

STUDENT HANDBOOK | 2014 - 2015



VISION, VALUES, AND MISSION

Dr. JEAN-PIERRE EL-ASMAR

Dean, FAAD
FAAD Building, 2nd Floor,
Room FA 2021
T: 09 218 950/1/2 EXT: 5000 D: 09 208 608 E: jasmar@ndu.edu.lb

Dr. ELIE MENASSA

Dean, FBAE
Green Building, 2nd Floor,
Room B 330
T: 09 218 950/1/2 EXT: 2488 D: 09 208 300 E: emenassa@ndu.edu.lb

Dr. MICHEL EL-HAYEK

Dean, FE
Engineering Building, 3rd Floor
Room E 311
T: 09 218 950/51/52 EXT: 2028 D: 09 208 401 E: feng@ndu.edu.lb

Dr. KAMAL ABOUCHEDID

Dean, FH
Pink Building, nd Floor
Room HA 342
T: 09 218 950/1/2 EXT: 2433 D: 09 208 500 E: kabouchedid@ndu.edu.lb

Dr. MAAN BOU SABER

Dean, FLPS
Yellow Building, 2nd Floor
Room HB 309
T: 09 218 950/1/2 EXT: 2432 D: 09 208 188 E: mbousaber@ndu.edu.lb

Dr. GEORGE M. EID

Dean, FNAS
Blue Building, 2nd Floor
Room S 301
T: 09 218 950/1/2 EXT: 2107 D: 09 208 700 E: geid@ndu.edu.lb

Dr. ANTOINE FARHAT

Dean, FNHS
Pink Building, 3rd Floor
Room HA 379
T: 09 218 950/1/2 EXT: 5045 D: 09 208 900 E: afarhat@ndu.edu.lb

Fr. HANNA TAYAR

Director of Shouf Campus
T: 05 511 202 EXT: 111 E: htayar@ndu.edu.lb

Fr. SAMIR GHSOUB

Director of North Lebanon Campus
T: 06 416 100 EXT: 3127 E: sghsoub@ndu.edu.lb

Dr. ZIAD FAHED

Dean, SAO
SAO/Admissions Building
Ground Floor
T: 09 218 950/1/2 EXT: 2105 D: 09 208 800 E: ziadfahed@ndu.edu.lb

Mrs. LEA EID

Registrar
Fahed Hall - Basement
Room AD 107
T: 09 218 950/1/2 EXT: 2150 D: 09 208 208 E: registrar@ndu.edu.lb

WELCOME TO NDU

**YOUR
FUTURE BEGINS
HERE**



WELCOME TO NDU

The Student Affairs Office (SAO) at Notre Dame University-Louaize (NDU) is a service-oriented unit that represents students through the following: Financial Aid Office, National Social Security Office, Counseling Services, Athletic Office, Activities Office, Health Services, Community Service Office, Student Housing, Student Life Office, and Student Union.

We believe that education is not limited to the classrooms alone, which is why we make it our Mission to provide students with the right support to help them enjoy success, well-being, and mental and physical development. The SAO also ensures that students make the most of their University experience by:

- **Offering** high quality and accessible services that (a) help students integrate in the University, (b) guide them through their studies, and (c) help them overcome obstacles;
- **Creating** programs and activities on an ongoing basis that serve to meet the needs of student development on all levels, i.e. mental, spiritual, physical, psychological, social, and educational;
- **Enhancing, promoting, and encouraging** personal benefits and initiatives, leading to overall satisfaction on many fronts, including recreational, collective, social, and educational.

The **Dean of Student Affairs Office** and the **SAO Staff Members** take great pride and pleasure in:

- **Providing** assistance to all students;
- **Assisting and supporting** students throughout their academic journey;
- **Answering all students' questions** and orienting or referring them to the appropriate Office on Campus;
- **Working closely** with students to help them liaise with the relevant University Departments/Units;
- **Creating relations** with other universities in various sports, social, and educational activities;
- **Innovating and providing** more facilities to students, and **reviewing** current policies to help meet students' needs.

"A cultured student is the leader who can assume responsibilities with self-confidence and lead his/her community toward a better and brighter tomorrow. This student can only become a model to be followed when he/she embraces moral and ethical values that make him/her influential among his/her fellow students at university, and later on, colleagues at work." Fr. WALID MOUSSA, NDU President.

Dr. ZIAD FAHED
Dean, Student Affairs Office

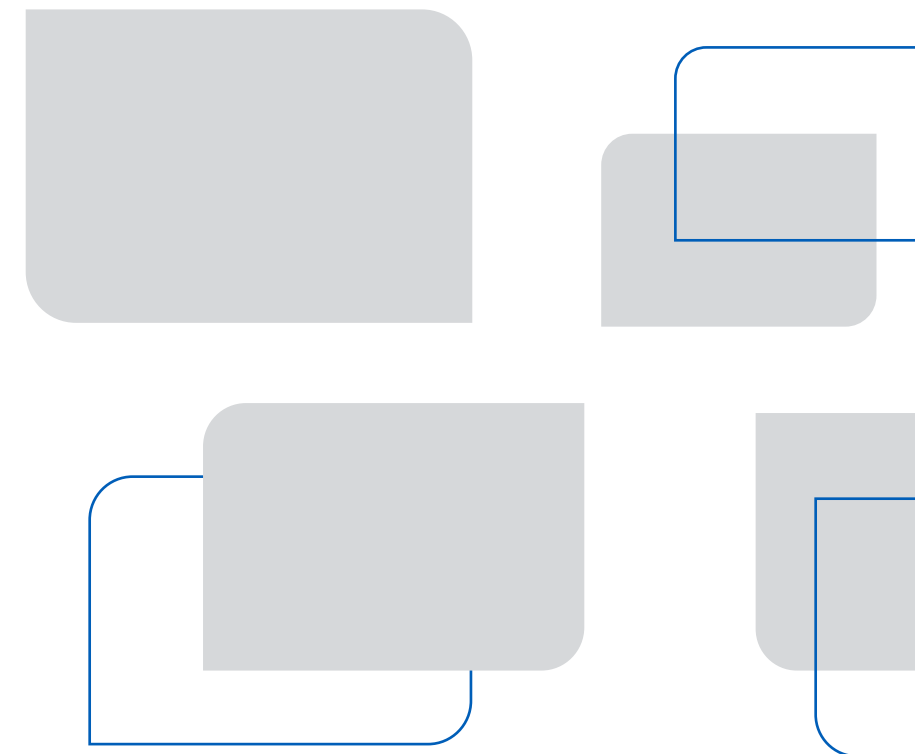


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**MISSION
ACCOMPLISHED,
YOU MAY NOW
PROCEED!**

VISION, VALUES AND MISSION



VISION, VALUES, AND MISSION

Vision

NDU's vision is to become the choice Catholic University in Lebanon, providing students with the finest faculty and comprehensive curriculum in the Maronite tradition.

Core Values

NDU is determined to put into practice core values that respect the humanity and the dignity of the individual, help us on our life path of learning, and allow us to discover our attributes through cooperation while we search for truth, for individual empowerment, and for the enhancement of the world around us.

As a Catholic University in the Maronite tradition, we dedicate ourselves to the following core values and to making them live and thrive at NDU: faith, excellence, scholarship, freedom, integrity, service, diversity, empathy, tolerance, respect, and learning for life.

Mission

In 2007, the University Accreditation Committee perpetuated the work begun by the University Strategic Planning Steering Committee, which, in October 2006, proposed the revised University Mission Statement based on the one developed by the Founders of NDU and its central administration, and approved by the Board of Trustees on November 15, 1987.

The resulting statement of our mission is as follows:

As a Catholic institution inspired by the cultural and spiritual heritage of the Maronite Order of the Holy Virgin Mary, NDU seeks to provide comprehensive quality education that fosters excellence in scholarship, life-long 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, VALUES, AND MISSION

NDU, as a comprehensive Catholic University, is committed to the following concepts:

1. NDU is dedicated to the creation of knowledge for its own sake. It views the unencumbered pursuit of knowledge as a condition for the betterment of humanity and seeks to weave the research part of its mission into nearly all of its programs and activities. The interconnections between teaching and research are of special importance, and NDU is similar to its competitors in that it adopts the philosophy that teaching and research are bound together inseparably.
2. NDU expects all faculty members to be effective teachers and productive scholars and regards the two qualities as being inseparable. Effective teaching over time cannot be maintained in the absence of productive scholarship; otherwise, the first rate classroom performance of today will most likely deteriorate over time.
3. NDU as a Lebanese Catholic University is committed to offering its students quality and affordable education with the most widespread exposure to diversity. Therefore, NDU makes every effort to attract minorities, women, and the underprivileged to fields in which they are underrepresented.
4. NDU realizes that a sound education in the liberal arts is essential to undergraduate education and therefore, to its mission. In addition, its professional education, with its liberal arts foundation, stresses human growth and enrichment.
5. The University, owing to its countless national and international associations and partnerships, is committed to remaining highly integrated in the global environment, reaping the benefits of a diverse University community and incorporating international content into its curricula. In order to provide premium education for its students, it is an active participant in local, national and international arenas.
6. As a university degree has become essential for so many and more individuals are demanding lifelong learning, NDU aspires to become one of the distinctive comprehensive universities in the Middle East playing a fundamental role in graduate and professional education. As postgraduate education is becoming indispensable in today's world, NDU can play a vital role in providing more opportunities for such an education in Lebanon.

7. In accordance with its teaching and research mission, NDU is dedicated to strengthening the wellbeing and welfare of the Lebanese by offering numerous service programs. These include cultural promotion, economic development, and community service, such as those organized and supervised by NDU's Office of Student Affairs. Another major contributor to social activities is the University's Office of Research under the direction of the Vice President for Sponsored Research and Development. This Office plays a distinctive role in supporting socially responsible research and development projects of national and international interest. It is a role nurtured and supported by the Board of Trustees (BOT).

Notice of Non-Discriminatory Policy

Guided by Vatican II's Declaration on Religious Liberty *Dignitatis Humanae*, n.2 AAS 58 (1966), NDU does not discriminate against those who have other religious affiliations. However, "Catholic Teaching and Discipline are to influence all university activities." (Apostolic Constitution of the Supreme Pontiff, John Paul II, on Catholic Universities BI). NDU complies with all applicable nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, sex, age, or disability.

**GOT IT?
JUST FOLLOW
THE RULES**

STUDENTS' RIGHTS



STUDENTS' RIGHTS

Learning Freedom

The Catholic tradition and the spirit of Notre Dame University (NDU) recognize and encourage every student to practice the right and the duty, to sincerely get engaged in the search for the truth. It is within the tradition of NDU to encourage every student to be involved in activities related to learning, and research and to support all students in profit from their personal experience with knowledge at the undergraduate and graduate levels of learning.

Freedom of Expression

The University student is entitled to freedom to express himself as part of the learning process. Accordingly students are entitled to freedom in speaking and writing as growing intellectual citizens contributing to the development of themselves and of the community. As university students their attitude and performance should be characterized by accuracy, objectivity, and respect for others opinion.

University Benefits and Facilities

The University student is entitled to draw the moral and intellectual benefits provided by the University for its internal community. He/she is also entitled to make use of every learning facility whether electronically, or the form of printed matter, or otherwise. Laboratories and conference halls are at the disposal of every single student in order to facilitate his/her all-round growth and on-going performance.

Learning Responsibilities

Within the Classroom

- Demonstrating the ability to learn;
- Contributing in the learning process;
- Participating in the creation of an atmosphere favorable to suitable education.

Outside the Classroom

- Preparing regularly written and oral daily homework;
- Writing term papers, reports, projects, and theses, when and if required at the graduate level;
- Keeping in contact with the academic advisor during office hours;
- Being familiar with the curriculum and academic requirements of their major.

- Abiding by academic rules and regulations related to course schedules, examinations, and the grading system.

University Service Responsibilities

- Participating in students' assembly meetings, club meetings, commencements, and other student activities on campus;
- Offering services, where and when possible, to the larger university community;
- Getting involved in the social and cultural student campus life.

Student Dress Code

Students are expected to dress appropriately for an academic setting. Clothes should be neat, decent, and not provocative. Reasonable suggestions by the Dean of SAO with respect to what constitutes appropriate dress will be accepted by students. Refusal to comply with such specific reasonable requests will be grounds for university disciplinary action.



**ACADEMIC ADVISING
AND REGISTRATION**

**NEED
ADVICE?
READY?
REGISTER**

ACADEMIC ADVISING AND REGISTRATION

What Do I Need to Know?

- Academic Advising
- Tuition Settlement
- Registration Eligibility
- Registration
- Registration by Absentia
- Late Registration
- Cross-Registration
- Improper Registration
- Changes in Registration
- Registration in a Course with an I Grade

Academic Advising

Upon admission and prior to registration, each student shall be assigned an Academic Advisor on his/her letter of acceptance. The Academic Advisor shall

- Advise his/her advisees to observe the basis of admissions as set in their letters of acceptance.
- Make himself/herself available to his/her advisees during office hours, and when necessary by appointment, throughout the academic year.
- Assist his/her advisees to properly fulfill all requirements of the degree enrolled for.
- Study and update the files of his/her advisees throughout their residency at NDU.
- Make his/her advisees aware of and familiar with the University academic rules, regulations and policies.
- Explain clearly the:
 - **Registration process,**
 - **Course offerings,**
 - **Course substitution,**
 - **Course prerequisite,**
 - **Course selection,**
 - **Full-time (part-time) credit load,**
 - **Degree planning,**

and other related matters. Hence, students are encouraged to consult their Academic Advisors on a regular basis throughout their residency at NDU.

Registration Eligibility

An undergraduate student will be eligible for registration on having settled all previous pending issues (academic, financial, disciplinary, administrative, etc...) with the University at the offices concerned. Otherwise, he/she cannot proceed any further toward his/her registration.

REGISTRATION

An undergraduate student must register on the date assigned to him/her by the Office of the Registrar by

- Receiving the tuition statement from the Business Office.
- Paying the appropriate tuition and fees to the appropriate bank(s).
- Preparing his/her course schedule in accordance with the suggested program of study for their major.
- Registering courses online or from the Division of Computing Services or Advisor's Office.

New students should register in the Advisor's Office by filling an appropriate Registration Form.

Clearance - National Social Security Funds (NSSF) Office – Student Affairs Office (SAO)

A. Returning students

Returning students under the age of 30 who are sophomores, juniors, seniors, graduate, and who

a. benefit from any of those governmental health plans:

- صندوق تعاونية موظفي الدولة
- صندوق تعاوض القضاة
- صندوق تعاوض الهيئة التعليمية في الجامعة اللبنانية
- البلديات
- الصندوق الوطني للضمان الاجتماعي

must:

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

b. benefit from

(أنظمة القوى الامنية (الجيش, الامن الداخلي, الامن العام, امن الدولة, والجمارك

must:

- fill the Form **B** (تصريح استفادة)
- attach a photocopy of their benefit card; (صورة عن البطاقة الصحية المجددة)
- a photocopy of their Family Status Record (إخراج قيد عائلي) not older than one year

N.B: The procedure is repeated at the beginning of every academic year.

ACADEMIC ADVISING AND REGISTRATION

- c. have stopped benefiting from a governmental health plan (mentioned above) while at NDU must:
- fill out Form **A1** (تصريح عن طالب جامعي) 1) and Form **A2** (تعهد عدم استفادة)
 - attach a photocopy of the Family Status Record (إخراج قيد عائلي) not older than one year
- d. do not benefit from any governmental health plan (mentioned above) while at NDU and are enrolled for the second or more consecutive year at NDU must:
- Verify their cleared status through the SIS program prior to payment at the Bank and the registration procedure accomplishment.

Filling out Form **C** (إعلام عن طالب مسجل) is the responsibility of the Social Security Office –SAO.

Thus, students who are registered at the National Social Security Funds (NSSF) as NDU students and who did not report any change of status, are not required to pass by the SAO. Their coverage by NDU will be automatically renewed for a fee of LBP 202.500.-L.L. payable along with their tuition fee at the bank.

However, if any change of status takes place (new work, new National Social Security Funds coverage...) students are required to inform the SAO. Students who did not complete this step are totally held responsible for any problem that might arise due to an incomplete NSSF file.

- Returning students who reach the age of 30 years old are exempted from presenting any official document and will have to fill Form **B** (تصريح استفادة);

Students will not be able to register if they do not submit the required documents at the National Social Security Office-SAO.

Students can pick up their appropriate forms from the Social Security Office at the SAO or from the Internet (www.ndu.edu.lb).

New students

New students who:

- a. do not benefit from any governmental health plan
- must:**
- fill out Form **A1** (تصريح عن طالب جامعي) and Form **A2** (تعهد عدم استفادة)
 - attach a photocopy of the Family Status Record (إخراج قيد عائلي) not older than one year
- b. benefit from any governmental health plan
- must:**
- fill out Form **B** (تصريح استفادة)
 - an original statement from the local office they (or their parents) belong to (إفادة من مركز النبعية الرسمي) which certifies the benefit
 - attach a photocopy of the Family Status Record (إخراج قيد عائلي) not older than one year

New students accepted as Intensive English or Freshman (Arts, Sciences) are not exempted from NSSF benefit obligations.

After fulfillment of any of these two levels' requirements (Intensive or Freshman) and before registration of their regular courses, students are requested to pass by the Social Security Office – SAO to present documents required for Clearance like any other regular NDU student.

New students accepted as Foreigners (non-Lebanese students) are exempted from NSSF benefit obligations but they are still entitled to clearance procedure (NR- non-Lebanese).

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

1. fill out the Form **C** (إعلام عن طالب مسجل)
2. attach Receipts (per Academic year) or Administrative Statement in Arabic from the former university
3. attach a photocopy of their Family Status Record (إخراج قيد عائلي) not older than one year

New students (transferred) willing to register for the Spring Semester and having NSSF clearance as beneficiary from the previous university for the Fall Semester of the current Academic year must submit their NSSF number and if not they must:

1. fill out the Form **B** (تصريح إستفادة)
2. attach a Receipt or Administrative Statement in Arabic from the former university
3. attach a copy of their Family Status Record (إخراج قيد عائلي) not older than one year

Students can pick up their appropriate Forms from the Social Security Office – SAO or from the Internet (www.ndu.edu.lb).

On forms **A1, A2, B, C**, the statement, and the photocopy of the Family Status Record (إخراج قيد عائلي) students must write on the top:

1. I.D. number as it appears on the letter of acceptance
2. major
3. date of birth (D.O.B.) as it appears on the I.D. (الهوية)

The Social Security Fund covers 80% of the medication, radiology and 90% of the hospitalization. Besides, it is a Governmental requirement from every student.

ACADEMIC ADVISING AND REGISTRATION

The **governmental health plans** approved by the National Social Security Fund (NSSF) are limited to the following ONLY:

- صندوق تعاونية موظفي الدولة
- تعاوض القضاة
- (إفادة من مركز التبعية الرسمي وليس من مركز العمل)
- اساتذة الجامعة اللبنانية
- البلديات الصندوق الوطني للضمان الاجتماعي
- الجمارك
- Exception) السلك العسكري (صورة عن البطاقة المجددة)

For more information please contact phone #: 09/208805 or ext.: 2114 or nssf@ndu.edu.lb or sao@ndu.edu.lb

TUITION SETTLEMENT

How is tuition paid?

Down Payment for Fall or Spring

1. Undergraduate Full-Time Students

- The Down Payment for a full-time student wishing to enroll for the Fall or Spring is LL 2,000,000. This Down Payment should be paid either in cash or in a certified check.
- A deadline is set for paying this down payment at any Branch of Byblos Bank. The student should always carry his/her University ID to the bank.
- Upon paying the down payment of LL 2,000,000, the student should proceed for registration as scheduled by the Registrar's Office.
- Failure to make the specified down payment by the set date will result in denial of registration. However, if the down payment is made after the set date and prior to the beginning of the semester, the student will be subject for a fine of LL 100,000 in addition to the down payment of LL 2,000,000 before he/she can register.

2. Undergraduate Part Time Students

- The Down Payment for a part-time student wishing to enroll for Fall or Spring is amount of three credits. This Down Payment should be paid either in cash or in a certified check.
- A deadline is set for paying this down payment at any Branch of Byblos Bank. The student should always carry his/her University ID to the bank.
- Upon paying the down payment, the student should proceed for registration as scheduled by the Registrar's Office.
- Failure to make the specified down payment by the set date will result in denial of registration. However, if the down payment is made after the set and prior to the beginning of the semester, the student will be subject for a fine of LL 50,000 in addition to the down payment, before he/she can register.

3. Graduate Students

- The Down payment for a graduate student wishing to enroll for the Fall or Spring is LL 1,000,000. This Down Payment should be paid either in cash or in a certified check.
- A deadline is set for paying this down payment at any Branch of Byblos Bank. The student should always carry his/her University ID to the bank.
- Upon paying the down payment of LL 1,000,000, the student should proceed for registration as scheduled by the Registrar's Office.
- Failure to make the specified down payment by the set date will result in denial of registration. However, if the down payment is made after the set date, and prior to the beginning of the semester, the student will be subject for a fine of LL 50,000 in addition to the down payment of LL 1,000,000 before he/she can register.

4. Students with scholarships, Financial Aids or Sibling Grant

- Students receiving 75% or 100% scholarships shall not go to the Bank for the down payment but shall immediately proceed to their advisors for registration.
- Students who have applied for Financial Aid, Scholarships or Sibling Grant have to settle a down payment of LL 1,500,000 instead of LL 2,000,000. In case the application is accepted by the Financial Aid committee, amount of the assigned deduction will be discounted from the remaining tuition fees.

Installment Schedule for the Fall/Spring Semester

A student should check his/her detailed Statement of Fees from the student information system (SIS) and then make the following payment at any Branch of Byblos Bank.

Concerned students should note that overpayment refund, if any, will be processed at the Business Office. Failure to abide by the deadlines set for the settlement of the three installments will result in the following:

- A fine of LL 25,000 for every delayed installment to be added to the due sum.
- An Official warning.
- Denial of Transcripts of records.

In addition, failure to settle the account prior to Registration time for the next semester will result in:

- Denial of Grades.
- Denial of Transcripts.
- Denial of future registration.

**ACADEMIC RULES
AND REGULATIONS**
UNDERGRADUATE

YOUR B.A. FROM A TO Z



ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Student Classes

Students attending NDU who are not yet considered as being 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 FAAD and FE are classified as being in the 1st, 2nd, 3rd, 4th or 5th year class according to the number of credits completed as specified in their respective suggested programs.
- c.** Undergraduate students in the Faculties of 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

Full-Time Students

Full-time undergraduate degree students are those who register for at least 12 credits during the Fall or Spring semesters.

Part-Time Students

Part-time undergraduate degree students are those who register for less than 12 credits during the Fall or Spring semesters. A part-time student does not qualify for financial assistance.

Special Students or Non-Degree Students

Undergraduate students who are taking courses at NDU for credits but not working toward a degree are considered Special Students or Non-Degree Students. Non-degree students shall be accepted on a semester-to-semester basis. Initial applications shall be made through the Office of Admissions and thereafter through the Office of the Registrar. Such students shall meet the academic standards required of degree students and shall neither be permitted to audit courses nor be qualified for any kind of financial aid.

Transfer Students

Only transfer applications for students at the Sophomore level or above are considered for acceptance. These students must have completed at least 12 credits with a cumulative GPA of 2.0/4.0 beyond their secondary school education at an accredited institution of higher education recognized by the Lebanese Ministry of Education and Higher Education. Courses on which students scored “C” and above will be counted towards their degree, provided they are equivalent in quality to the courses given at NDU. Nonetheless, only courses taken at NDU will be computed in the GPA. Transfer students holding a B.A./B.S./B.B.A. from another institution of Higher Education recognized by the Lebanese Ministry of Education and Higher Education to the Faculties of the FNAS, FNHS, FBAE, FH or FLPS are required to complete at least 30 credits at NDU with a cumulative GPA of 2.0/4.0, and must satisfy all other graduation requirements for the degree. At the same time, transfer students to the Faculties of FAAD or FE are required to complete at least 45 credits at NDU with a cumulative GPA of 2.0/4.0 and must satisfy all other graduation requirements for the degree.

Freshman Students are Considered Ineligible for Transfer

Auditors

An auditor is an individual who has been admitted to course(s) while satisfying the requirements for admission to this course as deemed appropriate. He/she is required to pay 75% of the course(s) tuition. Once an auditor is registered, he/she cannot change his/her status back to credit. Grades and credits will not be given for auditing course(s) and hence cannot be counted for enrollment certification, and for financial aid purposes.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Schedule of Classes

Usually, classes are held Monday-Friday. However, some classes may be held on Saturday. During semesters, classes start at 8:00 a.m. However, some four-credit courses may start at 7:30 a.m. For summer sessions classes start at 8:00 a.m.

Attendance Policy

Students should attend all classes. A pattern of absences may affect a student's grade substantially. 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 and only when requested by the Department Chair. The student is responsible for the material presented during his/her absence. The maximum number of absences for classes that meet on MWF is six and for those that meet the TTH and in Summer is four, (or two 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 to 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/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.

Final Examination Make-Up

If a student misses a final examination for a legitimate reason, he/she should make arrangements for a make-up examination with the instructor of the course and the chairperson of the department. If permission is granted, the student shall pay the University a make-up final examination fee of LBP 200,000. 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 a change of grade is not received by the Registrar's Office within the set period, a grade of "F" shall be given for that course.

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 submitted online the final grades to the Department Chairperson who will in turn submit them to the Dean of the respective faculty for final approval.

Record Book or Blue Book

The original record/blue book of the courses taught by a faculty member during a given semester or the summer session must be submitted to the concerned Department Chairperson within 72 hours from the latest scheduled date of the final examination of his/her courses. This book shall be kept at the department concerned for at least one academic year, with a copy of it signed by both the Faculty Member concerned and his/her Department Chairperson shall be submitted to the Office of the Faculty Dean concerned.

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 for which he/she is enrolled during a given semester or he summer session, is approved by the Faculty and processed by the Registrar's Office, 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 Registrar's Office. All supporting documents including the instructor's record book should be attached to the form. Once the new grade is approved by the department's Chairperson, it is forwarded to the Faculty Dean for final action and then resubmitted to the Registrar's Office. Only under **force majeure** would a student's case be considered beyond those five days. The student may petition for re-evaluation of his final grade in a particular course. No case will be considered after a lapse of one semester.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

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 for which they got a grade of “F”, “UW”, or those courses for 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 for which they got 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

1. Upon approval of change of major, all grades on transferable or non-transferable courses taken by a student in his/her old major/area of concentration remain part of his/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/her GPA.
2. The students who benefited from the above rule (#1) 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, which was deleted from his/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).

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	0.0	

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.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

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 or 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.

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 RULES AND REGULATIONS (UNDERGRADUATE)

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 (ie Fall) or second (ie 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:
 - 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 another 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.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Academic Recognition

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 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/she must inform the student and discuss the circumstances of the matter with him/her. The instructor shall also consult with his/her Chairperson and take the 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/she should forward the case to the Dean. If the student wants to challenge the action, he/she can appeal by petitioning to the University Student Affairs Committee through 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/She must submit a petition for change of major provided by the Registrar's Office. 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 Registrar's Office for implementation.

2. From a Faculty to a Faculty

A student moving into another Faculty within the University is considered as 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 Registrar's Office and signed by the Business Office and by his/her advisor. The form is to be submitted to the Registrar's Office, 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 month for the Spring semester;
- The last Friday of June month for the Fall semester.

Graduation Requirements

Degree Requirements

Students are required to fulfill the following requirements in order to be eligible for a bachelor degree:

1. Completing all required credits for the degree.
2. Fulfilling satisfactorily all course requirements for the degree as well as remedial/intensive courses given upon admission.
3. Fulfilling all other admission requirements.
4. Maintaining at least a 2.0/4.0 cumulative GPA for the degree.
5. Satisfying the residency requirements for the degree.

6. Maintaining the required minimum cumulative GPA for the major and core courses required for the degree, as specified by the concerned Department.
7. Maintaining good academic discipline.
8. 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 yet have completed all other requirements, may repeat up to 5 courses, as approved by the Academic Advisor, to meet the required numerical level(s).

Second Degree Requirements

A student with a Bachelor degree may register for another degree at NDU after being accepted by the University. Such a student must:

- Satisfy all the requirements for the new degree in accordance with the statements of Section I of this policy;
- Have a residency of at least two full semesters;
- Complete at least 30 credits in the new degree over and above the credits already used to satisfy the first degree with a minimum cumulative GPA of 2.0/4.0.

Teaching Diploma Requirements

A holder of the official Lebanese Baccalaureate Part II or its equivalent will be eligible for a Teaching Diploma upon completing satisfactorily at least 18 credits beyond his/her Bachelor degree with a cumulative GPA of at least 2.0/4.0

Teaching Certificate Requirements

A holder of the official Lebanese Baccalaureate Part II or its equivalent will be eligible for a Teaching Certificate upon completing satisfactorily 18 credits with a cumulative GPA of at least 2.0/4.0

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Graduation Check List

Two semesters prior to graduation, the Registrar's Office must submit to the concerned Academic Advisors and students a graduation list of potential candidates for graduation for verification. This list must include the following:

- The already completed requirements for the degree;
- The requirements, which remain to be completed for graduation;
- The cumulative GPA for the degree;
- The major courses and the core courses average.

Once the checking process is completed, the checked list must be returned to the Registrar's Office to finalize the tentative graduation list and hence send it back to the Faculty for voting at the end of the student last semester.

Conferring of Degrees

Degrees are conferred three times a year, at the end of Fall, Spring, or Summer session. Students expecting to graduate must apply for graduation at the Registrar's Office by the following deadlines:

- November 15 for the graduates of the Fall and Spring semesters;
- March 15 for the graduates of the Summer session.

Any delay in applying may delay graduation. The formal conferring of degrees by the President occurs annually at the Commencement on the second Friday of each July. Potential Summer graduates can not participate in the ceremony of the conferring of degrees.

Residency Requirements

Residency Requirements for Bachelor of Art, Bachelor of Science, Bachelor of Business Administration and Bachelor of Hotel Management

There are 2 kinds of Government Regulations for the B.A., B.S., B.B.A., B.H.M., and the like:

1. Minimum Residency: A minimum of 8 semesters of residency is required, beginning with the Freshman Class, or 6 semesters, beginning with the Sophomore Class. Two Summer sessions will be considered as equivalent to one regular semester. This period of time must be spent at a recognized and accredited institution of higher education; however, at least 30 credits requirement must be completed at NDU with a cumulative GPA of 2.0/4.0, in addition to all other graduation requirements for the degree.

2. Maximum Residency: A maximum of 16 semesters of residency is allowed, beginning with the Freshman Class, and 12 semesters, beginning with the Sophomore Class.

Residency Requirements for the Bachelor of Engineering

1. A minimum of 10 semesters and a maximum of 20 semesters.
2. At least the last 45 credits must be completed at NDU, in addition to all other graduation requirements for the degree.

Residency Requirements for Bachelor of Architecture

1. A minimum of 10 semesters and a maximum of 20 semesters.
2. At least the last 45 credits must be completed at NDU, in addition to all other graduation requirements for the degree.

Participation in Commencement Exercises

The University encourages June graduates to participate in the Commencement exercises. Summer and Fall graduates may participate in the following Commencement exercises provided they notify the Registrar's Office of their intent by mid-June at the latest by submitting the online form.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Undergraduate Registration

Academic Advising

Upon admission and prior to registration, each student shall be assigned an Academic Advisor by his/her Department Chairperson, upon the approval of the Faculty Dean. The Academic Advisor shall:

1. Advise his/her advisees to observe the basis of admissions as set in his/her letter of acceptance.
2. Make himself/herself available to his/her advisees during office hours, and when necessary by appointment, throughout the academic year.
3. Assist his/her advisees to properly fulfill all requirements of the degree enrolled in.
4. Study and update the files of his/her advisees throughout his/her residency at NDU.
5. Make his/her advisees aware of and familiar with the University academic rules, regulations and policies.
6. Explain clearly the:
 - Registration process
 - Course offerings
 - Course substitution
 - Course prerequisite
 - Course selection
 - Full-time / part-time credit load
 - Degree planning

and other related matters. Hence, students are encouraged to consult with their Academic Advisors on a regular basis all throughout their residency at NDU.

Registration Eligibility

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

Registration

The registration date for undergraduate students is assigned by the Registrar's Office. To register, a student should:

1. Receive tuition statement from the Business Office.
2. Pay the appropriate tuition and fees to the allotted bank(s).
3. Prepare his/ her course schedule.
4. Register for courses; off campus (internet) or on campus (intranet): Advisor or Division of Computing Services.

New students should register at the Advisor's Office.

Registration By Absentia

An NDU undergraduate student is allowed to register in absentia (or by proxy) by some legally recognized individuals (*i.e.*, parent, sister, or the like) under justifiable reasons such as illness, being abroad, and the like. Such a student shall be entirely responsible for discrepancies in his/her proxy registration, if any.

Late Registration

After the third day of classes in either the Fall semester or the Spring semester or the second day of the Summer session the late registration period shall be scheduled and its fees shall be determined. No student may be registered beyond this day for the current semester or the Summer session. During the late registration day, a student shall follow the steps of the registration, as described in section IV of this policy. Further, it shall be understood that students registering during the late registration day shall be responsible for all work assigned from the beginning of the semester or the session. They shall be also subject to the requirements of the attendance policy as of the first day of classes.

Cross-Registration

1. An NDU undergraduate student may be allowed to cross-register a course at another institution if:
 - The course is not offered at NDU during the semester in which the student is expected to graduate;
 - The course in which the student intends to cross-register is equivalent to his/her required course at NDU;
 - The course does not conflict with his/her course schedule at NDU;
 - The student has the Cross-Registration and Registration Forms signed by his/her Department Chairperson, and Academic Advisor as well as the Registrar's Office and the Business Office;
 - The student returns the appropriate Cross-Registration form(s) to NDU Registrar's Office after officially registering at the other institution;
 - The student has to submit an official transcript of records for his/her cross-registered course to the Registrar's Office at NDU.
2. A non-NDU undergraduate student may be allowed to cross-register a course at NDU upon submission of a written authorization from his/her institution allowing him/her to register for this course at NDU in accordance with NDU undergraduate registration policy.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Improper Registration

Only officially enrolled students in a class are allowed to attend the class. The instructor of the class should inform any non-officially enrolled student of his/her improper registration and should immediately report it, in writing, to the Registrar's Office, and should also ask the student to immediately proceed to the Registrar's Office for a settlement.

Changes in Registration

Changes in registration become effective and official on the date the approved completed form is submitted to the Registrar's Office, and accepted and processed, and the financial obligations resulting from these changes are settled with the Business Office.

Adding and/or Dropping Courses

A student may add or drop a course or change a section in his/her registration schedule during the add/drop day only. This can be done by:

1. Dropping or Adding by himself/herself at the Division of Computing Services or in the Advisor's Office.
2. In the Drop/Add period, two modifications are allowed by the student.
3. In case a section is closed, or a student wishes to waive prerequisites/co-requisites and the like, only during Drop/Add period he/she has to fill in a Drop/Add form to secure the concerned Dean's signature.
4. Receive his/her modified tuition statement from the Business Office.

Withdrawal From Courses

1. In accordance with the University Refund Policy, students may officially withdraw from courses without academic penalty by the late registration day. In this case no grades will be inscribed on their record. They may also withdraw any time prior to the 14th week of the Fall or Spring semesters and before the 28th day of the Summer session. Then a grade of **"W"** will be inscribed on their records.
2. Withdrawal after the deadline will result in an **"F"** or **"UW"** on the dropped course. No withdrawal is allowed beyond this period unless the student petitions to the Dean concerned, due to urgent reasons. Once the petition is approved, the Registrar will then be instructed by the VP for Academic Affairs to assign the grade **"W"** on the dropped course(s).

Attendance after Withdrawing

Once a student has withdrawn from a course, he/she cannot continue to attend or audit this course during the same semester.

Student Reinstatement

Upon return, a student with leave of absence shall inform the Registrar's Office for reinstatement. Those students on probation who have been approved for leave of absence will remain on probation upon reinstatement.

Dropping a Course While on Probation

A student on probation may drop any course during the probation period.

Registration in a Course with an 'I' Grade

Students may not register in a course if he/she has an incomplete grade in its prerequisite(s).

Student Academic Load

Full-Time and Part-Time Loads

Registration in at least 12 credits for the Fall or Spring semester constitutes a full-time load for an undergraduate student. Otherwise, it constitutes a part-time load.

Maximum Load for Registration per Semester

The maximum load for registration during the Fall or Spring semester by any undergraduate student is either 16 credits or the number of credits specified in his/her suggested program for that particular semester. However, student on good academic standing can take up to 19 credits per semester provided that this number of credits does not contradict any residency requirements. Student with a cumulative GPA of 3.50 and above, may petition to register for one additional three credits course over and above the regular load. This additional load, may be approved provided the residency requirements are met.

Maximum Load for Registration in the Summer Session

The maximum load for registration by any undergraduate student in the Summer session is 9 credits or less as determined by the Faculty concerned.

Maximum Load for Students on Probation

Students who are on probation may register for a maximum of 13 credits per semester of which at least 9 credits for courses that must be repeated, if any.

Maximum Load for Students with Incomplete(s)

Students who have two or more incomplete grades from a previous semester or the Summer session may register for a maximum of 13 credits per semester unless these courses are senior projects or the like.

Maximum Load for Students with Cross-Registration

The combined load for students with both registration at NDU and cross-registration in another institution must not exceed the maximum load stated above.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Tuition and Fees

NDU is a non-profit institution. Tuition and fees paid by students represent a small percentage of the full cost of a student's education. The deficit is covered by income from gifts, grants and donations from foundations, alumni and friends of the University. The fees cover applications, membership in National Social Security Fund (NSSF), activities, Yearbook and Student Association, and Insurance. Membership of Lebanese students in the NSSF is mandatory by law. Thus prior to registration, students are urged to follow the instructions given by the Students Affairs Office concerning the clearance for NSSF.

Tuition

Tuition/Credit Hour (Engineering or Architecture)	LBP	495,000
Tuition /Credit Hour (All Others)	LBP	425,000
Tuition/Intensive English	LBP	4,100,000
Tuition /Credit Hour (Auditing)	LBP	75% of credit tuition

Fees

Admission Application	LBP	100,000
Entrance Examination	LBP.	75,000 per exam
Late Registration	LBP	100,000
Petition	LBP	5,000
Change of Major	LBP	100,000
Make-up Final Examination Fee/Incomplete	LBP	200,000
Transcript (Official Copy)	LBP	15,000
Transcript (Student Copy)	LBP	5,000
Library Fee/Book /Day (Late Returns)	LBP	5000
Graduation	LBP	75,000
Medical Insurance	LBP	50,000
Academic Fees	LBP	175,000
Smart ID Card (when applicable)	LBP	30,000
NSSF Fees (when applicable)	LBP	202,500

Because of 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.

Refund Policy

Contracts with faculty members and provisions for education are made by the University in advance for the entire year. Accordingly, if a student withdraws for justifiable reasons after final registration, refund of tuition will be made according to the following schedule of withdrawals:

- During drop/add period, 75% of the tuition is refunded;
- During the first week of classes, 50% of the tuition is refunded;
- Tuition is not refunded after the first week of classes;
- Refund policy does not apply during summer session. No refund of tuition is made for any withdrawal during summer session.

Financial Support for Re-enrolled courses

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

A woman with long brown hair, wearing a white t-shirt and blue jeans, is pushing a man from behind. The man is wearing a white t-shirt, dark jeans, and glasses, and is leaning forward in a starting position. They are on a light-colored floor against a white background.

UNDERGRADUATE FINANCIAL AID

STUDENT AFFAIRS OFFICE

WE PUSH YOU FORWARD

UNDERGRADUATE FINANCIAL AID | STUDENT AFFAIRS OFFICE

Objectives

It is the philosophy of NDU that students should not be denied the opportunity of furthering 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.

The following is a brief description of the various financial aid programs for undergraduate students;

Work-Study Grants (WSG)

The Work-Study Grant 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.

Students will have to set a schedule for their working hours. The schedule should not conflict with their class schedule and should be signed by the Supervisor and the Financial Aid Officer.

The hourly rate for students on WSG is 4.5% of the actual rate per credit of each major. Students may receive up to 40% of his/her tuition fees through 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 be eligible for work-study grant, a 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);
- be enrolled as a full-time student with a minimum of 12 credits each semester and a minimum of 9 credits during the last semester at NDU. Only Interior and Graphic Design students are eligible for WSG in their last academic year, since they are required to take 10 credits in their last two semesters of enrollment. This must be confirmed by the Chairperson of the Visual Arts Department.

Conditions

Any student who has been granted a WSG will be covered for a full academic year (exclusive of summer session) unless:

- his /her GPA drops below 2.3/4.0 during the first semester;
- he/she receives a scholarship from another institution exceeding 50% of tuition;
- he/she benefits from the scholarship;
- he/she registers for less than 12 credits during each semester and less than 9 credits during the last semester at NDU;
- he/she does not fulfill the job requirements assigned by the Financial Aid Officer;
- he/she does not abide by the rules and regulations of the assignment;
- it is revealed later that the information submitted is forged.

Procedures

Undergraduate students may apply for financial aid by filling out an application form, which can be obtained from the Financial Aid Office.

Upon taking this application, the student should schedule an interview with the Financial Aid Officer and submit the complete form with the appropriate documents before the official deadline. Every semester, dates and deadlines for obtaining and submitting applications will be updated and posted on the NDU Website, and scheduled in the academic year calendar.

WSG applications must be submitted one semester in advance (for a Fall semester WSG, the application must be received by the Financial Aid Office during the previous Spring semester).

Students applying for WSG may receive a home visit from the Financial Aid Officer. After the procedure is completed, the Financial Aid Committee will review each application carefully and give the appropriate decision. For more information, consult the Financial Aid Officer.

UNDERGRADUATE FINANCIAL AID | STUDENT AFFAIRS OFFICE

Student Employment

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

Grants

GRANT FOR EXCELLENCE

Students demonstrating excellence in sports, artistic, cultural, and social activities, and representing the University in national and international contests could benefit from a grant ranging from 10 to 15% of tuition as determined by the Financial Aid Committee upon the recommendation by the Dean of Student Affairs Office. To be eligible for a sports grant, the student has to:

- join a sports team at NDU;
- complete 12 credits at NDU (remedial credits are not included);
- be enrolled in 12 credits each semester, and in at least 9 credits during the last semester;
- maintain a minimum cumulative GPA of 2.00.

SIBLING GRANT

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 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 50% scholarship will limit the percentage of Sibling Grant to 10%, and a 75% scholarship will totally eliminate the Sibling Grant discount.

Eligibility

To be eligible for a sibling grant, a student must:

- Be enrolled as full-time student with a minimum of 12 credits except during the last semester before graduation when the number of credits may drop to 9 credits;
- Maintain a minimum cumulative GPA of 2.00;
- Be a sophomore, junior, or senior student (Intensive, Freshman, and Masters students are not eligible).

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

Procedure

- The students must submit the Sibling Grant form and attach it to a copy of their Family Identity Card. The form is available at the Financial Aid Office during the first week of each semester;
- The siblings will benefit from the discount as long as they are eligible. They do not have to renew their application unless another sibling is enrolled for the first time with them.

Undergraduate Scholarship

The student shall benefit from the program according to the following scale:

Cumulative	GPA from 3.40/4.00 to 3.65/4.00	25% Scholarship;
Cumulative	GPA from 3.66/4.00 to 3.79/4.00	50% Scholarship;
Cumulative	GPA from 3.80/4.00 to 4.00/4.00	75% Scholarship.

Eligibility

To be eligible the student must:

- have completed 12 credits at NDU (remedial credits are not included);
- be enrolled in 12 credits (remedial credits are not included) each semester and in a minimum of 9 during the last semester;
- have demonstrated academic excellence by maintaining a high cumulative GPA (3.40/4.00 and above).

Procedure

If the student fulfills the above criteria, he/she does not have to apply, but will automatically benefit from the discount on his/her tuition fees.

E: financialaid@ndu.edu.lb

GRADUATE ADMISSION

**SEEK
PERFECTION
TO HIGHER
EDUCATION**



GRADUATE ADMISSION

Statement of Purpose

Graduate Studies at NDU promote humanistic, ethical, and spiritual values in order to enhance intellectual inquiry and awareness of human integrity and solidarity. In addition, the graduate program seeks to develop the mental, physical and spiritual potential of its student body. NDU also seeks to enhance these values through liberal education and career preparation that caters to the needs of Lebanon and the region.

Admission Procedures

To be eligible for admission to a graduate program, an applicant must hold a Bachelor degree or its equivalent from an accredited institution of higher education preceded by a secondary school certificate recognized by the Lebanese Ministry of Education as equivalent to the Lebanese Baccalaureate Part II.

Admission to a graduate program at NDU is made on a semester basis and follows the same deadlines as specified for undergraduate applicants.

Only complete files will be studied.

Applications for Graduate Admission are available in the Admissions Office; they may also be downloaded from the NDU Home Page (www.ndu.edu.lb). The application should include the required documents indicated on the form with a non-refundable fee of 150,000 LL and submitted to the Admissions Office. Admission requirements to graduate study are established and monitored by the concerned departments and faculties. The Admissions Office will process applications, review credentials and issue letters of notification. The Admissions Office informs applicants in writing as soon as final decision is taken. Applicants may check their admission status on the website. The status is not final until the applicant receives a letter of acceptance from the Admissions Office.

Required Documents

Applicants whose undergraduate degree is from NDU must submit:

- A graduate application form;
- A copy of the Bachelor degree;
- An official transcript of their undergraduate record;
- Two recent photographs;
- Two letters of recommendation;
- The official GMAT/GRE examination score.

Applicants from NDU are not required to take the English Entrance Test. Applicants who must sit for the EET at NDU should abide by the examination dates as they are specified for undergraduate applicants in The Admissions Guide.

Applicants whose undergraduate degree is not from NDU should submit the following documents:

- A graduate application form;
- A copy of the Bachelor degree or its equivalent certified from the Ministry of Higher Education;
- Official transcript(s) from universities attended during the last three years, and the corresponding course descriptions;
- Copy of the secondary school certificate or official equivalence;
- Two recent photographs;
- Two letters of recommendation;
- The official GMAT/GRE examination score.

English is the medium of instruction at NDU; applicants for graduate study should demonstrate proficiency in the English-language. Applicants from institutions where English is not the language of instruction will be required to sit for either the NDU English Entrance Test (EET) or the Test of English As a Foreign Language (TOEFL); the minimum score must be 600 for the EET and 96-97 for the iBT.

All documents become part of the permanent records of NDU and will not be returned.

Other Requirements

Individual Faculties retain the right to request further requirements for admission to graduate programs such as the Graduate Management Admission Test (GMAT) and the Graduate Record Examination (GRE). Other requirements may include recommendations from employer(s), auditions, interviews, and samples of the student's work or personal statements. These other admission requirements will be stated in the letters of conditional admission authorized by the concerned Faculty.

GRADUATE ADMISSION

Types of Admission

Regular Admission

Regular Admission is granted to those applicants who have fulfilled all undergraduate admission requirements. The minimum required cumulative GPA is 3.0 out of 4.0.

Conditional Admission

Applicants whose cumulative GPA at the undergraduate level ranges between 2.7/4.0 and 2.99/4.0 may be considered for conditional admission as determined by the Faculties concerned. In addition to meeting the minimum graduate admission requirements, Applicants must maintain a level of academic excellence expected of all graduate students and meet the graduate admission requirements. These applicants may be required to take at most 12 credit hours of preparatory courses in the areas of identified deficiencies, and earn a minimum grade of “B” in these courses to be eligible to pursue their graduate studies.

Prospective Applicants

Candidates qualify for this category if they apply to a major other than the undergraduate degree from NDU or an equivalent degree from any other recognized institution of higher education with a cumulative GPA of at least 2.7/4.0. The respective Faculty shall study the file of prospective graduate students. They may recommend supplementary courses that the applicant must complete with a minimum cumulative GPA of 3.0/4.0 prior to consideration for admission to graduate study. Credits earned for these courses will not be counted toward the graduation requirements for the relative graduate degree program.

Transfer Applicants

Applicants wishing to transfer and complete their graduate study at NDU must meet the graduate admission requirements of NDU. A complete record of all courses completed with course description must be submitted. Concerned Faculties shall evaluate and determine the transferability of academic credits in addition to the applicant’s eligibility for graduate-level study at NDU.

Normally, a maximum of 9 transfer credits from previous work completed at another accredited institution of higher education is permitted upon the discretion of the Faculty Evaluation Committee. The course content and quality must correspond to the NDU course description as required for the requested major. The minimum score of each course must be “B” or its equivalent. Transfer credits are not computed in the Cumulative GPA but marked “Transfer”.

International Applicants

Transcripts and degrees from foreign institutions require special evaluation and must be certified by the concerned offices. Consequently, prospective international students are advised to submit their application forms, test scores, and all other required documents at least one semester before the beginning of the semester for which they are applying.

Non-degree Applicants

Individuals seeking graduate coursework without the desire of candidacy for an advanced degree may apply and meet all requirements for admission to a graduate program as a non-degree (graduate) student.

Readmission

Applicants who are issued a letter of acceptance to graduate study and fail to join their respective programs for two successive semesters, must reapply for admission.

Graduate Registration

Registration Process

A registration guide is distributed to every graduate student before the period assigned for registration. Students are advised to read the registration guide and this section of the catalog carefully. Registration involves the following steps:

Payment of Fees

The first step in registration is the payment of fees. Every registrant must pay the fees in full, or make arrangement for payment two weeks before the beginning of registration. Regardless of the manner of payment, every student must clear his/her registration with the Business Office. Outstanding balances must be settled in full before a student is allowed to register. Those who fail to honor the terms of the arrangement of payment of fees will be denied the privilege of future arrangements.

Consultation with Academic Advisors

Each student is assigned an academic advisor. With a proposed semester course schedule, the student proceeds to his/her advisor for consultation and the finalization of the selected courses. Students should consult with their academic advisors in the places assigned them for registration. The selection of courses is initially undertaken by the registrant himself/herself. Registration in absentia or by proxy is not permitted. Continuing students should check the course requirements as prescribed for every major, and compare them with the ones they have already completed. In the light of this comparison, they should check the course offerings for the given semester and then fill in their semester course schedules. New students must make sure that all required documents, particularly those mentioned in the letter of admission, are submitted to the Registrar's Office. They should also have in hand their letters of admission and identity cards or passports to present them to their advisors. Students should follow the steps indicated in the registration guide.

GRADUATE ADMISSION

Course Load

A full-time graduate student must register for nine credits per semester. Students registered for less than nine credits per semester are considered part-time graduate students. Graduate students cannot register for more than six credits in the Summer session.

Auditing

Students may register for courses on an auditing basis. Courses in which a student is so enrolled carry no credit but are listed in the student’s transcript as audit. The fee charged by the University shall be 75% of the fee paid by regular students. Student auditors should fulfill the same admission conditions as any other regular student.

Disclosure Of Students’ Records

The University does not disclose information and academic records of any student except with his/her prior consent. Exceptions to this principle are made only in compliance with judicial orders and health or safety emergency.

Tuition and Fees

NDU is a non-profit institution. Tuition and fees paid by students represent a small percentage of the full cost of a student’s education. The deficit is covered by income from gifts, grants and donations from foundations, alumni and friends of the University. The fees cover applications, membership in National Social Security Fund (NSSF), activities, Yearbook and Student Association, and Insurance. Membership of Lebanese students in the NSSF is mandatory by law. Thus prior to registration, students are urged to follow the instructions given by the Students Affairs Office concerning the clearance for NSSF.

Tuition

Tuition per Credit Hour	LBP	600,000
Tuition/Credit Hour (Remedial)	LBP	530,000
Auditing per Credit Hour per Semester	LBP	75% of credit tuition

Fees

Admission Application	LBP	200,000
Entrance Examination (when applicable)	LBP	75,000
Late Registration	LBP	100,000
Petition	LBP	5,000
Change of Major	LBP	100,000
Make-up Final Examination Fee/Incomplete	LBP	200,000
Transcript (Official Copy)	LBP	15,000
Transcript (Student Copy)	LBP	5,000
Library Fee/Book /Day Late Returns)	LBP	5,000
Graduation	LBP	75,000
Medical Insurance	LBP	50,000
Academic Fees	LBP	175,000
Smart ID Card (when applicable)	LBP	30,000
NSSF Fees (when applicable)	LBP	202,500

Because of 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 a transcript of record until all fees are paid.

Refund Policy

Contracts with faculty members and provisions for education are made by the University in advance for the entire year. Accordingly, if a student withdraws for justifiable reasons after final registration, refund of tuition fees will be made according to the following schedule of withdrawals:

- During drop/add period, 75% of the tuition is refunded;
- During the first week of classes, 50% of the tuition is refunded;
- Tuition is not refunded after the first week of classes;
- Refund policy does not apply during summer session. No refund of tuition is made for any withdrawal during summer session.

Financial Support For Re-Enrolled Courses

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

A man with dark hair and glasses is peeking over a large blue sign. He is holding the top corners of the sign with both hands. The sign has a speech bubble tail pointing towards the bottom right.

**HIGHER EDUCATION,
STRONGER
EXPECTATIONS.**

**ACADEMIC RULES
AND REGULATIONS**
GRADUATE

ACADEMIC RULES AND REGULATIONS (GRADUATE)

Cross-Registration

Students enrolled at NDU may take courses at other recognized institutions of higher education. A student registered at NDU may be permitted to cross-register if:

1. He/She expects to graduate at the end of that particular semester and the said course is not offered at NDU but is a graduation requirement.
2. The course to be taken carries the same content as that offered at NDU.
3. The student's academic advisor sends a written statement to the NDU Admissions and Registrar's Offices who in turn contact their counterparts of the university concerned to confirm the above-mentioned conditions.

Students enrolled at other recognized institutions of higher education may take courses at NDU.

Students studying at other universities and who wish to take courses at NDU must secure the following to facilitate cross-registration:

1. Written permission by the academic advisor to take specified courses at NDU (if any of the above mentioned conditions apply to the incoming student).
2. The permission of the Faculty concerned at NDU.
3. The above documents are submitted to the NDU Admissions and Registrar's Offices by their counterparts.
4. Finalize registration according to cross-registration procedures at NDU.

Auditing

Provided that they have satisfied the admission requirements, candidates that are interested in auditing graduate courses will be issued letters of acceptance as auditors.

Tutorials

To meet graduation requirements, students may take courses on a tutorial basis. Registration for a tutorial course can only happen after the consent of the concerned professor and the approval of the respective faculty.

Course/Program Changes

Any change from one graduate degree to another requires students to reapply and meet the admission requirements of the requested graduate program. Required courses may be substituted upon the recommendation of the student's graduate advisor and the approval of the respective Faculty. A maximum of 9 substitute credits will be considered.

Supervision

Upon admission, students will be assigned an academic advisor who will guide and assist the student in planning a course of study. When applicable, a thesis advisor will be assigned. After consultation with the Faculty Dean, every faculty will set its own guidelines for thesis defense. Candidates are required to give a public presentation. Thereafter, the Thesis Committee will notify the Dean and schedule the final defense.

Courses and Grades

Courses taken as part of a student's graduate study program fall in one of two categories, graduate or remedial, with different grading systems.

Graduate Level Courses

These are normally numbered 600 and above. The minimum passing grade for a graduate course is "B". Students in graduate study are required to maintain a cumulative average of at least "B" in all courses taken for graduate credit. According to the NDU Attendance Policy, a student who is absent without excuse from more than one third of the number of sessions in any one course, or who fails to sit for scheduled examinations, or fails to fulfill required written or oral work, will be given F. Results of tutorial courses, projects, or theses will be reported as Pass "P" or Fail "F".

Remedial Courses

These are usually undergraduate courses, taken to make up for any particular deficiencies. They do not carry graduate credit. The minimum passing grade for a remedial course is B; however, a department or program may set a higher minimum passing grade.

ACADEMIC RULES AND REGULATIONS (GRADUATE)

Probation and Dismissal

Graduate students may be placed on academic probation after completing 12 credits in the graduate program, if they:

1. Fail any course in the graduate program.
2. Do not maintain a cumulative average of “B”.

A graduate student on probation should register for a minimum of 6 credits the following semester. The student is dismissed from the graduate program if:

1. The probation status is not removed within a period of two consecutive semesters.
2. The department or program, and irrespective of the grades obtained, deems student’s work as unsatisfactory.
3. The student fails the comprehensive examination twice, or fails the thesis defense twice.

Comprehensive Examination

Where applicable, a student must pass a comprehensive examination after completion of most of the course requirements for the degree. The department concerned will schedule the examination. The purpose of the examination is to ascertain the student’s knowledge of the field of specialization and related areas. A student who does not pass the comprehensive examination may repeat it only once after a time lapse of at least three months but only with the approval of the concerned graduate committee.

Thesis

In partial fulfillment of the requirements for the master’s degree, a student must submit a thesis, when applicable, based on results of original and independent research. Except in departments or programs in which the medium of instruction is not English, the thesis must be in English.

An abstract not exceeding 350 words must be submitted with the thesis. If the thesis is in a language other than English, the abstract must be written both in that language and in English.

The Department concerned must ensure the availability of a copy of the Thesis Manual, which provides instructions on the preparation of theses. Its application is mandatory and theses not conforming to its requirements will not be accepted. For all matters not discussed in the manual, theses must follow the form and style described in the latest edition of K. L. Turabian, Manual for Writers of Term Papers, Theses and Dissertations (University of Chicago Press), or any other form specified by the department or program provided this conforms to the manual.

Copies of the thesis, unbound but ready for binding, should be submitted to the members of the thesis committee at least two weeks before the defense. Copies may be obtained by any legible and durable form of reproduction. Additional copies may be required, as specified by the concerned department or program.

Thesis Committee

The Master’s thesis committee should be composed of at least three members recommended by the department or program and approved by the faculty graduate committee. The proposal of the thesis topic and the selection of the advisor and the members of the thesis committee for candidates for the Master’s degree should have been approved by the faculty or school graduate committee at least four months before the student defends the thesis. It is advisable that the thesis committee includes one external member. This member may be from an institution other than NDU. All committee members should hold professorial ranks. The thesis committee approves the thesis topic and research program and conducts the thesis defense examination.

Thesis Defense

The thesis defense may be open to the public and must be carried out no later than June 10, October 30, or March 1, for students who wish to graduate at the end of the summer session, the fall, or the spring semester respectively.

Pass or Fail is reported for the combined thesis and thesis defense. If fail is reported, the student may resubmit the thesis and defend it after a period of at least three months. Failure on the second attempt results in discontinuation from graduate work.

Students must be registered for the thesis or at least one course in the session in which they expect to graduate in order to present their defense.

Deposit of the Thesis in the Library

After passing the thesis defense examination, the student is required to deposit at the library two copies of the thesis. A library receipt of these copies must be delivered to the Registrar’s Office before the student is awarded the degree. The student should sign a release form indicating whether or not the library is authorized to supply copies of the thesis to other libraries or individuals. The non-authorization option is valid for a period of two years only, after which copies of the thesis will be supplied on request.

ACADEMIC RULES AND REGULATIONS (GRADUATE)

Deadlines

	For graduation in		
	Fall	Spring	Summer
Deadline for approval of thesis topic and committee	June 20	Oct. 20	Feb. 1
Deadline for thesis defense	Oct. 30	March 1	June 10
Deadline for deposit of thesis at library	Nov. 10	March 10	June 20

Provisions for the Master’s Degree

In addition to satisfying the general requirements set in the preceding sections, students working towards a Master’s degree must fulfill the requirements described below:

Course Requirements

Two types of Master’s degree programs are available:

- 1. A thesis based on independent research work. Students following this program are required to take a minimum of 24 graduate credit hours; a maximum of 9 credits may be in tutorial courses.
- 2. A non-thesis program where students are required to take a minimum of 33 graduate credit hours and should follow a course of study approved by the Department or program and by the graduate committee of the Faculty.

Language Requirements

Aside from English proficiency requirements, there are no special University language requirements for the Master’s degree. However, individual Departments and programs may set their own language requirements either as a general rule or in specific cases. The Faculty graduate committee will determine examination procedures.

Residency Requirements

To meet the minimum residency requirements for the Master’s degree, students must register and be in residence, as graduate students, for at least two semesters, one semester and two summers, or four summers.

All requirements for the Master’s degree must be completed within a period of four years after admission to graduate study. Students attending summer sessions only must complete all requirements within a period of six summers after admission to graduate study. Extension beyond the maximum period of study requires the approval of the graduate committee of the faculty.

ACADEMIC RULES AND REGULATIONS (GRADUATE)

Grading System

The University uses the following grading system for the graduate programs:

Grade	Description	Quality Points/Credits	Interval
A+	Outstanding	4.0	100-97
A	Excellent	4.0	96-93
A-	Skillful	3.7	92-89
B+	Very Good	3.3	88-85
B	Good	3.0	84-81
B-	Reasonably Good	2.7	80-77
C+	Satisfactory	2.3	76-73
C	Passing, but not satisfactory	2.0	72-70
F	Failure	0.0	69-0
UW	Unofficial Withdrawal	0.0	
W	Official Withdrawal		
I	Incomplete		
P	Passing		
R	Repeat		
PR	Progress, re-enroll		
UP	Unsatisfactory Progress		
U	Audit		

- I | This grade is given by an instructor only when there is reasonable expectation that a student will successfully complete course requirements. If this grade is unresolved by the eighth week of the following semester, the Registrar’s Office will automatically convert it to the grade of **“F”**. Degree candidates should be aware that an **“I”** grade received during the last semester in any of the courses required for graduation will result in the delay of graduation.
- PR | This grade is used to indicate progress on research for the Master’s thesis or project up to time of completion, when the appropriate letter grade is entered on the transcript.
- UP | This grade is used to reflect that unsatisfactory progress is being made in a Master’s research project or thesis.
- W | The grade **“W”** indicates withdrawal without academic penalty. This grade is issued by the Registrar’s office to students filling in an official course withdrawal form by the scheduled deadline. The grade **“W”** is not counted in the GPA and may not be changed to any other grade under any circumstances.
- UW | The **“UW”** is assigned by the instructor when a student has never attended a class or has ceased attending and has not submitted an official course withdrawal to the Registrar’s Office. This grade is counted as an **“F”** in the GPA.
- U | Students have the option of auditing courses instead of receiving credits and grades for them. A **“U”** will appear on the student’s permanent record.

ACADEMIC RULES AND REGULATIONS (GRADUATE)

Attendance Policy

Classes are held from Monday to Friday. Graduate courses are offered in the afternoon as of 5:30 p.m.. Students are expected to attend all classes and laboratory sessions. Absence, whether excused or not, does not absolve a student from the responsibility for the work done or from conforming to any announcement made during his/her absence. Instructors are responsible for clearly informing the students in writing of the attendance requirement for each course and the consequences of poor attendance. For legitimate reasons a student is allowed to be absent for a maximum of 6 hours per three-credit course.

Academic Advisor

Students are responsible for the proper completion of their academic programs. They must be familiar with the rules and regulations of Graduate Studies, as well as the general academic regulations promulgated by individual Faculties and departments. The offices of the deans and department chairpersons, in cooperation with student advisors and faculty members, endeavor to follow each student's academic progress, and students are encouraged to seek counsel whenever there is a need. If advisors are unable to satisfactorily resolve problems, they will refer students as is deemed appropriate and necessary.

Academic Honesty Policy

It is the expressed policy of the University that every aspect of graduate academic life, related in whatever fashion to the University, should be conducted in an absolutely and uncompromisingly honest manner by graduate students. The University Disciplinary Committee will deal with apparent and alleged breaches of this policy.

Academic Standard

Continuation in the graduate programs requires satisfactory progress toward a graduate degree. Evidence of such progress includes maintaining a 3.0/4.0 cumulative average throughout the course of graduate study. Furthermore, in order to graduate, a student must have at least a 3.0/4.0 cumulative GPA. Failure to obtain a GPA of 3.0/4.0 for the first twelve credit hours will result in notification of probationary status. Any student who did not remove his/her probation in two semesters will be suspended from the University. A graduate student will also be suspended if he/she obtains two "Fs".

Withdrawal Policies

Leave of Absence

Graduate students may request a leave of absence from a program through written appeal to their advisors. The advisor will forward the request along with a recommendation to the Dean of the Faculty who will answer on behalf of the University. A student who does not register for courses for more than one calendar year must reapply for admission to the University and to the graduate degree program.

Withdrawal from Courses

After the date of dropping and/or adding courses, students are allowed until the end of the 14th week

as of the beginning of a semester to withdraw from courses. "W" will be inscribed on their records. No withdrawal is allowed beyond this period. Withdrawal must be made by the deadline set for dropping a course. Late withdrawal may be accepted only in case of illness or circumstances beyond control.

Application For Graduation

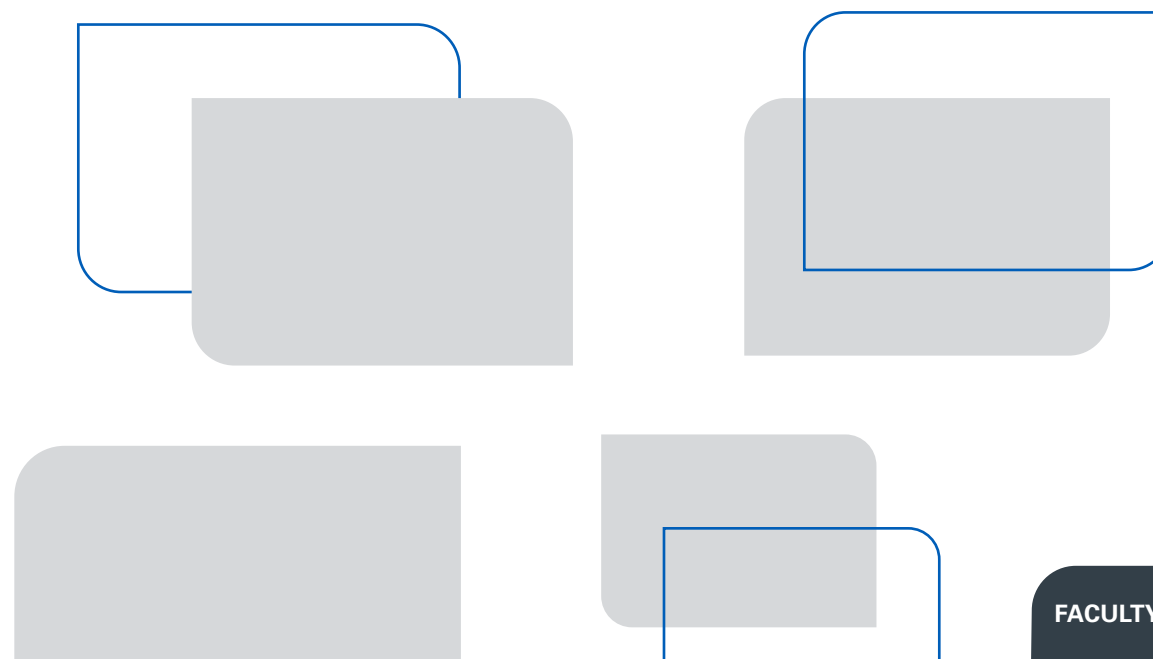
Students who expect to graduate must complete and submit the Application for Graduation to the Registrar's Office. Degrees earned during any semester or summer will be awarded only at the following commencement exercises. Commencement is held once a year.

Participation in Commencement Exercises

The University requires June graduates to participate in the Commencement exercises. Summer and fall graduates may participate provided they notify the Registrar's Office of their intent by mid-June at the latest by submitting the online form.

Summer Session

The University may offer the opportunity to pursue graduate studies during the summer. Although graduate-level courses are offered during the summer session, the University does not guarantee that any particular course will be offered. A student may register for a maximum of six credit hours in the summer.



ACADEMIC RULES AND REGULATIONS (GRADUATE)

Graduate Research Assistantship Policy

Preamble

In accordance with the mission, vision, core values, and strategic goals of NDU, the present *Student Research Assistantship Policy* is set to provide NDU students at the graduate level with research opportunities that help them develop critical thinking, scholarly competence, cultural maturity, and professional experience.

Definition of a Student Research Assistantship Appointment

A Student Research Assistantship Appointment (SRAA) is a research assignment compensated in the form of remuneration and/or tuition waiver and granted to a graduate student for his/her contribution to research activities related to his/her academic specialty and/or professional development.

Types of SRAA

Students who qualify for a SRAA are of two types:

1. Research Assistant: A Research Assistant is a student who is assigned research work under the supervision of a full-time faculty member from a University Faculty.
2. Research Affiliate: A Research Affiliate is a student who is assigned research work in one of the University research centers, University libraries, or University technical units.

Duration of a SRAA

- During the Fall or Spring semester, a SRAA is granted for the duration of the semester and is renewable upon need and as long as the eligibility requirements are met;
- During the summer term, a SRAA is granted for the duration of the term and is renewable upon need and as long as the eligibility requirements are met;
- A summer SRAA may exceed the duration of the summer session upon approval by the concerned Faculty Dean of a written request with justification from the research supervising body, taking into consideration the student's academic progress and the anticipated completion date of his/her degree.

Eligibility Requirements

The eligibility requirements for a SRAA are the following:

- The applicant is a graduate student with a minimum GPA of 3.2 after completing 6 credits; or with a GPA of 3.5 when admitted to the Graduate Program. Exceptions to this requirement must be approved by the candidate's Department Chairperson and Faculty Dean;
- In the semester/term during which the SRAA is to be effective, the applicant must be enrolled for at least six (6) credit hours and at most nine (9) credit hours during the Fall and Spring semesters, and for at least three (3) credits during the summer term. Exceptions to this requirement must be approved by the applicant's Faculty Dean upon a written request with justification from the research supervising body, taking into consideration the applicant's academic progress and the anticipated completion date of his/her degree;
- The research in which the applicant is involved must be relevant to his/her academic program.

Research Workload

- The workload for a student receiving a SRAA may vary in duration and scope depending on the requirements of the research project. A SRAA, however, shall not exceed 20 hours per week;
- The workload for a student who holds an outside employment, or who benefits from another kind of assistantship, for instance teaching assistantship, shall have a restricted research workload commensurate with his/her other obligations.

ACADEMIC RULES AND REGULATIONS (GRADUATE)

Appointment Procedure

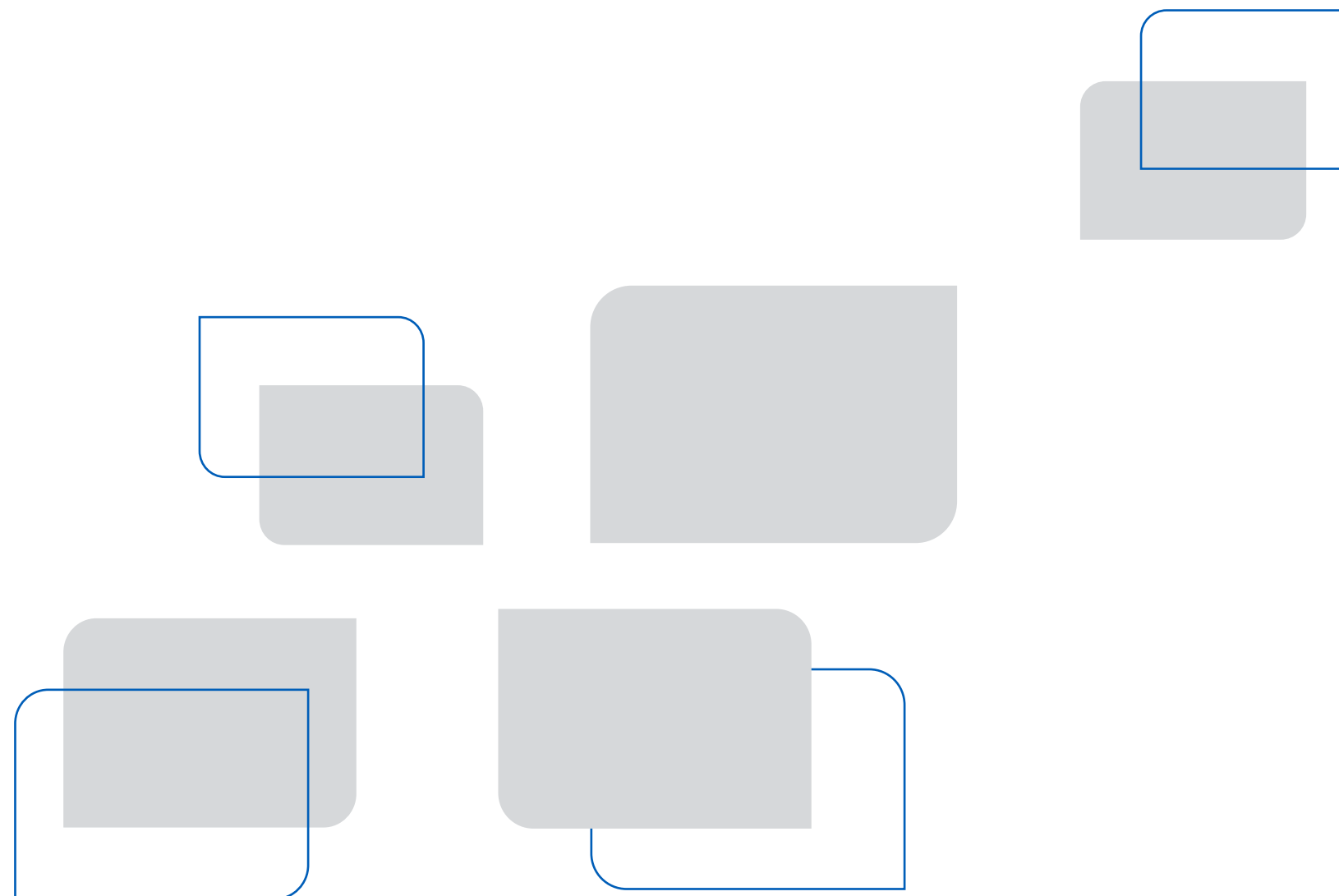
- Upon announcement of SRAA availability, applications shall be submitted to the corresponding Faculty Dean by students qualifying as research students, and to the corresponding Director of a Research Center, the Director of the University Libraries, or the head officer of a technical unit, by students qualifying as research affiliates;
- Applications shall be evaluated by the body concerned supervising the research project;
- All applicants, whether appointed or not, shall be notified of the final decision;
- A SRAA form shall be prepared for the selected research student by the supervising research body. The SRAA shall detail the nature and purpose of the research project, its expected duration, the type of the appointment, the workload of the research student, and the amount of his/her remuneration. The SRAA form shall be completed prior to the effective date of appointment and submitted to the concerned Dean for final approval;
- Upon approval, the Dean shall offer to the student, on behalf of the University, a SRAA per official letter for final signature;
- The appointment procedure is completed when the SRAA is signed by the student and ratified by the signature of the President on behalf of the University.

Reconsideration of a SRAA

- A SRAA may be unilaterally revoked at any time by the supervising research body for a compelling cause, such as the unsatisfactory performance by the student of assigned duties, insubordination, poor academic performance, felony, or for any other cause of similar magnitude;
- If the supervising research body cancels a proposed research project for any reason before the end of its stated duration, the student shall receive full compensation as agreed upon in the SRAA;
- If the research student willingly terminates a SRAA, or if she/he is dismissed for cause before the end of its stated duration, the assistantship shall be cancelled automatically;
- If the research project is completed before the end of the stated duration, the remuneration shall end on the date of completion.

Compensation for a SRAA

- The compensation formalities are processed through the Dean concerned and the Director of Finance for students qualifying as Research Assistants, and through the Vice-President for Sponsored Research & Development and the Director of Finance for students qualifying as Research Affiliates;
- The remuneration of research students is made on a credit-cost basis;
- The compensation for a SRAA may range between 20% and 60% of the cost of the credits;
- The compensation for a SRAA in the form of remuneration shall usually be paid in four equal installments during the Fall and Spring semesters, and in two installments during the summer term;
- The compensation for a SRAA in the form of tuition waiver shall be deducted from the student's tuition.



STUDENT AFFAIRS OFFICE (SAO)

**YOUR HOME
HAS A NEW
ADDRESS**



STUDENT AFFAIRS OFFICE (SAO)

The Student Affairs Office (SAO) at the University is a service-oriented unit. It provides a number of activities and services to complement the academic work of students and help them actualize their full potential. The office creates healthy physical, social, personal, moral and cultural environments to ensure that students can make the most of their university experience. The SAO coordinates all other activities involving students on campus.

Counseling Services

The well-being of individuals is not limited to physical health but includes physical, mental, and emotional health. At NDU, a counselor is available to serve and help students. This service is rendered with care, respect, and confidentiality.

Assistance is available for a variety of concerns which include, but are not limited to, the following:

- overall stress and anxiety;
- crisis intervention for individuals facing traumatic stress;
- problems related to eating disorders;
- concerns related to addiction (drugs, alcohol, etc.);
- personal issues;
- relationship problems;
- chronic illness;
- sadness and depression;
- difficulty adjusting to new situations;
- grief and bereavement counseling.

Find out more about this service at the Medical House or by contacting the NDU number (09 208 000) then EXT.: 2049 or 09 208 809, or medicalhouse@ndu.edu.lb.

Athletic Office

NDU's athletics programs are designed to offer students the opportunity to fully develop their physical potential and competitive spirit while engaging in a sports activity for fun and for health reasons.

NDU's Sports Office provides a wide range of sports activities including: basketball, volleyball, Judo, Taekwondo, Aikido, physical fitness, body building, tennis, swimming, soccer, handball, rugby, track and field, water-polo, table tennis, chess, etc.

NDU's athletic teams are trained by qualified coaches and participate in local, regional, and overseas tournaments earning recognition for themselves and the University.

A multipurpose gym for fitness, martial arts, body building, and dancing is situated under the tennis courts. It opens on **weekdays from 12:00 p.m. till 8:00 p.m.** and on **Saturdays from 10:00 a.m. till 2:00 p.m.**

For more information please contact EXT.: 2563 or sportdep@ndu.edu.lb or sao@ndu.edu.lb

Activities Office

One way for students to be more involved in life on campus is through participation in extracurricular activities by being active members in clubs and societies. For a club to be recognized, its purpose must be consistent with the stated University Bylaws and must have a full-time faculty member as an advisor. The Student Activities Office also assists students and clubs in organizing public events on Campus.

The following student clubs and societies are established at the beginning of every academic year to provide recreational and co-curricular activities:

Clubs and Societies

- Accounting
- Advertising
- Aie
- ASHRAE
- ASME
- Astronomy
- Computer Science
- Debate
- Discovery
- EWB
- Fashion
- Hospitality, Tourism and Events
- Human Rights
- IEEE
- International Relations
- Law
- Music
- Pastoral WorkPsychology
- Salvare
- SCE
- Skiing
- Social
- Unesco

For more information please contact EXT.: 2043 or studentactivities@ndu.edu.lb or sao@ndu.edu.lb

STUDENT AFFAIRS OFFICE (SAO)

Health Services

NDU provides all its students with a variety of health services at the NDU Medical House located at the Student Affairs Office in collaboration with “Centre de Biologie Moleculaire et Polyvalente – BMP” in Adonis.

a. The following tests are mandatory for all new students before registration period:

- Blood cell count;
- Blood grouping;
- P.P.D;
- Serology HIV;
- Hepatitis B;
- Hepatitis C;
- Chest X-ray;
- Tuberculosis test.

All these tests will be administered at the NDU Medical House for a fee of LBP 205,000 to be paid in advance at Byblos Bank or Bank of Beirut. This fee will also allow students to benefit from other services provided at the Medical House. Any student who is readmitted at NDU after 2 semesters of absentia will have to undergo the same procedure again.

b. The “Centre de Biologie Moleculaire et Polyvalente – BMP” provides a technician to administer blood tests between 8:00 and 16:00 daily at the NDU Medical House.

c. NDU reserves the right to request random blood-tests from any student to test for drug use or for any other medical reason.

The University physician is available **daily** (M-F) from 12:00 to 14:00 at the Medical House and is on call for any help and for free consultations 24/7 free of charge.

The University nurse is available on a daily basis from 8:00 to 16:00.

Serious cases are sent to the nearest hospital.

All students with medical ailments have to contact the NDU physician for validation within 48 hours of their sickness/injury. **No medical excuses will be accepted at NDU unless validated by the NDU physician.**

Insurance Policy

NDU students having an accident when practicing any kind of activity inside or outside the University premises are insured for up to US\$1,000. Students should pass by the Medical House during regular working hours in order to fill out the appropriate form.

If the accident occurs outside working hours, students should go to the Medical House at a later date to complete the procedure.

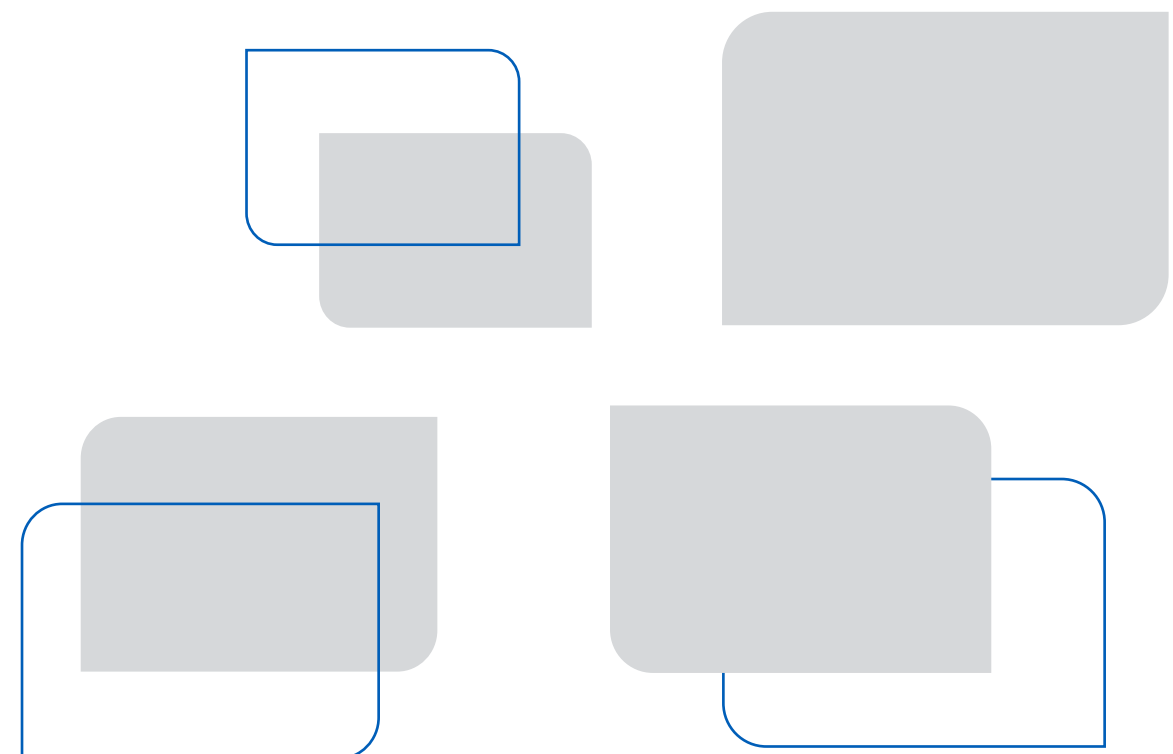
This insurance service is in addition to the NSSF coverage.

For more information please contact the NDU number (09/208000) then **EXT.:** 2049 or direct line 09 208 809 or medicalhouse@ndu.edu.lb or sao@ndu.edu.lb or pass by the Medical House.

Community Service Office

The goal of the Community Service Office is to encourage students to get involved in volunteer work in order to benefit the community, mainly through its non-profit institutions. The CSO aims to help the students in optimizing their potentials and instilling in them a spirit of responsibility and moral awareness.

Through this, the students will be able to transmit their shared experience to their communities, families, and country. To volunteer contact: cso@ndu.edu.lb



STUDENT AFFAIRS OFFICE (SAO)

Student Housing

The NDU Student Housing facility is an on-campus student service dormitory. Five-story housing facilities comprise 417 bedrooms as well as a kitchen and lounge in every building. The housing facility offers safe, well-maintained, and reasonably rated rooms for foreign students who are eligible to join NDU or those who live some distance away from NDU.

Mission Statement

The NDU Student Housing mission aims at providing and promoting a living environment that is conducive to learning and one that encourages students to use all the available housing resources needed to pursue their educational vocations at NDU whilst abiding by strict rules and regulations regarding academic life and values in an atmosphere of respect and integrity.

Reservations

Applications for on-campus housing are made through the Student Housing Office-SAO. Students and their parents/guardians are asked to pass by the Student Housing Office, to be informed about the rules and regulations and visit the housing facility. Dorms' charges appear on the statement of fees issued to the student by the Business Office.

E: studenthousing@ndu.edu.lb

Student Life Office

Students who miss classes or exams should contact the University physician, Dr. Elias Chemaly, within 48 hours of their sickness. The NDU physician should examine each student before deciding whether a medical report should be given or not. The SAO will not issue any excuse without the approval of the NDU physician. Dr. ELIAS CHEMALY, M.D. (M: 03.725559) is available from 11:00 until 13:00 at the Infirmary, SAO.

International Student Services

The international Student Services provides support for international students at NDU and assistance in whatever they may need. It also helps them to integrate into the NDU community, specifically with other students. International students are urged to pass by the Student Affairs Office upon arrival and on a regular basis. E: sao@ndu.edu.lb

Student Union (SU)

The Student Union is the elected body representing students. Its purpose is to speak on behalf of the students, defend their rights within the framework of the University Rules and Regulations in compliance with the SU Bylaws, and organize events that cater to the student body at large.

E: studentunion@ndu.edu.lb



**YOUR CAMPUS
LIFE MADE
EASIER**

CAMPUS SERVICES

CAMPUS SERVICES

Identification Card (ID)

The NDU Smart Identification Card identifies the cardholder as a current member of the University community. It is required for all administrators, faculty, staff members and currently enrolled students at the University. It 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 **EXT.:** 2306.

Campus Parking

Parking permits are obtained from the Parking Services Office 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 enquires are to be made at the Parking Services Office **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.

T: 09-208820 direct line.

T: 09-218950 Ext: 2222 Ext: 2252

Lost and Found

Articles found are to be turned in to the Campus Services Office situated in the SAO building. Persons looking for lost items may inquire at the office or call **EXT.:** 2539.

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.

Building: Faculty of Law and Political Science (yellow building)

Room: HB232

T: 09-218950 Ext: 2254



SPICE UP YOUR CAMPUS LIFE

**ACADEMIC
SUPPORT SERVICES**

ACADEMIC SUPPORT SERVICES

Academic Support Services are managed 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, Students Affairs, Admissions, and Registrar.

Academic Advisory Services

Coordination of academic advising at NDU is intended to ensure appropriate advising to students. Following admission to the University, students are referred to faculty advisors who assist them in the selection of appropriate courses. The Faculty Advisory Service also helps students take academic decisions based on their abilities, interests, and goals, following up their academic progress throughout their university years and helping them to, when needed, reconsider their choices of major. Students are encouraged to seek information and assistance from faculty advisors on all matters relating to their educational plans.

The 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's 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, the Shouf Library at the Deir El-Kamar Campus and the Division of Continuing Education (DCE) Library at the Old Zouk Mosbeh Campus. The NDU Libraries are also responsible for maintaining and developing the research collections of the Council for Research in Values and Philosophy (CRVP) Library, the Center for Applied Research in Education (CARE) Library, the Marian Studies Center (MSC) Library, and the Lebanese Emigration Research Center (LERC) Library.

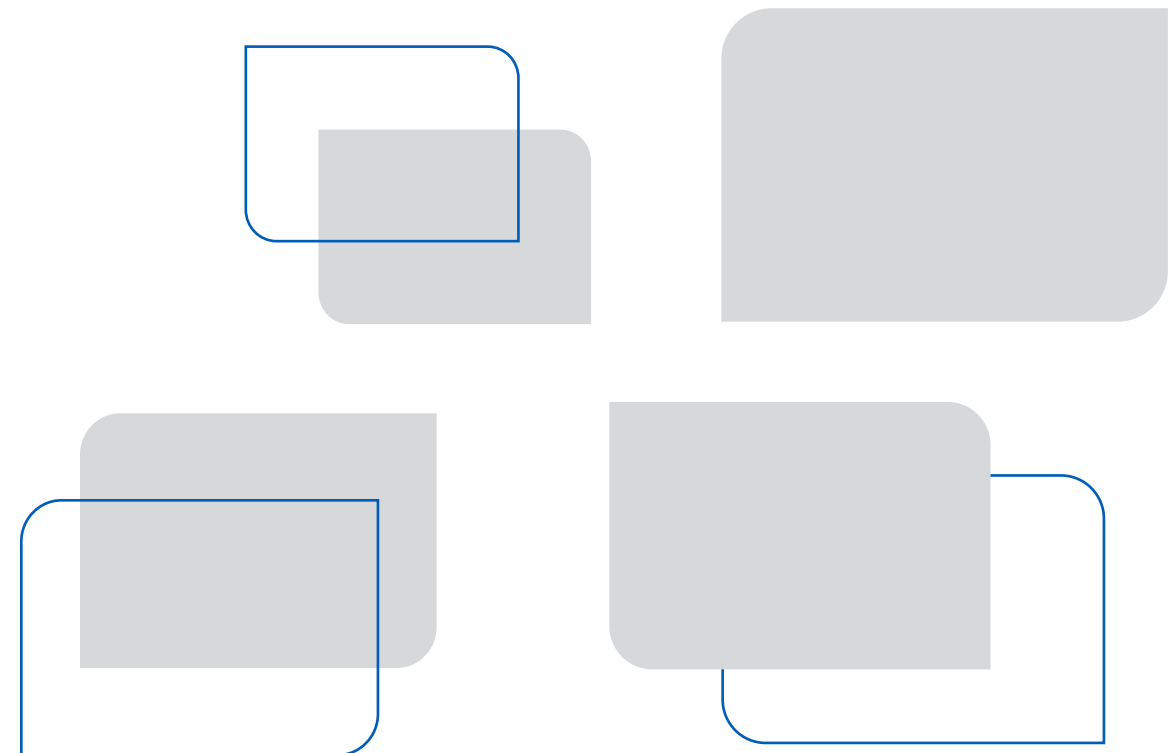
Recognizing that the Library is central to fulfilling the mission of the University, the NDU Libraries keep up-to-date with the latest publications relevant to the major programs of study through purchases and an active local and international gifts and exchange program. The Libraries welcome and encourage donations and institutional exchanges that support the University's academic programs and the scholarly, teaching, and research interests of the NDU community.

The Mariam and Youssef Library provides access to an expanding collection of core reference and circulating materials in print, manuscript, electronic, audio, visual, cartographic, and other appropriate formats. It also provides individual and group study space for more than 300 simultaneous users, an Information Commons with appropriate support and access to information and technology resources, and a classroom for Library instruction. The NLC Library, Shouf Library, and DCE Library provide access to a core collection of references, circulating materials, periodicals and electronic resources, in addition to providing space for quiet, individual study.

All NDU Libraries collections are searchable via WebView, the NDU Libraries web-enabled online public access catalog (OPAC), which is available from NDU's website (<http://www.ndu.edu.lb>).

The NDU Libraries are open to all users, however, only NDU faculty, students, staff, and alumni are currently granted borrowing privileges. NDU Libraries guests and visitors are allowed to access and use the library's resources within the confines of the library only. NDU Libraries materials may be requested and borrowed from any campus library, regardless of where they are housed.

The NDU Libraries are founding members of the Lebanese Academic Library Consortium (LALC) and the Lebanese Inter-library loan and Document delivery services Consortium (LIDS).



ACADEMIC SUPPORT SERVICES

FAAD Academic Support Facilities

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.

MAC Computer Laboratory

Graphic Design and Fashion Design students have access to the up-dated Mac Computer Laboratory and the latest softwares to facilitate their performance.

Photography Laboratory

The Photography Laboratory is a place where Architecture, Design, and Art students, as well as other disciplines at NDU, learn how to capture still images, develop, print, and experiment with the techniques of digital and analog photography. The studios are professionally designed and equipped with the latest technology and darkrooms for experimented analog prints to provide hands-on learning experience and optimal working conditions under the supervision of qualified instructors.

Dorothy Salhab Kazemi - Ceramic Atelier

This Ceramic Atelier is equipped with two kilns and several wheel tables. Students can enjoy manual work with clay (slab, coil building, throwing, etc), and clay enamels powder glazing. The Ceramic Atelier has a terrace, overlooking pine trees.

Metal and Wood Workshop

The Metal and Wood Workshop has the necessary tools that will help Architecture, Interior Design, Graphic Design, and Fashion Design students in the creative process of their works. Its main purpose is to create a tangible approach to the methodologies of teaching between the theoretical and applied.

Smart Rooms

Within FAAD premises, 23 classrooms are equipped with Active Boards Touch, and another 12 have LCD projectors.

Architecture Computer Workshop

Two Computer Workshops has been set up for the Architecture and Interior Design students; located within the Architecture studios. Both workshop are equipped with facilities, including 15 computers, an LCD projector and related projection screen. Each computer contains the latest versions of graphic software, in addition to Ecotect.

Design Computer Workshop

Two fully equipped computer workshops has been developed in proximity to the studios for Graphic Design and Fashion design students.

Both equipped with room facilities, including 19 G4 Mackintosh computers. Each computer contains the latest versions of graphic software.

Fashion Design Studio

The Fashion Design facilities consists of three studios, one studio with mannequins and large patternmaking tables, adjacent is a sewing studio with professional steam iron and sewing machines. Furthermore, a Mackintosh computer workshop is set-up to ensure a professional studio setting of digital illustration and patternmaking skills and hands-on execution. Students also have access to a catwalk installation and will produce fashion shows of their creations.

Writing Center

The Writing Center is a resource at the disposal of both undergraduate and graduate students to help them develop their writing skills. The Center exists to provide opportunities for students who feel that their written work for their University courses could be improved by offering one-on-one or small group tutoring in a positive atmosphere. Personnel at the Center believe that all students have the potential to acquire sufficient skills to function in an English-language environment. It is located in HA 114.

ACADEMIC SUPPORT SERVICES

Engineering Laboratories

Engineering programs are supported by state-of-the-art laboratories that are open to all engineering students. These laboratories and workshops are managed by qualified and dedicated staff.

The Department of Civil and Environmental Engineering offers seven laboratory courses to cover the main topics in the fields of concrete and pavement design, environmental engineering, mechanics of materials, soil mechanics, hydraulics, field surveying, and engineering graphics.

The lab equipment is continuously upgraded and updated to ensure that our students are exposed to the most recent and advanced systems. The department also secures highly accurate and professional testing facilities such as spectrophotometry, strain gauging, triaxial testing, open and closed channel flow measurements, and total station application. Most of the lab facilities are connected to a data acquisition system. In addition, field equipment are available for in-situ testing, such as soil investigation, groundwater and surface water testing, and concrete quality control. Professional commercial testing as well as community services are also performed on a regular basis in the above areas.

The Electrical and Computer and Communication Engineering Department has several laboratories, which support teaching in the areas of communication systems, electronic circuit design, including microprocessors and programmable logic controllers, instrumentation, electric machines, power electronics, control systems, and digital signal processing. The laboratories are also used by students for executing their engineering project designs. The equipment is regularly updated to ensure that students are exposed to the best possible laboratory experience.

State-of-the-art laboratory equipments are being used in the Mechanical Engineering Department for training purposes. The list includes: Large wind tunnel for aerodynamics testing, energy testing (solar systems, combustion, etc.), turbomachines testing (centrifugal pumps, fans, Pelton wheel, Francis turbine, etc.), air-conditioning testing (heating, cooling, refrigeration, etc.), Mechanical vibration testing and mechanical components and systems. A full workshop made of a set of machine-tools, including a CNC machine is used for student training and regular machining needs.

Science Laboratories

Biology Lab

The Biology Laboratory is equipped with many facilities, which support teaching and research across the biology curriculum. Disciplines supported include:

- Microbiology: Culture and analysis of viral, bacterial and parasitic species;
- Molecular biology: DNA purification, analysis, and manipulation, with preliminary PCR facilities for DNA amplification. Other available equipment such as an electroporator, promote research studies that require electrotransformation or transfection of cells;
- Cell culture: Preparation, culture and cryopreservation of animal cells;
- Plant biology: Plant cell culture and analysis;
- Histology : Histological assessment and histopathological examination of tissue samples.

Available equipment include microscopes (including a laser scanning microscope) and photomicrographic

systems, biological safety cabinets, incubators, liquid nitrogen containers, diurnal growth chamber, autoclave, centrifuges, ovens, microtome, paraffin histoembedder, electrophoresis and blotting apparatus, thermal cycler (RT-PCR), chromatography systems, in addition to an animal house, green house, and herbarium facilities.

Chemistry Lab

The Chemistry Laboratory provides a wide variety of facilities to support chemistry students and faculty members' research and teaching. Students are introduced to the fundamental quantitative, organic, and food analysis experimental methods through experiments in:

- Chromatographic analysis of alcohol content in beverages;
- Determination of nutrients, vitamins, and minerals in foods;
- Properties of enzymes;
- Browning reactions in foods;
- Spectrophotometric determination of analytes in different sample types;
- Water analysis;
- Precipitation and complexation titrations.

In addition, an analytical unit houses a number of modern equipment such as UHPLC, GC/GCMS, FTIR, AA, etc., gas chromatograph, UV-visible spectrophotometers, digestion-distillation unit for nitrogen determination, solvent extraction apparatus, digital densimeter, electronic refractometer, pH meters, ion-selective electrodes, etc.

Geology Lab

Geology Laboratory courses are held in the Sciences Lab building and are supported by a varied collection of rock-forming minerals, including silicates, carbonates, sulfates, fluorides, and oxides, as well as a core collection of igneous, sedimentary, and metamorphic rocks. Additional teaching support of sample specimens is provided by the Stone Wing Museum, which houses a rich collection of minerals and archaeological items from Lebanon.

Physics Lab

The Physics Laboratory at NDU is a state-of-the-art teaching laboratory, offering computer controlled data acquisition and analysis as well as interesting experiments covering a wide range of topics in physics. Experimental work goes hand in hand with the theoretical physics courses at NDU. The physics lab is well equipped to allow students perform experiments that will help them understand the physical phenomena covered in the classroom. In many cases, the experiments follow closely the lecture courses leading to a better understanding of the physics.

ACADEMIC SUPPORT SERVICES

Moussa and Farid Raphael Observatory

NDU has an on-campus observatory that contains a 60cm telescope equipped with a set of research-grade equipment consisting of CCD cameras, filters, and spectrograph. It is the most well-equipped observatory in the Arab countries and its telescope is the largest in the Arab Middle East. The observatory is made possible by a generous donation from His Excellency Ambassador Gilbert Chaghoury.

Meteorological Station

The Department of Sciences houses a meteorological station that provides climatic data for the Keserwan area. This station is supported by the L.A.R.I. society.

Tutoring Center

The tutoring center helps the students in remedial, freshman, and sophomore in math, biology, physics and computer science.

Division of Computing Services

Vision

The Division of Computing Services is committed to the strategic use of the information technology for the continual improvement of the operation of NDU.

Goals

We strive to support the essential educational, research, and administrative goals of NDU through the development and delivery of computing and communication services to the University's faculty, students, and staff.

Goal for Faculty

Provide stronger links with faculty members in order to promote and facilitate their use of technology to support teaching and learning.

Goal for Students

Ensure that students have the necessary skills to take advantage of NDU's technological environment.

Goal for Staff

Provide staff members with the necessary technological tools that are current and reliable, so they can serve the NDU community effectively.

Equipment and Facilities

The administrative Computer Center is equipped with enterprise servers used for the Registrar, Library, and various Business and Administration applications, using the latest Data Base technologies.

For academic purposes, SUN and IBM Mini computers, Terminals, and X-Stations, operating under Unix, are used by Computer Science and Engineering students. A set of servers, operating under Unix, control the campus Internet and Intranet networks.

All Faculties have active computers running various platforms such as PC/Windows, PC/Linux, Sun/Solaris, and IBM/AIX. Unix workstations and Windows 2000 operating systems have transparent access to the Servers, and to one another through Network File System and Remote File System access.

The Main Campus Intranet is a fully interconnected, multimedia, multi-protocol infrastructure spanning well over 1 km of area networks and over 800 computers on the network. The new network is a routed, full duplex, fiber based, Gigabyte Ethernet backbone with Gigabyte Ethernet (1000 Mbps) links to all the major buildings. Network connection in offices and rooms are at 100 Mbps switched Ethernet.

A PowerPC and Macintosh network is connected to a variety of peripherals, and are available for Visual Arts students including: color laser printers, scanners and plotters.

Special classrooms are linked to the backbone network via communication lines and have local resources to allow the instructor an indoor on-line demonstration with illustrative materials projected during class hours. Students are required to put into practice the theoretical concepts and gain working knowledge during regular laboratory sessions scheduled individually for each course.

ACADEMIC SUPPORT SERVICES

Division of Audio Visual Arts

The Division of Audio Visual Arts at NDU is a department that handles all academic and technical audio-video matters related to students majoring in communication arts, advertising, and music in order for them to execute their projects assisted by their academic instructors and professionals in the field.

The facilities include:

- Radio/TV Studio
- Acting Studio
- Computer/Music Lab
- Theater
- Issam Fares Conference Hall
- Pierre Abou Khater Auditorium
- Friends Hall
- Exhibition Hall
- Exam Halls
- NDU Choir Recording Unit.

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

Besides handling all student-related matters, this department is responsible for all the activities that take place at NDU: conferences, lectures, exhibitions, and public and special events. All activities are taped and archived.

Smart Rooms

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

DVD Library

The DVD Library includes more than 1,500 DVDs (films, documentaries, series, and others). All members of the NDU community may check out these films.

ACADEMIC SUPPORT SERVICES

Academic Calendar 2014-2015

Fall Semester 2014

Sep. 15-19	M-F		Orientation Sessions for New Students
Sep. 22-24	M-W	8:00-12:30/1:30-4:00	Registration Period
Sep. 23-24	T-W	8:00 a.m.- 8:00 p.m.	DCE Registration for Session I
Sep. 23	T	9:00 a.m. or 6:00 p.m.	DCE English Placement Test
Sep. 25	Th		DCE Session I starts
Sep. 25	Th	7:30 a.m.	Classes begin
Sep. 25-Oct. 2	Th-Th		Application for Sibling Grant
Sep. 29	M	8:00-12:30/1:30-4:00	Late Registration (Classes are in session)
Sep. 30-Oct. 1	T-W	8:00-12:30/1:30-4:00	Drop and Add (Classes are in session)
			Opening ceremony (Main Campus) for the academic year 2014-2015
* Oct. 4-6	Sat-M		Al-Adha: Holiday
Oct. 10	F		Opening ceremony (NLC) for the academic year 2014-2015
			Opening ceremony (Shouf Campus) for the academic year 2014-2015
* Oct. 25	Sat		Hijra New Year: Holiday
Nov. 1	Sat		All Saints' Day: Holiday
* Nov. 3	M		Ashoura: Holiday
Nov. 4	T		DCE Session I Ends
Nov. 5-6	W-Th	8:00 a.m.- 8:00 p.m.	DCE Registration for Session II
Nov. 5	W	9:00 a.m. or 6:00 p.m.	DCE English Placement Test
Nov. 7	F		DCE Session II Starts
Nov. 21	F	4:00 p.m.	Deadline for Spring and Summer 2014 Incomplete grades
Nov. 22	Sat		Independence Day: Holiday

Nov. 27	Th		Thursday classes do not meet; Monday classes meet
Dec. 1-12	M-F	8:00 a.m.-4:00 p.m.	Advising & Preregistration period for Spring 2015
Dec. 12	F		Friday Classes do not meet; Monday classes meet
Dec. 16	T		DCE Session II Ends
Dec. 17-18	W-Th	8:00 a.m.- 8:00 p.m.	DCE Registration for Session III
Dec. 17	W	9:00 a.m. or 6:00 p.m.	DCE English Placement Test
			Christmas Mass
Dec. 23	T	9:00 p.m.	Christmas vacation begins
* Jan. 2	F		Prophet's Birthday: Holiday
Jan. 6	T		Epiphany and Armenian Christmas: Holiday
Jan. 6	T	9:00 p.m.	Christmas vacation ends
Jan. 7	W	7:30 a.m.	Classes resume
Jan. 7	W		DCE Session III Starts
Jan. 7-23	W-F		Application for Work Study Grant
Jan. 9	F		Entrance Examinations for Spring Semester 2015
Jan. 17	Sat		Saint Anthony's Day: Holiday
Jan. 21	W	4:00 p.m. a course	Deadline for officially withdrawing from
Jan. 23	F	9:00 p.m.	End of classes
Jan. 26	M		Reading Day
Jan. 27-Feb. 6	T-F		Final Examinations Period
Feb. 4	W		Reading Day
Feb. 9	M		St. Maroun's Day: Holiday

ACADEMIC SUPPORT SERVICES

Spring Semester 2015

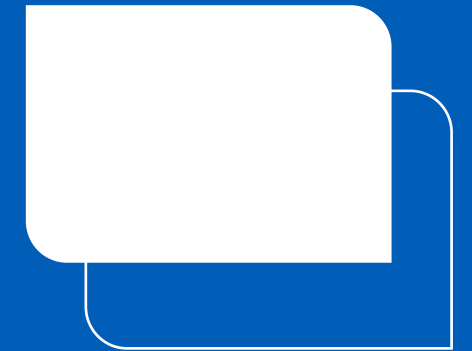
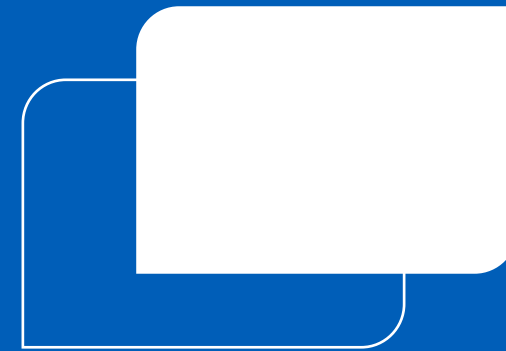
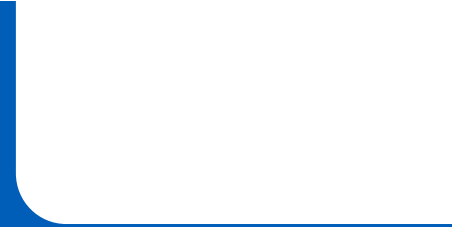
Feb. 10	T		Orientation Sessions for New Students
Feb. 13	F		DCE Session III Ends
Feb. 13,16	F, M	8:00-12:30/1:30-4:00	Registration Period
Feb. 16-17	M-T	8:00 a.m.- 8:00 p.m.	DCE Registration for Session IV
Feb. 16	M	9:00 a.m. or 6:00 p.m.	DCE English Placement Test
Feb. 17	T	7:30 a.m.	Classes begin
Feb. 17-25	T-W		Application for Sibling Grant
Feb. 18	W		DCE Session IV Starts
Feb. 19	Th	8:00-12:30/1:30-4:00	Late Registration (Classes are in session)
Feb. 24-25	T-W	8:00-12:30/1:30-4:00	Drop and Add (Classes are in session)
Mar. 10	T		Tuesday classes do not meet; Friday Classes Meet
Mar. 13	F		Open Doors - NLC
Mar. 25	W		Feast of the Annunciation: Holiday
Mar. 26 & 27	Th & F	8:00 a.m. - 5:00 p.m.	Open Doors Main Campus
Mar. 28	Sat		Entrance examinations for Fall semester 2015
Mar. 31	T		DCE Session IV Ends
			Easter Mass
Apr. 1	W	9:00 p.m.	Easter vacation begins
Apr. 13	M	9:00 p.m.	Easter vacation ends
Apr. 14	T	7:30 a.m.	Classes resume
Apr. 14-15	T-W	8:00 a.m.- 8:00 p.m.	DCE Registration for Session V
Apr. 14	T	9:00 a.m. or 6:00 p.m.	DCE English Placement Test
Apr. 14-24	T - F		Advising & preregistration period for Summer and Fall 2015
Apr. 16	Th		DCE Session V Starts
Apr. 20-June 16	M-T		Application for Work Study Grant
Apr. 21	T		Tuesday classes do not meet; Friday classes meet
Apr. 22	W		Open Doors - Shouf Campus
Apr. 24	F	4:00 p.m.	Deadline for Fall Semester 2014 Incomplete grades

May 1	F		Labor Day: Holiday
May 8	F		Founder's Day - Main Campus (Classes are not in session)
May 15	F		Founder's Day-NLC (Classes are not in session)
May 22	F		Founder's Day- Shouf Campus (Classes are not in session)
May 25	M		DCE Session V Ends
May 26-27	T-W	8:00 a.m.- 8:00 p.m.	DCE Registration for Session VI
May 26	T	9:00 a.m. or 6:00 p.m.	DCE English Placement Test
May 28	Th		DCE Session VI Starts
June 12	F	4:00 p.m.	Deadline for officially withdrawing from a course
June 16	T	9:00 p.m.	End of classes
June 17	W		Reading Day
June 18-27	Th-Sat		Final Examinations Period
June 24	W		Reading Day

Summer Session 2015

July 2	Th		Entrance examinations for Fall semester 2015
July 3	F	8:00a.m. - 2:00p.m.	Registration period
July 6	M		DCE Session VI Ends
July 6	M	7:30 a.m.	Classes begin
July 7	T	8:00a.m. - 2:00p.m.	Late Registration (Classes are in session)
July 8	W	8:00a.m. - 2:00p.m.	Drop and Add (Classes are in session)
July 18-20	Sat-M		Al Fitr: Holiday
July 24	F	7:15 p.m.	Commencement: Conferring of degrees
Aug. 14	F	2:00 p.m.	Deadline for officially withdrawing from a course
Aug. 15	Sat		Assumption Day: Holiday
Aug. 17	M	9:00 p.m.	End of Classes
Aug. 18	T		Reading Day
Aug. 19-21	W-F		Final examinations period
Aug. 27	Th		Entrance examinations for Fall semester 2015

* Tentative dates



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