

GRADUATE- WHICH PETITION TO CHOOSE?

Petition Type	Petition Description
Change of Concentration	Students may petition to transfer to another area of concentration. Petitions are reviewed in current and prospective departments in light of student academic performance, justification for transfer, and implications on the quota. The final decision is made by the Graduate Studies Committee. Students cannot transfer to another concentration before the grades of the first semester of enrolment in the current concentration are released.
Change of Degree within FHS	Students may petition to transfer to another degree offered by the Faculty of Health Sciences. Petitions are reviewed in current and prospective departments in light of student academic performance, justification for transfer, and implications on the quota. The final decision is made by the Graduate Studies Committee. Students cannot transfer to another degree before the grades of the first semester of enrolment in the current degree are released.
Co/Pre Requisites	Use this request to register for a course along with its prerequisite or without its prerequisite.
Late Add	Use this request if you have missed the drop and add period for technical or other reasons (personal or medical). This is allowed only one week after the drop and add period.
Late Delete	Use this request if you have missed the drop and add period for technical or other reasons (personal or medical). Note that the course will be deleted from your transcript. This is allowed only one week after the drop and add period.
Course Withdrawal	Use this request if you need to withdraw from a course for medical or other reasons. Note that the course will appear as a "W" on your transcript.
Incomplete Request	Use this form to request an incomplete grade for a course if you have missed or will be missing its final exam or deadline for submission of the final paper. The request should be submitted before the date of the final exam/ deadline of the final paper, or within two weeks from that date. You will need to attach all supporting documents and justify the reason(s) behind your request. Make sure to discuss your request with the course instructor. All the information submitted by the student will remain confidential.
Extension of Incomplete	You can submit this petition if you have missed to complete the final course work within the four weeks after the beginning of the next regular semester for which the incomplete was approved. Make sure you enter the CRN code or select the course and section. All the information submitted by the student will remain confidential.
Leave of Absences	All graduate students are expected to make steady and satisfactory progress toward the completion of degrees. Students who are not enrolled for a period of more than 12 months will be considered to have withdrawn from the program unless they apply for a leave of absence and secure approval of the department, Faculty/School Graduate Studies Committee, and Graduate Council. The leave of absence application can be up to one year at a time. The maximum period of approved leave of absence is for two years. An approved leave of absence does not count towards maximum residency. Non-enrollment by the student for one semester without securing leave of absence will count towards maximum residency. Students who seek to return without having secured leave of absence approval after non-enrolment period of 12 months must reapply and will be considered for readmission following regular AUB application/admission procedures. If re-admitted into the same graduate program then their earlier status as graduate student will count towards maximum

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	residency. The Leave of Absence Application Form should be submitted to the corresponding department/faculty at least one month prior to beginning of the semester in which absence is planned.
Overload Underload	Use this request if you need to register for an underload or overload of credits. MPH students can register for a minimum of 5 credits and a maximum of 18 credits (or 12 credits for MS students). Any exception to the policy stated above require approval by the respective Committee. Please make sure to select the proper type so that it can be promptly directed to the appropriate committee.
Petition to complete MPH practicum over 2 semesters	Attaching a letter from employer is mandatory.
Residency Extension	All requirements for the Master's degree must be completed within a period of four years after admission to graduate study. Students who need to extend their enrolment in the program should seek the approval of the Graduate Studies Committee. You must indicate the number of semesters needed, the course(s) remaining to complete, and you should explain the reason for the delay in completing the degree requirements.
Thesis Proposal	Use this request to submit your thesis proposal. Select the various committee members. If member is from outside AUB, please attach the CV. Make sure to attach your thesis proposal.
Course Equivalence	Use this request if you want to get credit transfer for courses completed at other institutions. Credits alone may be transferred; grades are not transferable. This petition should be submitted after taking the course. The course syllabus and an official transcript from the university where the course was taken should be attached.