

# *The NDU Gazette*

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*A publication covering decisions taken at the BOD and UC meetings*

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*Issue Number Five, July 2007*

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## **Decisions taken at BOD in July 2007:**

### **BOD Meeting: 2 July 2007**

#### **1. Admissions Office Procedures**

In order to better organize the admission procedures with the Deans, it was decided to apply the following steps:

1. The Deans receive a chart of presently complete files which is reviewed, approved, and signed by the Dean. The chart is returned to the Admissions Office.
2. In case of incomplete files, the Dean will review them in the Admissions Office. The files will be accompanied by a list of names of the students.
3. Three original copies signed by the respective Dean, and the Director of Admissions will be considered as final documents, one copy of which will stay in the Dean's Office, one copy in the office of the V.P.A.A. and one copy that is kept at the Admissions Office.

#### **2. Music Program Modification/ FAAD**

The motion to consider MUS 464 as a 3 credit course as of Oct. 2007 was approved.

### **BOD Meeting: 4 July 2007: GER Program**

1. As of October 2008, the total number of GER courses is 33 credits. Students of Engineering, Architecture and Design may be released from 6 credits. In this case, Engineering students may not take more than 3 credits in the sub category of Natural Sciences.

Students of Business may be released from 3 credits.

(Complete Text available in Appendix I)

### **BOD Meeting: 7 July 2007 : Minors**

1. During its regular session held on July 7, 2007, the BOD took the following decision.

A minor shall consist of 15, 18 or 21 credits. A minor may not include more than two courses (6 credits) which are counted in the student's "Major Requirements" category.

Only enrolled students at NDU and in Junior standing and above can declare minors.  
(Complete Text available in Appendix II)

### **BOD Meeting: 11 July 2007**

#### **Curricular Changes/Modifications for the Faculty of Humanities**

1. The proposal to modify the Bachelor of Arts in Communication Arts- Radio/Television was approved with the understanding that modifications would be made to adjust the number GER courses to 33 as of 2008.
2. The modifications proposed to the Bachelor degree in Physical Education and Sport were approved contingent on the following amendments:
  - a. PES 321 become a required course to the major.
  - b. Separate coding be established to allow students outside the major to take the PES 311, PES 312, PES 313, PES 315, PES 323 courses as one credit courses.
  - c. Remove the term *corequisite*.
  - d. The number of GER courses would be raised to 33 as of 2008.

### **Writing Center**

3. The proposal to begin implementation of a Writing Center at NDU was approved.  
(Complete Text available in Appendix III)

### **Reconfirmation of BOD Decisions**

4. The following decisions taken during Fall Semester 2006 and referring to Dr. Rihani's memo of March 18<sup>th</sup>, 2007 were reconfirmed:
  - a. Nine to twelve credits may be offered to part-time instructors upon need of the particular faculty.
  - b. Chinese 201, 202 LIR 101. Intensive Students may take up to 4 credits of regular courses at regular tuition fees.
  - c. The M.A. in Music was approved with editorial/cosmetic changes
  - d. The motion to approve the maximum load of 19 credits per semester for regular students. (Refer to BOD minutes of April 25, 2007).

**Effective October 2007, regular students may take up to 19 credit hours per semester provided that it does not contradict any residency requirements.**

- e. The motion to pursue and achieve Institutional Accreditation with NEASC as soon as possible. Motion approved and reconfirmed on July 11, 2007.
- f. The motion to construct and implement a university wide Strategic planning document.
- g. The formation of NDU Orientation committee, Library committee, GER Review committee, Bylaw committee, Adhoc Faculty Affairs committee
- h. An Outcomes Assessment Committees established for 2006-2007 academic year.
- i. Changes in the B.A. Architecture Degree. (refer to modified text available at Office of the Dean FAAD)

- j. The Library Inter-Loan Proposal was approved. (See Appendix IV for full text)

**BOD Meeting: 17 July 2007**

**Curricular Changes/Modifications in the FAAD**

1. The substitution of FAP 221 by ARP 221, GDP 222 by ARP 222, the addition of ARP 215 as a GER, and the number of GER courses in the BA Architecture to be set at 27 credits were approved.
2. The modifications/substitutions in the Interior Design degree were approved.  
(List of changes available at the Dean's Office FAAD)
3. The modifications in the foundation year of the Graphic Design degree were approved with the addition of the new concentration in Information Design which is added to the present concentration in Multimedia Design.
4. The Bachelor Degree in Fashion Design was approved for implementation as of Fall 2007.

**BOD Meeting: 19 July 2007**

**Attachments for these motions can be obtained from the Office of the Dean, FNAS.**

**1. General Motion for all FNAS majors**

All majors offered by the FNAS shall respect the following rules:

- Two free elective courses, totaling 6 cr., shall always remain part and parcel of any FNAS major.
- Wherever possible, curricular changes shall be adjusted so that a total of up to 33 cr. shall be allocated to GER courses as of the academic Fall 2007-2008, and this total shall become compulsory for all FNAS majors as of the academic Fall 2008-2009.

**2. Motion for the BS in Computer Science**

Adopt the proposed replacements of courses and the corresponding amendments to the Catalog 2007-2008 as per attachment CS2.

**3. Motion for the BS in Computer Science (conc. Comp. Information Systems)**

Adopt the proposed replacements of courses and the corresponding amendments to the Catalog 2007-2008 as per attachment CS3.

**4. Motion for the BS in Computer Science (conc. Comp. Graphics and Animation)**

Adopt the proposed replacements of courses and the corresponding amendments to the Catalog 2007-2008 as per attachment CS4.

**5. Motion for the BS in Business Computing**

Adopt the proposed replacement of course and the corresponding amendments to the Catalog 2007-2008 as per attachment CS5.

## **6. Motion for the MS in Computer Science**

Adopt the proposed curricular changes that concern putting the technical electives in a common pool for both the CS and CIS concentrations, and the creation of new courses, but not the replacement of the comprehensive exams for CIS by the MS project, and adopt the corresponding amendments to the Catalog 2007-2008 as per attachment **CS6**.

## **7. Motion for the adoption of a new GER course in Computer Science**

Adopt the new GER 3-cr. course CSC 203 (Introduction to Programming) and its corresponding course description to be added to the Catalog 2007-2008 as per attachment **CS7**.

## **8. Motion for the BS in Mathematics**

Adopt the proposed creation of two additional concentrations for this major, namely “Computational Mathematics” and “Mathematics Education”, in addition to the old concentration of “Pure Mathematics”, as well as the corresponding new courses with their description, replacement of courses, removal of courses, renaming of courses, new credit allocation for courses and other concurrent curricular changes, and the corresponding amendments to the Catalog 2007-2008, as per attachments **MS8** and **MS’**.

## **9. Motion for the BS in Actuarial Science**

Adopt the proposed replacements of courses, renaming of courses, changes in existing courses and creation of new courses together with their description as well as other concurrent curricular changes, and the corresponding amendments to the Catalog 2007-2008, as per attachment **MS9**.

## **10. Motion for the MS in Mathematics**

Adopt the proposed creation of two concentrations for this major, namely “Pure Mathematics” and “Applied Mathematics”, with two options (*Coursework* or *Thesis*) for each, as well as the corresponding new courses with their description, replacement of courses, removal of courses, renaming of courses, new credit allocation for courses and other concurrent curricular changes, and the corresponding amendments to the Catalog 2007-2008, as per attachment **MS10**.

## **11. Motion for the BS in Physics**

Adopt the proposed replacements of courses, removal of courses, changes in existing courses and creation of new 3-cr. courses in Physics and Astrophysics, together with their description, as well as other concurrent curricular changes, and the corresponding amendments to the Catalog 2007-2008, as per attachments **DS11** and **DS11’**.

## **12. Motion for the BS in Nutrition and Dietetics**

Adopt the proposed replacements of courses, removal of courses, changes in existing courses and creation of new 3-cr. courses in Nutrition and Dietetics, together with their description, as well as other concurrent curricular changes, and the corresponding amendments to the Catalog 2007-2008, as per attachments **DS12** and **DS12’**, except that two free elective courses, totaling 6 cr., shall remain part and parcel of this major as per the above-mentioned general motion # 1.

## **13. Motion for the BS in Chemistry**

Adopt the proposed creation of two additional concentrations for this major, namely “General Chemistry” and “Pharmaceutical Chemistry” in addition to the old concentrations of

“Industrial Chemistry” and “Environmental Chemistry”, as well as the corresponding new courses with their description, replacement of courses, removal of courses, renaming of courses, new credit allocation for courses and other concurrent curricular changes, and the corresponding amendments to the Catalog 2007-2008, as per attachments DS13 and DS13’.

**14. Motion for the adoption of a new Math remedial course**

Adopt the new Math remedial 3-cr. course MAT 113 (Intensive Calculus) and its corresponding course description to be added to the Catalog 2007-2008 as per attachment MS 14.

**BOD Meeting: 24 July 2007**

Motion number 15 as presented by the Dean of the FNAS was divided into 10 parts. Each part was voted on separately.

**15. General Motion for the Math remedial courses**

As of Fall 2007-2008, the following regulations concerning the Math remedial courses shall apply:

1. MAT 100 shall not be offered as a Math remedial course any more and shall be deleted from NDU Catalog 2007-2008.
2. Students in majors that had been requiring MAT 100 *only* as a possible remedial course (all majors in the FH; Art & Design as well as Music in the FAAD) shall no longer have MAT 100 as a remedial course. Students who have been required to take MAT 100 and have failed it, or have not yet taken it up until now, shall have this course waived from their contract sheets.
3. Students in majors that had required MAT 100 as a possible remedial course *among others* (all majors in the FBAE; and all majors in the FAAD; Business Computing and Computer Science in the FNAS) shall no longer have MAT 100 as a remedial course. Old students from these majors who have been required to take MAT 100 and have failed it, or have not taken it up until now, shall have this course waived from their contract sheets.
4. MAT 111 and MAT 112 shall not be offered as general Math remedial courses any more.
5. New students in majors that had required MAT 111, MAT 112, or both, as possible remedial course(s) (all majors in the FNAS except Business Computing; all majors in the FE; Architecture in the FAAD) shall no longer have MAT 111, MAT 112, or both, as possible remedial course(s), but *only MAT 113 or MAT 105*, according to the requirements of their majors as listed below.
6. Old students who have passed MAT 111 and still need MAT 112 shall take MAT 112 instead of MAT 113 during the academic year 2007-2008.
7. The Math remedial courses shall be the following:
  - a) MAT 105 for Business Computing, Nutrition & Dietetics, Biology, Medical Lab Technology and Environmental Science in the FNAS; all majors in the FBAE.

b) MAT 113 for all majors in the FNAS except Business Computing, Nutrition & Dietetics, Biology, Medical Lab Technology and Environmental Science; all majors in the FE; Architecture in the FAAD unless the faculty deems it necessary to add another remedial course.

8. Old students in Nutrition & Dietetics, Biology, Medical Lab Technology and Environmental Science who have already passed MAT 111 shall be exempted from having MAT 105 as Math remedial course.

9. The Deans of the respective majors, *and not the Dean whose Faculty is offering the Math remedial courses*, shall establish the conditions for admitting their students to take MAT 105 or MAT 113 as Math remedial, or any other Math remedial course if deemed necessary, as well as the minimum passing grades for these courses.

10. Newly admitted students who fail their Math remedial course within two consecutive times shall lose admission to their major unless they secure approval for a third and final time upon petitioning permission from their Dean.

**BOD Meeting: 26 July 2007**

**Admissions Criteria**

1. Effective for the December 2007 Entrance Exam Session, the Admission Criteria at NDU shall be based on the following:

55% High School G.P.A. (calculated from the 2<sup>nd</sup> and 3<sup>rd</sup> years)

45% NDU Aptitude Exam or SAT I.

**BOD Meeting : 30 July 2007**

**Ph.D Proposal PSPAD**

The submitted proposal for a Ph.D program in the PSPAD was approved based on the following amendments.

The number of credits for the proposed Ph.D program in the PSPAD would be 27 hours of course work plus 12 hours of thesis totaling 39 credits.

Complete Text Available in Appendix V

## Appendix I

### GENERAL EDUCATION REQUIREMENTS FOR BACHELOR DEGREES AT NDU

*Second version, as approved by the BOD meeting on Saturday July 7, 2007,  
of a draft submitted by Deans Assaad Eid, Carol Kfoury and Youssef Kamal El-Hage  
and previously amended by the BOD on Wednesday July 4, 2007*

#### I- INTRODUCTION

In the present rapidly changing global world, the students need more than specializing in a major and training for a career. They need to improve their critical and analytical thinking, and evaluate the attainments of science, technology, humanities, arts, social sciences, behavioral sciences and all other domains of culture in the perspective of the *totality of the human person*. The students also need to educate their sense of sound citizenship as well as their belonging to a universal human family. All these inquiries should build complementary aspects of their lifelong commitment to the quest for the one whole truth, “*without which*”, as stated in the Apostolic Constitution *Ex Corde Ecclesiae*, the “*magna carta*” of Catholic higher education promulgated by John Paul II in 1990, “*freedom, justice and human dignity are extinguished*” (*Ex Corde Eccleisa*, n. 4). Finally, and in order to promote the wholeness of the human person, the students’ quest for the whole truth has to be conducted in a united endeavor of intelligence and faith.

The motto of NDU is precisely “*Gaudium de Veritate*”, the joyful search for truth, so dear to Saint Augustine (The Confessions, book X, xxiii). As a Catholic University, NDU fosters in its students the ardent search for the whole truth always in connection with the supreme Truth, God. This connection entails a belief in the unity of truth, which in turn is based upon the transcendence of man over the world and the transcendence of God over man.

The *General Education Requirements (GER)* coursework at NDU serves precisely the purpose of educating students to enlarge their historical, aesthetic, cultural, literary, scientific, philosophical and religious perspectives and to build an organic vision of reality, a *worldview*, where they can operate a higher synthesis of knowledge, develop a continuing desire for intellectual progress and reach a more comprehensive understanding of the meaning of the human life and the purpose of God’s creation.

The GER curriculum is meant to build a diversified and, whenever possible, interdisciplinary coursework where fostering the students’ reflection on fundamental issues and ultimate values builds a paramount role in shaping their comprehensive understanding of past accomplishments, present advancements and future challenges.

#### II- GOALS

The *General Education Requirements* are an essential part of the American model of liberal arts education. They aim to:

- 1- Provide a broad base of knowledge across disciplines.
- 2- Help develop a well cultivated (educated) professional and wise personality.
- 3- Allow for an adequate foundation in both language and computer skills that are essential to both acquisition and generation of knowledge.

- 4- Widen the learners' personal, professional and international (global) perspectives in their fields of learning.
- 5- Promote personal growth and life-long learning.
- 6- Help learners understand society, culture and environment.
- 7- Enhance students' aesthetic and intellectual judgments.
- 8- Familiarize learners with the major schools of thought and methodologies in both the liberal arts and basic sciences.

### **III- OBJECTIVES**

The *General Education Requirements* seek to develop the whole person. Accordingly the student will be able to:

- 1- Communicate (write and speak) more effectively in both social and professional settings.
- 2- Evaluate complex situations and learning experiences against career goals and objectives.
- 3- Increase their understanding of relationships between people of different cultures.
- 4- Adhere to ethical and moral behavior.
- 5- Understand the dimensions of religion in life.
- 6- Appreciate and evaluate social differences and values.
- 7-
- 8- Tackle challenges of environmental preservation.
- 9- Develop proper technological competence.
- 10- Appreciate artistic values portrayed in different achievements.
- 11- Partially fulfill the requirement(s) of a 'minor' in another faculty or department.

### **IV- PROVISIONS**

- 1- Students should complete the GER courses before obtaining senior standing.
- 2- No GER course can duplicate a "major requirements" course.
- 3- All GER courses must count '3' credit hours towards the completion of a degree program, except for the Study and Learning Skills course, which is allocated '0' credits
- 4- Inter-university transfers (students who transfer to NDU from other institutions) may be required to complete partly or fully the GER courses, as the requirements of other institutions may differ from those of NDU.
- 5- To complete the GER courses, the student must complete the GER load in all categories.

### **V- STRUCTURAL CHANGES**

- 1- A "University GER Committee" shall be established as a standing university committee. Its main role is to supervise the updating of the list of GER courses with the concerned Faculties on a yearly basis. These Faculties may engage in adding and/or deleting courses as they deem appropriate.
- 2- All GER courses shall be devised, taught and updated so as to meet the above-mentioned specific goals and objectives of the "liberal arts education" model, i.e., the "general education of the whole person".

- 3- Whenever possible, ‘team teaching’ shall be implemented. Such an approach will automatically and effectively enhance the ‘interdisciplinary’ nature of the GER courses.

## VI- CATEGORIES

The *General Education Requirements* shall be divided into six main categories that have to be built from the following courses (new courses to be included soon are asterisked):

### A- Communication Skills in English and Arabic

**9cr.**

#### - *English (6 cr.):*

- a) ENL 213 (*Sophomore English Rhetoric*)
- b) One course from the following pool:
  - ENL 223 (*Communication Arts*)
  - ENL 230 (*English in the Workplace*)

#### - *Arabic (3cr.):*

- One course from the following pool:
  - ARB 217\* (*College Arabic Writing*)
  - ARB 211 (*Appreciation of Arabic Literature*)
  - ARB 231 (*Technical Arabic*)
  - ARB 317 (*Appreciation of Modern Arabic Literature in Lebanon*)

### B- Philosophy and Religion

**6cr.**

#### - *Religion (3cr. at least; student may choose up to 6 credits in Religion)*

One or two courses from the following pool:

- REG 213 (*Catholicism*)
- REG 212 (*Monotheistic Religions*)<sup>1</sup>
- REG 2--\* (*Major Thinkers in Christianity*)
- REG 2--\* (*History of the Maronite Church*)
- REG 2--\* (*History of the Oriental Churches*)
- REG 314\* (*Marriage and the Family in the Catholic Church*)
- REG 3--\* (*The Social Doctrine in the Teaching of the Catholic Church*)
- REG 3--\* (*Christian Ethics*)
- REG 3--\* (*Faith and Reason*)
- REG 3--\* (*Human Dignity and Human Rights in the teaching of the Catholic Church*)
- REG 3--\* (*The Culture of Peace in the teaching of the Catholic Church*)
- REG 3--\* (*Inter-religious Dialogue*)
- NGO 307 (*Religion and Development*)

#### - *Philosophy*<sup>2</sup>

One course, if any, from the following pool:

- PHL 201\* (*History of Greek and Medieval Philosophy*)
- PHL 202\* (*History of Modern Philosophy*)

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<sup>1</sup> This course should be renamed “Monotheistic Religions” and its contents amended accordingly. The original name is “Religion and Social Issues”.

<sup>2</sup> The student may choose up to 6 credits in Philosophy within both categories B (Religion and Philosophy) and C (Cultural Studies).

PHL 2--\* (*Introduction to Philosophical Thought*)  
PHL 2--\* (*The Human Person and Human Rights*)  
PHL 2--\* (*History of Modern Lebanese Thought*)  
PHL 211 (*Logic and the Scientific Method*)  
PHL 311 (*Ethics and the Modern World*)  
POS 345 (*Ethics and Leadership*)

### **C- Cultural Studies**

**6cr.**

The two courses of this category might be either independent or within a sequential set.

#### **- *Independent courses (6 cr.):***

Two courses from the following pool:

PSL 201 (*Introduction to Psychology*)  
SOL 201 (*Introduction to Sociology*)  
SOL 301 (*Introduction to Anthropology*)  
EDU 201 (*Introduction to Education*)  
LIR 2--\* (*Introduction to the English Literature*)  
LIR 2--\* (*Modern Lebanese-American Literature*)  
MUS 243 (*Lebanese Music*)  
MUA 227 (*Arabic Music*)  
FAP 201\* (*Survey of Fine Arts*)  
FAP 215 (*Art and Culture*)  
ARP 215 (*Cultural Themes in Lebanese Architecture*)<sup>3</sup>  
HUT 305 (*Human Thought to 1500*)  
HUT 306 (*Human Thought from 1500 to the Present*)  
BAD 201 (*Fundamentals of Management*) or MRK 201 (*Fundamentals of Marketing*)  
ECN 200 (*Survey of Economics*)  
ECN 327 (*History of Economic Thought*)  
All courses from the “Philosophy” pool<sup>4</sup>

#### **- *Proposed Sequential Sets of Courses (6 cr.)***

One from the following pool of sequential sets:

- a) HUT 305 (*Human Thought to 1500*)  
HUT 306 (*Human Thought from 1500 to the Present*)
- b) PHL 201\* (*History of Greek and Medieval Philosophy*)  
PHL 202\* (*History of Modern Philosophy*)

### **D- Citizenship**

**6cr.**

Two courses from the following pool:

POS 201 (*Introduction to Political Science*)  
POS 210 (*Government and Politics of Lebanon*)<sup>5</sup>

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<sup>3</sup> The code for this course will be changed from ARP 586 to ARP 215. Its title is to be changed from “Topics in Lebanese Architecture” to “Cultural Themes in Lebanese Architecture”.

<sup>4</sup> The student may choose up to 6 credits in Philosophy within both categories B (Religion and Philosophy) and C (Cultural Studies).

POS 212 (*Political History of the Near East until World War I*)  
POS 240 (*Law and Society*)  
POS 3--\* (*Democracy and Human Rights*)  
POS 3--\* (*Dialogue of Civilizations*)  
IAF 301 (*Modern Political Ideologies*)  
HIT 201 (*History of Lebanon*)<sup>6</sup>  
HIT 211 (*History of Lebanon and the Middle East*)

**E- Science and Technology**

**6cr.**

**- *Mathematics/Statistics/Computer Science (3 cr.):***

CSC 201 (*Computer and Their Use*)  
CSC 202 (*Computers for Visual Arts*)  
CSC 203\* (*Introduction to Programming*)  
MAT 201 (*Fundamentals of Mathematics*)  
MAT 202 (*Mathematics for Arts*)  
STA 201 (*Statistics for Social Sciences*)  
STA 206 (*Applied Statistics for Business and Economics I*)

**- *Natural Sciences (3cr.):***

PHS 211 (*Principles of Physics*)  
PHS 207 (*Development of Science and Technology*)  
AST 201 (*Discovering Astronomy*)  
AST 210 (*Introduction to Astronomy and Astrophysics*)  
CHM 211 (*Principles of Chemistry*)  
ENS 201 (*Introduction to Environmental Science*)  
ENS 202 (*Environment and Sustainable Development*)  
ENS 205 (*Environment, Society and Ethics*)  
ENS 206 (*Ecotourism*)  
GEO 202 (*Geology for Architects*)  
GEO 203\* (*Introduction to Geology*)  
BIO 202 (*Mystery of Life*)  
BIO 203 (*Discover Biology*)  
HEA 201 (*Health Awareness*)  
NTR 201 (*Basic Human Nutrition*)  
NTR 210\* (*Foods and Nutrition of World Cultures*)

**F- Study and Learning Skills**

**0cr.**

**Total number of GER credits**

**33cr.**

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<sup>5</sup> This course should be renamed “Government and Politics in Lebanon” and its contents amended accordingly. The original name is “Governments and Institutions in Lebanon”.

<sup>6</sup> The contents of this course should be amended in order to include the history of contemporary Lebanon after 1920.

## **Appendix II**

### **Undergraduate Academic Minors at NDU**

*Amended version, as approved by the BOD meeting on Saturday July 7, 2007, of a draft submitted by Deans Chahine Ghaith and Youssef Kamal El-Hage and based on a previous amended version by Dean Assaad Eid of a first proposal finalized by the UCC on May 10, 2006*

#### **A) Rationale**

The objective of establishing undergraduate academic minors, hereinafter called minors, at NDU is to offer a wide, versatile, and creative spectrum of basic knowledge for students in areas other their major programs of study, an objective that is in line with the American liberal arts model of higher education. Additionally, establishing minors enhances the attractiveness of the departments and Faculties in terms of allowing them to offer relatively quick training or specialization programs to interested students.

The establishment of undergraduate academic minors is a matter that is totally internal to the university and is outside the scope of governmental licensing and recognition.

The following rules and regulations do not allow students to enroll in the university for the sole purpose of pursuing minor studies.

#### **B) General Rules and Regulations for Minors at NDU**

##### **1. Establishing Minors**

Only Faculties in the university shall have the right to establish minors. Each such minor is to be structured within the general framework of:

- A specific coherent academic goal.
- A specific title that distinguishes the minor.
- A specific set of courses, or specific pools of courses, to be adhered to.
- Adherence to the general rules and regulations mentioned below.

In case of an interdisciplinary minor, a faculty member from the offering Faculty must be named to coordinate the minor.

##### **2. Formal Procedure for Establishing Minors**

The establishment of a minor requires the approval of the university academic authorities through the same administrative chain usually followed to establish new courses or concentrations within major programs of study (Department-Dean-UCC-BOD, etc.). The application by the Dean of a Faculty for establishing a new minor should clearly address all points mentioned in (1).

##### **3. Non-departmental Minors**

Apart from the departments of the Faculties, a research center in the university shall have the right to propose a minor related to its general mission in coordination with one of the Faculties, provided that the latter has full academic responsibility of the minor.

##### **4. Number of Credits for Minors**

A minor shall consist of 15, 18 or 21 credits. A minor may not include more than two courses (6 credits) which are counted in the student's "Major Requirements" category.

### **5. Eligibility for Minors**

Only enrolled students at NDU and in junior standing and above can declare minors.

### **6. Declaring Minors**

A student wishing to declare a minor should do so through an appropriate request form submitted to the concerned department or Faculty offering the minor. Approval by the latter is required prior to registration.

### **7. Contract Sheets and Advisors for Minors**

Each minor shall have a separate contract sheet specified and supplied by the department or Faculty offering the minor. Students declaring a minor have to follow the corresponding contract sheet with the assistance of an academic advisor, preferably the same person advising the student in his/her major. All academic advisors in the university should be aware of the different minors offered across the university so that they can assist their advisees towards a specific minor.

### **8. Pursuing More than One Minor**

Students are allowed to satisfy the requirements for a maximum of two minors, provided that they do not pursue more than one minor at a time. Accordingly, declaring an additional minor is conditional to either the successful satisfaction of the requirements of an already declared minor or to the official withdrawal from a current minor.

### **9. Withdrawing from Minors**

A student is allowed to officially withdraw from a declared minor no more than twice.

### **10. Students on Probation**

Students on probation cannot declare minors.

### **11. Passing Grades and GPA's for Minors**

The passing grade for a minor shall be specified by the department or Faculty offering the minor, provided that the acceptable overall GPA for any successfully completed minor is not below 2.0.

### **12. Overall GPA**

A student, with or without a declared minor, shall have one and only one overall GPA including every course taken. A separately calculated GPA for the minor shall be considered by the registrar for the sole aim of judging the successful fulfillment of the requirements for that minor.

### **13. Minor Courses and Graduate Studies**

If any, a student applying for graduate studies is allowed to use earned minor credits as remedial credits upon the approval of the concerned Faculty.

### **14. Graduation and Minors**

A registered student pursuing a major degree with a declared minor is allowed to graduate when the requirements of the major degree are satisfied, even if the requirements of the minor are not. In this case, the minor can be independently completed and acknowledged after graduation.

**15. Recognition of Minors by the University**

The university shall recognize only a *completed* minor, and solely by a specific acknowledgement of the completion of a minor on the student's transcript of records and, upon the student's request, by an official statement from the registrar. The university does not issue any diploma or certificate recognizing the completion of a minor.

**16. Additional Requirements**

Within the previously mentioned rules that give the general guidelines for all minors, departments and Faculties have the right to state additional requirements for their minors as they deem necessary.

## Appendix III

### Proposal for a Writing Center at NDU

Proposal for A Writing Center at NDU

Dr. Carol Ann Goff-Kfourri

#### Rationale

NDU is in the process of restructuring the English Communication sequence to serve our student population in a more efficient manner. The present system offers students class sessions and though these classes have been quite structured, the level of fluency is insufficient upon graduation. Best practices in English language universities worldwide include a Writing Center which offers students the opportunity to meet with a qualified tutor and to improve the quality of their writing.

Writing Centers are not meant only for remedial students, or for students whose writing is not fluent. They are meant to contribute to academic excellence among the students and give them access to writing experts when they need them. Writing centers in North America and Europe typically advertise as centers for support to the entire university community. For example, students need aid in the editing process, in alleviating writer's block, in preparing a letter of intent, etc. The Writing Center in most universities offers regular workshops on such subjects as: Avoiding Plagiarism, Writing Academic Essays, Reports, Writing an MA proposal, or Getting a Start on Your Thesis. Writing Centers thus serve students in all majors across the university spectrum.

Most Writing Centers also offer students the opportunity to work individually through access to computer workstations with specialized software. They are also able to offer online help to students as well. Writing Centers have become such an integral part of university life that professional organizations now exist to advance the field by offering conferences, seminars, and workshops for the faculty members who are responsible for such centers.

It seems absolutely necessary that Notre Dame University open a Writing Center.

#### Proposed Location

After observation of student habits at NDU, it seems most logical to locate the Writing Center in the Faculty of Humanities. Room HA 114 presently a small classroom, would be an ideal location since it is located where most students take their English courses, and as the Faculty of Humanities is already in the center of the university itself, other students would also find it accessible. (Attached is a proposed plan to convert HA 114 into a workable center.)

#### Personnel Needed:

Writing Center Coordinator: One

Credentials: M.A. in TESOL and experience in teaching ESL

Ideally, this person would need to be named as soon as the proposal is approved so as to organize and prepare the center for Fall 2007.

Duties:

- Organize the efficient running of the center
- Train the tutors
- Order Resources : Software, written resources
- Visit Classes to publicize the Center

- Prepare brochures
- Plan, organize and give workshops to students (undergraduate and graduate)

Tutors: Two

M.A. /B.A. in English, Information technology literate

Duties:

- Tutor students in writing related assignments
- Assist in preparing handouts for students
- Research best practice in remedial writing methodology
- 6 tutorial hours are equivalent to teaching one three-credit course

**Equipment Needed:**

- Counter or reception desk
  - Coordinator's desk or space
  - Tutor's desk for private work
  - Two semi-private areas for actual tutoring
  - Large table so as to enable students to work in small groups
  - 8-10 computer stations with writing software
  - Blinds for the windows of HA 114
  - Other equipment as decided by experts
- (Please see the tentative design as attached.)

**Proposed Mission Statement for NDU Writing Center**

Mission Statement

The NDU Writing Center is a resource at the disposal of both undergraduate and graduate students to develop their writing skills to that of near-native fluency. The Center is organized 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.

Objectives:

- To offer instruction in the strategies most needed for effective writing in an academic environment
- To provide a pleasant environment in which students can gain confidence in their ability to write in English
- To ensure opportunities for students to practice writing in English across the entire curriculum, to share that writing with a qualified tutor, and to edit according to suggestions given.
- To train students to use writing software that will allow them to work individually towards improvement
- To schedule small group workshops to encourage peer writing exercises so that students can learn from each other.

**Suggested Writing Center Policies** (inspired from those in already functioning Writing Centers such as Georgetown University, University of Kansas, Wilfred Laurier University, University of Wisconsin)

- The Writing Center would open five days a week from 10-6.
- Students must bring a paper to work on to the center
- Each tutoring session is 30 minutes
- Drop ins are allowed; appointments are preferred
- If a student makes 3 appointments and does not come to those appointments, he or she will lose the right to make appointments for the duration of the semester
- Students must sign in at the Writing Center; this information is used to study the efficiency of the Center
- Students must provide a copy of the assignment they are working on; it is a good idea to have their class note book, textbook, or any other material that would make the tutor's work more efficient.
- Tutors will not write for the students; they will work with students on writing they have already begun. Tutors will not proof read assignments, or do any work that Microsoft Word can do.

### **Conclusion**

NDU prides itself as being the only Catholic university in the Middle East which uses English as its language of instruction. Our students must be given all the opportunities possible to encourage their English literacy and fluency. As a university in the process of applying for accreditation, it is certain that the presence of a Writing Center will help that process to advance. We wish to abide by best practice; a Writing Center is definitely best practice.

## Appendix IV

### **Inter-Library Loan Proposal** Notre Dame University Libraries Interlibrary Loan/Document Delivery Service Policy

The purpose of this document is to provide guidelines related to the Interlibrary Loan (ILL) / Document Delivery Services (DDS) facilities provided by the NDU Libraries.

#### **What is ILL/DDS?**

ILL/DDS is a service that allows NDU Libraries users to obtain materials such as books, journal articles, theses and dissertations, conference papers and other publications, which are not available at the NDU Libraries. It cannot be used to request materials for work for private employers, for personal non-university research, or for recreational reading.

#### **Prospective users**

ILL/DDS is a service offered by the NDU Libraries to faculty, graduate students and researchers who are engaged in research and who hold a valid NDU ID. Borrowers with holds on their library accounts (whether for overdue items or outstanding fees) are ineligible until their records are cleared.

The NDU Libraries reserve the right to evaluate any ILL/DDS request and to reject it if necessary.

#### **Maximum ILL/DDS Requests (per academic year)**

**Academic Administrators:** 10 items free of charge, additional items will be provided at cost

**Full Time Faculty:** 10 items free of charge, additional items will be provided at cost

**Graduate Students:** 5 items free of charge, additional items will be provided at cost

DDS services only will be provided at cost for part-time faculty members, staff members, undergraduate students and NDU Alumni. Please request an updated schedule of ILL/DDS charges from the Circulation Desk for a summary of the applicable fees.

ILL/DDS services are not available to any other NDU Libraries users.

Item(s) which cannot be obtained through ILL/DDS will not be counted toward the maximum number of requests allowed per academic year.

#### **Research Centers ILL/DDS Requests**

ILL/DDS services will be provided to researchers associated with the University Research Centers; however the cost of the requests will be deducted from the annual materials budget of the requesting research center. All ILL/DDS requests must be approved by the Director of the concerned research center before they will be processed.

#### **Service availability**

ILL/DDS forms are available from the Circulation Desk and should be filled out and returned there.

#### **Requestor responsibilities**

Before submitting an ILL/DDS request, the requestor should check to ensure that NDU Libraries do not hold the item(s) in the following:

1. WebView - NDU Libraries Online Public Access Catalog
2. NDU Libraries Electronic Resources

NDU Libraries users who request three or more items in one academic year through ILL/DDS that are available through the NDU Libraries resources mentioned above may be banned from using the ILL/DDS service for the remainder of the academic year.

### **Eligible materials**

The ILL/DDS borrows library materials that are not available in the collection of the NDU Libraries. These include: books, journal articles, government documents and reports, theses, doctoral dissertations, etc.

Books that have been declared missing by the Circulation Department after a search has been done may be requested through ILL/DDS; books being reviewed for damage and replacement may also be requested upon evaluation.

### **Ineligible materials**

Rare materials, materials designated as 'reference' by other libraries, audiovisual materials, special collection materials, photographs, slides and microforms, music scores, electronic resources, including CD-ROMs and electronic books.

### **Submitting requests**

ILL/DDS request forms may be obtained at the NDU Libraries users local Circulation Desk.

Telephone or email requests will not be accepted.

Before submitting requests the following procedure should be applied:

1. Each item requested requires a separate form.
2. An email and/or daytime phone number **MUST** be included in every ILL/DDS request form.

Requests will usually be processed within one (1) working day of receipt, excluding delivery time. More than two requests from an individual may need several days to be processed.

The Libraries will attempt to fill all orders, but delivery cannot be guaranteed since materials are occasionally in use or missing. Requestors will be notified of delays.

### **Time required**

The average time required to obtain materials from lending libraries is one to three weeks depending upon the availability of the item(s) requested.

### **Duration of loans, renewals and recalls**

Due dates for items borrowed through interlibrary loan, as well as the renewal terms, are established by the lending library. The due date for each item is indicated on the date due slip in the item. The borrower is solely responsible for respecting loan periods and he/she will be charged for any loss, damage or overdue items.

Library users may request a one-time renewal of any Interlibrary Loan material, provided the request is made at least three working days before the due date indicated on the date due slip in the item. Library users will be notified on or before the original due date if the renewal request has been approved by the lending library. Renewal requests cannot be made for overdue items.

All Interlibrary Loan material is subject to recall by the lending institution without prior notice. Recalled items must be returned to the Circulation Desk that they were borrowed from within **one working day** after the library user is notified, otherwise overdue charges will be assessed.

**Notification, pick-up and return**

The Circulation Department will notify the user when the requested item(s) has arrived. Item(s) can be picked up from the Circulation Desk. DDS materials become the property of the library user, whereas ILL materials must be checked out with a valid NDU ID.

A copyright declaration form from the lending library must be signed before the item is handed over.

Loaned item(s) must be returned to the Circulation Desk that they were borrowed from by the indicated due date.

**Overdue Notices and Charges**

Library users are responsible for returning borrowed Interlibrary Loan materials on or before the indicated due date.

Overdue items will be charged a minimum fine of 3,000 LL per item per day by the NDU Libraries; any additional charges imposed by the lending library must also be paid by the library user.

Interlibrary Loan items that are more than 2 weeks overdue will be presumed lost and charged for accordingly.

Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. University employees may have the library fees deducted from their paycheck and/or have their final paycheck stopped until all fees are paid.

Clearances will not be provided to library users until all outstanding charges are paid.

**Lost, Stolen or Damaged Items**

Repair or replacement fees are established by lending libraries according to their rules and regulations. ILL/DDS service will be denied to NDU borrowers violating these rules. The service may be restored after resolving the problem that causes the denial of service.

If materials are lost, stolen or damaged, the individual to whom the item is checked out will be held responsible and charged for all expenses incurred by the NDU Libraries to repair or replace the lost, stolen or damaged items.

Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. University employees may have the library fees deducted from their paycheck or have their final paycheck stopped until all fees are paid.

Clearances will not be provided to library users until all outstanding charges are paid.

**Restrictions on use**

NDU Libraries and the borrower are bound by any restrictions on use imposed by the lending library.

**Recently published books**

Recently published books are often difficult to borrow on interlibrary loan because they are in demand at the libraries owning them. Request for purchase of such materials for the NDU Libraries collections can be made through the Acquisitions Department.

**Copyright information**

The Document Delivery Service (DDS) is compliant with the copyright law of Lebanon (Resolution no. 75, published April 3, 1999) and all applicable international copyright laws.

## Appendix V

### Proposal for Ph. D program

#### *ADMISSION*

#### **REQUIREMENTS**

Exceptional applicants may be admitted to the Ph.D. programs in the faculty of PSPAD directly upon completion of their Master's degree at NDU, or its equivalent from a recognized institution of higher education. In line with the general guidelines of the university that govern admission and graduation, applicants to the doctorate programs in the PSPAD are more likely to be accepted if they have a 3.5 cumulative grade-point average or better, high scores from the Graduate Record Examination, and strong letters of recommendation. The applicant's character, integrity, and general fitness to practice a particular profession also may be considered in the admissions process. Admission is highly competitive and thus, in addition to minimum requirements, **admission requires recommendation of the graduate committee of the Faculty of PSPAD and must be approved by the Dean.** In light of all these conditions, each case is considered individually.

The graduate program in the PSPAD offers concentrations in five areas: international affairs and diplomacy, political science, international law, public administration, and comparative law. Candidates for the Ph.D. select a major area of study from among the five concentrations. Ph.D. candidates also must take a two-term methods sequence, Research Design in Political Science that includes elements of research design, quantitative methods, and epistemology of the social sciences. A total of 27 credits of course work must be completed prior to taking the Ph.D. qualifying examinations.

#### **APPLICATION**

Application materials are available from the Admissions Office of NDU.

These materials also may be downloaded from the Graduate Admissions web site.

A complete application consists of the application form, the application fee, letters of recommendation, official transcripts of previous academic work, personal statement or essay, and test scores.

#### **DEADLINES**

Application deadlines are listed every year in the NDU catalog. Applications for assistantships and fellowships are considered in light of the qualities of individual files and as long as awards are available.

#### **NOTIFICATION OF DECISIONS**

Applicants will receive written notification of admissions decisions from the Admissions Office. Admission will be confirmed on a letter of acceptance, which may list certain conditions. Such conditions should be satisfied prior to registration unless otherwise indicated.

#### **Academic Policies and Procedures**

#### **STUDENT RESPONSIBILITY TO STAY INFORMED**

The Faculty of PSPAD provides a compendium of its rules governing graduate work in addition to that of the university. Students are therefore advised to keep their personal records updated in accordance with these rules. Students are expected to familiarize themselves with the principal rules on Degree Requirements, and the academic and other regulations established by the faculty and administration. These rules, it may be noted, may undergo

periodic revisions. The concerned Administrative Unit in the University will circulate any significant changes, made after the publication of the catalog, to registered students. Exceptions to such rules can be made by the VP for Academic Affairs through the Dean's office.

In general, students should address their questions to their graduate program advisor. Questions related to general graduate student rules under the jurisdiction of the Graduate Program may also be directed to the Office of the Dean.

### **REGISTRATION AND COURSE INFORMATION**

A prepared registration form for each newly admitted student is sent or made available to the student before the start of the fall and spring semesters. Advising arrangements vary according to the needs of each particular student, but the official registration and billing forms should be finalized by the student well before the first day of class. It is the responsibility of the student to remain in contact with the office of his/her Graduate Advisor.

A student admitted into the Ph.D. program is expected to remain registered. If he/she is to skip more than one semester for any reason, a letter of approval/justification from the Dean is required until completing the program and earning the degree.

### **MULTIPLE UNIVERSITY REGISTRATIONS AND CROSS REGISTRATION**

**A Ph.D. student may not seek two degrees and be registered simultaneously in two or more units of the university. Students wishing to take courses in units in which they are not enrolled may accomplish this after securing the approval of their advisor and through interfaculty registration.**

When, through multiple applications, a student is offered admission to more than one unit of the university, the student may register in only one.

A number of Universities in Lebanon have been recently engaged in an exchange (cross-registration) program. This cross-registration program is informal in that admission to the host institution is not required. No funds are exchanged between the institutions; the student pays tuition at the host institution.

The policies and procedures related to this cross-registration program are that (1) Students should secure the approval of their respective advisors and the Registrar's Office, (2) participants must be matriculating, (3) exchange is limited to one or two graduate courses at most, (4) and the course must be part of the student's degree program and unavailable at the home institution.

### **COURSES TAKEN "NOT-FOR-CREDIT"**

Students who wish to enroll in a graduate or undergraduate course and perform all the assigned work without receiving credit may do so if they secure the advance approval of their advisers. When they register, they must indicate "audit" status on their student record contract. They are encouraged to fulfill the same requirements during the semester, including the execution of any written assignments, as all other students.

### **TRANSFER OF CREDIT**

Transfer of credit is allowed only for formal graduate-level course work specifically related to the student's program of study and in which grades of B or better were received. No credit may be transferred for research work, course work done as independent study, or work in courses that were not graded.

Special permission is required to transfer credits for courses taken more than four years prior to the application for transfer of credit. No more than the equivalent of six credits of course work may normally be transferred toward the Ph.D. degree.

Quarter credits will be converted to semester credits according to the procedures followed by the Registrar's Office.

### **MINIMUM AND MAXIMUM CREDITS FOR THE PH.D. PROGRAMS**

A full-time enrollment consists of 9 credits a semester, and the maximum enrollment is 12 credits. However, a student needs special permission from the Dean upon the recommendation of the Chairperson to register for 12 credits. A minimum enrollment of 6 credits is required for the candidate to maintain a full-time status.

### **CLASS SCHEDULES AND HOURS**

Starting and closing dates for each semester, scheduled holidays, and other important scheduling information can be found in the academic calendar. Normally all class periods of three-credit courses are 150 minutes in length, meeting once a week, unless otherwise specified. There will be fifteen weeks of instructional activity for each course.

### **ATTENDANCE**

Each instructor is required to maintain an accurate record of attendance of each class or section of which he or she is in charge. Students are expected to be present at each meeting of their classes. Exceptions to this rule may be made in the case of illness and in such other circumstances as may seem justified to the instructor and in accordance with University Bylaws.

### **DEGREE REQUIREMENTS**

The following outlines the minimum requirements for the Ph.D. program. The Faculty of PSPAD adopts the American standards of education system. It is bestowed in recognition of, first, marked ability and scholarship in a broad field of learning, and, second, distinguished critical or creative achievement within a special area of the general field (the special area being the subject of the doctoral dissertation). **A student must devote a minimum of three years of full-time study beyond the Master's degree for the Ph.D., of which at least one and a half year must be devoted to dissertation-related research. The minimum requirement for the Ph.D. degree is, therefore, 39 credits, of which 12 credits must be devoted to the dissertations.** If any of the work is conducted on a part-time basis, the minimum time required will, of course, be longer. However, the entire doctoral program should be completed no later than seven years after the student first registers in the Ph.D. program.

Doctoral programs normally are arranged in two phases. The preliminary general phase, during which the student usually pursues courses of study, is completed when the qualifying examination is successfully passed; and the later special phase, during which the student usually pursues courses of research, is concluded when the dissertation has been accepted and the defense of it approved. Between admission to the Doctoral Program and the conferral of the Ph.D. degree, the student must:

- (1) Satisfy the course and other preliminary requirements of the particular graduate program in which the student is enrolled,
- (2) Pass the comprehensive qualifying examination. The student becomes a formal candidate for the dissertation work only after successfully completing the qualifying examinations.
- (3) Present the results of the special research in an acceptable dissertation; and,
- (4) Pass a final examination related to the subject of the dissertation.

## **PROGRAM OF STUDY**

A student who wishes to qualify for the doctorate should formulate a program of study in consultation with his or her graduate advisor or committee. The departments concerned determine the course and research requirements for the doctoral degree in each subject. Notwithstanding, all programs are subject to review by the Dean of the Faculty.

## **ACADEMIC STANDING**

Prospective candidates for the doctorate should understand that they would not ordinarily be permitted to proceed to the qualifying examination unless their record in course work shows evidence of distinction. The standard of work required is left largely in the hands of the students' program committee, but it is expected that no more than 3 credits offered in partial fulfillment of the requirement for the doctorate, and for which letter grades have been given, shall bear grades of C or C+. Most programs expect graduate students to achieve grades of B or better in all their courses, and the regulations in some programs assume that a student should probably not continue to the doctorate unless he or she demonstrates a capacity to perform with distinction (grade A) in at least one-half of the required courses.

Admission to Candidacy

## **THE QUALIFYING EXAMINATION**

The purpose of the qualifying comprehensive examination is to determine whether a student has acquired sufficient mastery of the field of concentration to warrant admission to candidacy for the Ph.D. degree. It should be taken as soon as a student has completed the course requirements, and not later than four years after the student first registered at NDU in the Ph.D. program. As to the residence of the Ph.D. dissertation, it should not exceed 3 years. The examination, conducted by a committee of at least four members, is comprehensive in character and is of two parts: written and oral. Once a student has fulfilled the language requirements, if applicable, and other relevant program requirements, and has passed the qualifying examination, he or she is admitted to candidacy for the doctoral degree.

## **DISSERTATION AND DISSERTATION COMMITTEE**

Each candidate for the doctorate pursues, under faculty direction, an original investigation of a problem or problems in a field of concentration and presents the results of the investigation in a dissertation. The dissertation must be approved by a minimum of three members of a faculty committee of four members chaired by a Full-time faculty member of the rank of Associate Professor or higher who supervises the investigation. The three other members should be of the rank of Assistant Professors or higher, and one may be as an "outside" member, appointed by the concerned Dean in consultation with the student's adviser. Whenever possible, "outside" shall be interpreted to mean "outside the university," but in all cases "outside" shall be interpreted to mean outside the program.

The outside member is expected to be a recognized authority on the subject of the dissertation. For appointments of committee members who do not hold professorial rank, but otherwise are distinguished in their fields, the Dean will forward to the Office of the VP a letter requesting the appointment of the individual to the committee.

For all dissertation committees, only one non-approval of the dissertation defense is permitted.

**Substitutions in committee membership, once it has been determined, are the responsibility of the Faculty Dean and will occur only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation supervisor and/or modification in the committee.**

Once the student has developed, with the advice of the dissertation supervisor, preliminary guidelines for a dissertation, a meeting of the committee, including the outside member whenever possible, and

the candidate, will be held to discuss the candidate's dissertation proposal. Subsequently, the committee must be kept informed of the student's progress periodically and must agree to follow the candidate's work and assist in its development. The committee also shall agree to give ample and early warning of any reservations concerning the student's progress and must specify in writing the changes required for dissertation acceptance.

The final copy of the dissertation should be prepared in strict accordance with the instructions given in the pamphlet "Guide for Thesis and Dissertation Preparation," to be available at the Library. After the committee has accepted the dissertation, the required copies are to be filed with the Office of the Chairperson no later than the announced deadlines for completion of degree requirements. One copy will be bound and made available in a university library.

With the dissertation, the candidate is required to submit an abstract not exceeding 350 words, embodying the principal findings of his or her research. As in the case of the dissertation, the abstract must be approved by the professor in charge of the work for the dissertation, and accepted by the other members of the student's committee.

### **THE DISSERTATION DEFENSE**

A final public examination of the dissertation is held under the auspices of the committee in charge of the candidate's course of study. A candidate must defend the dissertation and otherwise satisfy the committee in order to receive the degree of Doctor of Philosophy.

At the time of the dissertation defense, it is the responsibility of the candidate to obtain from the Office of the Registrar the candidacy application (on which the result of the qualifying examination is to be recorded) for completion by the committee at the defense. The same committee members must also sign the title page of the dissertation, signifying their acceptance of it. Once the Dean certifies that all program requirements have been completed for the degree of Doctor of Philosophy, the candidate must return the candidacy application to the Registrar's Office. The two required copies of the dissertation submitted to the University must be of excellent quality, correct in margin and format, and on 100 percent rag or cotton content bond paper. All of the above materials must be submitted to the registrar's Office no later than the announced deadlines for completion of degree requirements.

### **APPLICATION FOR THE CONFERRAL OF THE DEGREE**

The candidate must file a diploma application according to announced deadlines in order to receive a diploma at commencement. A certificate of completion is issued, upon request, in advance of the awarding of the diploma.

### **PUBLICATION OF DISSERTATION AND ACADEMIC DATA**

After the granting of the doctorate, NDU will have the dissertation on a digital format. The dissertation must, therefore, be prepared with the same care as if it were to appear in printed form. The abstract that must accompany the dissertation will be published in Dissertation Abstracts and, therefore, must also be ready for publication when it is submitted to the Dean.

Information concerning the preparation of the dissertation and abstract and the agreement with the University library that the candidate is to sign are (to be) available in the Library. The operating cost fee for publishing the abstract is to be paid by the student. Registration of copyright is also available for a fee.

### **OTHER INFORMATION**

Ph. D. students should adhere, with regard to other aspects of studying at the University, to the general guidelines as they appear in the NDU Catalog.