

Academic Advising Manual

April 2013

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What is academic advising?

Academic advising is the continuing conversation between advisor and advisee that centers coursework guidance, academic progression, enrollment in classes and student registration, career plans, clarification of goals, additional educational opportunities, and other related topics. In this conversation, the advisor serves as a guide and mentor, drawing upon other campus resources for assistance with this responsibility as applicable (e.g., Registrar's Office, Financial Aid Office).

One important part of advising includes the planning of an academic program and the keeping of accurate records of the student's progress towards completion of that program.

At the Lebanese American University (LAU) School of Pharmacy, all students are assigned Faculty advisors to assist them in planning the appropriate course of study. A student must meet one-on-one with his/her designated advisor during the advising period in order to discuss the advising plan. Failure of students in following the advising plan may result in delays in their progression and graduation.

Enrollment in courses without prior approval by advisors is strictly prohibited. A student who registers in courses that have not been approved by his/her advisor will be dropped by the Registrar's Office after instruction from the School.

What is the role of an advisor?

Academic advising is an extension of the teaching/learning process. Advisors engage in academic advising that develops students' ownership of their overall academic success rather than just semester course scheduling.

Tips for advisors:

- Be available and in contact with advisees often, during advising and registration periods and during other times throughout the academic year.
- Monitor student progress and suggest appropriate correction or re-evaluation of academic goals.
- Be the person that the student identifies with as a contact for assistance at the school.
- Be knowledgeable about University, School, and program policies, procedures and requirements, and be familiar with other campus resources. Convey them to students and make appropriate referrals when needed.
- Stay current with all policy changes and new information pertaining to students' academic decisions and success.

The Assistant Dean for Student Affairs and Department Chairs are always available to assist the advisor and answer his/her questions.

Who are the School's advisors?

The following list indicates the names of the advisors at the School. Advisees will be assigned alphabetically to the advisors:

| Family Name starting with | Faculty Advisors | Ext. | E-mail | Office |
|---------------------------|--------------------|------|------------------------------|------------|
| A | Jad Abdallah | 2428 | jabdallah@lau.edu.lb | CHSC 6104B |
| | Roy Kanbar | 2447 | roy.kanbar@lau.edu.lb | CHSC 6103A |
| | Tamara Abou Antoun | 2107 | tamara.abouantoun@lau.edu.lb | CHSC 6101 |
| B | Ghada Khoury | 2432 | ghada.khoury@lau.edu.lb | CHSC 6109 |
| C – D | Hani Dimassi | 2269 | hani.dimassi@lau.edu.lb | CHSC 6117 |
| E | Nibal Chamoun | 2407 | nibal.chamoun@lau.edu.lb | CHSC 6115 |
| | Wijdan Ramadan | 2267 | wramadan@lau.edu.lb | CHSC 6109 |
| F – G | Aline Milane | 2307 | aline.milane@lau.edu.lb | CHSC 6118 |
| H | Elsy Ramia | 2441 | elsy.ramia@lau.edu.lb | CHSC 6115 |
| I – J | Yolande Saab | 2312 | ysaab@lau.edu.lb | CHSC 6102 |
| K | Abeer Zeitoun | 2419 | abeer.zeitoun@lau.edu.lb | CHSC 6107 |
| | Hanine Mansour | 2215 | hanine.mansour@lau.edu.lb | CHSC 6110 |
| L – M | Marwan Taha | 2108 | marwan.taha@lau.edu.lb | CHSC 6108 |
| | Soumana Nasser | 2225 | Soumana.nasser@lau.edu.lb | CHSC 6107 |
| N | Wissam Kabbara | 2427 | wissam.kabbara@lau.edu.lb | CHSC 6108 |
| O – R | Mohammad Mroueh | 2313 | mmroueh@lau.edu.lb | CHSC 6114B |
| S | Aline Saad | 2311 | aline.saad@lau.edu.lb | CHSC 6103B |
| | Rony Zeenny | 2864 | rony.zeenny@lau.edu.lb | CHSC 6110 |
| T – Y | Lamis Karaoui | 2318 | lamis.karaoui@lau.edu.lb | CHSC 6105 |
| Z | Imad Btaiche | 2486 | imad.btaiche@lau.edu.lb | CHSC 6104C |

All new and newly transferred students will be advised by the Assistant Dean for Student Affairs (acting, Dr. Jad Abdallah, Byblos Campus, CHSC, office 6104B) for their first enrolled semester. All pre-pharmacy students registered on Beirut campus are advised by Dr. Tarek Na'was (Beirut Campus, Orme Gray building, office 418, ext. 1427; email: tnawas@lau.edu.lb).

P4 students will be advised by the Assistant Dean for Student Affairs (acting, Dr. Jad Abdallah), the Chair of the Pharmacy Practice department (Dr. Aline Saad) and the Director of Experiential Education (Dr. Lamis Karaoui).

Unless notified of any change, a student will have the same advisor throughout the duration of the program. If the advisor is not available, a student may seek the advice of the Assistant Dean for Students Affairs or one of the Department Chairs.

How to be prepared for the advising period?

1. Update the list of advisees

Every semester, some students are graduating and new students are joining the School. That is why the list of advisees should always be updated. Hence, the Student Affairs Office will send the updated advisee list to each advisor two weeks before the advising period.

2. Prepare the advising schedule

Since one month is reserved for advising, the advisor should prepare a schedule for advising, taking into consideration the number of advisees. On average 15 to 20 minutes are usually set for advising one student. This advising schedule, in the form of a table or an excel sheet, will be posted on the advisor's door, so advisees could book their appointments.

The advisor must vary as much as possible the days and hours for advising.

3. Update the advisees' files

The advisor should have an updated file for each one of his/her advisees. The updated contracted sheet could be printed from the Banner (CAPP degree evaluation). Any other documents are requested from the Student Affairs Office.

4. Inform the advisees

Once the advising schedule is posted on the door, the advisor will have to send an email to his/her advisees, asking them to book their appointments, by writing their names on the advising schedule.

Running a CAPP Degree Evaluation

1. Log on to Banner
2. Enter your username and password, and then click "*Login*".
3. Click on "*Faculty Services*".
4. Click on "*Advisor Menu*".
5. Click on "*Degree Evaluation*".
6. Select the current term and then click on "*Submit*".
7. Enter the Student ID and then click on "*Submit*".
8. Refer to the Links at bottom of the page:
 - "*Generate New Evaluation*" (to produce a degree evaluation for the program).
 - "*What-if Analysis*" (to produce an evaluation for any available program).
9. Click on "*Generate a New Evaluation*".
10. Select the Program (radio button).
11. Click "*Generate Request*".

What to do during advising?

1. Review the advisee records

The advisor should review with his/her advisee previous records (e.g., performance on the previous semester, any courses carried).

2. Plan the following semester

The advisor will discuss with his/her advisee the courses and the load for the upcoming semester. The advisee should have a clear idea of what the advisor is recommending for the next semester, in writing. The advisor will fill the "Advising Plan", will sign it and ask the advisee to sign it.

3. Approve the advising form online

The advisor will ask the advisee to fill an online advising form, following what they discussed and was written on the "Advising Plan".

The advisor will then have to approve this form or else the advisee will not be able to register his/her courses.

Approving the Online Advising Form

1. Log on to Banner
2. Enter your username and password, and then click "*Login*".
3. Click on "*Faculty Services*".
4. Click on "*Advising*".
5. Enter the Student ID and then click on "*Search*".
6. Click on "*Details*" next to the student name.
7. Select the term from the drop-down menu and then click on "*Submit*".
8. Click on "*Show*" under the Action title.
9. After checking that the content of the Advising Form matches the courses mentioned in the Advising Plan, click on "*Approve*".

4. Emphasize on the fact that this is a tentative plan

The advising period is scheduled before the semester is over. Hence, it is always recommended from the advisor to inform the advisee that the plan discussed is a tentative one, implying that the advisee will pass all the current registered courses. If the advisee fails any course, he/she should pass again by his/her advisor to be re-advised.

What are the common questions asked by pre-pharmacy students?

1. What are the courses that a pre-pharmacy student should complete?

Pre-Professional Year 1

Fall Semester (17 credits)

| | | |
|--------|-----------------------------------|---|
| ARA__ | Appreciation of Arabic Literature | 3 |
| BIO201 | General Biology I | 4 |
| CHM201 | Chemical Principles | 3 |
| PED__ | Physical Education | 1 |
| -- | LAC – Arts | 3 |
| -- | LAC - Social Sciences | 3 |

Spring Semester (16 credits)

| | | |
|--------|----------------------------------|---|
| CHM311 | Organic Chemistry I | 3 |
| CHM313 | Organic Chemistry I Lab | 1 |
| ENG202 | Sophomore Rhetoric | 3 |
| PHA202 | Medical Anatomy & Physiology | 4 |
| PHA204 | Computer Application to Pharmacy | 2 |
| -- | LAC - Literature | 3 |

Pre-Professional Year 2

Fall Semester (14 credits)

| | | |
|--------|--|---|
| CHM312 | Organic Chemistry II | 3 |
| CHM314 | Organic Chemistry II Lab | 1 |
| ENG203 | Fundamental of Oral Communication | 3 |
| PHA209 | Principles of Pathophysiology and Immunology | 4 |
| PHA211 | Microbiological Basis of Disease | 3 |

Spring Semester (17 credits)

| | | |
|--------|---|---|
| ECO20_ | LAC - Micro/Macroeconomics | 3 |
| PHA205 | Statistics for Health Profession Majors | 3 |
| PHA208 | Medical Biochemistry | 4 |
| PHA210 | Systems Pathophysiology | 4 |
| -- | LAC - Cultural Studies, History, Philosophy, Religion | 3 |

2. What about remedial courses?

A student may be asked to register remedial courses. This requirement should be mentioned in the student acceptance letter issued by the LAU Admissions Office.

Following the student SAT scores, he/she may be asked to register English remedial courses (ENG009 and/or ENG101 and/or ENG102).

Based on the Biology and Chemistry high school grades or the Grade 12 type (GS: General Sciences, LS: Life Sciences, SE: Sociology and Economics, or LH: Literature and Humanities), a student may be asked to register BIO100 and/or CHM100.

A student must successfully pass these remedial courses before registering more advanced courses.

3. Are there any sequences (pre-requisite courses) to follow?

- Sequence 1: BIO100 (if required) ⇒ BIO201 ⇒ PHA202 ⇒ PHA209 ⇒ PHA210.
- Sequence 2: BIO100 (if required) ⇒ BIO201 ⇒ PHA211.
- Sequence 3: CHM100 (if required) ⇒ CHM201 ⇒ CHM311 ⇒ CHM312.
 - As for CHM313, a student may register this lab course the same semester as CHM311 or in a following semester; the same goes for CHM314 and CHM312. But CHM313 is a re-requisite for CHM314.
- Sequence 4: CHM100 and BIO100 (if required) ⇒ CHM201 and BIO201 ⇒ CHM311 and CHM313 ⇒ CHM312 and CHM314 ⇒ PHA208.
- Sequence 5: ENG009 (if required) ⇒ ENG101 (if required) ⇒ ENG102 (if required) and LAC-Literature ⇒ ENG202 and ENG203.

4. What Liberal Arts Curriculum courses are offered?

The list of the Liberal Arts Curriculum (LAC) courses is updated every semester. It is available on the LAU website (<http://www.lau.edu.lb/academics/common/lac.php>).

It should be noted that:

- For the “Arabic Language and Literature”, a student could register any ARA2__ or ARA3__, based on what is offered.
- For the “Physical Education”, a student could register any PED2__, from the list of offered courses.
- For the “LAC-CS, Hist, Phil, Rel”, a student may register any course (only one) from the 4 lists of offered courses in Cultural Studies, History, Religion and Philosophy.
- A student should register one of the economic courses (Microeconomics or Macroeconomics) as LAC-Eco, and any other course from the Social Sciences list as “LAC-Social Sciences”.

5. What if a student is exempted from Arabic?

This exemption should be mentioned in the student acceptance letter issued by the LAU Admissions Office. If this is the case, the student must substitute the Arabic course by one of the Arabic substitution courses. This list is available on the LAU website (<http://www.lau.edu.lb/academics/common/lac.php>; bottom of the page).

6. What is the student course load?

The minimum full-time course load in the fall or spring semester is 12 credits with a maximum of 18 credits per semester for a pre-pharmacy student. Students with a cumulative GPA of 3.00 and above may carry up to a maximum of 21 credits per semester following petition and approval by the School Academic Council. For any summer module, the maximum course load is 7 credits, with a maximum of 14 credits for two summer modules (1 and 2) combined.

Students on probation cannot carry more than a total of 13 credits per regular semesters.

A student taking ENG009 should not register more than 15 credits in addition to ENG009.

7. What is the passing grade?

A pre-pharmacy student must complete all pre-professional major courses with a minimum letter grade of C. Major courses include all PHA courses as well as BIO201, CHM201, CHM311, CHM312, CHM313, and CHM314. As for the non-major courses, D is considered a passing letter grade.

8. What is the withdrawal procedure?

Effective Spring 2013, the new policy of withdrawal from courses will be implemented.

A student who withdraws after the Drop/Add period and by the end of the 5th week of classes (10th day of classes for Summer Modules) will obtain a “WI” (equivalent to Early withdrawal) on that particular course. The student may process such request directly through the Registrar’s Office.

A student who withdraws from a course between the 6th week and the end of the 10th week of classes (18th day of classes for Summer Modules) will receive either a “WP” (equivalent to Withdrawal/Pass) or a “WF” (equivalent to Withdrawal/Fail). “WP” or “WF” will be determined by the instructor based on the achieved academic performance in that course till the time of withdrawal.

“WI” and “WP” will not count as a repeat; whereas “WF” will count as a repeat. “WI”, “WP” and “WF” will not count towards the GPA calculation.

The deadlines for “WI” or “WP”/“WF” are clearly stated on the revised academic calendar on the LAU website (<http://www.lau.edu.lb/academics/calendar>).

9. How can a student complete a Withdrawal Form?

To withdraw from a course after the Drop/Add period and within the 5th week of classes (or by the 10th day of classes for Summer Modules), students will obtain, complete and submit the Withdrawal Form at the Registrar’s Office. Faculty intervention is not needed.

To withdraw from a course between the 6th and 10th week of classes (or by the 18th day of classes for Summer Modules), students will obtain the Withdrawal Form at the Registrar’s Office and submit it to the faculty teaching the course who will assign either WP or WF, get the signature of the Department Chair, and send to the Registrar’s Office in a sealed envelope for processing.

The date of faculty signature should be by the last day of withdrawal deadline (the latest) as stated in the calendar. For proper processing, the signed Withdrawal Form by Chairs should reach the Registrar’s Office maximum 2 days after the deadline.

10. What is the process for applying to admission into the professional program?

After the completion of the pre-pharmacy courses, students must complete an application form for admission into the professional program. The application forms are obtained from the Student Affairs Office at the School and must be submitted with all required documents before May 24, 2013. Incomplete applications and any application received after the aforementioned deadline will not be processed.

11. Are there any criteria of eligibility for admission into the professional program?

To be eligible for applying to admission into the professional program, LAU students must fulfill all of the following conditions during their pre-professional pharmacy years:

- Completed all pre-pharmacy courses with a minimum cumulative GPA of 2.5.
- Passed all major courses (see above) with a minimum letter grade of C on any course.
- Did not exceed three (3) course repeats, whether these repeats were of the same course or different courses (Note: a “WF” is counted as repeat).
- Did not receive more than one (1) official academic warning.

12. How will a transfer student be evaluated when applying to admission into the professional program?

For transfer students, only courses listed in the pre-pharmacy curriculum that are either transferred from their previous university or done at LAU will be taken into consideration in the calculation of the GPA and the number of repeats.

13. Does a student guarantee his/her admission into the professional program if his/her GPA is above 2.5?

Admission into the professional program is competitive and meeting the minimum requirements of admission does not necessarily guarantee admission. The Professional Year 1 has a capacity to accommodate up to 75 students each academic year.

14. What are the evaluation criteria for admission into the professional program?

- The cumulative GPA as well as the GPA related to major courses

- The performance on an interview conducted during the admissions process
- A cumulative internal evaluation by all School Faculty who were directly involved in teaching the applicant
- Three recommendation letters (attached to the application)
- An assessment of the applicant writing skills based on his/her performance in a short essay exercise
- Number of repeated courses (R), withdrawal (WF), and failed courses (F)
- Number of official academic warning

15. Can a student carry courses from pre-pharmacy to the professional program?

A student who meets the admissions criteria may carry one course from the pre-professional program to the professional program, upon the approval of the School Academic Council. This exception does not apply to courses from which a student has withdrawn or scored an "F" as a final letter grade. Moreover, a student seeking this exception must provide proof that he/she was unable to repeat the course prior to the start of Professional Year 1. A student must pass the said course with a minimum letter grade of "C" within the following academic year or he/she will not be promoted to the next academic year.

What are the common questions asked by professional pharmacy students?

1. What are the courses offered in the professional program?

Pharmacy Professional Year 1

Fall Semester (18 credits)

| | | |
|--------|--|---|
| PHA308 | Pharmaceutical Analysis and Biotechnology | 2 |
| PHA309 | Pharmaceutical Analysis and Biotechnology Laboratory | 1 |
| PHA312 | Medicinal Chemistry I | 3 |
| PHA314 | Dosage Forms I | 3 |
| PHA315 | Dosage Forms I Laboratory | 1 |
| PHA320 | Physical Assessment | 2 |
| PHA322 | Professional Communication | 1 |
| PHA333 | Pharmacy Management | 3 |
| PHA567 | Professional Elective | 2 |

Spring Semester (15 credits)

| | | |
|--------|----------------------------|---|
| PHA313 | Medicinal Chemistry II | 3 |
| PHA316 | Dosage Forms II | 3 |
| PHA317 | Dosage Forms II Laboratory | 1 |
| PHA325 | Pharmacy Practice & Ethics | 2 |
| PHA330 | Pharmacology I | 4 |
| PHA340 | Pharmacotherapeutics I | 2 |

Summer Semester (3 credits)

| | | |
|--------|-----------------------|---|
| PHA398 | Pharmacy Management I | 3 |
|--------|-----------------------|---|

Pharmacy Professional Year 2

Fall Semester (18 credits)

| | | |
|--------|--|---|
| PHA421 | Drug Information and Literature Evaluation | 2 |
| PHA422 | Pharmacokinetics and Biopharmaceutics | 4 |
| PHA430 | Pharmacology II | 4 |
| PHA441 | Pharmacotherapeutics II | 3 |
| PHA442 | Pharmacotherapeutics III | 3 |
| PHA567 | Professional Elective | 2 |

Spring Semester (17 credits)

| | | |
|--------|--|---|
| PHA435 | Pharmacognosy and Evidence Based Herbal Medicine | 2 |
| PHA443 | Pharmacotherapeutics IV | 3 |
| PHA444 | Pharmacotherapeutics V | 3 |
| PHA445 | Pharmacotherapeutics VI | 3 |
| PHA449 | Dispensing and Pharmaceutical Care | 3 |
| PHA452 | Toxicology | 3 |

Summer Semester (3 credits)

| | | |
|--------|---|---|
| PHA497 | Introduction to Professional Pharmacy Practice Experience | 1 |
| PHA499 | Pharmacy Management II | 2 |

Pharmacy Professional Year 3

Fall Semester (19 credits)

| | | |
|------------------|--|---|
| PHA523 or PHA567 | Clinical Pharmacokinetics Professional Elective | 1 |
| PHA550 | Introduction to Pharmacogenomics | 1 |
| PHA557 | Pharmacoeconomics | 3 |
| PHA560 | Clinical Nutrition and Diet Therapy | 2 |
| PHA570 | Professional Pharmacy Practice - Hospital/Drug Information Center Experience | 6 |
| PHA571 | Professional Pharmacy Practice - Community Experience | 6 |

Spring Semester (17 credits)

| | | |
|--------|--|----|
| PHA510 | U.S. Pharmacy Law and Regulation | 2 |
| PHA512 | Lebanese Pharmacy Law and Regulation | 1 |
| PHA515 | Pharmacy Seminar | 1 |
| PHA567 | Professional Elective | 1 |
| PHA572 | Professional Pharmacy Practice - Patient Care Experience | 12 |

2. What is the student course load?

The minimum full-time course load in the fall or spring semester is 12 credits with a maximum of 19 credits per semester for professional year pharmacy students. Students with a cumulative GPA of 3.00 and above may carry up to a maximum of 21 credits per semester following petition and approval by the School Academic Council. For any summer module, the maximum course load is 7 credits, with a maximum of 14 credits for two summer modules (1 and 2) combined.

Students on probation cannot carry more than a total of 13 credits per regular semesters.

3. What is the withdrawal procedure?

Effective Spring 2013, the new policy of withdrawal from courses will be implemented.

A student who withdraws after the Drop/Add period and by the end of the 5th week of classes (10th day of classes for Summer Modules) will obtain a “WI” (equivalent to Early withdrawal) on that particular course. The student may process such request directly through the Registrar’s Office.

A student who withdraws from a course between the 6th week and the end of the 10th week of classes (18th day of classes for Summer Modules) will receive either a “WP” (equivalent to Withdrawal/Pass) or a “WF” (equivalent to Withdrawal/Fail). “WP” or “WF” will be determined by the instructor based on the achieved academic performance in that course till the time of withdrawal.

“WI” and “WP” will not count as a repeat; whereas “WF” will count as a repeat. “WI”, “WP” and “WF” will not count towards the GPA calculation.

The deadlines for “WI” or “WP”/“WF” are clearly stated on the revised academic calendar on the LAU website (<http://www.lau.edu.lb/academics/calendar>).

4. How can a student complete a Withdrawal Form?

- To withdraw from a course after the Drop/Add period and within the 5th week of classes (or by the 10th day of classes for Summer Modules), students will obtain, complete and submit the Withdrawal Form at the Registrar’s Office. Faculty intervention is not needed.
- To withdraw from a course between the 6th and 10th week of classes (or by the 18th day of classes for Summer Modules), students will obtain the Withdrawal Form at the Registrar’s Office and submit it to the faculty teaching the course who will assign either WP or WF, get the signature of the Department Chair, and send to the Registrar’s Office in a sealed envelope for processing.

The date of faculty signature should be by the last day of withdrawal deadline (the latest) as stated in the calendar. For proper processing, the signed Withdrawal Form by Chairs should reach the Registrar’s Office maximum 2 days after the deadline.

5. What is the passing grade for a professional pharmacy student?

A student must pass all professional program courses with a minimum letter grade of “C” in order to advance to the next professional year.

6. What happens if a student fails to pass professional courses?

A student may carry only one course with a letter grade of D, D+ or C- to the next professional year after securing the approval of the School Academic Council. Courses from which students have withdrawn or scored a letter grade of F may not be carried. A carried course must be completed with a minimum letter grade of C within the next academic year or summer semester in order to be promoted to the next professional year.

A student must successfully complete all Professional Year 1 and 2 didactic courses of the program prior to enrolling in the Professional Year 3 Pharmacy Practice Experiences (PHA 570, PHA571, and PHA572).

7. What are the different student statuses?

Students obtain Professional Year 1 (P1) status upon admission into the professional program and successful completion of all pre-pharmacy courses with a letter grade of C or higher.

Students obtain Professional Year 2 (P2) status upon successful completion of all courses in P1 with a letter grade of C or higher.

Students obtain Professional Year 3 (P3) status upon successful completion of all courses in P2 with a letter grade of C or higher.

8. What should a student do to graduate?

A student shall apply for graduation at the beginning of the semester at the end of which he/she expects to graduate. A student shall fill out the appropriate forms for graduation at the Registrar's Office. Candidates for graduation will be promptly and officially notified by the Registrar's Office of any pending requirements needed for graduation.

9. What is the process for applying to admission into the Professional Year 4?

Applicants into the Professional Year 4 (P4) leading to the PharmD degree must apply within two years of completing Professional Year 3 (P3) in any ACPE accredited program. They must complete an application form for admission into the Professional Year 4.

Application forms are obtained from the Student Affairs Office at the School and must be submitted with all required documents before December 15 of each year. Incomplete applications and any application received after the aforementioned deadline will not be processed.

10. Are there any criteria of eligibility for admission into the Professional Year 4?

To be eligible for applying to admission into the P4 year, students must fulfill all of the following conditions during their professional pharmacy years:

- Completed all professional pharmacy courses with a minimum cumulative GPA of 2.5.
- Passed all courses of the professional pharmacy program with a minimum letter grade of C on any course.
- Passed the Clinical Pharmacokinetics course (PHA523) with a minimum letter grade of C.
- Did not exceed three (3) course repeats, whether these repeats were of the same course or different courses (Note: a "WF" is counted as repeat).
- Did not receive more than one (1) official academic warning.

11. How will a transfer student be evaluated when applying to admission into the Professional Year 4?

For transfer students, only courses listed in the professional pharmacy curriculum, either transferred from their previous university or done at LAU, will be taken into consideration in the calculation of the GPA and the number of repeats.

12. Does a student guarantee his/her admission into the Professional Year 4 if his/her GPA is above 2.5?

Admission into the P4 year is competitive and meeting the minimum requirements of admission does not necessarily guarantee admission. The P4 year has a capacity to accommodate 25 to 30 students each academic year.

13. What are the evaluation criteria for admission into the Professional Year 4?

- The GPA related to the professional pharmacy program courses

- The performance on an interview conducted during the admissions process
- A cumulative internal evaluation by all School Faculty who were directly involved in teaching the applicant
- Three recommendation letters (attached to the application)
- Number of repeated courses (R), withdrawal (WF), and failed courses (F)
- Number of official academic warning

14. Can a student carry courses from the professional program to Professional Year 4?

A student may not carry any course from the pharmacy professional program to the Professional Year 4.

15. Can a student complete all the Professional Year 4 rotations in Lebanon?

No, a student admitted into the PharmD program is subject to the requirement stated in the ACPE Standard 14, Guideline 14.6, namely "*the required Advanced Pharmacy Practice Experiences in all program pathways must be conducted in the United States or its territories or possessions.*"

Any other information that an advisor should know?

1. Is advising mandatory?

Yes, effective Spring 2013, all students in the School of Pharmacy are required to secure the approval of their advisors during the advising period.

The on-line registration system is devised to stop students from registering directly on the web without securing their advisors' approval. The system will ask for an Alternate PIN; this Alternate PIN requirement is removed after the student sees his/her advisor.

2. Should a student attend all classes?

A student is not permitted to miss more than the equivalence of five weeks of instruction in any course. He/she is held responsible for all the material presented in the classroom, even during his/her absence. Make-up work, if any, will be subject to the rules specified in the course syllabus. A student who exceeds the allowed number of absences must withdraw from the course; otherwise the course letter grade will be recorded as F.

3. How many times is a student allowed to repeat a course?

Any course may be repeated up to two times and credit is given only once for that course for the highest grade earned which is used in calculating the cumulative and major GPAs.

A course letter grade above "C+" or considered as Incomplete "I" cannot be repeated. The Incomplete status has to be resolved before a course is repeated.

A transferred course from outside LAU will be deleted from the transcript and replaced by the course taken and grade earned at LAU.

Courses taken at LAU cannot be repeated at another institution and transferred back to LAU.

A student can register in a course up to three times, including withdrawals. A student is dismissed from LAU or the School if he/she fails to pass the same course after three attempts, depending on whether the course is part of the Liberal Arts Curriculum or the Pharmacy Program Requirements.

4. What should a student do if he/she misses a midterm exam?

A student who misses an exam and desires to have a make-up exam should submit a petition in this regard within 24 hours of the scheduled exam to the School Academic Council. Valid excuse(s) such as documented medical illness necessitating hospitalization, death in immediate family, LAU sport events or other vital emergencies should be provided as supporting documents with the filed petition.

Make-up exams are typically given within one week of the missed exam, prohibiting any unforeseen circumstances. Failure to submit a petition within 24 hours of the missed exam may result in a grade of zero (0) on the missed exam.

5. Are students allowed to see their midterm exam papers?

Students are entitled to review their exam papers in the course instructor's office. All tests and exam papers will be retained by students following their distribution by the instructor (once the exam papers are taken by students, they can no longer discuss them with the instructor).

In addition, during the period of a given course, a student may always seek clarifications about questions asked on assignments and exams.

6. What should a student do if he/she misses a final exam?

A Student seeking to sit for a make-up final exam must submit a valid excuse to the School Academic Council within one week of the missed final exam. Approval of the School Academic Council is required before the student may sit for a make-up final exam.

A student seeking to make-up a final exam who failed to submit a valid excuse within one week of the missed final exam may petition the School Academic Council to receive an Incomplete letter grade ("I"). Petitions filed more than one month after the missed final exam will not be accepted. Students, whose petitions are approved by the School Academic Council, are then allowed to take the exam and have the final grade changed accordingly within the timeframe for a grade change.

7. Are students allowed to see their final exam papers?

Students are entitled to review their exam papers in the course instructor's office. Final exam papers will be retained by the instructor (or the Department Chair for part-time instructors) for the two successive semesters.

8. What should a student do if he/she has an Incomplete letter grade?

Any incomplete work must be made up at a time planned with the instructor, but no later than the eighth week of the following semester (fall or spring) in which the student is enrolled at the University. Otherwise, the letter grade of "I" is changed to "F". It is the responsibility of the student to contact the respective instructor(s) in order to arrange for completing the unfinished work.

9. What are the steps to follow for a student to change major?

- A student may request, at any time, to change his/her major. The Admissions' conditions, and/or his/her academic performance at LAU, will be taken into consideration. Acceptance in the new major is also conditional on availability of places.
- Students with an approved Change of major will have the option of dropping, from the Grade Point Average (GPA) computation, the grades of 3 courses taken at LAU, belonging to the requirements of the old major and not to any requested new major. Only grades C and below can be deleted.
- Students must submit a request to have their grades deleted at the Registrar's Office, no later than one semester of the Change of major, and not after graduating, or after leaving the University for more than 2 consecutive semesters. This rule applies for changes of major within a School, or when a student transfers from one School to another.
- Students who benefited from the above stated rule, cannot return to their old major, and cannot request to have their major changed, again, to any major which requires a course whose grade was deleted from the GPA computation.

10. How can a student figure on the Honor's List?

A student who completes 12 credits in a regular semester (fall or spring; summer not included) with a GPA between 3.20 and 3.49 is placed on the Honor's List. A GPA between 3.50 and 4.00 qualifies the student for the Distinguished List.

The above only applies under the conditions that the student has no incomplete grades or a cumulative GPA below 2.00.

Degrees are awarded with Honors, Distinction, and High Distinction for cumulative GPA ranges between 3.20 - 3.49, 3.50 - 3.79, and 3.80 - 4.00, respectively.

11. What should a student do in order to be re-registered?

A student who fails to register for a minimum of one regular semester (fall or spring) per academic year is required to reactivate his/her file at the Registrar's Office before the registration period (refer to the University Academic Calendar). A student who is not enrolled for four consecutive semesters must re-enroll according to the existing curriculum upon his/her return.

12. When is a student placed on academic probation?

A student is placed on probation if his/her cumulative GPA is below 2.00 at the end of a semester for all courses taken at LAU during that semester, irrespective of incomplete grades or withdrawals. Moreover, a student is placed on probation if his/her average GPA in major courses is below 2.00 after completing 12 credits in a major. The student will then be advised to change major.

A student on probation may not carry more than 13 credits in a regular semester and is advised to repeat as soon as possible the courses with a letter grade "F" or "D".

A student is not placed on probation unless he/she have 20 or more credits counted in the cumulative GPA.

13. When is a student placed on academic suspension?

A student who does not come off academic probation within two consecutive semesters of enrolment at LAU (summer modules excluded) will be suspended regardless of any incomplete grades or withdrawals.

A student with two consecutive probations and with a cumulative GPA below 2.00 will not be suspended at the end of the semester provided that he/she obtains a GPA of 2.20 or higher for that semester.

A student who needs 12 or less credits to graduate and whose GPA for graduation is below but close to 2.00, may petition for a one semester grace period. A student who is given a grace period and fails to complete his/her requirements before graduation will be suspended.

14. What should a student do to be readmitted after being suspended?

A student suspended after academic probations must petition the University Admissions Council for readmission. The petition is submitted to the Registrar's Office. Readmission into LAU is not guaranteed and each case is carefully reviewed for its own merit.

A student readmitted after suspension will be placed on probation and given two semesters excluding summers to remove the probation. Failure to remove the probation will lead to the student's dismissal from the University.

What about career planning?

1. Is advising mandatory?

Yes, effective Spring 2013, all students in the School of Pharmacy are required to secure the approval of their advisors during the advising period.

The on-line registration system is devised to stop students from registering directly on the web without securing their advisors' approval. The system will ask for an Alternate PIN; this Alternate PIN requirement is removed after the student sees his/her advisor.

Of note, academic advising is not only centered on enrollment in classes and student registration. An advisor should also discuss with his/her advisee, but career plans, clarification of goals, additional educational opportunities, and other related topics. In this conversation, the advisor serves as a guide and mentor, drawing upon other campus resources for assistance with this responsibility as applicable (e.g., Registrar's Office, Financial Aid Office).

Useful addresses and links

Registrar's Office

- Location: Tohme-Rizk Bldg., Room 102
- Ext: 2889
- Email: registrar.byblos@lau.edu.lb
- This office can help in matters related to:
 - Academic standing and Students' records
 - Accessing Banner
 - Commencement Booklet and Graduation lists
 - Course offerings
 - Curriculum
 - Decisions of petitions
 - General Registration Drop/Add
 - Grades and GPA calculation
 - Graduation clearance/CAPP Degree Evaluation
 - Graduation requirements & Graduation lists
 - Overload of credits & changing maximum registration load
 - Policies of the Registrar's Office
 - Requests for transcripts and statements
 - Scheduling of courses and Final Exams
 - University Rules and Regulations
 - Updating curricular information in Banner
 - Verification of documents or authentication of degrees
 - Withdrawals and Reinstatement of courses

Admissions Office

- Location: Tohme-Rizk Bldg., Room 309
- Ext: 2209
- Email: admissions.byblos@lau.edu.lb
- Website: <http://admissions.lau.edu.lb/>
- This office can help in matters related to:
 - Acceptance letters
 - Admission requirements
 - Entrance exam scores
 - Remedial courses required

Financial Aid and Scholarships Office

- Location: Tohme-Rizk Bldg., Room 303
- Ext: 2158
- Email: finaid.byblos@lau.edu.lb
- Website: <http://aid.lau.edu.lb/>
- This office can help in matters related to:
 - Financial aid
 - Grants
 - Loans

- Scholarships such as merit, entrance, honor, athletics, CNRS, USAID USP, MEPI and external scholarships
- Student employment

Guidance Office

- Location: Office of the Dean of Students (near the Student Lounge)
- Ext: 2413
- Email: Ms. Joumana Haddad (Counselor) - joumana.haddad@lau.edu.lb
- Website: <http://students.lau.edu.lb/hhw/counseling/>
- This office can help students manage any difficulties they might be facing, whether academic, emotional, or social, including:
 - Academic difficulties (e.g., motivation, anxiety, procrastination)
 - Adjustment to university life
 - Alcohol/substance abuse
 - Depressed and anxious mood
 - Diversity and cultural differences
 - Family difficulties
 - Loss and grief
 - Recovering from physical and/or emotional trauma
 - Relationship problems
 - Transitions and life skills

Learning Center

- Location: Dorms A, Rooms 97 - 98
- Ext: 2172
- Email: Ms. Therese Nasrallah (Advisor) - tnasrala@lau.edu.lb
- Website: <http://sas.lau.edu.lb/deli/facilities/learning-center.php>
- The main function of the Learning Center is to tutor and encourage students who are academically deficient in their university course work to effectively improve their performance. Tutoring is carried out by academically excelling students from various majors.