

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.

I. STUDENT AND ACADEMIC RELATED TERMS

Institution type:

- ***Two-year college:*** 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:*** awards associate degrees and/or offers two years of work acceptable toward baccalaureate degree programs; also awards graduate degrees.
- ***Four-year college:*** awards baccalaureate degrees and may also award associate degrees; does not in itself award graduate degrees.
- ***Upper-level institution:*** 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:*** awards a five-year baccalaureate in a professional field (e.g., architecture, pharmacy); does not award graduate degrees.
- ***Comprehensive institution:*** 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:*** 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.

Certificate degree programs include postsecondary programs that last less than two years (below the baccalaureate degree). (Certificate Arts (CT Arts), Certificate Design (CT Design), Certificate Graphic Design (CT Graphic Design)).

Associate degree programs are postsecondary programs two academic years in length or the equivalent that include the freshman and sophomore levels.

Baccalaureate degree programs include postsecondary programs 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, such programs should have at least 90 credits after the Freshman or Bacc II.

Post-baccalaureate certificate is 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 programs include post-baccalaureate degree programs 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, such programs should have at least 30 credits.

Post-master's certificate is 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 academic degrees at the doctoral level.

Professional degree is 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 programs include post-baccalaureate degree programs 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 is 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 is 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 is a doctor's degree that does not meet the definition of a doctor's degree –research/scholarship or a Doctor's degree–professional practice.

Academic major represents a degree-seeking student's primary field of study. The university lays out a framework of required courses a student must complete to earn the major.

Academic minor represents an optional, secondary field of study for a degree-seeking student. No student may declare a major and a minor in the same discipline. The university lays out a framework of required courses a student must complete to earn the minor. The minor appears on the official transcript.

Academic emphasis is a structured plan of study within a specific academic major. The concentration appears on the official transcript.

Undergraduate students include students 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 students are students who hold a bachelor's degree or the equivalent, and are 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 students are students 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 students are students taking courses for credit but are not working for a degree.

Special graduate: If the Bachelor's Degree of the applicant is not in the field to be pursued, but his/her cumulative GPA is 2.75 and above, then the applicant may be accepted, as a Special Graduate, and will be required to take remedial courses in the Major. Such students must complete all course requirements, specified by the relevant academic program, with a minimum GPA of 2.75, before they are considered bona-fide students in the Master's Program.

Special undergraduate: If the Bachelor's Degree is not in the field to be pursued, and the cumulative GPA is less than 2.75, but equal to, or greater than, 2.5, then the applicant may be accepted as a Special Undergraduate. He/She will be reconsidered for admission into the Master's Program after the completion of a number of courses, specified by the Department, or School, with a minimum cumulative GPA of 3.00, and without any repeats.

Degree students include all Freshman, Associate, Bachelor's, Master's, Doctoral, and undecided students.

Non Degree students include all students enrolled in the TD program, the Certificate Program and special students.

Non-matriculated students are students taking courses for credits but they do not receive any form of degree/diploma/certificate recognition for the courses (Special Students)

First-time student is a student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level in the fall semester. 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 is a student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level.

A transfer student is 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 Assistants: Graduate students may apply for assistantships at the Dean's Office of the School to which the student is applying. Graduate assistantship covers a portion of tuition fees. In return, students are 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.

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

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

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

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

Student FTE is calculated as follows:

$UG = (\# \text{ of actual enrollments in undergraduate course } \times \text{ credit hour of course})/15$

$G = (\# \text{ of actual enrollments in graduate course } \times \text{ credit hour of course})/9$

Credit hour is 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 is 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 is the student credit hours generated in a department or program unit divided by the instructional faculty FTE for that unit.

Contact hour refers to the 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 is the 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 is the 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 are 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 are 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 are the passed hours in a term for which students earn credits.

Cumulative hours earned are the passed hours of all terms accumulated on a given level for which a student earns credits.

Grade point average GPA hours are 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.

Letter grade	Quality points
A	4
A-	3.67
B+	3.33
B	3
B-	2.67
C+	2.33
C	2
C-	1.67
D+	1.33
D	1
F	no quality points
NP (No Pass)	no quality points
U (Audit)	no quality points
W (Withdraw)	no quality points
I (Incomplete)	no quality points

School of Medicine grading system

Grade Categories	Cut off point
Honors (H)	The honors cut off point is top 12% of students
Pass (P)	The pass cut off point is 60% of students
Fail (F)	The fail cut off point is bottom 40% of students
Pass with no Earned Credit (PX)	No quality points

Course quality points are 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 are 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 are 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) is the term quality point total divided by the total number of credit hours earned in that term.

Cumulative Grade point Average (CGPA) is 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.

Official transcript is an official record of student performance showing all academic work / courses completed at the university (LAU or BUC) and the final grade received in each course.

The **official transcript** includes an explanation of the Grading System, explanation of symbols, the features of the safety paper used, and a statement about FERPA re-disclosure.

Number of students enrolled in a course is the number of students at the end of the add/drop period.

Major courses are required courses related to a student's field of study.

Prerequisite is an academic requirement that must be satisfied before enrollment in a desired course.

Co-requisite is an academic requirement that must be satisfied before or at the same time of enrollment in a desired course, depending on the conditions of the course.

Electives are courses that students may select from a range of fields, either for general knowledge or for fulfilling specific degree requirements.

150% Graduation Rate is 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 is 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

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

Attrition rate is the percentage of first-time degree-seeking undergraduates from the previous fall who are not enrolled in the current fall.

The attrition rate plus the retention rate for a given student population in a given year will equal 100 percent.

Year-to-year Retention rate is the percentage of degree seeking undergraduate students from the previous fall who are again enrolled in the current fall.

Year-to-year Graduation rate is the percentage of degree seeking undergraduate students from last fall 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.

Year-to-year Attrition rate in a given year measures the proportion of undergraduate degree seeking students in a particular year who neither graduate nor continue studying 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.

The year-to-year retention rate, plus graduation rate plus attrition rate for a given student population in a given year will equal 100 percent.

Progression rate is the percentage of degree seeking students from the specified fall cohort who either moved to a higher class or graduated by the following fall. At LAU the following progression rates are being reported:

- Progression of Bachelor's Students from the Freshman Class to Sophomore Class
- Progression of Bachelor's Students from the Sophomore Class to the Junior Class
- Progression of Bachelor's Students from the Junior Class to the Senior class

Definition of academic levels

- A freshman student is identified as 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 is 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.
- A sophomore student is identified as 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.
- A junior student is identified as a student who has completed and earned 60 to 89 credits inclusive.
- A senior student is identified as a student who has completed and earned 90 to 119 credits inclusive.
- A 5th year student is identified as a student who has completed and earned 120 to 159 credits inclusive.
- A 6th year student is identified as a student who has completed and earned 160 credits or more.

Application is the number of individuals formally requesting admission to the university through the submission of an application file.

Complete Application is the number of individuals formally requesting admission to the university through the submission of a complete application file.

Accepted Application is the number of formal notifications of acceptance to the University.

Decision represents the number of formal notifications of acceptances and rejections to the University.

Acceptance Rate is 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 is the percentage of students enrolled to the number accepted at the University in a given term.

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

Reinstatement is 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 is the date one week after re-instatement.

Census Date for Summer Semesters is the date one week after the end of Summer III 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 is 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, asynchronistic 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:** An internship is a course which requires students to apply classroom learning, theories, and experiences to professional settings. Students in internships undergo supervised practical training.
- **Seminar:** A seminar is 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.

II. Faculty

A. General Definitions

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.

Tenure status: applies to full-time faculty in professorial ranks with respect to permanence of the position. Non-tenured is a position that does not lead to consideration for tenure of full-time faculty.

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 affiliation of a faculty member is the school where his/her principal activity of instruction with research and /or public service is performed.

Department Affiliation: The department affiliation of a faculty member is the department where his/her principal activity of instruction with research and /or public service is performed.

Date of appointment: The date of appointment for a faculty or staff member is the date when he/she acquires full-time status regardless of their previous status.

B. Full-Time Faculty

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.

a. Teaching Load:

- For all professorial ranks (Professor, Associate Professor, Assistant Professor): 9 credits per semester or 18 credits per academic year
- For all non-professorial ranks (Lecturer, Senior Instructor, Instructor, Assistant Instructor): 12 credits per semester or 24 credits per academic year

b. Tenure Status:

- For all professorial ranks (Professor, Associate Professor, Assistant Professor): tenured or non-tenured
- For all non-professorial ranks (Lecturer, Senior Instructor, Instructor, Assistant Instructor): non-tenured

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

a. Teaching Load:

- For all professorial ranks (Professor, Associate Professor, Assistant Professor): 9 credits per semester or 18 credits per academic year
- For all non-professorial ranks (Lecturer, Senior Instructor, Instructor, Assistant Instructor): 12 credits per semester or 24 credits per academic year

b. Tenure Status:

- For all professorial ranks (Professor, Associate Professor, Assistant Professor): tenured or non-tenured
- For all non-professorial ranks (Lecturer, Senior Instructor, Instructor, Assistant Instructor): non-tenured

Continuing non-tenured faculty: post retirement full-time faculty members from the age of 65 till 70 years.

a. Teaching Load:

- For all professorial ranks (Professor, Associate Professor, Assistant Professor): 9 credits per semester or 18 credits per academic year
- For all non-professorial ranks (Lecturer, Senior Instructor, Instructor, Assistant Instructor): 12 credits per semester or 24 credits per academic year

b. Tenure Status: non-tenured

Visiting full-time faculty: full-time faculty with contracts between 1 semester and 2 academic years.

a. Teaching Load:

- For all professorial ranks (Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor): 9 credits per semester or 18 credits per academic year
- For all non-professorial ranks (Visiting Lecturer, Visiting Senior Instructor, Visiting Instructor, Visiting Assistant Instructor): 12 credits per semester or 24 credits per academic year

b. Tenure Status: non-tenured

Clinical full-time faculty: full-time faculty who primarily provide practical instruction and application of practical knowledge.

a. Teaching Load:

- For all professorial ranks (Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor): 9 credits per semester or 18 credits per academic year
- For all non-professorial ranks (Clinical Lecturer, Clinical Senior Instructor, Clinical Instructor, Clinical Assistant Instructor): 12 credits per semester or 24 credits per academic year

b. Tenure Status:

- For all professorial ranks (Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor): tenured or non-tenured
- For all non-professorial ranks (Clinical Lecturer, Clinical Senior Instructor, Clinical Instructor, Clinical Assistant Instructor): non-tenured

C. Part-Time Faculty

Part-time instructional faculty: faculty performing the instructional duties and responsibilities of a full-time member, but with a reduced load. A part-time instructional position is contracted on a semester basis.

- a. Teaching Load: 12 credits per semester or 24 credits per academic year
- b. Tenure Status: non-tenured

Faculty retiree: past full-time faculty who have reached retirement age and carry reduced teaching load.

- a. Teaching Load: 12 credits per semester or 24 credits per academic year
- b. Tenure Status: non-tenured

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.

- a. Teaching Load: 12 credits per semester or 24 credits per academic year
- b. Tenure Status: non-tenured

Teaching full-time staff: full-time staff assigned to the instruction of certain course(s) on top of their administrative duties.

- a. Teaching Load: 12 credits per semester or 24 credits per academic year
- b. Tenure Status: non-tenured

Teaching graduate assistant: graduate student assigned to the instruction of certain course(s) as part of their graduate assistantship or on top of it.

- a. Teaching Load: 12 credits per semester or 24 credits per academic year
- b. Tenure Status: non-tenured

D. Workload and FTE Calculations

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

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

Workload and salary supplement for faculty with administrative titles:

Title	Course Release	Increase on Salary
Dean	12 credits	40%
Associate Dean	9 credits	30%
Assistant Dean	9 credits	20%
Chair	6 credits	20%
Associate Chair	3 credits	10%
Coordinator	3 credits	5%
Executive Director	No set rule – varies by case	30%
Director (academic)	No set rule – varies by case	20%
Director (administrative)	No set rule – varies by case	30%

*** All titles receive both course release and increase on salary, except for coordinators who receive either course release or increase on salary.*

Instructional Faculty FTE = instructional workload credit in a term / maximum workload assigned per term

- 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 and instructional workload credits in a year

24 or 18 (based on rank)

Full-time to Total Faculty Ratio: It is the number of full-time faculty over the total number of full-time and part-time, instructional and non-instructional faculty.

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

- **Student-Faculty Ratio** = $\frac{\text{Student FTE}}{\text{Instructional Faculty FTE (FT and PT)}}$

This definition is adopted by LAU.

- **Student-Faculty Ratio** = $\frac{\text{Number of currently-enrolled students (both full-time and part-time)}}{\text{Number of currently-employed faculty (both full-time and part-time)}}$

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.

III. Budget

Books and Periodicals: This caption represents the budget for library books & serials collections, and electronic resources.

Communication: This caption represents the budget for telephone, cellular, post, internet and email.

Conference and Training: This caption represents the budget for training and development of faculty and staff.

Contingency: This caption represents the budget for funds set aside to cover unforeseen expenses.

Contracted Services: This caption represents the budget for insurance, rent, external contractual services, legal fees, audit fees, advertising, technical consulting fees, temporary services, repairs & maintenance, and printing.

Depreciation: This caption represents the budget 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: This caption represents the budget 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: This caption represents the budget for entertainment & public relations, and other miscellaneous expenses.

Non-Teaching Compensation: This budget caption represents the budget for full time staff salaries and benefits. It also includes the budget for the salaries for contracted and temporary employment.

Replacement and renovations: This caption represents the budget for funds set aside to cover replacement, renovation, and upgrade of existing facilities and equipment.

Supplies: This budget caption represents the budget for office stationery and supplies, maintenance supplies, computer/office/lab/studio/general accessories, office fixtures, and minor software.

Teaching Compensation: This budget caption represents the budget for full time faculty salaries and benefits. It also includes the budget for the salaries for part time faculty members.

Transportation and Travel: This caption represents the budget for international travel, local transportation, vehicle fuel and related transportation expenses.

Utilities and taxes: This caption represents the budget for water, electricity, fuel, and gas. It also includes the budget for governmental taxes.

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

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: 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.

IV. Financial Aid

A. Need-Based Forms of Aid:

1. Work-Study:

- a. Students proving eligibility for Financial Aid will be granted a uniform number of work-study hours regardless of their need level.

2. Loans:

- a. **LAU loans:** the University maintains a revolving loan fund as part of the total Financial Aid program. Loans are extended to undergraduate students, when requested, as part of the total Financial Aid package in accordance with the loan procedure.
- b. **Bank loans:** agreements with certain banks allow some students, during their course of study, to benefit from interest free loans. The interest amount will be borne by the University up till the students' exit date after which the interest will have to be covered by the students themselves.

3. Grants:

Awarded to students showing an element of need in accordance with the adopted matrix.

4. Hardship Grants:

Additional aid may be granted to students who are able to prove a recent drastic collapse in their financial situation. The student must have completed at least 24 credits at LAU.

B. Merit-Based forms of aid:

1. Entrance Scholarships:

Awarded to newly admitted students either in Fall or Spring for that academic year (till end of September) according to a combined rating of their High School and SAT grades.

2. Honor Scholarships:

After the lapse of the first academic year, all students who have completed 24 GPA and/or P/NP credits at LAU and have a CGPA ≥ 3.50 are eligible for an Honor Scholarship covering a certain percentage of tuition fees.

3. Merit Scholarships:

Awarded to a number of outstanding high school students covering 100% of tuition fees up to the total number of credits required in their major for graduation. A separate application should be filled out by interested candidates and selection is made according to a set criteria.

C. Other forms of Aid:

1. Athletic/Talent Scholarships:

Granted to exceptional students 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 potential candidates.

2. Program Grants:

Awarded to students majoring in programs requiring special promotional support in line with university enrollment goals.

3. Restricted Grants:

Available by individual donors and/or organizations from outside the Financial Aid budget. Such grants are distributed according to donors' restrictions whenever applicable.

4. Ministers' Dependents Grants:

Three full-tuition Grants shall be granted to the dependents of Ministers from the Presbyterian Synod for Syria and Lebanon. When the eligible students are more than three, all grantees shall have additional work-study aid to complement the Grant's portion (100% tuition fees) without the addition of any loan.

5. Donors' Grants:

Awarded to students matching external donor's conditions.

Student Employment: Student Employment at LAU is a supplementary form of financial 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.

V. Library

Consortia: Resource sharing organizations formed by libraries. LAU Libraries are members of three consortia: [American International Consortium of Academic Libraries \(AMICAL\)](#), [Lebanese Academic Library Consortium \(LALC\)](#), and [Lebanese Inter-Library/Document Delivery Services \(LIDS\)](#).

Circulation: The Circulation Department is responsible for providing LAU community with easy and convenient access to library services and materials, while regulating and maintaining the smooth circulation of materials (i.e., check-out/check-in)

Digital collections: The LAU Libraries digital collections provide access to archival items representing cultural and historical heritage.

e-Reserve: LAU's reserve management system. It consists of required readings assigned by faculty members (i.e., journal articles, term papers, old exams, book chapters, notes, etc.) to students. Available online only.

Electronic books or e-Books: Electronic version of printed books purchased by LAU Libraries. They are viewed online via any PC connected to the Internet.

Electronic Journals or e-Journals: Electronic version of printed journals to which LAU Libraries subscribe to. They are viewed online via any PC connected to the Internet.

Holdings: The stock (books, pamphlets, periodicals, audio-visual items, e-books, e-book readers and other equipment and material) possessed by LAU Libraries.

ILL/DDS: Inter Library Loan/ Document Delivery Services are services provided by LAU Libraries to obtain materials such as books, photocopies of periodical articles, theses and dissertations, conference papers and audiovisual materials, which are not available at LAU but are required by faculty, staff, and students for their research or teaching purposes. The services cover local and overseas sources.

Internet Stations: PCs and Laptops dedicated to students to access the Internet using their own accounts.

Monograph/Book: An item or work that either complete in one part or intended to be complete within a finite number of parts.

Off-Campus Access: People accessing online databases from outside LAU networks must provide their LAU email username (for example, *jsmith* or *john.smith*) and password.

Online Databases: Electronic collection of information often containing periodical articles, ebooks, etc., or references to periodical articles, ebooks, etc. accessed via the Internet. They can be confined to specialized or multidisciplinary topics.

OPAC (Online Public Access Catalog): The online database of materials held by LAU Libraries. Users typically search the OPAC to locate books, periodicals, or other items. Additionally it provides other facilities such as loans information, online reservations, etc.

Open Access Resources: Open Access Resources are digital materials made available online free of charge. The term refers mostly to peer-reviewed scientific and scholarly journal articles that scholars willingly publish without licensing restrictions, i.e. without expectation of payment.

Periodicals/Serials: Publications such as Journals, Magazines, or Newspapers that appear at stated or regular intervals (weekly, monthly, quarterly, annually). They often contain articles written by different authors.

RNL: Stands for Riyad Nassar Library which was named after Dr. Riyad Nassar the president of the Lebanese American University from 1982 to 2004.

Reference: Any publication which is used to obtain authoritative information, such as dictionaries, encyclopedias, gazetteers, yearbooks, directories, concordances, indexes, bibliographies, atlases, etc.

Title: Name of an item or work which could appear in one volume or more.

Training Sessions: Sessions on the use of OPAC, online databases, ZPortal, etc. These are scheduled every semester in groups or in person upon request.

Virtual Reference: or Live chat. This service is used by people seeking information from the library resources yet unable to visit the library.

Volume: Physical copy or item.

Z-Portal: or the LAU Libraries federated search engine. It is described as federated because it can search simultaneously full text databases, websites, and other library catalogs in one single interface and retrieve results in a single presentation.