
INSTRUCTIONS

To complete this internal petition please do the following:

1. Fill in your name, ID and telephone number.
 2. Attach a current unofficial transcript and fill your GPA and number of failing courses, if any.
 3. If your petition is concerning a missing exam and you are asking for a make up, please note that you should submit it within 24 hours of the missed exam, to the School Academic Council to authorize a make-up exam. You should present a **valid excuse** within 24 hours of the scheduled exam. Failure to submit a petition within the specified time will result in a grade of Zero (0) for that examination.
 4. All the supporting documents should be submitted with your petition.
 5. The make-up exam, if the petition is approved will be during the final exam.
 6. Submit the internal petition to:
 - Dr. Lydia Sholy, Block A room 708/709 or by email: lydia.sholy@lau.edu.lb
 - Miss Manale Helou, Block A room 708 or by email: manale.helou@lau.edu.lb
 - Mrs. Pauline Hitti, Block A room 708 or by email: pauline.hitti@lau.edu.lb
 - Mrs. Rana Shehab, Block A room 708 or by email: rana.shehab@lau.edu.lb
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