



**Saint George
University
of Beirut**

جامعة القديس جاورجيوس
في بيروت

www.sgub.edu.lb

Faculty Of Arts And Sciences - FAS

Student Handbook

2021-2022

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Welcome to Saint George University of Beirut

As you begin your academic career, you are embarking on a path full of promises and hope.

The faculty and staff are committed to helping our students prepare for a lifelong education, and are dedicated to guiding them meet their needs for a successful career.

Students are most successful in a university setting when they make connections, meet faculty and staff, ask questions, and learn all about the University.

Study hard, make new friends, get involved and have fun. These are the best of times for you. We are here to help in any way we can so you can reach all of your goals and realize all your dreams.



The Student Affairs Office

The Student Affairs Office (SAO) at the University aspires to help make SGUB become a well-recognized institution of higher learning comprised of exemplary, collaborative, and student-centered professionals who will help the students to enhance their potential and achieve excellence thus serving the common good.

Vision

The Student Affairs Office at Saint George University of Beirut seeks to engage students, in programs and services, that promote students' academic success and their personal and professional development. We are committed to creating a community that encourages and practices civility, integrity, passion and conviction, in order to provide services that directly impact students' experience, to become contributing members of an evolving global society.

Mission

The Student Affairs Office at the Saint George University of Beirut strives to promote students' success, and their personal and professional growth; by providing a variety of services, programs, and activities that support the academic mission of the University. These include counseling, academic, and disabilities services; promoting students' physical, social, emotional, and cognitive wellness; enforcing the student code of conduct; as well as protecting and promoting the students' rights and responsibilities; thus helping them to create an environment that enhances their professional growth and leadership opportunities.

Faculties, Programs and Majors

The University has four licensed faculties:

1. Faculty of Arts & Sciences
2. Faculty of Medicine
3. Faculty of Nursing
4. Faculty of Business.

For the academic year 21-22, the Faculty of Arts and Sciences has two undergraduate programs:

- Bachelor of Sciences in Biology (BSc in Biology). The BSc in Biology offers a Minor in Information Technology.
- Bachelor of Sciences in Information Technology (BSc in Information Technology). The BSc in Information Technology offers a Minor in Biology



Academic Information

Classification of undergraduate Students

- **Full timer:** An undergraduate student is considered to be full-time in any regular semester if the total number of carried credits is at least 12
- **Part timer:** An undergraduate student is considered to be part-time in any regular semester if the total number of carried credits is less than 12. A part-time student is not eligible for financial aid.

Categories of Students

- **New students:** Students entering the University at any level for the first time.
- **Current students:** Students currently enrolled at the University.
- **Returning students:** Students who had been previously enrolled, and are returning from a leave of absence
- **Transfer students:** Students who are transferring from other institutions of higher learning

Student Course Load

The regular load of a student in a regular semester is 12 credit hours. Students are encouraged to enroll in 15 credit hours and benefit from the flat-rate tuition. Students wishing to enroll in more than 18 credit hours in any regular semester, should seek the approval of the department.

Course Attendance

Attendance of all scheduled classes and laboratory sessions is a requirement of all students enrolled at the Saint George University of Beirut. Students are expected to review and understand any specific attendance requirement; stated in their course syllabus.

In case of absence, students should contact their instructors to report the situation. Students are responsible to their instructors for class attendance and for any classwork missed during any particular absence, excused or unexcused.

A student's arrival at a class meeting more than 10 minutes late may be considered an unexcused absence.

Students may, for valid and justifiable reasons, be absent for a number of teaching hours equivalent to two teaching weeks in a regular semester. Students are allowed to make-up examinations missed due to illness or unavoidable circumstances.

Any student who has been excessively absent from a course may be required to withdraw from that course without credit. Students who exceed the authorized limit of absences will not be allowed to take their final exam and will be given the grade "FW" (forced withdrawal).



Grading System

Percent Grade (Curved)	Letter Grade	GPA	Pass/Fail
97-100	A+	4.0	Pass
93-96	A	4.0	Pass
90-92	A-	3.7	Pass
87-89	B+	3.3	Pass
83-86	B	3.0	Pass
80-82	B-	2.7	Pass
77-79	C+	2.3	Pass
73-76	C	2.0	Pass
70-72	C-	1.7	Pass
67-69	D+	1.3	Pass
65-66	D	1.0	Pass
60-64	D-	0.7	Pass
Below 60	E	0	Fail

Some courses will be graded as Pass (P)/Fail (F) without a corresponding GPA

Hold on Student Record

Unsettled items that students owe to any of the University offices may result in a “hold” or reduction in one or more services available to students. These services include, registration, course adjustments, issuance of enrolment statements and academic transcripts. Holds on student’s records and instructions for clearing them are available through on the Student Information System (SIS) portal.

Schedule of Course Offerings

The course schedule is published before advising and registration begins for each regular semester and the summer term. The course schedule lists all offered courses and sections, credits, time, location and prerequisites.

Course Prefix and Course Number

Each course is assigned a four-letter prefix designator for a major department and program offering of the course. The three-digits course number following the course prefix indicates the level, discipline and the difficulty of a course.

Course Withdrawal

Dropping a course after the drop/add period has ended is considered a course withdrawal. A student who withdraws after the add/drop period will not be eligible for tuition refund and must still pay any outstanding balances owed to the University. A student who withdraws from a course 10 weeks after the start of classes in a regular semester will receive a “W” on their academic record. Students wishing to drop a course after the add/drop period must complete and sign the Course Withdrawal Form which is available at the Registrar’s Office. It is important to know that absences from classes, midterms, or final examinations do not, either collectively or individually, lead, in any case, to the withdrawal from the course. It is the student’s responsibility to make sure that the withdrawal process is completed within the assigned periods.



Academic Advising and Support

The academic advising process is the process in which students receive guidance regarding their academic planning, and is usually offered by a faculty advisor who is selected by the academic department.

Academic advising is an interactive process in which the advisor helps the student make responsible decisions and set academic goals towards the achievement of her/his degree requirements.

Before registration starts, students are required to meet with their advisors and receive approval for their anticipated program of study according to their study plan. (Withdrawal Form to be reviewed)

Student Course Registration

New students are expected to see their academic advisors prior to pre-registration/registration and drop/add periods. Students can only register after their academic advisors approve their schedule of courses.

New students and new transfer students are required to pay a non-refundable enrollment deposit before registration to confirm their admission to the University. The enrollment deposit will be deducted from the students' tuition and fees after finalizing registration.

Registration takes place at the beginning of every regular semester or Summer term. It is important that students familiarize themselves with the academic procedures stated in this Handbook. Registration involves two main steps: class enrollment; and tuition payment. Registration does not become official until tuition and fee payments have been settled.

Change in Student Schedule

Once regular registration is closed, students may drop or add courses and change their schedule of classes upon the approval of their academic advisors. Change in schedule dates and deadlines are noted in the academic calendar. Students are expected to maintain their full-time status (minimum of 12 credit hours in a regular semester) when performing any change in their schedule.

Late Registration

Students who could not register within the regular registration deadline, will have to register during the late registration period and they will be subject to a late 'registration fee'. Late registrants have to consult their academic advisors before proceeding to register.



Financial Aid

The University offers Financial Aid Plans to qualified undergraduate students without any discrimination related to religion, culture, gender, or nationality.

Financial Aid applications must be submitted by students between March and July of the current academic year to benefit from it the following year.

The financial need of the applicants are assessed yearly, based on several factors such as: major changes in financial status; family income; medical conditions; parents' financial status; number of siblings enrolled in school/university; assets; and owned properties.

Financial Aid applicants must be full time students, and must be enrolled in a minimum of 12 credits in any regular semester.

Merit Scholarships

The University supports academically advanced students through the merit scholarship system. Merit scholarships are awarded on the basis of past as well as current academic achievements.

- Full Merit Scholarships are offered to students with:
- Highest Official Secondary School scores
- Highest school grades and high SAT1 scores.



Payment of Tuition and Fees

Students are considered to be fully registered in any regular semester or summer term once their tuition payment plan is approved by the registrar office

Tuition and Fees

Flat-rate tuition is the tuition costing for full-time undergraduate students in the Faculty of Arts & Sciences. The rate is based on the student's major, and the costing is per credit for each major. Students enrolled in 12-18 credit-hours will have their tuition fees calculated for 12 credit-hours.

Students registered in fewer than 12 hours will be charged on a per-credit basis.

Intensive English Program will be charged for 5 credits.

Students may pay their tuitions in three installments in regular semesters, and in two installments for the summer term. The enrollment deposit will be deducted from the total amount of the tuition and the installments will be arranged accordingly. Students who do not settle their payment on time will have a financial hold and will be restricted from accessing their academic records and denied enrollment in the next semester.

The first installment of tuition fees includes the registration fees, student services, the National Social Security Fund fees which is fixed by the Lebanese government.

Refund of Fees

Students are expected to observe the University refund policy.

Students withdrawing from registered courses during a regular semester, before classes begin, and through the third week of classes, are eligible for a refund of tuition fees according to the following refund schedule:

Before beginning of classes	100% of tuition is refunded
During the first week of classes	75% of tuition is refunded
During the second week of classes	50% of tuition is refunded
After the third week of classes	No refund

Students Support and Services

Student Information System

The Student Information System (SIS) is a platform used by the Registrar's Office to manage and maintain students' courses and academic records. SIS self-service module will be available to students. SIS student services include adding/dropping courses, viewing unofficial transcripts and financial records.

Labs

There are currently two networked labs located on the first floor of the main building. Each lab contains an adequate number of computers with a variety of educational and productivity software.

Virtual Learning Resources

Links to the virtual learning resources can be accessed from the SGUB Website (www.sgub.edu.lb) and from the SGUB LMS website (<https://lms.sgub.edu.lb>)

IT services

The Information and Communication Technology Office (ICTO) is responsible for the technological infrastructure in the University. The ICTO provides support services to students facing technological difficulties or issues. For technical support, students



Other Students Services

SGUB ID Card

SGUB Students will receive their University ID card from the registrar's office upon finalizing their registration and settling their tuitions and fees.

E- Mail account

Each entering student will be provided with an email address. The email will be issued through the ICT office at the SGUB, during registration. Students are expected to use their email account in all communications with SGUB offices and staff.

Internet

'Students will be granted access to the Wi-Fi services available on Campus.

Medical Insurance Plan

All students must be enrolled in the National Social Security Fund (NSSF). Membership fees to NSSF are annual and fixed by the Lebanese government.

Students already affiliated with the NSSF or an equivalent body, are required to submit needed documents and an exemption form available at the Students Services Office

Students wishing to join the University Medical Insurance Plan (UMIP) can contact the Students Services Office.

Housing

The neighborhood all around the SGUB facilities has an abundance of student residential facilities listed for rent. It extends as far out as to reach St. Dimitri foyer, which is within walking distance from the SGUB teaching facilities. A list of such facilities can be provided by the Office of Students Affairs.

Enrollment Verification

An enrollment verification statement and other educational verification statements may be issued to officially enrolled students after the late registration period and the payment deadline (see Academic Calendar). Students should use the Enrollment Form in order to request such a statement. An enrollment statement can be used for attesting degree completion, credits completed, paying an enrollment deposit, and enrollment in classes/courses.

Transcript of Grades

Transcript is a document showing the student's academic history and is created when the student registers and finalizes tuition and fees payment. It includes a student's acceptance, entrance credentials, performance, accomplishments and grades. A transcript is used for reference, employment, transfer, and other purposes. An official transcript reflects all courses taken by the student, including transfer credits, if applicable. Students may request a copy of their transcripts at the Registrar's Office by filling out the Transcript Request Form. An unofficial transcript can be obtained from the Student Information System (SIS).

Student Code of Conduct

The University is an academic institution that allows for mutual respect and appreciation of differences. The University outlined standards and expectations regarding student conduct, and expects students to accept these responsibilities and holds them accountable for their behavior in and out of the classroom, on and off-campus.

Students Rights and Expectations

All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, and freedom of each member of the University community are respected. Upon acceptance of admission to the University, each student agrees to abide by the policies of the University and to conduct her/himself on- and off-campus in a manner consistent with the educational mission and core values of the University.

The University has zero tolerance for harassment and discrimination

Discrimination and Harassment

All students have the right and responsibilities to be free from all forms of discrimination, including harassment.

Harassment is any verbal or physical conduct designed to threaten, intimidate or compel a student, a faculty member, a staff member, an employee or any person working for the University.

Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, religion, gender, age, body, disability or appearance, including negative stereotyping.

Nonverbal harassment includes insinuation or actions eluding to disrespect toward an individual or group because of national origin, color, religion, age, gender, pregnancy, appearance, disability, marital status or other protected status.

The university prohibits harassment of any kind and will take appropriate and immediate action in response to complaints or knowledge of violations.

Academic Integrity

The University is committed to the ideals of honesty, personal integrity, and mutual trust. Academic integrity is a responsibility of all students, members of the faculty, and administration. All students are expected to uphold the highest ideals of academic integrity throughout their academic career at the SGUB.

Instances of academic dishonesty, violations of professional standards, and falsification of academic records or records for admission are considered academic misconduct. Academic misconduct may include, but not limited to cheating, plagiarizing, and falsification.



Cheating

All forms of cheating will be dealt with as a disciplinary offence. It is a disciplinary wrongdoing for a student to:

- Have unauthorized items or texts that may be accessed in the examination room during the examination.
- Copy from the script from the web or another student during an examination.
- Represent oneself as another or have oneself represented by another in an examination.
- Submit in any course, any writing, essay, research report, project or assignment for which credit has previously been obtained by such student, or which has been submitted in another course, at the University or elsewhere.

Plagiarism

plagiarism is an act of fraud that the University regards as a serious matter. Even if plagiarism is unintentional, it can result in a disciplinary measure. Plagiarism can lead to failure in a course, and in some cases dismissal from the University.

Falsification

Falsifying any academic documents can result in a disciplinary measure. Falsification can lead to dismissal from the University.

Disciplinary Measures

Disciplinary measures include but not limited to:

- Written warning or reprimand.
- Disciplinary probation, during which certain conditions must be fulfilled and adequate behavior and ethics have to be demonstrated.
- Drop of semester class with no refund of tuition and fees.
- Discontinuation of financial aid and/or scholarship
- Suspension from classes for a period of 5-10 class days.
- Disciplinary Suspension from the University for one or more semesters.
- Disciplinary dismissal from the University.

Right to Dismiss

The University reserves the right to dismiss or exclude any student from the University, or from any course or courses, whenever the University Administration deems it advisable.



Academic Calendar

Please refer to the academic calendar on the University website.





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