

## ACADEMIC INFORMATION

### UNDERGRADUATE

#### Academic Advising

Academic advising at Haigazian University reflects the Institution's commitment to provide individualized attention that supports each student's educational and career goals. All Special students are advised by the Admissions Office. All other students are advised by advisors assigned for them within their area of specialization.

#### Registration

All deadlines related to the registration period and final registration dates are listed in the academic calendar. Students are expected to complete their registration by the first day of classes. While there is a late registration period, late registrants must pay a special fee. Officially registered students may make changes regarding their registration with the approval of their academic advisors on the date appointed by the Registrar's Office. This date may also be found in the academic calendar. Returning students (those who have taken leave of absence) should register during the registration period for current students; otherwise they can register during the late registration period after paying late registration fee. Late registration must be completed according to deadlines listed in the academic calendar.

#### Academic Progress

A Bachelor's degree candidate must complete an average of 31 credit hours per year in order to earn his/her degree. If the student enters as a Freshman, this is done in four years; if he/she enters as a Sophomore, in three years. A student finishes in three or four years by taking 12-16 credit hours each semester.

The normal load of a regular full-time student is five courses, which usually equals more than 12 credit hours. A regular, full-time student in the undergraduate program is required to register in a minimum of 12 credit hours each semester. However, students who have a cumulative average of at least 75 and an average in the previous semester of at least 80 may register for more than the normal load with the advisor's approval. A load of six courses is not considered an overload if one of the courses is a one-credit or two-credit course. Under no circumstances will a student be allowed to register for more than 19 credits per semester. Neither should a student allow his/her number of credit hours to fall below 12 by withdrawing from a course.

The normal load permitted during the Summer Session is two courses. Under no circumstances will a student be allowed to register for more than 7 credits during a Summer Session.

## Classification of Students

Students will be classified in one of the following categories:

| Classification  | Credits Completed |
|---|-------------------|
| 1- Freshman   | 0 - 29            |
| 2- Sophomore  | 30 - 59           |
| 3- Junior   | 60 - 89           |
| 4- Senior   | 90 and above      |
| 5- Special: students who are not candidates for a degree from Haigazian University. |                   |
| 6- Intensive: students whose TOEFL score is between 450-524.                        |                   |
| 7- Auditors: students who are registered for courses without receiving credit.      |                   |

## Examinations and Grading

Haigazian University operates on a semester basis. First semester examinations are given in February, and second semester examinations are given in June. Class attendance is mandatory in order to receive academic credit. Grades are calculated numerically with the maximum grade as 100 and the minimum grade as 40. The passing grade is 60. The following letter grades are also given:

**I Incomplete:** Given in cases of illness or other circumstances beyond the student's control which have prevented the student from completing the requirements for the course. The student should present valid reason to the instructor before the grades for the semester are reported. In such cases, the remaining work in the course must be completed within six weeks of the beginning of the next semester. Students may petition the Admissions and Academic Standing Committee for an extension of the time limit.

Note: Students may not enroll in a course with a prerequisite course in which they have the grade of I unless they achieve a passing grade during the "change of schedule" period.

**F Fail:** Given to students who fail non-numerically graded courses.

**IF Incomplete Fail:** Given to students who have an I grade and fail to complete the work within the time limit.

**P Pass:** Given to students who fulfill all requirements of non-numerically graded courses.

**W Withdraw:** Given to students who withdraw from a course.

**XF Not Complete:** Given to a student who stops attending a course without properly withdrawing from it; whose absences exceed the number specified by the instructor of the course; who misses the final exam without notification, and by the Administration for reasons other than absence. A student who has an excessive number of absences in a particular course must be sure to withdraw from that course before the withdrawal deadline or he/she will receive an XF.

## Cumulative Average

To calculate the cumulative average, the grade for each course is multiplied by the number of credits, then the sum of the results is divided by the total number of credits. All grades of 100-level courses are excluded from the cumulative average. Freshman students once promoted to the Sophomore class will have their 100-level courses eliminated from their cumulative average.

All major courses and related field requirements will be included in the computation of the major average. Once a student changes his/her major, all failing grades received in previous major courses which are not required in the new major will be excluded from his/her cumulative average. The above policy also applies to Freshman requirements. Transfer course credits from other institutions are not included in the cumulative average. The grades of W and I are not counted in the average. The grades of IF and XF are averaged as 40. If a student repeats a course, the most recent grade is computed in the average.

## Academic Recognition

### Placement on the President's List or the Dean's List

The President's List and the Dean's List are issued at the end of each semester to honor undergraduate students who have excelled in their courses during that term. As prerequisites for this honor, students must have regular full-time status, must be enrolled for at least 12 semester hours in courses which they have not taken before, and also must not have any Incomplete grade(s). Those who achieve a semester average of 90 or above will be placed on the President's List for that semester. Likewise, those who achieve a semester average of 85 to 89.9 will be placed on the Dean's List for that semester. A student who has accumulated the honors average will not be placed on either the President's or the Dean's List if he/she has a failing or incomplete grade or is on disciplinary probation.

## Academic Probation

Academic Probation carries a serious warning to the student indicating that his/her scholastic record is unsatisfactory and continued failure to improve this record will result in academic disqualification. The Academic Standing Committee may also impose restrictions on the student's program of study. The following regulations are applicable to both Regular and Special students. A student who does not earn a cumulative average of 70 or who fails in two or more courses in a given semester is placed on academic probation. A new sophomore student will be placed on probation if the cumulative average of 9 or more 200-level course credits is less than 70.

A student on probation may not register for more than 4 courses with a maximum of 15 credit hours, hold responsible positions in university extracurricular clubs or activities, or receive financial aid. However a load of 5

courses will not be considered overload for students on probation if one of the courses is a 1 or 2 credit course. New students who are accepted on probation will not have their probation removed before the completion of at least 12 credit hours.

Probation is removed if the student has a cumulative average of 70 or more and has no incomplete grades. The Summer Sessions are not considered as regular semesters for the purpose of placement/removal from probation except in the case of students who will be graduating in August.

If a student who is on probation withdraws from the University, the semester will be disregarded and the student will be permitted to be readmitted on probation. This procedure will be permitted only once during the student's study at the University. A student who does not change his/her probationary status within a year may lose his/her eligibility for enrollment.

A student who fails to achieve the required cumulative average may continue to be placed on probation for another semester.

Repeated probations may result in dismissal from the University.

### **Leave of Absence**

A student who finds it necessary to interrupt his/her studies at Haigazian University may apply to the Registrar for a leave of absence prior to leaving the University. After obtaining a leave of absence, a student may be absent from Haigazian University for two semesters without reapplying for admission. Reasons deemed acceptable for the granting of a leave of absence include financial or medical problems. Students are required to keep the University informed of their plans to return; otherwise, they will be considered withdrawn. A leave of absence will not be granted to those whose purpose is to transfer to another institution.

### **Dismissal from the University**

Students on academic probation who fail to remove their probation by the end of the semester may be dropped from the University. However, this does not apply to probation that continues because a student failed to achieve the required cumulative average. In such cases, their probation may be continued for another semester, given the following: (a) they have not failed any of the courses for which they had registered during the previous semester and (b) they have attained a semester average of at least 70. Repeated probation may result in dismissal from the University.

A student on academic probation who gets a grade of I (Incomplete) at the end of the semester will not be allowed to register for the following semester before completing the course and removing the probation.

Consideration for readmission may be given if the student petitions the Academic Standing Committee and presents evidence of exceptional circumstances that may have influenced his/her academic performance.

Students dropped from the University for poor academic record, but who are considering readmission to the University, are required to:

1. Attend another university for at least one semester, register for at least 12 credits, and maintain a semester average of 70.
2. Present a petition addressed to the Academic Standing Committee requesting readmission.

If readmitted, students have to meet all conditions specified by the Academic Standing Committee, register for at least 12 credits and maintain a semester average of 70.

### **Withdrawal from Courses**

Students are allowed to withdraw from a course with the grade W no later than the twelfth week from the beginning of the semester. No student is allowed to withdraw from any course more than once, nor to reduce his/her number of credits below 12.

A student wishing to withdraw from a course must fill in a Withdrawal Form, have it approved by his/her advisor, and submit it to the Registrar's Office. A student who stops attending a course without getting this approval will be given the grade XF (equal to 40) for the course.

### **Repeating Courses**

1. A student who fails a required course must repeat that course the next semester it is offered.
2. Students should not repeat courses in which they have attained a grade of 70 or more.
3. Students may not register for the same course more than three times.
4. If a course is repeated, only the last grade will be included in the cumulative average and major field average.
5. A student who receives the grade W (Withdrawal) will have the chance to repeat the course one more time.

## Withdrawal from the University

A student who wishes to withdraw in good standing must obtain a “Clearance Form for Withdrawal from University” from the Registrar’s Office and have it signed by the Registrar’s Office, the Financial Aid Office, the Librarian, the Student Life Office, the Billing Office, and the Cashier’s Office. Students may withdraw at any time prior to the first day of final examinations. Students who withdraw and later wish to be readmitted to the University will be required to apply for readmission. When considering such a petition, the Admissions Committee will take into consideration the quality of the student’s work prior to withdrawal. Students who fail to follow the required procedure will be given grades of XF and may be refused readmission at a later date.

## Returning Student Re-admission

Undergraduates who have attended HU and have later withdrawn must reapply for admission by filling in a readmission form. Readmission will be based on the current admission policies, and the student will be required to meet current graduation requirements. Official transcripts of all academic work undertaken during the period of absence must be provided.

## Change of Major / Emphasis

- 1- The maximum number of times a student is permitted to change from one major/emphasis to another shall be two.
- 2- A student wishing to change his/her major must fill in a Change of Major Form and have it approved by the Departmental Chair of the new major and the Admissions Committee.
- 3- Once a student changes his/her major, all failing grades received in previous major courses which are not required in the new major will be excluded from his/her cumulative average.



## Graduation

Haigazian University offers Bachelor of Arts, Bachelor of Business Administration and Bachelor of Science degrees, a Normal Diploma, and a Sophomore Certificate. Students expecting to graduate must fill the Diploma Application Form during their last semester. This application will provide the Registrar's Office with the information needed to prepare the diploma and to include the student's name on the list of graduates. A Diploma Fee is required of all students even if they do not participate in the commencement ceremony.

## Graduation With Honors

Honors at graduation are based on the cumulative average. For the purpose of awarding Honors, all grades, including those from failed and repeated courses, will be included in the calculation of a student's cumulative average. In order to graduate with honors from Haigazian University, a student must have completed at least 60 credits of 200-level courses at Haigazian University and must have been a full-time student. Honors, designated "Summa Cum Laude," "Magna Cum Laude" and "Cum Laude," are conferred at graduation upon the students who satisfy the following conditions:

*Cum Laude* - a cumulative average of 85 to 87.49 and a major field average of 85 or above.

*Magna Cum Laude* - a cumulative average of 87.5 to 89.99 and a major field average of 85 or above.

*Summa Cum Laude* - a cumulative average of 90 or above and a major field average of 85 or above.

## Departmental Honors

Departmental honors are granted to undergraduate students who demonstrate a high level of achievement in their majors. Students are encouraged to work toward departmental honors; those working for them should apply to the department chairperson or academic advisor. Departmental honors will be awarded on the basis of a high-quality senior thesis/project, a minimum cumulative average of 86 in the major, and 80 overall. Departments may add other requirements.

## Bachelor of Arts and Bachelor of Science Programs

To receive a Bachelor's degree from Haigazian University, a student must complete the requirements of a declared major, the general education requirements, and all of the following:

1. Complete a minimum of 124 credits with a cumulative average of 70, of which at least 94 credits ought to be in 200-level courses.

2. Fulfill the residency requirement, the final two semesters and 30 credit hours must be completed at Haigazian University.
3. Fulfill the Freshman requirements, if admitted to that class.
4. Fulfill the requirements for a major (at least 36 credits in 200-level courses) in one department, with an average of 70 in the major. At least 18 credits in the major must be taken at Haigazian University.
5. Fulfill all financial obligations.
6. Complete all the requirements for graduation within a maximum of seven calendar years. A student may interrupt his/her studies for no more than two calendar years at one time within these seven years. If a student has not completed his/her degree after seven years, he/she must apply for readmission and begin a new degree. No transfer of credits from the previous seven years of work will be allowed.

Haigazian University graduates who rejoin the University to take courses in a new major will be granted a certificate upon completion of the requirements for that major.

## **Freshman and Sophomore Requirements**

The courses listed below as Freshman and Sophomore requirements must be taken in the specified class and may not be postponed. English Communications Skills courses must be taken in sequence.

Freshman Arts and Freshman Science students are required to complete 30 credits in the following subjects:

Humanities and Social Sciences 9 credits (at least 3 credits from each)

Natural Sciences and Math 6 credits (at least 3 credits from Natural Sciences)

Electives

The above requirements should be completed by taking courses from those listed below:

Mathematics courses:

MAT 101, MAT 102, MAT 104

Natural Science courses:

BIO 101, BIO 103, BIO 104, CHY 101, CHY 102, PHY 101, PHY 102.

Social Sciences courses:

BAD 101, ECO 101, PSC 101, PSY 101.

Humanities courses:

PHI 101, ARA 101, ARA 102, HIS 101, HIS 102, HIS 103.

## **Freshman Arts Requirements**

English 101 - 102

**Mathematics and Science**

- at least 3 credits in science (for all majors)
- MAT 104 (for BAD majors)
- MAT 101-102 (for ECO majors)

**Humanities and Social & Behavioral Sciences**

- at least 3 credits in Humanities
- at least 3 credits in Social & Behavioral Sciences

Electives

**Freshman Science Requirements**

English 101 - 102

Humanities and Social &amp; Behavioral Sciences

- at least 3 credits in Humanities
- at least 3 credits in Social & Behavioral Sciences

Mathematics 101 - 102

Chemistry 101 - 102 (for Biology &amp; MLS majors)

Physics 102 (for Computer Science and Mathematics majors)

Electives

**Sophomore Requirements (Refer to Core Requirements)**

Mathematical Sciences:

- Computer Science 201
- Computer Science 205 or Computer Science 266 3

Language and Culture

- Intercultural Studies 203 3
- English 201-202 6
- Arabic 3
- or
- Armenian 3

Natural Science

- Biology 200, Biology 201, Biology 225, Biology 235,  
or Physics 235 3

***Orientation 099*** 0**Sophomore Certificate**

The University will grant a Sophomore Certificate on request. To qualify for the Sophomore Certificate, a student must obtain 60 credits (at least 15 of which must be earned at Haigazian University) and meet either the Freshman Arts or the Freshman Science requirements, as well as the Sophomore requirements. Students entering as Sophomores must earn 30 credits in 200-level courses with a cumulative average of 70.

## General Education Requirements

Education at Haigazian University reflects the University's identity and commitment to liberal studies. It aims, through its general education requirements, to fulfill its statement of purpose, which may be summarized as "the pursuit of truth, freedom, and service." To be more specific, the aim of Haigazian University's general education program is to free students from ignorance, prejudice, and inarticulateness in order that they might share freely and fully in the gifts of Creation and the riches of culture as well as bear the responsibilities of the human and ecological communities.

To obtain a Bachelor's degree from Haigazian University, a student must complete all the appropriate residency, credit, and general education requirements listed below as well as specific major requirements listed in the programs section of this catalog.

## Goals

Through its general education program, Haigazian University encourages its students to do the following:

1. Become reflective about questions of meaning and values in life and incorporate ethical guidelines into their lives.
2. Develop an international/intercultural consciousness in which they can appreciate the contributions, the diversity, and the interdependence of the various cultures of Lebanon and the world.
3. Develop an understanding of and ability to use computers and other technologies.
4. Develop a sense of community by working together with others toward serving society and the environment.
5. Develop learning and problem-solving skills.
6. Learn how to think critically and creatively, to live productively with ambiguity, and to help effect meaningful change.
7. Develop the ability to access, analyze, synthesize, and evaluate masses of information.
8. Develop effective oral, written, and interpersonal communication skills.
9. Develop an understanding of the assumptions, the basic terminology, the fundamental concepts, and the ways of knowing of the humanities, the social sciences, and the natural sciences.
10. Learn about the rich Arab/Armenian heritage of the past, be aware of the present, and take responsibility for the future.

11. Learn how to integrate and care for the intellectual, emotional, physical, aesthetic, and spiritual aspects of their lives.
12. Study, understand, and appreciate the interdependence of human beings and their environment and promote the sustainability of the planet.

## Area Requirements

To become educated, students need to experience a wide range of disciplines within the liberal arts. They must also develop an understanding of: the assumptions of each discipline; how the discipline approaches knowledge; the basic concepts, methodology, and terminology of the discipline; the instructor's approach to the discipline; how to access information in the discipline; how to evaluate information in the discipline; and how to apply the discipline to daily life.

**1. Humanities.** Students must demonstrate a breadth of understanding in the humanities through study in literature, philosophical/religious thought, or mass media. This study develops an appreciation of the philosophical, aesthetic, and cultural systems that have influenced our thought and, to a lesser degree, of the major systems that have affected other cultures.

**2. Social Sciences.** Students must demonstrate a basic understanding of the economic, historical, and political forces that have impacted civilization and the conditions that have influenced human behavior, collectively and individually.

**3. Natural Sciences.** Students must demonstrate an understanding of fundamental physical and biological principles and the methodology used in applying them, as well as develop a philosophical and historical perspective of nature from the viewpoint of science. This study provides information necessary for the critical analysis of issues facing individuals and societies, with emphasis on the relationships between the human species and its environment, communication, and reasoning skills.

**4. Mathematics.** Students must show sufficient ability in algebraic formulation, basic computation, and problem solving so that they might understand the purpose and function of mathematics in a social context. This study enhances the student's grasp of complex systems and abstract thought processes.

**5. Computer Science.** Students must become computer literate and learn to apply computer technology in the context of everyday usage and in the context of solving problems arising in science, business and other contexts.

**6. Language Skills.** Students must show satisfactory proficiency in Arabic, Armenian, and English composition, including standard grammar, usage, and rhetorical approaches. They are required to analyze effective writing and learn the process of preparing investigative, research-based papers with documentation that is intellectually honest and in correct form. Students must also show that they can speak effectively before small groups and larger audiences.

**7. Intercultural Studies.** The Intercultural Studies Program fulfills part of the general education requirements for all Haigazian students. It consists of three consecutive courses and studies chronologically and thematically each cultural entity in its ancient, medieval and modern periods. It aims to make students aware of and develop empathetic understanding toward other cultures and value systems. The inter-disciplinary nature and critical thinking approach of the program empowers students for a meaningful encounter and cooperative action with people from other cultures.

## Core Requirements :

### Mathematical Sciences

|  |       |
|--|-------|
| Computer Science 205<br>(for Faculty of Business Administration and Economics) | 3 cr. |
| Computer Science 266<br>(for Math and Computer Science majors)                 | 3 cr. |
| Computer Science 201<br>(for all other majors)                                 | 3 cr. |

### Language and culture

|                                     |       |
|-------------------------------------|-------|
| - Intercultural Studies 203-204-205 | 9 cr. |
| - English 201-202                   | 6 cr. |
| - Arabic*                           | 3 cr. |
| or                                  |       |
| - Armenian*                         | 3 cr. |

### Natural Sciences

|  |       |
|--|-------|
| - Biology 201 (for Biology and MLS majors)                                       | 4 cr. |
| - Biology 200, Biology 225, Biology 235 or Physics 235<br>(for all other majors) | 3 cr. |

### Social Sciences and Humanities

|  |       |
|--|-------|
| - Religion   | 3 cr. |
| - Any elective in Social and Behavioral Sciences or Humanities | 3 cr. |

### Orientation 099

**0 cr.**

\* Students who are not of Armenian descent and who are entering as Sophomores, Juniors, or Seniors will be required to take one 200-level Arabic course.

Those who have not had a secondary school program which prepared them for university-level work in Arabic will be required to take 9 credits of courses listed below if admitted as Freshmen and 3 credits of courses listed below if admitted as Sophomores, Juniors or Seniors.

\* All courses in the Armenian and Arabic Departments that are taught in English.

\* Middle Eastern History courses taught in the History Department, i.e. History 240, 241, 243, 244, 248.

\* Political Science 230, 231, 233, 234, 235, 236.

\* Sociology 241.

\* IST 221, 222, 223, 225.

## GRADUATE

### Time Limitation

All requirements for the Master's degree in Education and Psychology are to be completed within five years of the first semester of registration as a graduate student at HU. Appeals for extension of time limitation must be made in writing to the Graduate Program Committee. If an extension is approved, the student shall be admitted for another semester and pay a fee equivalent to three credits.

All requirements for the Master's degree in the Faculty of Business Administration are to be completed within seven years of the first semester of registration as a graduate student at HU. Appeals for extensions of time limitations must be made in writing to the Graduate Program Committee.

### Normal Academic Progress

Graduate students are considered to be making normal academic progress when a cumulative average of 80 or higher is maintained. Full-time students (minimum 6 credits per semester) making normal academic progress must complete their degrees within the above specified time.

Any interruption in a graduate student's academic study will require special permission accompanied by a re-admission fee.

The grading policy for graduate students is based on the assumption that the minimum grade for acceptable and satisfactory performance in graduate studies is 80.

Haigazian University operates on a semester basis. First semester examinations are given in February, and second semester examinations are given in June. Class attendance is mandatory in order to receive academic credit. Grades are calculated numerically. The minimum grade is 55, and the passing grade is 70. The following letter grades are also given:

**I Incomplete:** Given in cases of illness or other circumstances beyond the student's control which have prevented the student from completing the requirements for the course. The student should present valid reason to the instructor before the grades for the semester are reported or not more than ten days after the date of the final examination. In such cases, the remaining work in the course must be completed within six weeks of the beginning of the next semester. Students may petition the Admissions and Academic Standing Committee for an extension of the time limit.

Note : Students may not enroll in a course with a prerequisite course in which they

have the grade of I unless they achieve a passing grade during the change of schedule period.

- F Fail:** Given to students who fail non-numerically graded courses.
- IF Incomplete Fail:** Given to students who have an I grade and fail to complete the work within the time limit.
- P Pass:** Given to students who fulfill all requirements of non-numerically graded courses.
- W Withdraw:** Given to students withdrawing from a course.
- XF Not Complete:** Given to a student who stops attending a course without properly withdrawing from it; whose absences exceed the number specified by the instructor of the course; who misses the final exam without notification, and by the Administration for reasons other than absence. A student who has an excessive number of absences in a particular course must be sure to withdraw from that course before the withdrawal deadline or he/she will receive an XF.

## Academic Rules and Regulations Master of Arts in Education and Psychology

### Academic Probation

Academic probation carries a serious warning to the graduate student that his/her scholastic record is unsatisfactory, and continued failure to improve this record will result in academic disqualification. The Dean may also impose restrictions on a student's program of study:

A student is placed on academic probation for one or a combination of the following:

- 1- The student was admitted to the graduate program on probation.
- 2- The student fails a graduate course.
- 3- The student fails to maintain a cumulative average of a minimum of 80 after completing 6 credits.

### Removal of Probation

Removal of probation is determined by the Graduate Program Committee once the student has completed 9 credits of graduate work within two semesters and obtained a cumulative average of 80 or more. After reaching the cumulative average of 80, the graduate student must maintain that average as a minimum until he/she completes the degree program.

## Academic Disqualification

Academic disqualification is determined by the Graduate Program Committee. A student may be dropped from graduate work (M.A. program) for any one of the following:

- 1- The student fails to remove probation as specified above.
- 2- The student receives a grade in the 70's in more than one course or fails more than one course.
- 3- The student fails the comprehensive exam twice.
- 4- The student fails the thesis defense twice.
- 5- The department considers the student's work inadequate, irrespective of grades obtained.

The effective date of the academic disqualification will be recorded on the transcript. If this status is removed, the date of reinstatement will also be recorded. Extenuating circumstances may be reviewed by the Dean or by the Graduate Program Committee.

## Academic Rules and Regulations Master of Business Administration

### Academic Probation

A student is placed on probation for one or a combination of the following:

- 1- The student was admitted to the graduate program on probation.
- 2- The student fails to maintain a cumulative average of 80.
- 3- The student fails a course with a grade below 70.

### Removal of Probation

- 1- Students admitted on probation will have their probation removed if they score a minimum grade of 80 or above in their first two masters courses.
- 2- Students placed on probation will have their probation removed if they score a cumulative average of 80 or above in the following semester (excluding the Summer Session).

### Academic Disqualification

A student may be dropped from the MBA program for any one of the following:

- The student does not score an average of 80 on his/her first four MBA courses.
- The student does not remove probation within a period of two semesters after being placed on probation.

- The student fails the project defense twice.

## Courses and Other Requirements

**A-Graduate level courses.** These are courses numbered 300 and above. Graduate students must maintain a minimum cumulative average of 80.

**B-Undergraduate prerequisite courses.** These are courses numbered 200 to 299, taken to make up for deficiencies in a student's academic background in the intended field of study. These courses do not carry graduate credit. The minimum passing grade in these courses is 75, unless otherwise specified by the department.

## Application for Graduation

Graduate students should fill the Diploma Application Form during their last semester. This application provides the Registrar with the information needed to prepare the diploma and to include the student's name on the list of graduates. A diploma fee is required of all students, whether or not they participate in the commencement ceremony.

## Commencement Ceremony

Haigazian University holds a commencement ceremony each year. A candidate for graduation qualifies to participate in the commencement ceremony upon successful completion of all degree and program requirements.

*Note: Graduate students are subject to the same rules and regulations concerning attendance, withdrawal from courses, cross-registration, change of major, and adherence to HU's code of ethics as are undergraduate students.*

## ACADEMIC PROGRAMS AND COURSE LISTINGS

Haigazian University is comprised of four faculties: the Faculty of Business Administration and Economics, the Faculty of Humanities, the Faculty of Sciences, and the Faculty of Social and Behavioral Sciences. Departments with majors are administered by a Chair. Service departments and programs are managed by a coordinator. The organization of the University is formulated and controlled through the Administration and the Board of Trustees. All programs are designed, monitored, and controlled through the appropriate departments and with the approval of the Deans and the Faculty Assembly.

The four faculties with their various departments are listed below:

**The Faculty of Business Administration and Economics:** Business Administration and Economics.

**The Faculty of Humanities:** Arabic, Armenian, English, History, Music Art, Religion and Philosophy.

**The Faculty of Sciences:** Biology, Chemistry, Medical Laboratory Sciences, Physics (Natural Sciences); Computer Science, Mathematics (Mathematical Sciences).

**The Faculty of Social and Behavioral Sciences:** Christian Education, Education, Political Science, Psychology, Social Work, Sociology.

The degree, certificate, and Normal Diploma programs offered by the University are listed with the department that offers them. Below is a topical list of degrees offered:

1. Arabic Studies - B.A.
2. Armenian Studies - B.A.
3. Biology - B.S.
4. Business Administration - B.B.A., MBA
5. Chemistry - B.S.
6. Christian Education - B.A.
7. Computer Science - B.S.
8. Economics - B.A.
9. Education - B.A., M.A.
10. English - B.A.
12. History - B.A.
13. Hospitality Management - B.A.
14. Mathematics - B.S.
15. Medical Laboratory Science - B.S.
16. Music - B.A.
17. Physics - B.S.

18. Political Science - B.A.
19. Psychology - B.A., M.A.
20. Social Work - B.A

## Course Abbreviations and Numbers

Haigazian University courses are designated with a two-or three-letter abbreviation followed by the course number. The abbreviations adopted by the University are as follows:

|                                  |     |
|----------------------------------|-----|
| Arabic                           | ARA |
| Art                              | ART |
| Accounting                       | ACC |
| Advertising & Communication      | ADC |
| Armenian                         | ARM |
| Biology                          | BIO |
| Business Administration          | BAD |
| Chemistry                        | CHY |
| Computer Science                 | CSC |
| Early Childhood Education        | ECE |
| Economics                        | ECO |
| Education                        | EDU |
| English                          | ENG |
| Finance                          | FIN |
| History                          | HIS |
| Hospitality Management           | HOM |
| Human Resources Management       | HRM |
| Intercultural Studies            | IST |
| In-Service Teacher Training      | TT  |
| Legal Studies                    | LST |
| Management Information Systems   | MIS |
| Mathematics                      | MAT |
| Medical Laboratory Sciences      | MLS |
| Music                            | MUS |
| Nutrition Sciences and Dietetics | NSD |
| Orientation                      | OR  |
| Philosophy                       | PHI |
| Physics                          | PHY |
| Political Science                | PSC |
| Psychology                       | PSY |
| Religion                         | REL |
| Social Work                      | SOW |
| Sociology                        | SOC |

Unless otherwise specified, courses are 3 or 4 class hours per week, depending on the number of credits offered. When courses are longer, or when they require laboratories, the information will be listed in the following order: lecture hours, laboratory hours; number of credits, (3,1; 4 cr.) or lecture hours, laboratory lecture hours, laboratory hours; number of credits, (3,1,2; 4 cr.).

The following is the course numbering system adopted by the Haigazian University Faculty:

**000-001:** Intensive English Courses.

**100-199:** Elementary and Survey courses - lower division, usually taken during the Freshman year.

**200-299:** Introductory, intermediate and advanced level courses of a discipline taken after the Freshman year. When two course numbers are joined with a hyphen (e.g. 101-102), the courses should be taken in sequence during an academic year.

**300-399:** Advanced-level, upper division courses applicable to a Master's degree.

**295, 399:** Senior Seminar / Project / Thesis / Exam. Capstone activity required by majors in all departments. Papers/theses/projects are researched, prepared, and written under the guidance of a faculty member. Comprehensive exams are required in some departments.

**OR 099 Orientation (0 cr):** Undergraduate students attend orientation sessions prior to their first semester at the University. The orientation program familiarizes students with the University's rules and regulations, provides them with academic information, helps them with life and time management, and introduces them to different aspects of university life. Students must obtain "Pass" on the test administered later during their first semester in order to graduate from Haigazian University.