIVES

It is the University philosophy that students should not be denied the opportunity to further their university education because of limited financial resources. The Student Financial Aid Program was established to meet the goal of this philosophy by providing qualified students with financial aid regardless of color, race, gender, religion, nationality, or political affiliation.

NDU has created several types of financial aid programs to cater to the needs of new and current undergraduate students. The programs include:

1. For Current Students

WORK-STUDY GRANTS (WSG)

The Work-Study Grant (WSG) is a financial assistance for undergraduate students based on demonstrated need. The WSG is designed to assist full-time students with proven financial need to cover part of the cost of their education. Students who qualify as assistants are assigned to various Departments or Offices in the University. Placement is made based on capability, need, and job availability. Students will have to set a schedule for their working hours. The work schedule should not conflict with the class schedule of WSG recipients and should be signed by the supervisor and be approved by the Department of Financial Aid. The hourly rate for students on WSG is 6.75% of the actual rate per credit of each major. Students may receive up to 40% of his or her tuition fees through the WSG. Students eligible for a WSG will have the added benefit of developing their working skills as well as gaining a deeper sense of personal responsibility and accomplishment.

ELIGIBILITY

To attain eligibility status, the student must:

- Demonstrate financial need;
- Have completed 12 credits at NDU (remedial credits not included);
- Have demonstrated academic potential (cumulative GPA, minimum 2.3/4.0); and
- Be enrolled as a full-time student with a minimum of 12 credits each semester except the last semester before graduation when the number of credits may drop to 9.

CONDITIONS

Any student who has been granted a WSG will be covered for a full academic year (exclusive of Summers session) except in the following cases where the student:

- Records a drop in GPA below 2.3/4.0;
- Receives a scholarship from another institution, exceeding 50% of tuition;
- Benefits from the Undergraduate Scholarship;
- Registers for less than 12 credits during each semester and less than 9 credits during the last semester at NDU;
- Does not fulfill the job requirements assigned by the Department of Financial Aid;
- Does not abide by the rules and regulations of the assignment; and
- Reveals later that the information submitted is fallacious.

PROCEDURES

Undergraduate students who apply will have to access Financial Aid on SIS, click on WSG application/renewal and fill the application online in the presence of one of their parents after securing all the required documents. All sections included in the application must be entirely completed. An appointment for an interview with the staff in the Department of Financial Aid must also be scheduled online. While making the appointment, applicants are advised that the interview may last up to 45 minutes. Students must attend the interview in person and submit the printed application signed by one of their parents, along with all the required documents. Applications with missing documents are incomplete and will not be considered. Every semester, dates and deadlines for applications will be updated and posted on the NDU website and scheduled in the Academic Calendar. All WSG applications must be submitted one semester in advance (for a Fall semester WSG, the application must be received by the Department of Financial Aid during the previous Spring semester). WSG applications must be renewed for every academic year before the official deadline of submission of application by filling a 'Renewal Form' Online. Students applying for the WSG may receive a home visit from representatives of the Department of Financial Aid. After the procedure is completed, the Financial Aid Committee will review each application carefully and give the appropriate decision. Applications that have missing documents will be considered incomplete and hence will not be studied. For more information about the WSG, you may send an email, call, or visit the Department of Financial Aid.

STUDENT EMPLOYMENT

Full-time students proving to have special skills, which none of the WSG students possess, may be employed for academic reasons for the duration of one semester upon the request of Faculty Deans. The Financial Aid Committee will determine the working hours and the hourly rate.

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GRANTS

Grant for Excellence

a) Sports Grant

When eligible, the student joining a sports team at NDU will benefit from a 10% Sports Grant. An additional 5% will be granted to the team who wins a tournament or a championship. An NDU athlete, a member of a first division sports team, or a member of the national team will be granted 20% of tuition. The Sports Grant can be combined with other types of Financial Aid or Scholarship.

b) Sibling Grant

NDU provides a family discount when two or more siblings are enrolled simultaneously. Students can benefit from the Sibling Grant starting their first semester.

ELIGIBILITY

To attain eligibility status, the student must:

- Be enrolled as a full-time student with a minimum of 12 credits except the last semester before graduation when the number of credits may drop to 9 credits;
- Maintain a minimum cumulative GPA of 2.00; and
- Be enrolled in a regular Undergraduate Program (Intensive, Freshman, and Masters students are not eligible to benefit from Sibling Grant).

If one of the siblings does not fulfill the above criteria, the other(s) may benefit if his or her sibling is enrolled in 9 credits minimum for the undergraduate students and in 6 credits minimum for the graduate students.

CONDITIONS

If eligible, two siblings enrolled at the same time in the University will benefit from a 15% discount each; three or more siblings will be entitled to a 25% discount each.

In the case of financial need, eligible siblings will have the possibility to raise the percentage given to a maximum of 40% by applying to the WSG during the dates scheduled in the Academic Calendar.

A Sibling Grant candidate who receives:

- **20%** scholarship will benefit from 15% Sibling Grant,
- **40%** scholarship will benefit from 10% Sibling Grant, and
- **60%** scholarship will no longer benefit from sibling grant.

PROCEDURE

Students must:

- Access Financial Aid on the SIS, click on Sibling Grant, and add the ID number of his/her sibling.
- Submit a copy of the Family Status Record (not older than one year) at the Department of Financial Aid.
- The deadline to submit the Family Status Record is the fifth working day after his/her online application

date. Dates and deadlines are posted on the website and scheduled in the Academic Calendar. Siblings will benefit from the discount as long as they are eligible. They do not have to renew their application unless a new sibling is enrolled for the first time with them.

UNDERGRADUATE SCHOLARSHIP

The Undergraduate Scholarship is awarded to students with high academic standing and according to the following scale:

Cumulative GPA from 3.40/4.00 to 3.65/4.00	-----	20% Scholarship
Cumulative GPA from 3.66/4.00 to 3.79/4.00	-----	40% Scholarship
Cumulative GPA from 3.80/4.00 to 4.00/4.00	-----	60% Scholarship

ELIGIBILITY

To attain eligibility status, the student must:

- Have completed 12 credits at NDU (remedial credits are not included);
- Have completed in the previous semester at least 9 credits with letter grades (excluding U and UW)
- Be enrolled in 12 credits each semester except during the last semester before graduation when the number of credits may drop to 9; and
- Have demonstrated academic excellence by maintaining a high cumulative GPA (3.40/4.00 and above).

PROCEDURE

If a student meets the above criteria, he or she does not have to apply, and will automatically benefit from the discount on tuition fees. The Scholarship amount will be automatically calculated and will appear on his or her SIS payment details.

The Undergraduate Scholarship is granted as long as the cumulative GPA of the student is above 3.4/4.00, and provided the credit eligibility is maintained.

2. For New Students

FINANCIAL AID UPON ADMISSION

This program offers Financial Aid to students starting their first semester at NDU. Students eligible to receive this form of Financial Aid must prove they have a financial need and should have good academic records during their final three years at school. The percentage of the Financial Aid offered upon admission may reach up to 40%. The amount of aid granted will cover two consecutive semesters, excluding the Summer session. Once accepted in this Financial Aid program, the student will have to complete an assigned number of working hours.

PROCEDURE

A new student who wishes to apply for "Financial Aid upon Admission" must fill an online Financial Aid Application. The application is available on the "Online Acceptance Results" (OAR). The username and

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password to enter this page will be provided by the Office of Admissions when the student submits his/her complete file (application and documents). The student will have to access OAR on <https://sis.ndu.edu.lb/OAR/>, click on Financial Aid & Scholarship upon Admission, and:

- Fill the Financial Aid Application online in the presence of one of his/her parents. All sections included in the application must be entirely completed.
- Schedule an appointment online for an interview with the staff in the Department of Financial Aid keeping in mind that the interview can last up to one hour. The presence of one of the students' parents is mandatory during the interview.
- Print the application, put his/her signature and his/her parent's signature, then secure all the required documents. Applications with missing documents will be considered incomplete and thus will not be studied.
- Submit the application with all required documents in person during the interview scheduled with the staff in the Department of Financial Aid.

Dates and deadlines for Financial Aid upon Admission will be updated and posted on the University website, and social media platforms and included in the Academic Calendar.

New students should submit their applications and supporting documents by the appropriate deadline, as per the application schedule table. All parts of the Financial Aid application must be completed. Questions in any part that are not answered and completed properly will jeopardize application processing. Only complete applications, including all required documents, will be processed.

Applicants are strongly urged not to wait until the last minute since filling the application and preparing all the required documents may take time. A delay in the application may negatively impact the amount and nature of the applicant's aid. The results will be issued before the Registration period.

ELIGIBILITY

To attain eligibility status, the student must:

- Be a sophomore student;
- Register on a full-time basis (a minimum of 12 credits);
- Prove that he or she does not benefit from any other form of financial assistance; and
- Pass all the courses with a minimum cumulative GPA of 2.3 in the first semester.

In the case where the student fulfills 12 credits, excluding remedial, with a GPA of 3.4 and above during the first semester, he or she becomes eligible for the Undergraduate Scholarship. The highest percentage of the financial support is always adopted.

Conditions to maintain Financial Aid for the next Academic Year:

- The student should register on a full-time basis;
- The student should have completed 12 credits excluding remedial courses;
- The student should have a minimum cumulative GPA of 2.3/4.00 to maintain eligibility for WSG; and

- The student should renew his/her application for the WSG at the Department of Financial Aid during the second semester.

SCHOLARSHIPS UPON ADMISSION

NDU consistently strives to attract new students with strong academic backgrounds. NDU recognizes the need for scholarship funds for high school students interested in pursuing their academic study.

Baccalaureate Scholarship

This Scholarship is awarded to newly admitted students in the first year and covers 40% or 60% of the tuition fees, based on the student's Lebanese/French/Technical Baccalaureate exams results. The Scholarship may be renewed in subsequent semesters based on the required cumulative GPA.

ELIGIBILITY

- The new student should obtain 14/20 score on his or her Lebanese/French/Technical Baccalaureate exam (40%); or
- The new student should obtain 16/20 score on his or her Lebanese/French/Technical Baccalaureate exam (60%).

PROCEDURE

- No application is required;
- Automatically awarded to eligible students;
- The Department of Financial Aid compiles the list to be approved by the Vice President for Administration and Finance (VPAF);
- The new student receives a Scholarship Letter from the Office of Admissions of the awarded percentage once he or she submits the Baccalaureate certificate maximum one week before the second payment; and
- The applicant will not be eligible for Scholarship if the Lebanese/French/Technical Baccalaureate certificate is not submitted on time.

Starting the second academic year, the Academic Scholarship conditions will apply as below:

- The student should have completed 12 credits, excluding remedial courses;
- The student should register on a full-time basis (a minimum of 12 credits); and
- The student maintains a cumulative GPA of 3.8/4.00 (60%), 3.66/4.00 (40%), or 3.4/4.00 (20%).

SAT I Scholarship

This Scholarship is awarded to newly-admitted students in the first semester and covers 20% or 40% of the tuition fees based on their SAT I scores results.

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ELIGIBILITY

New students will receive 20% for obtaining a score of 1200 on SAT I and 40% when obtaining a score of 1300 on SAT I.

PROCEDURE

- No application is required;
- Automatically awarded to eligible students;
- The Department of Financial Aid compiles the list to be approved by the Vice President for Administration and Finance (VPAF); and
- The new student receives from the Office of Admissions a Scholarship Letter of the awarded percentage once he or she submits the SAT I exams results.

Starting the second semester, the conditions of the Academic Scholarship will apply as below:

- The student should register on a full-time basis;
- The student should maintain a cumulative GPA of 3.8/4.00 (60%), 3.66/4.00 (40%) and 3.4/4.00 (20%); and
- The student should have completed 12 credits excluding remedial courses.

NB: A new student can only benefit from the financial support plan with the highest percentage.

When receiving any type of Financial Aid, Grant, and/or Scholarship during a semester, the student will have to cover the remaining amount of his/her tuition after the deduction of the financial support in order to benefit from the same in the following semester if he/she qualifies.

RE-ENROLLMENT POLICY

Students who re-enroll, for any reason, in any course, shall not benefit from any financial support for the re-enrolled courses.

Due to the unstable economic situation, the Financial Aid, Grant, and Scholarship percentages may be subject to changes.

For more information, kindly contact the Department of Financial Aid on 09-208000 ext. 2052, 2051, 2199, or 2182, or via email financialaid@ndu.edu.lb.

Department of Social Security

The Department of Social Security (DSS) serves as the liaison between students and the University's National Social Security Funds (NSSF). Membership in the NSSF is required by law for all Lebanese students, excluding freshman and special students, and students that are older than 30 years.

1. Returning Students

Returning Students benefiting from the following:

- The Social Security (الضمان الإجتماعي)
- Cooperation (تعاونية)
- The Army (الجيش)
- A Municipality (بلدية)
- The Lebanese University (الجامعة اللبنانية)
- The Mutual Fund for Judges (صندوق تعاضد القضاة) must submit their official documents to the Department of Social Security at the Office of Student Affairs (SAO).

This procedure is repeated at the beginning of every Academic Year

Documents needed:

- The original statement from the local office you or your parents belong to (إفادة من مركز التبعية الرسمي) which certifies your benefit.
- A copy of the Family Status Record (صورة عن إخراج قيد عائلي أو الهوية) or copy of Identity Card.

Failing to do so before the deadline, students will not be able to register, and will have to pay a fee of LBP 600,000 (قابل للتغيير بناءً على توصيات الصندوق الوطني للضمان الإجتماعي)

Students who have stopped benefiting from a governmental health plan (mentioned above) while at NDU must:

- Fill out [Form A1](#) (تصريح عن طالب جامعي)
- Attach a photocopy of the Family Status Record (إخراج قيد عائلي) not older than one year

2. New Students

New students should submit the following documents before confirming their courses (preferably before the Late Registration date).

Students who do not benefit from any governmental health plan must:

- Fill out [Form A1](#) (تصريح عن طالب جامعي)
- Attach a copy of the Family Status Record (إخراج قيد عائلي) not older than one year and a copy of the Identity Card
- Attach a copy of your Lebanese/French/Technical Baccalaureate or its equivalence

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Failing to do so before the deadline, students will have to pay a fee of LPB 600,000.
(قابل للتغيير بناءً على توصيات الصندوق الوطني للضمان الإجتماعي)

Students who benefit from any governmental health plan must:

- Attach an original statement from the local office they (or their parents) belong to (إفادة من مركز التبعية الرسمي), which certifies their benefit
- Attach a copy of their Family Status Record (إخراج قيد عائلي) not older than one year and a copy of the Identity Card

New students (transferred) who benefit from the NSSF through their former university for one or more consecutive years must submit their NSSF number and, if not available, they must:

- Fill out [Form C](#) (إعلام عن طالب مسجل)
- Attach receipts (per Academic Year) or Administrative Statement in Arabic from the former university
- Attach a copy of their Family Status Record (إخراج قيد عائلي) not older than one year and a copy of the Identity Card

New students (transferred) must submit their NSSF number and, if not available, they must:

- Attach a receipt or Administrative Statement in Arabic from the former university
- Attach a copy of their Family Status Record (إخراج قيد عائلي) not older than one year and a copy of the Identity Card

On forms A1 and C, the statement, and the photocopy of the Family Status Record (إخراج قيد عائلي), students must write their ID number, major, and date of birth.

Students will not be able to confirm their registration if they do not submit the required documents at the DSS.

Students can pick up their appropriate forms from the DSS at the SAO or from the NDU website ([DSS](#)).

For more information, kindly contact the Department of Social Security on 09-208000 Ext. 2114 or via email nssf@ndu.edu.lb.

Department of Counseling and Health

1. COUNSELING SERVICES

The Counseling Service at NDU provides students with short-term counseling and crisis intervention services. Anxiety, depression, behavioral troubles, conflicts, communication problems, phobias, and other ailments are treated with professionalism, absolute respect, and extreme confidentiality.

Counseling services are accessible to all enrolled students who need them.

Find out more about this service at the Medical House or by contacting the medical staff on 09 208 000 Ext. 2269 or via email medicalhouse@ndu.edu.lb.

2. HEALTH SERVICE

NDU provides all its students with a variety of health services and primary care visits at the NDU Medical House located at the SAO building.

- Completing and submitting the Student Medical Record (SMR) form is mandatory for all new students before the registration period. The NDU physician shall follow up on students with abnormal results of the health assessment and on vaccination.
- All new students shall be screened for positive TST (Tuberculin Skin Test) during the pre-registration period. The nurse at NDU administers the TST screening at the Medical House. Dates of the screening are posted on the website and communicated through SMS. Two days after taking the TST, the new student comes to the Medical House for TST reading. Positive results require further investigations and an NDU physician's appointment for follow up.
- The medical fee must be paid in advance at Byblos Bank, Bank of Beirut, or at the Office of Finance (Business Office). This fee allows students to benefit from all medical services provided by the Medical House staff. Any student who is readmitted to NDU after two semesters of absentia will have to undergo the same medical procedures listed above.
- NDU reserves the right to request random medical tests from any student to test for drug use or for any other medical reason.
- The University physician is available daily and is on call for assistance and free consultations 24/7.
- The University nurse is available daily from 8:00 a.m. to 4:00 p.m.
- Serious cases are referred to the nearest hospital.
- All students with medical ailments must contact the NDU physician for examination within 48 hours of their sickness/injury. Medical excuses will not be recognized by the Faculties unless they are validated by the NDU physician.

3. INSURANCE POLICY

NDU students who are injured when practicing any kind of activity within or outside University premises are insured by the University. Students should visit the Medical House during regular working hours to fill out the appropriate form. If the accident occurs outside working hours, students should visit the MH at a later date to complete the procedure. The insurance coverage is an addition to the NSSF coverage.

OFFICE OF STUDENT AFFAIRS

For more information, please contact the medical staff on 09 208 000 Ext. 2269 or via email medicalhouse@ndu.edu.lb or visit the Medical House.

Department of Student Life (DSL)

Authorizing Absences

The [Attendance Policy](#) at NDU stipulates that:

- Students should attend all classes and laboratory sessions on time.
- Absences, whether authorized or not, even if below the maximum number (specified below), may alter one's grade substantially.
- The Office of Student Affairs alone authorizes absences.
- No absence absolves a student from responsibility regarding the material presented during his or her absence.
- The maximum number of absences for classes that meet on MWF is 6 and for those that meet on a two-day basis (MW or TTH) and in Summer is 4 (or 2 hours per credit course). Any student whose absences exceed the maximum limit shall automatically be considered as having failed the course unless the student withdraws.

The DSL follows up with students facing attendance problems and investigates every case closely and accurately under the Dean of Students' supervision. Students who miss classes or evaluations for medical reasons should contact the University physician within 48 hours of their sickness. Those who miss classes or evaluations for non-medical reasons should visit the DSL with sufficient evidence to justify the absence and secure an excuse.

The International Student Services Program provides support for international students at NDU. It helps them to integrate within the NDU community and build relationships with other students. International students are urged to visit the SAO upon arrival and on a regular basis.

For more information, kindly contact the department on 09-208000 Ext. 2045 or via email sao@ndu.edu.lb.

Student Housing

The Student Housing (SH) facility provided by NDU is a student service dormitory located on the University Main Campus in Zouk Mosbeh.

NDU SH provides and promotes a living environment that is conducive to learning and encourages residents to use all available housing resources. It offers a safe, well-maintained residence for NDU students. Students can benefit from a host of services such as laundry, equipped kitchen, TV room, study room, and Internet access. A front desk clerk is always on duty to provide assistance. A nurse is on call every night in case of emergency.

The NDU dormitory complex is comprised of two segregated wings, female and male, which can accommodate more than 400 students on campus.

Reservations

Students and their parents/guardians are asked to visit the SH facility for reservations and to learn about dorm rules and regulations.

For more information, kindly contact Student Housing on 09-208000 Ext. 2998 or via email studenthousing@ndu.edu.lb.

The fees per semester and per accommodation facility are as follows:

a) Block A (Female), (Prices in U.S. Dollars)

	Fall	Spring	Summer
Shared accommodation	1,700	1,700	600
Single accommodation	2,400	2,400	850
The deposit for any accommodation is 400			

b) Block B (Female) & C (Male), (Prices in U.S. Dollars)

	Fall	Spring	Summer
Shared accommodation	1,000	1,000	350
Single accommodation	1,500	1,500	550
The deposit for shared accommodation is 200			
The deposit for single accommodation is 300			

The Deposit will be refunded at the end of the staying period. In case of any damage to the room or to Student Housing facilities and furnishings, a fine will be charged and deducted from the deposit. Student Housing policies can be found at the following [link](#).

OFFICE OF STUDENT AFFAIRS

Department of Community Service and Awareness

Definition

The Department of Community Service and Awareness (CSA) was implemented at NDU as a subset of the SAO and as the base of outreach for NDU students. It aims at providing students with opportunities to benefit their communities by working with non-profit organizations and by adopting, planning, and completing University-wide projects.

The NDU mission statement takes its spirit from the watchwords of the Blessed Virgin Mary, Mother of God: modesty, sacrifice, offering without limits, and working in silence. The CSA is then, from a University standpoint, an extension of this mission outside the University Campus. It is also an affirmation of NDU's commitment to building generations that will act as vessels of social responsibility and to improving Lebanese society. The CSA will provide a headquarter dedicated to community service for the students who want to be involved, and will expand in order to include as many students in the NDU spirit as possible. By implementing the CSA, NDU will contribute in optimizing the potential of the students by instilling in them ethics, faith, and values.

CSA MOTTO: BELIEVING, CROSSING, ACHIEVING

Believing

At the heart of the CSA activity lie several central beliefs. Each of us is inextricably linked to our environments, our country in the larger sense, down to our families. A sense of responsibility comes with this link especially with the belief that each of us, students and staff, and with God's grace, has the potential of being a tool of positive change in our communities. The CSA also believes that each student has a unique talent, that there is room for everyone to contribute, each in his or her own way, and that all of these talents are equally valuable.

Crossing

Bridges are a central concern in the CSA work ethic. Bridges can bypass the deepest abyss. The CSA will consolidate already existing bridges in the form of non-governmental organization (NGO) activity and will pioneer new bridges in the form of the University's student-based projects. In addition, bridges are a team effort: a bridge is only as strong as the connections between its components. Finally, bridges form a bond between previously isolated locations. This aspect symbolizes that the efforts of the CSA will broach new channels of communication between NDU students and their communities. This relationship will be mutually beneficial and permanently alter the make-up of both parties.

Achieving

The nature of CSA activity is goal-oriented. It aims at providing real life opportunities for students to actualize their potential to produce qualitative change in the state of their communities. Perseverance in seeing a project through to the end will be emphasized. Difficulties will be anticipated during the course of student planning and overcome. Students will be able to follow up on the results of their projects to ensure that the

improvement is maintained.

For more information, kindly contact the Department of Community Service and Awareness on 09 208 000 Ext. 2043 or via email csa@ndu.edu.lb.

Department of Career and Placement

The Department of Career and Placement's (DCP) main mission is to supply sophomore, junior, senior students, fresh graduates, and alumni with exceptional career services to mold and shape their future career path. The DCP strives to provide the best career and employment services through widening its networking with various local and international companies.

Moreover, it provides internship and recruitment opportunities, workshops related to job readiness such as soft skills, CV and cover letter writing, mock job interviews, design thinking, career development, job shadowing, boot camps, company tours, one-on-one coaching, personality tests, and luncheons with HR.

The highlight of the events organized by the Department are virtual and on-campus Career Fairs, hiring campaigns, webinars, team-building weekends and joint events with other Career Centers in other universities.

In addition, the Department signs Memoranda of Understanding (MoU)s with leading companies in Lebanon and the region to provide students and alumni with golden internship and job opportunities, technical and transferrable trainings, interaction with experts, as well as sponsorship and adoption of senior projects.

A new addition to the Department is a Career Guidance service and a Career Library equipped with all the resources needed to help current students build up a competitive edge in preparation to their professional life.

For more information, contact the DCP on 09 208 000 Ext. 2050, 2478, or 2463, or via email career@ndu.edu.lb, internship@ndu.edu.lb.

Department of Academic Advising

The Department of Academic Advising (DAA) at the SAO aims at assisting NDU students to make the right decisions concerning their university studies as well as their projected careers. Consequently, some of its major goals are to help students understand the academic rules and regulations, to make use of the Campus resources available to them, and to fulfill the requirements towards graduation. The DAA is also committed to help those students facing difficulties that might negatively affect their academic performance. For this reason, the Department has designed programs for students who need special care and continuous attention in order to pass their courses smoothly and successfully. The DAA provides the following services on an individual basis.

OFFICE OF STUDENT AFFAIRS

The follow-up program offers support and guidance to students facing special conditions that affect their social, health, mental, or family situation, and who need ongoing personalized attention. In addition, the DAA directs students who seek professional help to the University counselor for recommendations regarding future follow-up. It is worth mentioning that the contribution of advisors and faculty members is essential for the success of this program.

The tutoring program helps students who are not able to pass certain courses to overcome their academic difficulties. This service is rendered in coordination with the Work Study Grant program at the Department of Financial Aid where students share their experiences, communicate their knowledge, and listen to each other. For more information, contact the DAA on 09 208 000 Ext. 2485 or via email academic.advising@ndu.edu.lb.

The Learning Accommodation Services (LAS), under the supervision of Smart Kids with Individual Learning Differences (SKILD), offers services for students seeking specific learning accommodations due to ADHD, learning difficulties, medical conditions, or other health impairments. The purpose of the LAS is to facilitate learning accommodations for students with special needs, while ensuring the integrity of the course requirements. Services include accommodations, support, note-taking, and collaboration with faculty and administration in order to meet academic requirements. Students must register with the LAS in order to ensure that they get the help and accommodations they need.

To register for the LAS, students should send an email to las@ndu.edu.lb or contact 09 20 8000 Ext. 2987 or pass by the LAS in the SAO.

Department of Athletics

The Department of Athletics (DA) at NDU encourages a healthy and active lifestyle through the provision of sports, activities, and gym facilities. Students may choose from a wide variety of sports activities, including Basketball, Volleyball, Futsal, Football, Rugby, Tennis, Table Tennis, Badminton, Swimming, Chess, Taekwondo, etc.

A multipurpose gym for bodybuilding and fitness, Zumba and aerobic fitness classes, martial arts classes such as Aikido and Taekwondo, and dancing are available for use by the NDU community at large.

Sports Grants

When eligible, the student joining a sports team at NDU will benefit from a 10% Sports Grant. An additional 5% will be granted to the team that wins a tournament or a championship. An NDU athlete, a member of a first division sports team, or a member of the national team, will be granted 20% of tuition. The Sports Grant can be combined with other types of Financial Aid or Scholarship.

Sports Scouting Scholarship

If a student is an elite player, NDU offers the opportunity to join the University through the Sports Scouting Scholarship and receive a 50% scholarship on the tuition for the first year.

For more information, kindly contact the Department of Athletics on 09 20 8000 Ext. 2563 or via email athletics@ndu.edu.lb.

Department of Student Activities

With more than 30 clubs and societies at NDU, University life has something for everyone. The Department of Student Activities (DSA) assists students and clubs in preparing and organizing activities and events. Students are invited to become active members of any club or society to experience leadership, teamwork, success, and excitement through extracurricular activities at NDU.

For more information, kindly contact the Department of Student Activities on 09 20 8000 Ext. 2067 or via email studentactivities@ndu.edu.lb.

NDU Model United Nations (MUN)

The MUN, an academic replication of the United Nations, is a student-led chapter, which aims to permit students to diplomatically resolve issues at the forefront of international relations. Its purpose is to model the best practices of collaboration, cooperation, and constructive debate. It educates participants about current events and topics in addition to assisting in creating new leaders and diplomats seeking to change the world.

For more information, kindly contact the MUN Office on 09 208 000 Ext.: 2048 or via email mun@ndu.edu.lb.

Student Union (SU)

The Student Union (SU) is the official representative body of the NDU student population. Elections for choosing the SU members are held in the Fall semester of every Academic Year and are organized by the Office of Student Affairs in all three campuses. The SU's main mission is to promote student interests, needs, and welfare within the University. It helps to create a healthy atmosphere for students to express themselves in accordance with the rules, regulations, policies, and bylaws of NDU.

For more information, kindly contact the Student Union on studentunion@ndu.edu.lb.



**YOUR CAMPUS
LIFE MADE
EASIER**

CAMPUS SERVICES

CAMPUS SERVICES

Identification Card (ID)

The University Smart Identification Card identifies the cardholder as a current member of the NDU community. It is mandatory for all administrators, faculty, staff, and currently enrolled students, and must be carried at all times.

The ID card is the property of NDU; it must be presented upon the request of an appropriate University official, and may be revoked at any time by the University.

Cardholders may use the card to access various privileges and services throughout the Campus, such as parking, dormitories, Library, etc.

Lost or stolen cards must be reported immediately to ID Card Services Office at 09 208 000 Ext. 2306.

Campus Parking

Parking permits are obtained from the Office of Parking Services at the beginning of every semester. Parking permits must be displayed correctly at all times (lower left side of the windshield). All vehicles are subject to University parking regulations while on Campus. Any vehicle parked in violation of parking regulations is subject to being removed and impounded at the owner's expense.

The University assumes no responsibility for damage or loss of private property.

Students are required to abide by and respect the directions of the NDU Security personnel.

All parking enquiries are to be made at the Parking Services Office at 09 208 000 Ext. 2306.

Security Office

The Security personnel are responsible for the enforcement of University rules and regulations.

The Security Office is responsible for campus safety, CCTV surveillance, fire systems, parking facilities, and traffic circulation. Security officers make regular patrols on Campus in order to promote a safe campus environment. The Security Office can be reached at 09 208 000 Ext. 2222 or 2252.

Lost and Found

Articles found are to be turned in to the Office of Campus Services situated in the SAO building. Persons looking for lost items may inquire at the Office or call 09 208 000 Ext. 2306.

To claim an item, the person must clearly identify it. To help in recovering lost or stolen items, it is suggested that students put their names on their valuables. Items not claimed after sixty days will be considered abandoned.

Mail Office

The Mail Office is responsible for all incoming mail and its distribution on Campus.

The Office manages the assignment of student mailboxes and lockers and is located at the SAO building.

For more information, please contact 09 208 000 Ext. 2323 or via email nehme.nassif@ndu.edu.lb.

ACADEMIC SUPPORT SERVICES

**AT YOUR
ASSISTANCE**



ACADEMIC SUPPORT SERVICES

Academic Support Services are coordinated by the Assistant Vice President for Academic Support (AVPAS), who, on behalf of the VPAA, supervises the following academic support Offices and units: University Libraries, Office of Students Affairs, Admissions, and Office of the Registrar.

Libraries

NDU Libraries Mission Statement

The NDU Libraries strive to provide quality services by acquiring, organizing, preserving, and providing access to a variety of information resources. The Libraries, thereby, support the University mission to foster excellence in scholarship and lifelong learning, and to educate students to be future leaders who can exercise reason based upon knowledge.

The NDU Libraries consist of the Mariam and Youssef (Main) Library at the Zouk Mosbeh Campus, the NLC Library at the Barsa Campus, and the Shouf Library at the Deir El-Kamar Campus. The NDU Libraries are also responsible for maintaining and developing the research collections of the Benedict XVI Endowed Chair (BSEC) Library, the Center for Applied Research in Education (CARE) Library, the Institute of Lebanese Thought (ILT) Library, the Lebanese Research Center for Diaspora and Migration Studies (LERC) Library, and the RC-FAAD Room for Inspiration, Information, and Ideas.

For more details, visit our Libraries [website](#).

RC-FAAD Academic Support Facilities

[RC-FAAD](#) studios are designed to meet the various needs of Architecture, Art and Design programs. The studios are furnished with professional drafting tables and are appropriately equipped to provide support to all Architecture, Design, and Fine Art courses.

FH Academic Support Facilities

Writing Center

The NDU Writing Center helps improve students' academic skills in English. The Center is open to all students and is staffed with experienced Instructors from the Department of English and Translation. The Center offers workshops on topics ranging from effective writing techniques and time management to tips on avoiding plagiarism. To benefit from its services, students are asked to pass by the Writing Center located at the Class Floor of the Faculty of Humanities at FH -1.14, call 09 208 000 Ext. 2375, or email writingcenter@ndu.edu.lb.

The Interpretation Booth

The Interpretation Booth at the FH serves students specializing in interpreting within the program of Translation. Newly refurbished in 2017, the lab is equipped with state-of-the-art equipment and interpretation booths for continuous student practice and simulation. Students listen, interpret, and record their voices using digital software for further Instructor-provided feedback and analysis.

For more information, kindly visit the Interpretation Booth at FH -1.13 or email writingcenter@ndu.edu.lb.

The Psychology Lab

Established in 2017, the Psychology Lab provides hands-on applications for psychology students in psychometrics using internationally validated inventories and personality measurement tools. The Lab conducts empirical studies in psychology, involving students and faculty members in joint collaborative research.

For more information, kindly visit the Psychology Lab at FH -2.15, call 09 208 000 Ext. 2429, or email psycholab@ndu.edu.lb.

FE Laboratories

Engineering programs are supported by state-of-the-art laboratories serving the community at NDU and beyond. Qualified and dedicated staff and Laboratory Instructors manage these laboratories and workshops. The entire system is continuously updated to reflect the latest trends in testing facilities and to comply with international standards in the field of accredited engineering education. The main objective is to expose future engineers to up-to-date practices and boost their practical skills to prepare them to enter a high-technology-oriented job market. For more info about the engineering laboratories, please check this [link](#).

FNAS Laboratories

The laboratories are equipped with many facilities, which support teaching and research across the curriculum. You can learn more about the different types of science laboratories through this [link](#).

OFFICE OF INFORMATION TECHNOLOGY

Information technology plays a strategic role in the success of the University and the achievement of its mission. The Office of Information Technology provides a wide variety of technology-based services in support of the University's teaching, learning, and research environment.

The Campus Network, a key component of the technology infrastructure at NDU, supports teaching, learning, research, and administration. It connects the Campus community and extends support for administrative computing applications to the Shouf and North regional Campuses. Internet access both wire and wireless are available to students, staff, and faculty members across all the University premises.

NDU has made a significant investment in technology for classrooms. All our smart classrooms are equipped with Interactive Whiteboards, LCD projectors, and computers connected to the internet, which enable faculty members and students to make use of technology in the teaching and learning process.

The University offers state-of-the-art video conference rooms to collaborate across the three Campuses and/or around the world with international universities.

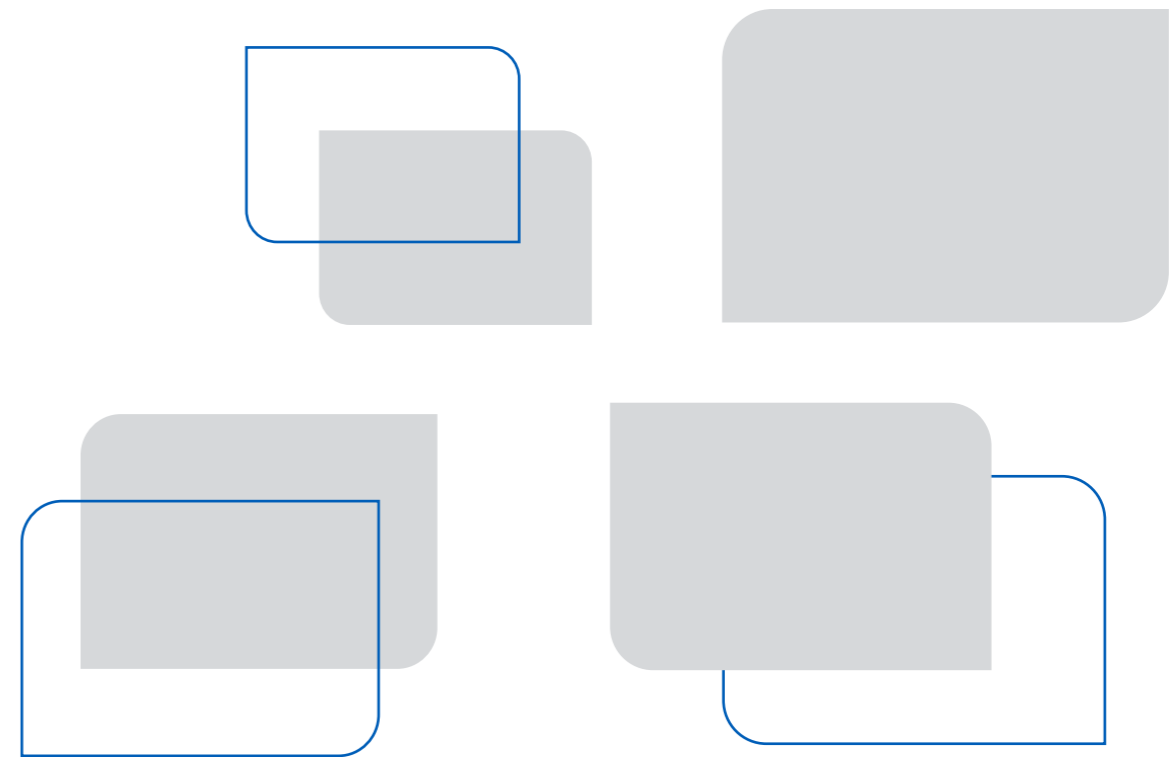
In order to meet the expectations of faculty, students and alumni, while providing reliable information technology services to the NDU community, the University moved toward a cost-effective, innovative, and secure technological solution, i.e. Office 365, with a host of applications for seamless collaboration, communication, and productivity that NDU students can benefit from, including:

- Outlook Email: NDU students can access their emails, calendars, address books, and tasks on any computer with a web browser, via Outlook Web App (OWA), using a desktop Outlook client, or on a mobile device, offering 99 Gigabytes (GB) of storage per student.
- OneDrive for Business with 5 TB cloud storage per student allows NDU students to keep all their files in one location in Microsoft's cloud environment, with the ability to access them from a phone, a tablet, or a computer.
- Office 365 ProPlus program allows current NDU students to download the latest versions of Microsoft Office software including Word, Excel, PowerPoint, and OneNote, on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.
- Office Online is an online office suite, which allows students to create and edit files using web browser-based versions of Microsoft Office apps: Word, Excel, PowerPoint, and OneNote. Students can work on the go with the ability to get their files from anywhere because of the integration with OneDrive.
- MS Teams: Microsoft Teams is a cloud-based team collaboration software that is part of the Office 365 suite of applications. NDU Students can benefit from MS Teams capabilities, such as messaging, calling, video meetings, and file sharing.
- Since 2001, the University has utilized Blackboard as its official course management system. Around

90% of all the university classes use Blackboard to facilitate teaching and learning in Online and blended learning format.

Cognizant of recent trends in open education coupled with the need to enhance teaching and learning through capitalizing on the latest technological innovation in pedagogy, the Office of Information Technology has been engaged since 2014 in promoting Open Educational Resources (OER) and open textbooks (free of charge) that are released under an open license in the curriculum.

For more information, kindly visit the Office of Information Technology at OIT.0.03 & OIT 0.04, call 09 208 000 Ext. 2230 or 2186, or email ithelp@ndu.edu.lb.



DIVISION OF AUDIO VISUAL ARTS

The Division of Audio Visual Arts (DAVA) at NDU is a unit that handles all academic and technical audio-video matters related to students majoring in Communication Arts, Advertising, And Music. The DAVA was created to help students execute their projects with the assistance of their academic Instructors and professionals in the field.

The DAVA is equipped with high-tech facilities including the Antoine Choueiri Radio & TV studios that consists of a Radio Studio, TV studio, Acting Studio, Editing suites, Sound studio, projection room, computer labs (IBM and Apple), and a rich DVD Library. The DAVA also hosts within its premises a Newsroom and the NDU Choir Recording Unit.

All facilities are high-tech and fully equipped, and are at the service of faculty, staff, and students.

Smart Rooms

The DAVA has four Smart Rooms that are fully equipped with computer hardware and software, LCD projectors, DVD and Data players, and surround sound systems for film screenings.

DVD Library

Located in the Antoine Choueiri studios, the DVD Library includes more than 1,500 DVDs (films, documentaries, series, and others). All members of the NDU community may be given access to these films.

For more information, kindly visit the Division of Audio Visual Arts at DAVA -1.04, call 09 208 000 Ext. 2324, or email sgabriel@ndu.edu.lb.

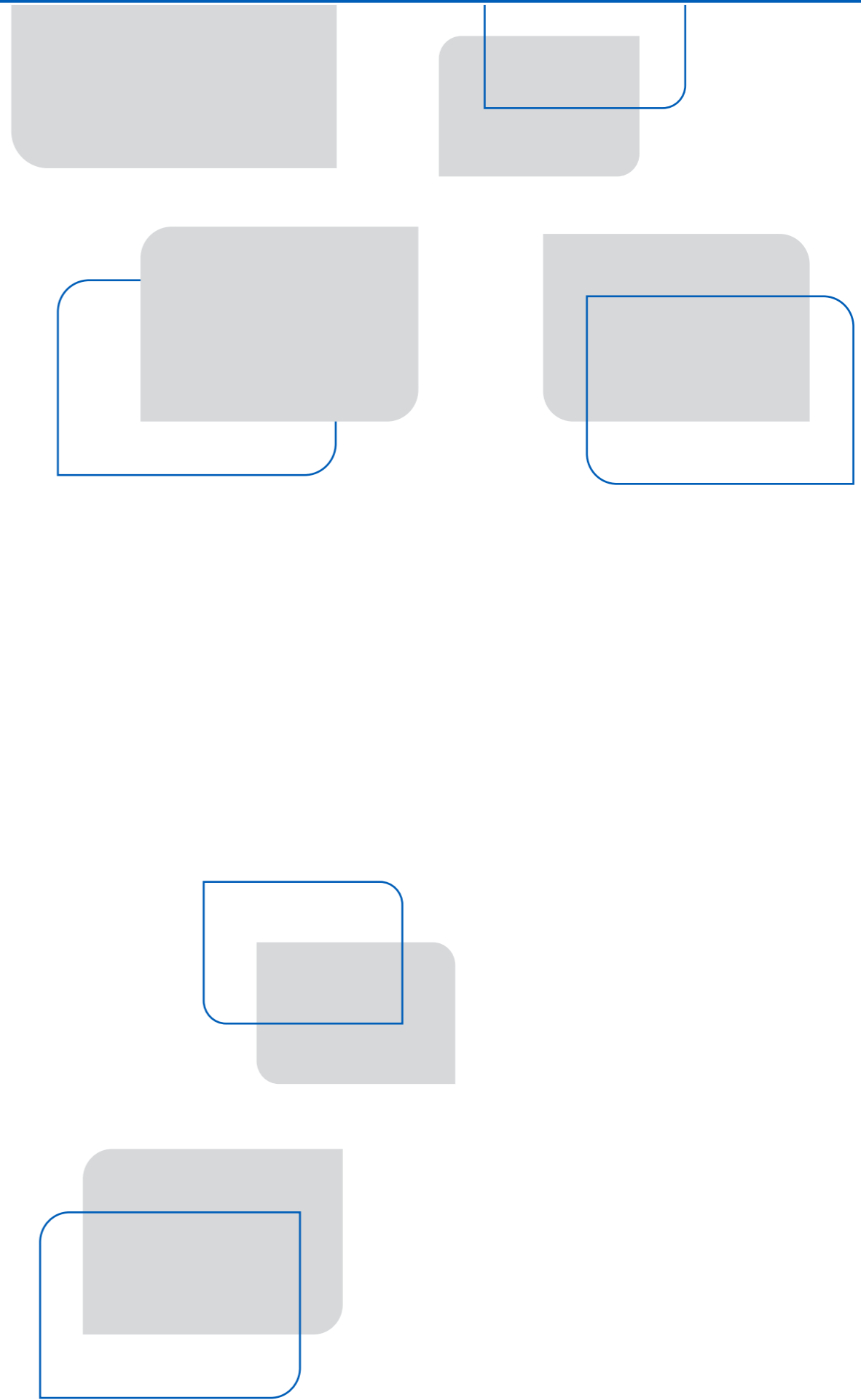
LIFELONG LEARNING CENTER (LLC)

In today's rapidly changing world, lifelong learning is a must to cope with the change and maintain a competitive advantage. Due to innovations across industries, the way we do things is different every day, and some practices are becoming obsolete. Lifelong learning programs exist to re-equip executives, entrepreneurs, officers, and professionals with new skills to thrive in today's highly competitive, volatile, and complex world. The NDU [Lifelong Learning Center](#) (LLC) provides various world-class programs, courses, and workshops for participants to learn from a network of industry leaders and practitioners and join the LLC group of change makers.

The LLC's mission is to foster ongoing interactive learning that develops participants' knowledge, skills, and competencies that are instrumental to advancing their careers.

The LLC's value is a life-changing experience. Participants will not only build their expertise, but they will also enjoy the journey of improvement on the personal and professional levels and explore the unlimited potential to grow and make a long-lasting impact.

For more information, please contact 09 208 000 Ext. 2550 or via email LLC@ndu.edu.lb.



For more info, follow us on

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