AMERICAN UNIVERSITY OF BEIRUT

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OFFICE OF THE REGISTRAR

May 8, 2026

Dear AUB Professors,

I hope that you are doing well and that your end of semester is shaping up to your liking. I write to bring two important issues to your attention.

Grade submission

As we start the final examination period, I take this opportunity to reiterate the importance of submitting your students' grades as expeditiously as possible after each final examination. The Board of Deans, acting on a recommendation from the Council of Associate Deans, has set a deadline of four calendar days after the final examination for submission of the final grades.

Late grades create serious problems, particularly with students who are potential graduates, and in spring we have many of these students. You will be receiving reminders from my office once the specified deadline has expired. In case of exceptional circumstances, please communicate with your chairs and deans as their offices will also be following up on grade submission.

Delays in grade submission for graduating students make it impossible to finalize the evaluation of their degrees in order to clear them for graduation and to determine whether they graduate with distinction or high distinction. If we do not receive their grades expeditiously, students cannot be placed on the Senate list and thus will have to wait until summer to graduate.

Please submit your grades as soon as you possibly can and know that we, together with your students, appreciate your efforts.

Ministry Requirements for Final Examinations

The Ministry of Education and Higher Education (MEHE) is requiring that we provide them with our final examination schedule and that we provide them with final examination attendance lists where students sign next to their names. The Ministry wants to ensure

that any international student who is enrolled at universities in Lebanon is taking the final examination in person before they certify any documentation requested by the student. The Ministry is also requiring that the student provide her or his passport with the entry and exit dates, as well as an information sheet that is prepared by my Office.

We are asking you to print your roster from Moodle, Banner, or whatever source you use, have your students sign next to their name upon arrival, and forward the completed rosters to your Faculty Student Services Office who will collate them and forward them to our Assistant Registrar for Curriculum and Exams, Mrs. Randa Nawwam, who can be reached at rn08@aub.edu.lb or 2577.

Kind regards,

Bradley Jon Tucker
Vice-Provost and Registrar
American University of Beirut