

**LEBANESE AMERICAN UNIVERSITY
ACADEMIC AFFAIRS POLICY**

Approved by the Board of Trustees on June 6 & 7, 2003

Amended by the Board of Trustees on March 9 & 10, 2006

Amended by the Board of Trustees on September 14 & 15, 2006

Amended by the Board of Trustees on March 19 & 20, 2009

The Academic Affairs Policy finds its inspiration in the Mission, Values, and Vision of the University, and in its commitment to academic excellence. The University is dedicated to upholding and preserving the principles of academic freedom. These precepts reflect the University's fundamental mission, which is to acquire and disseminate knowledge; foster independent thinking and expression while respecting the freedom of others; protect freedom of inquiry, research, teaching, and publication; and promote critical thinking and independent problem solving. These freedoms enable the University to advance learning and to transmit it effectively to its students, and to the public. The academic mission is also fulfilled by other policies that govern the quality of life and conduct in the University.

The Lebanese American University operates as one institution with multiple campuses, each with distinctive gifts and attributes:

- Providing access to a superior education for diverse undergraduate and graduate students and lifelong learners;
- Attracting and retaining distinguished faculty who excel in teaching, research, and community service;
- Enrolling and retaining academically qualified and diverse students;
- Fostering in its students a mature independence of mind, honesty and integrity in academic, professional, and personal affairs, leadership qualities, awareness of responsibility to others, as well as celebration of diversity;
- Embracing liberal arts in all curricula;
- Fostering independent thinking and expression while respecting the freedom of others;
- Providing an environment where faculty and students are able to express the widest range of viewpoints in accordance with the standards of scholarly inquiry, mature discourse, civic and social responsibility, professional ethics, and a culture of peace;
- Creating opportunities for rigorous research and the dissemination of knowledge;
- Fostering collaboration across the University in teaching, learning, research, and service;

The official language of instruction is English.

A. Educational Standards:

1. ***Academic Rules and Procedures:*** The Academic Rules and Procedures shall be developed, reviewed, and updated by the Faculty, through the appropriate faculty body and the University process, when applicable. These Rules and Procedures shall be readily available to students, faculty, and staff, and shall be published, as appropriate, in full, or in condensed, form in the University Catalog, Student Manual, Faculty Manual, as well as on the University website.
2. ***Graduation Requirements:***
Requirements for graduation with a Master's Degree, Bachelor's Degree, or an Associate Degree, shall be in accordance with the requirements established by the Board of Regents of the University of the State of New York and the Lebanese Government, when applicable. These requirements are published in the University Catalog.
3. ***Faculty Evaluation:***
Faculty Evaluation procedures shall be established to evaluate the teaching competence, research, and service of faculty members, as stipulated by Personnel Policy Faculty.
4. ***Program Evaluation:***
Program Evaluation procedures shall be established by the Board of Trustees, through its Academic Affairs Committee, to audit the academic standards of the University. A systematic testing program of incoming sophomores, and graduating seniors, shall be routinely utilized to judge the teaching effectiveness of the faculty, and the learning efficiency of the students, against the standards of other comparable institutions in Lebanon and in other countries.
Graduate students enrolled in the Master of Business Administration (M.B.A.) Program are required to take the GMAT exam.

B. Academic Service:

1. Academic Records shall be maintained to collect key academic information needed to judge the academic standards of the institution, utilizing the commonly accepted approaches in higher education.
2. Resources shall be made available to support, adequately, the academic offerings of the University.
3. Learning Laboratory facilities shall be established to augment the traditional classroom teaching methods, and to utilize the latest educational technological aids to teaching.

C. Faculty Duties:

In accordance with the By-laws of the University, the Faculty shall be responsible to the Board of Trustees through the Deans, the Provost, and the President for the academic standards and programs of the University. They shall take the steps necessary to assure quality standards that are in accordance with accepted international standards. The Faculty shall assume responsibility for keeping itself abreast of the latest educational developments throughout the world, and shall develop innovative teaching and learning programs designed to provide the students with the best educational experience possible, and to contribute to the educational leadership in the Middle East.

To carry out these duties each full time faculty member shall enter into a contract with the University in accordance with its Personnel Policy Faculty.

D. Academic Calendar:

1. Basis of Calendar:

In accordance with the regulations of the Board of Regents of the University of the State of New York, under which LAU is chartered, the minimum requirements for each academic year shall be 30 weeks of actual classroom work, or 32 weeks including examinations. Normally, Fall and Spring terms will total about 33 weeks of classes and examinations, in order to ensure the minimum requirements, and to allow for the uncertainties of the holidays, and extra holidays, that may be proclaimed. Faculty duty shall be for a 36-week period, as spelled out in the Personnel Policy Faculty.

In addition to the regular terms, the University Calendar shall include summer sessions of five or more weeks of actual classroom with prorated contact hours.

For lecture courses, each credit hour will consist of one period of fifty minutes per week in a regular term, and a prorated duration in summer sessions. Laboratory, studio, clinical, and shop courses will have up to three contact hours, per credit, depending on the type of activity.

2. Academic Holidays:

The Calendar shall be constructed in such a way that classes will not be held on the holidays considered official by the Government of Lebanon for the private sector.

3. Make-up days missed:

All class days missed for any reason, excluding official holidays, shall be made up pursuant to the following:

- a. Material lost as a result of suspension of classes must be made up. The way such material is to be made up is left up to the discretion of the teacher, provided the period of the suspension of classes does not exceed three teaching days per semester.
- b. The Faculty member is responsible to inform the Division/Department Chair who, in turn, shall forward the information to the concerned Dean.
- c. If the time lost per semester exceeds three teaching days, the University Planning Council shall decide on the time and means of make-up, such as, extension of semester, Saturday classes, and reduction of holidays. Such a decision shall be made after consultation with the Faculty and the Student Cabinet. When the lost days in a semester reach ten, the semester should be extended to avoid loss of credits, and make-up shall be arranged.