GLOSSARY OF TERMS

This glossary provides definitions for terms used in the collection and dissemination of data by LAU. It is made up of six sections: 1) student and academic related terms, 2) faculty and staff, 3) budget, 4) financial aid and 5) library.

1. Student and Academic Related Terms

Institution type:
- **Two-year college**: An institution that awards associate degrees and/or offers two years of work acceptable toward baccalaureate degree programs. This category also includes primarily two-year colleges that award baccalaureate degrees, but where a substantial majority of students are enrolled in two-year programs.
- **Two-year plus graduate**: An institution that awards associate degrees and/or offers two years of work acceptable toward baccalaureate degree programs; also awards graduate degrees.
- **Four-year college**: An institution that awards baccalaureate degrees and may also award associate degrees; does not in itself award graduate degrees.
- **Upper-level institution**: An institution that awards baccalaureate degrees, but entering students must have at least two years of previous college-level work; may also award graduate degrees.
- **Five-year college**: An institution that awards a five-year baccalaureate in a professional field (e.g., architecture, pharmacy); does not award graduate degrees.
- **Comprehensive institution**: An institution that awards baccalaureate degrees (may also award associate degrees); awards graduate degree programs primarily at the master’s, specialist’s, or professional level (i.e., not more than two doctoral programs).
- **University**: An institution that awards baccalaureate degrees (may also award associate degrees) and offers four years of undergraduate work plus graduate degrees through the doctorate in more than two academic and/or professional fields.

Degree programs and awards:
- **Certificate degree program**: A postsecondary program that lasts less than two years (below the baccalaureate degree). (Certificate Arts (CT Arts), Certificate Design (CT Design), Certificate Graphic Design (CT Graphic Design).
- **Associate degree program**: A postsecondary program two academic years in length or the equivalent that include the freshman and sophomore levels.
- **Baccalaureate degree program**: A postsecondary program at least three academic years in length starting at the sophomore level or at least four academic years in length starting at the freshman level or the equivalent. According to Lebanese law and the LAU Charter, the program should have at least 90 credits after the Freshman or Bacc II.
• **Post-baccalaureate certificate**: An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor’s; designed for persons who have completed a baccalaureate degree but do not meet the requirements of academic degrees carrying title of master.

• **Master’s degree program**: A post-baccalaureate degree program where the academic degree earned carries the title ‘master’. It is an award that requires the successful completion of a program of study of generally one or two full-time equivalent academic years of work beyond the bachelor’s degree. According to Lebanese law, the program should have at least 30 credits.

• **Post-master’s certificate**: An award that requires completion of an organized program of study of 24 credit hours beyond the master’s degree but does not meet the requirements of an academic degree at the doctoral level.

• **Professional degree**: A degree that confers eligibility for licensure in a specific profession (Bachelor of Engineering, Bachelor of Architecture, and Bachelor of Science in Pharmacy, Bachelor of Science in Nursing, Doctor of Pharmacy, and M.D.).

• **Doctor’s degree program**: A post-baccalaureate degree program where the academic degree earned carries the title ‘doctor’. There are three categories of doctoral degrees: ‘Doctoral degrees – research/scholarship’ such as a PhD in any field, Doctoral degrees – ‘professional practice’ such as Doctor of Pharmacy (Pharm-D) and Doctor of Medicine (MD), and ‘Doctoral degrees – other’.

• **Doctor’s degree–research/scholarship**: A PhD or other doctor’s degree that requires advanced work beyond the master’s level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Doctor of Education (Ed.D.), Doctor of Business Administration (D.B.A.), Doctor of Sciences (D.Sc.), and others, as designated by the awarding institutions.

• **Doctor’s degree-professional practice**: A doctor’s degree that is conferred upon the completion of a program providing the knowledge and skills for recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. These degrees include: Medicine (M.D.), Law (L.L.B or J.D.), and Pharmacy (Pharm-D).

• **Doctor’s degree-other**: A doctor’s degree that does not meet the definition of a doctor’s degree–research/scholarship or a Doctor’s degree-professional practice.

**Undergraduate student**: A student enrolled in the AA or AAS program, the BA, BS, BE, BArch program, the Freshman Arts and Freshman Science programs, the RCD, TD and certificate programs as well as students classified as undecided students (AA, AAS, BA, BS) and special students.

**Graduate student**: A student who holds a bachelor’s degree or the equivalent, and is taking courses at a non-professional post-baccalaureate level. This level includes students enrolled in an MA, MS, MBA or MSE, and the EMBA program.
**Professional student:** A student following professional degree programs, such as students in Pharm-D. after being admitted to the first professional year (i.e. after completing a minimum of 60 credits) and M.D. students.

**Special student:** A student taking courses for credit but not working for a degree.

**Special graduate:** A student required to complete specific remedial courses before being accepted in the master’s program. This condition is applicable to students who hold a bachelor’s degree not related to their pursued field of study and who have a minimum GPA of 2.75 or above.

**Special undergraduate:** A student required to complete a number of courses specified by the department/school with a minimum GPA of 3.00 and without any repeats before being accepted in the master’s program. This condition is applicable to students who hold a bachelor’s degree not related to their pursued field of study and who have a cumulative GPA that is less than 2.75, but equal to, or greater than, 2.5.

**Degree Student:** A student enrolled in the freshman, associate, bachelor’s, master’s, doctoral, or undecided programs.

**Non Degree student:** A student enrolled in the TD program, the Certificate Program and special students.

**Non-matriculated student:** A student taking courses for credits but who does not receive any form of degree/diploma/certificate recognition for the courses (Special Students).

**First-time student:** A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing.

**New first-time student:** A student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level in the fall semester.

**Transfer student:** A student entering the University for the first time but known to have previously attended a postsecondary institution at the same level (e.g. undergraduate, graduate). The student may transfer with or without credits.
Graduate assistant: A graduate student receiving financial assistance that covers a portion of his/her tuition fees. In return, he/she is expected to work a number of hours every week, normally for an academic department. Graduate assistantships are usually awarded on the basis of academic merit.

Full-time undergraduate student: A student carrying a minimum course workload of 12 credits per semester.

Full-time graduate student: A student carrying a minimum course workload of 9 credits per semester.

Part-time undergraduate student: A student carrying a course workload of at most 11 credits per semester.

Part-time graduate student: A student carrying a course workload of at most 8 credits per semester.

Student FTE calculated as follows:

- UG = (# of actual enrollments in undergraduate course X credit hour of course)/15
- G = (# of actual enrollments in graduate course X credit hour of course)/9

Credit hour: A credit value assigned to a course. It is a unit of measure representing (50 minutes) of instruction over a 15-week period in a semester. It applies toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

Credit: Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

Student credit hour = Number of students enrolled in a course X credit hour of course.

Student credit hour per instructional faculty FTE: Student credit hours generated in a department or program unit divided by the instructional faculty FTE for that unit.

Contact hour: Number of instructional periods of 50 minutes each that students have with instructors usually in classes, labs, studios as well as clinical and field hours.

Term attempted hours: Total credit hours a student attempts in a term. These hours do not include transfer credit hours and credit hours dropped during the drop and add period. They include credit hours for which a student earns a grade of quality points (A, A-, B+, B, B-, C+, C, C-, D+, D, or H, P, I) and credit hours for which a student does not earn a grade of quality points (F, NP, U, W, I).

Cumulative attempted hours: Total credit hours a student attempts at the University. These hours do not include transfer credit hours and credit hours dropped during the drop and add period. They include credit hours for which a student earns a grade of quality points (A, A-, B+, B, B-, C+, C, C-, D+, D, or H, P) and credit hours for which a student does not earn a grade of quality points (F, NP, U, W, I or XP).
**Term passed hours:** The attempted hours in a term for which a student has successfully completed the requirements of the course and attained a passing grade (A, A-, B+, B, B-, C+, C, C-, D+, D, or H, P). It includes attempted hours for which students do not necessarily earn credits such as NP and PX.

**Cumulative passed hours:** The attempted hours at the University for which a student has successfully completed the requirements of the course and attained a passing grade (A, A-, B+, B, B-, C+, C, C-, D+, D, or H, P). It includes attempted hours for which students do not necessarily earn credits such as NP and PX.

**Term hours earned:** The passed hours in a term for which a student earns credits.

**Cumulative hours earned:** The passed hours of all terms accumulated on a given level for which a student earns credits.

**Grade point average GPA hours:** Hours corresponding to courses taken and ending with a grade that counts in the GPA.

**Grade quality points:** The University grading system uses a series of letters to which grade quality points are assigned.

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Quality points</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
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<tr>
<td>B+</td>
<td>3.33</td>
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<td>B</td>
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<td>D</td>
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<tr>
<td>F</td>
<td>no quality points</td>
</tr>
<tr>
<td>NP (No Pass)</td>
<td>no quality points</td>
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<tr>
<td>U (Audit)</td>
<td>no quality points</td>
</tr>
<tr>
<td>W (Withdraw)</td>
<td>no quality points</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>no quality points</td>
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**School of Medicine grading system**

<table>
<thead>
<tr>
<th>Grade Categories</th>
<th>Cut off point</th>
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</thead>
<tbody>
<tr>
<td>Honors (H)</td>
<td>The honors cut off point is top 12% of students</td>
</tr>
<tr>
<td>Pass (P)</td>
<td>The pass cut off point is 60% of students</td>
</tr>
<tr>
<td>Fail (F)</td>
<td>The fail cut off point is bottom 40% of students</td>
</tr>
<tr>
<td>Pass with no Earned Credit (PX)</td>
<td>No quality points</td>
</tr>
</tbody>
</table>
**Course quality points:** The quality points corresponding to an attempted course computed by multiplying the grade quality point by the number of credits of the course.

**Term quality points:** The quality points corresponding to all the courses attempted during a term computed by adding together all the course quality points of the courses attempted during a term.

**Cumulative quality points:** The quality points corresponding to all the accumulated terms on a given level computed by adding together the term quality points of all terms completed on a given level.

**Term Grade Point Average (GPA):** The term quality point total divided by the total number of credit hours earned in that term.

**Cumulative Grade point Average (CGPA):** The cumulative quality point total of all terms accumulated on a given level divided by the total number of credit hours earned at the given level.

**Number of students enrolled:** The number of students at the end of the add/drop period.

**Major course:** A required course related to a student’s field of study.

**150% graduation rate:** The percentage of students entering the institution as full-time, first-time, degree seeking undergraduate students in a particular year (cohort) who have completed their degree within 150 percent of normal time to completion.

**Six-year graduation rate:** The percentage of students entering the institution as full-time, first-time, degree seeking undergraduate students in a particular year (cohort) who have completed their degree within 6 academic years.

**Year-to-year graduation rate:** The percentage of students who graduated during the previous academic year (fall, spring, summer I and summer II) and therefore were not enrolled in the fall of the current year.

**Retention rate:** The percentage of first-time degree-seeking undergraduates from the previous fall who are again enrolled in the current fall.

**Year-to-year retention rate:** The percentage of students from the previous fall who are again enrolled in the current fall.

**Attrition rate for first-time degree-seeking undergraduates:** A measure of the proportion of students in the current fall who ‘drop out’ of the institution by the beginning of the following fall. Using this method of calculation, the attrition rate plus the retention rate for a given student population in a given year will equal 100 percent.

**Attrition rate in a given year:** The proportion of students in a particular year who neither graduate nor continue studying in a degree program at the institution in the following year. That is, it provides one measure of the proportion of students who ‘drop out’ from one year to another. Using this method of calculation, the attrition rate plus the retention rate plus the completion rate for a given student population in a given year will equal 100 percent.
Year-to-year attrition rate: A measure of the proportion of students in the previous fall who ‘dropped out’ of the institution by the beginning of the current fall.

Academic levels:

- **Freshman student:** A first year student or a student who has completed high school, 12th grade (Bacc I) or its equivalent prior to enrolling at LAU, and has not yet completed 30 credits.

- **Sophomore with remedial student:** A student who holds the Bacc II degree or its equivalent and who has not yet completed and earned 30 credits including the transfer credits of the Bacc II degree.

- **Sophomore student:** A student who has completed Bacc II before enrolling at LAU or who has completed and earned a minimum of 30 credits or a maximum of 59 credits.

- **Junior student:** A student who has completed and earned 60 to 89 credits inclusive.

- **Senior student:** A student who has completed and earned 90 to 119 credits inclusive.

- **5th year student:** A student who has completed and earned 120 to 159 credits inclusive.

- **6th year student:** A student who has completed and earned 160 credits or more.

Total applications: The number of individuals formally requesting admission to the university through the submission of an application file.

Total complete applications: The number of individuals formally requesting admission to the university through the submission of a complete application file.

Total accepted applications: The number of formal notifications of acceptance to the University.

Total decisions: The number of formal notifications of acceptances and rejections to the University.

Acceptance rate: The percentage of students who received formal notifications of acceptance to the university to the number of applications received in a given term.

Yield rate: The percentage of students enrolled to the number accepted at the University in a given term.

Enrollment: The number of students who actually enroll in the university after acceptance.

Reinstatement: The extension of the period of payment of the tuition fees, for a maximum of 6 weeks after the beginning of the semester.

Census date at LAU: A date set one week after re-instatement.

Census date for summer semesters: A date set one week after the end of Summer II semester.
Early action: An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll (unlike early decision). Students may reply to the offer under the college's regular reply policy.

Early decision: A plan that allows students to apply and be notified of an admission decision (and financial aid offer, if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions in response to such an application: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.

Definition of Class Types

- **Lecture**: A course where instruction occurs in a traditional classroom setting. Lecture courses may include a variety of pedagogies (discussion, class presentations, asynchronous web-based discussion) but are predominantly lecture oriented.

- **Lab**: A course devoted to work in setting equipped for experiential learning, through research observations, tests and analyses.

- **Internship**: A course which requires students to apply classroom learning, theories, and experiences to professional settings. Students in internships undergo supervised practical training.

- **Seminar**: A form of academic instruction. It has the function of bringing together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate.

- **Tutorial**: A session of intensive instruction given by a tutor to a small group of students.

- **Physical education**: A course which promotes physical activity and various sports.

- **Language**: A course devoted to improving language skills.

- **Studio**: A course where the pedagogy is focused on the practice. Studio courses are used in the fields of Design and the Fine and Performing Arts.
2. **Faculty and Staff**

**Faculty:** Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate and research assistants are not included in this category.

**Adjunct faculty:** Individuals who have distinguished themselves in their professions and who bring wealth of knowledge and extensive experience to the classroom. Specific qualifications for appointments of adjunct faculty are defined by the schools.

**Retired faculty:** Past full-time faculty who have reached retirement age and carry reduced teaching load.

**Visiting faculty:** Full-time non-tenured track faculty with professorial ranks and have contracts between 1 semester and 2 academic years.

**Full-time instructional faculty:** Members of the instruction/research staff who are employed full time and whose major regular assignment is instruction, including those with released time for research. Also, includes full-time faculty whom it is not possible to differentiate between teaching, research and public service because each of these functions is an integral component of his/her regular assignment. Adjunct, retired, visiting faculty, faculty on leave with or without pay and faculty on sabbatical leave are considered full-time instructional faculty. The teaching load equivalent of such faculty is 9 or 12 credits per semester depending on their rank.

**Part-time instructional faculty:** Faculty performing the instructional duties and responsibilities of a full-time member, but with a reduced load. They normally teach a load of 6 credits per semester. A part-time instructional position is contracted on a semester basis.

**Full-time non-instructional faculty:** Full-time faculty who teach part-time and who carry administrative duties.

**Tenure status:** A status that applies to full-time faculty in professorial ranks with respect to permanence of the position.

**Tenure track:** A position that leads to consideration for tenure of full-time faculty. It applies to faculty that assumes professorial ranks such as Professor, Clinical Professor, Associate Professor, Clinical Associate Professor, Assistant Professor, Clinical Assistant Professor.
Non-tenure track: A position that does not lead to consideration for tenure of full-time faculty. It applies to faculty that assume non-professorial ranks such as Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Lecturer, Instructor, Clinical Instructor, Visiting Instructor, Assistant Instructor, Clinical Assistant Instructor, Visiting Assistant Instructor.

Full-time to total faculty ratio: The number of full-time faculty over the total number of full-time and part-time, instructional and non-instructional faculty.

Administrative workload credit: The credit value assigned to specific administrative duties assumed by faculty including chairpersons, directors, etc.

Instructional workload credit of a course: The credit value assigned to every course based on credit hour of course, contact hours and type of teaching.

Instructional Faculty FTE is calculated as follows:

a- For all professorial ranks (Full-time faculty with ranks of Assistant Professor, Clinical Assistant Professor, Visiting Assistant Professor, Clinical Associate Professor, Associate Professor, Visiting Associate Professor, Professor, Clinical Professor, Visiting Professor, Adjunct Faculty).

- Instructional Faculty FTE = instructional workload credit in a year / 18

b- For all non-professorial ranks (Full-time faculty with ranks of Instructor, Assistant Instructor, Lecturer, Clinical Instructor, and Clinical Assistant Instructor).

- Instructional Faculty FTE = instructional workload credit in a year / 24

c- For Part-time Faculty.

- Instructional Faculty FTE = instructional workload credit in a year / 24

Total Faculty FTE = Administrative workload credit and instructional workload credit in a year 24 or 18 (based on rank)

Student-Faculty Ratio may be calculated in any of the following ways:

- Student-Faculty Ratio = Student FTE
  Instructional Faculty FTE (FT and PT)

The above definition will be used by LAU.

- Student-Faculty Ratio =
Number of currently-enrolled students (both full-time and part-time)  
Number of currently-employed faculty (both full-time and part-time)  

This definition is adopted by Sasaki Group - Higher Education Facilities Consultants.

- **Student-to-Faculty Ratio**  
  \[ \frac{S_F + S_P/3}{F_{FI} + (F_{FN} + F_{PI})/3} \]  
  where:  
  \( S_F \) = the number of full-time enrolled students  
  \( S_P \) = the number of part-time enrolled students  
  \( F_{FI} \) = the number of full-time instructional faculty  
  \( F_{FN} \) = the number of full-time non-instructional faculty who teach part-time  
  \( F_{PI} \) = the number of part-time instructional faculty.  

This definition is adopted for Common Data Set Reporting.

The second and third formulas for calculating **Student-to-Faculty Ratio** are cited as references only and will not be adopted by LAU.

**Salaries and wages**: Amounts paid as compensation for services to all employees — full-time and part-time faculty, staff, and student employees. This includes regular or periodic payment to a person for the regular or periodic performance of work or a service and payment to a person for more sporadic performance of work or a service (overtime, extra compensation, summer compensation, bonuses, sick or annual leave, etc.).

**Consultants**: Faculty and staff contracted on a temporary basis to perform a specific task for a specific compensation.

**School affiliation**: The school where the faculty member’s principal activity of instruction with research and/or public service is performed.

**Department affiliation**: The department where the faculty member’s principal activity of instruction with research and/or public service is performed.

**Date of appointment**: The date when a faculty/staff acquires full-time status regardless of their previous status.
3. **Budget**

**Books and periodicals:** A budget caption representing the budget allocated for library books & serials collections, and electronic resources.

**Communication:** A budget caption representing the budget allocated for telephone, cellular, post, internet and email.

**Conference and training:** A budget caption representing the budget allocated for training and development of faculty and staff.

**Contingency:** A budget caption representing the budget allocated for funds set aside to cover unforeseen expenses.

**Contracted services:** A budget caption representing the budget allocated for insurance, rent, external contractual services, legal fees, audit fees, advertising, technical consulting fees, temporary services, repairs & maintenance, and printing.

**Depreciation:** A budget caption representing the budget allocated for depreciation and amortization of fixed assets (the decrease in value or function of assets because of wear and tear, damage, obsolescence or decline in price).

**Financial aid:** A budget caption representing the budget allocated for the University’s financial aid program consisting of work aid allocated to students, student work employment, grants, loans, scholarships, graduate assistantships and dependents grants budget items.

**Miscellaneous expenses:** A budget caption representing the budget allocated for entertainment & public relations, and other miscellaneous expenses.

**Non-teaching compensation:** A budget caption representing the budget allocated for full time staff salaries and benefits. It also includes the budget for the salaries for contracted and temporary employment.

**Replacement and renovations:** A budget caption representing the budget allocated for funds set aside to cover replacement, renovation, and upgrade of existing facilities and equipment.

**Supplies:** A budget caption representing the budget allocated for office stationery and supplies, maintenance supplies, computer/office/lab/studio/general accessories, office fixtures, and minor software.
Teaching compensation: A budget caption representing the budget allocated for full time faculty salaries and benefits. It also includes the budget for the salaries for part time faculty members.

Transportation and travel: A budget caption representing the budget allocated for international travel, local transportation, vehicle fuel and related transportation expenses.

Utilities and taxes: A budget caption representing the budget allocated for water, electricity, fuel, gas. It also includes governmental taxes.

Tuition: Fee that students pay for the educational instruction they receive (graduate, undergraduate and professional).

Endowment income: Endowment income represents the distribution of funds from LAU’s Endowment. The amount of annual distribution is according to LAU’s investment policy.

Other revenue: Other revenue includes other student revenues such as ancillary activities, student housing, student association and auxiliary activities.

Development goals: The developmental goals represent income derived from academic institutes, support grants, and unrestricted gifts to be raised to support the University operating budget.

Debt service charges: Debt service charges include cash required over a given period for the repayment of interest and principal on a debt.

Other expenses: Other expenses include expenses relating to entertainment & public relations, miscellaneous expenses, donations, membership, conferences/training, honoraria, and the expenses of other projects associated with school and offices’ activities.
4. **Financial Aid**

Need-Based Forms of Aid:

**Work-Study:** A form of need based aid that is granted to a student who proves his/her eligibility for financial aid. A uniform number of work-study hours is awarded regardless of the student’s need level.

**Loans:**
- **LAU loans:** A revolving fund that is part of the total Financial Aid program. From this fund, loans are extended to undergraduate students as part of the total financial aid package in accordance with the loan procedure.

- **Bank loans:** A form of need based aid that benefits a Pharm D or School of Medicine student with an interest free loan. According to the agreement with certain banks, the interest amount will be borne by the university up till the student’s exit date after which the interest will have to be covered by him/her.

**Grants:** A form of need based aid that is granted to a student showing an element of need in accordance with the adopted matrix.

**Hardship grants:** A form of need based aid reserved for a student who is able to prove a recent drastic collapse in his/her financial situation. The student must have completed at least 12 credits at LAU.

Merit-Based forms of aid:

- **Entrance scholarships:** A form of merit based aid that is awarded to a newly admitted student in the Fall term of an academic year (till end of September). It is based on the combined rating of his/her high school and SAT grades.

- **Honor scholarships:** A form of merit based aid that covers a certain percentage of a student’s tuition fees. All students who have finished their first academic year, completed 24 GPA and/or P/NP credits at LAU, and have a CGPA ≥ 3.50 are eligible for an Honor Scholarship.

- **Merit scholarships:** A form of merit based aid that is awarded to a student with outstanding high school credentials. It covers 100% of his/her tuition fees up to the total number of credits required for graduation. A separate application should be filled out by the interested candidate and selection is made according to a set criteria.
Other forms of Aid:

- **Athletic/Talent scholarships:** A form of aid that is granted to an exceptional student with recognized talent in athletics or other areas. Eligibility is decided upon by a committee based on set criteria. A relevant application should be filled out and documented by the potential candidate.

- **Program grants:** A form of aid that is awarded to a student majoring in a program that requires special promotional support in line with university enrollment goals.

- **Restricted grants:** A form of aid that is provided by individual donors and/or organizations. Such grants are distributed according to donors’ restrictions whenever applicable.

- **Ministers’ dependents grants:** A form of aid that is reserved to the dependents of Ministers from the Presbyterian Synod for Syria and Lebanon. Three full-tuition grants shall be granted and when the eligible students are more than three, all grantees shall be offered a financial aid package to complement the grant’s portion (100% tuition fees).

**Student employment:** A supplementary form of aid that caters to the university cost centers’ needs by providing additional work-force. Placement and hourly rates depend on the student’s skills and academic level.
5. **Library**

**Association of College and Research Libraries:** A division in the American Library Association that is committed to improving quality of service in academic libraries.

**American International Consortium of Academic Libraries:** An international consortium of American-model, liberal arts institutions of higher learning located outside the United States. It is committed to collaborate for mutual benefit and to support the advancement of learning and teaching.

**Abstract:** A summary or brief description of the content of a work.

**Ask me:** A Live chat service provided to end-users seeking information/assistance from the librarian without being physically present.

**Authentication:** A security process that typically employs usernames and passwords to validate the identity of users before allowing them access to certain information.

**Bibliography:** A list containing citations to the resources used in writing a research paper or other document.

**Check in:** The process of returning borrowed materials to the library.

**Check out:** The process of borrowing library materials for a certain period of time.

**Citation:** A reference to a book, magazine, journal article or other work containing all the information necessary to identify and locate that work.

**Circulation desk:** The service point at which books and other materials are checked in and out.

**Copyright:** The protection of intellectual property by law for a certain period of time.

**Consortium:** An association of independent libraries and/or library systems established by formal agreement, usually for the purpose of resource sharing.

**Digital Object Identifier:** A unique alphanumeric string assigned by the publisher to a digital object.

**Digital archives:** A repository that stores digital information objects such as thesis, faculty articles, etc.

**Due date:** The date by which borrowed items are to be returned or renewed.

**E-book:** An electronic version of a book.

**E-journal:** An electronic version of a journal.

**E-reserve:** An electronic version of required readings assigned by faculty.

**Fair use:** The right to reproduce a portion of a copyrighted work.

**Fine:** A fee charged for an item damaged, lost or returned to the library after the due date.
Holdings: The materials and equipment owned or held by the library.

Inter Library Loan / Document Delivery Services: The services that provide the LAU community with the materials that are not available at the LAU libraries.

Info-Commons Area: A learning and study area that offers access to electronic information resources, research assistance, and other services.

Information literacy: A set of skills needed to discover, retrieve, evaluate and use information.

Intercampus borrowing: A service by which specific materials held by one LAU campus library is sent to another campus for the patron’s convenience.

Lebanese Academic Library Consortium: A consortium dedicated to the selection, pricing negotiations and access methods of electronic resources.

Lebanese Interlibrary Loan and Document Delivery Services: A consortium of resource sharing dedicated to provide Inter-Library Loan and Document Delivery Services of materials not available in the contributing institutions.

Loan period: The length of time for which library materials may be checked out by a borrower.

Online Computer Library Center: A nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world’s information and reducing information costs.

Online Public Access Catalog: A computerized database that can be searched by keyword, author, subject, etc. to find out what resources a library owns.

Off-campus access: The access of subscribed databases from outside university premises.

On reserve: The materials for course assignments and other heavily used items held at the circulation desk.

Online database: An electronic collection of information often containing periodical articles, e-books, etc.

Open access: The digital materials made available online free of charge and free of most copyright and licensing restrictions. The term refers mostly to peer-reviewed scientific and scholarly journal articles.

Overdue: A circulating item checked out by a borrower and kept past its due date.

Plagiarism: The usage of words or ideas of others without acknowledging the original source.

Reference: A service that helps people find needed information. It could refer to collections such as encyclopedias, indexes, handbooks, or directories.

Renewal: An extension of the loan period for the library materials.
**Serials/Periodicals:** An information source published in multiple parts at regular or irregular intervals such as Journals, Magazines and newspapers, Annuals, etc.

**Shelf mark:** A group of letters and/or numbers that identifies a specific item in a library and provides a way for organizing library holdings.

**Stacks:** The shelves in the library where materials such as books are stored.

**Uniform Resource Locator:** The unique address of a webpage.