

ACADEMIC
CATALOG
2016 - 2018



MEU

MIDDLE EAST UNIVERSITY

جامعة الشرق الأوسط

Beirut | 1939



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ABOUT THE COVER IMAGE

MEU students often enjoy studying on the green campus lawn. Our international community is represented by students (left to right) Yechan Jang from South Korea, Feda Sameh from Egypt, Melody Abdalla from Lebanon, and Peter Abou Jawdeh with a Ukrainian heritage.

The photo was taken on the **MEU Central Campus**. All the photos were shot at MEU, portraying MEU students and teachers.





Contents

CONTENTS.....	3
ACADEMIC CALENDAR.....	11
Fall Semester, 2016.....	11
Spring Semester, 2017.....	11
Summer Session, 2017.....	12
Fall Semester, 2017.....	13
Spring 2018.....	13
Summer Session, 2018.....	14
PRESIDENT'S MESSAGE.....	17
UNIVERSITY ADMINISTRATION.....	19
PRESIDENTIAL HISTORY.....	21
THE UNIVERSITY.....	23
Accreditations and Associations.....	23
Mission Statement.....	23
Philosophy of Education.....	24
Academic Programs.....	24
History.....	24
Location and Environment.....	25
International Campus.....	25
Community Initiatives.....	25
CAMPUS LIFE AND SERVICES.....	27
George Arthur Keough Library.....	27
Campus Ministry.....	28
Computer Labs.....	28
Assembly Programs.....	28
Bookstore.....	28
Social Activity Areas.....	29
Food Service.....	29
Sports Facilities.....	29





Campus Security.....	29
Health Services	29
Student Housing.....	29
Student Association.....	30
Social Recreation.....	30
Academic Advisors	30
Office of Communications	30
Alumni Association.....	31
Academic Catalog	31

ADMISSIONS..... 33

Admission Policy.....	33
Undergraduate Application Procedure.....	33
Documents and Records.....	34
International Applicants.....	34
Names and Nationalities of Students	35
Undergraduate Entrance Examinations	35
English Language Proficiency	35
Placement Tests	36
SAT Exams.....	36
Undergraduate Admission Classification.....	37
Admission Classifications	37
Freshman Class	37
Sophomore Class	37
Undergraduate Admission Status	38
Regular Status	38
Provisional Status.....	38
Probationary Status.....	39
Other Enrollment Status Options.....	39
Cross-Enrolled Students.....	39
Permission to Take Classes (PTC)	39
English Language Institute.....	40
Undergraduate Transfer Students.....	40
Undergraduate Re-Admission Policy	41
Undergraduate Degree Requirements.....	41
Bachelor's Degree General Requirements.....	41





Graduate Admission and Application Procedure	42
Graduate Entrance Examinations.....	43
International Applicants.....	43
Graduate Admission Status.....	44
Regular Graduate Status.....	44
Probationary Graduate Status.....	44
Provisional Graduate Status.....	45
Other Enrollment Status Option	45
Permission to Take Classes (PTC)	45
Graduate Transfer Students.....	46
Auditing Graduate Courses	46
Graduate Re-Admission Policy	46
Graduate Programs Requirements	46
Updating Graduate Courses	47
Graduate Specialized Documents	47
Denial of Admission	47

REGISTRATION.....49

Registration Procedure	49
Selection of Courses.....	49
Payment of Tuition and Fees.....	49
National Social Security Fund (NSSF).....	50
Late Registration.....	50
Changes in Registration.....	50
Cross Registration	50
Course Load	51
Course Load for Undergraduate Students.....	51
Course Load for Graduate Students.....	51
ID Card and Number	51
Campus Student Clubs.....	52
Motor Vehicle Registration	52



FINANCIAL INFORMATION.....53

Tuition and Fees	53
International Students.....	54
Financial Hold and Clearance	54
Family Discount	54



Financial Aid	54
Refund Policy	54
Disclaimer Statement.....	55

ACADEMIC INFORMATION..... 57

Academic Responsibility.....	57
Academic Class Standing.....	57
Academic Degree Programs.....	57
Grading System.....	57
Grade-Point Average	58
Incomplete Courses	58
Deferred Grade.....	59
Withdrawal from Courses.....	59
Change from Credit to Audit.....	59
Audited Courses.....	60
Satisfactory/Unsatisfactory Grades.....	60
Faculty Deans' Honor List.....	60
Course Outlines.....	60
Class Attendance Policy	61
Tests and Examinations	61
Repeating Undergraduate Courses	62
Repeating Graduate Courses	62
Credit by Examination	62
Waiver Examinations	62
Arabic Language Exemption.....	63
Transcript of Grades	63
Program Contract Sheets.....	63
University Courses.....	63
Change of Study Program	64
Academic Honesty and Integrity.....	64
Academic Probation for Undergraduates.....	64
Academic Suspension/Dismissal for Undergraduates	65
Probation and Dismissal for Graduate Students.....	66
Attending the University	66
Withdrawal from the University	66





INFORMATION FOR GRADUATE STUDENTS 67

Graduate Academic Advisor	67
Graduate Courses and Grades	67
Graduate Level Courses.....	67
Foundation Courses.....	67
Graduate Thesis.....	67

RIGHTS AND RESPONSIBILITIES 69

Student Rights.....	69
Student Responsibilities.....	70
Disciplinary Action.....	70
Mobile Phones.....	71
Sexual Harassment Policy.....	71
Student Grievance Procedure.....	71

GRADUATION INFORMATION 73

Participation in the Graduation Ceremony.....	73
Graduation Schedule.....	73
Undergraduate Graduation Requirements	73
Graduate Graduation Requirements.....	74
Graduation in Absentia.....	74
Graduation with Distinction	74



LANGUAGE INSTITUTES..... 75

English Language Institute.....	75
Basic English Level.....	75
Intermediate English Level.....	75
Advanced English Level	76
TOEFL Preparation Course.....	76
Arabic Language Institute.....	76

FRESHMAN CLASS PROGRAM..... 77

Freshman Program Requirements.....	77
Arts Track Requirements	78
Science Track Requirements.....	78



GENERAL EDUCATION PROGRAM	79
Importance of General Education Courses	79
General Education Goals	79
General Education Program Requirements	79
FACULTY OF ARTS AND SCIENCES	81
Department of Arts and Design	81
Bachelor of Science in Graphic Design and Digital Media.....	81
Department of Computer Science	82
Bachelor of Science in Computer Science	82
Master of Science in Computer Science.....	84
Department of Natural Science and Health	84
Bachelor of Science in Biology – Biomedical Emphasis.....	85
Bachelor of Science in Biology–General Biology Emphasis.....	86
FACULTY OF BUSINESS ADMINISTRATION.....	87
Department of Business Administration (BSAD).....	87
Bachelor of Business Administration	87
Double Concentration	88
Bachelor of Science in Information Systems.....	91
Master of Business Administration	92
FACULTY OF EDUCATION.....	95
Department of English	95
Bachelor of Arts in English	95
Master of Arts in English.....	97
Department of History	97
Department of Teacher Education.....	97
Bachelor of Arts in Elementary Education with Teaching Diploma	98
Teaching Diploma Information.....	99
Teaching Diploma in Elementary Education	100
Teaching Diploma in Secondary Education.....	100
Student Teaching.....	100
Master of Arts in Education	101
Master of Arts in Teaching.....	101





FACULTY OF PHILOSOPHY AND THEOLOGY 103

Department of Religion.....	104
Bachelor of Arts in Religion.....	104
Bachelor of Arts in Theology.....	105
Ministerial Praxis	108
Department of Mediterranean and Near Eastern Studies	108
Master of Arts in Islamic Studies	109
Islamic Studies Concentration/Minor for Bachelor of Arts in Theology.....	111
Master of Arts in Religion (Mediterranean Studies)	112
Arabic Language Instruction.....	112
Islamic Studies Language Courses and Prerequisites.....	113
Arabic Language and Culture Program.....	113
Adventist Institute for Islamic and Arabic Studies	114

COURSE DESCRIPTIONS..... 115

Accounting.....	115
Arabic Language	118
Arabic Language Non-Degree.....	119
Biology.....	121
General Business	126
Chemistry.....	128
Communication.....	129
Computer Science.....	129
Cultural Studies	135
Economics	136
Education.....	138
English Language.....	144
English Language Institute.....	150
Finance and Banking.....	151
Graphic Design and Digital Media.....	154
Health Education.....	157
Information Systems	157
Islamic Studies.....	161
Mathematics	164
Management.....	165
Marketing.....	168





Music	172
Philosophy and Ethics	172
Physical Education.....	173
Physics.....	173
Psychology	174
Religious Studies	174
Biblical Studies:.....	175
Personal Formation Studies:.....	176
Historical Studies:	176
Linguistic Studies:	177
Pastoral Ministry Studies.....	178
Missiological Studies	180
Research and Application	180
Sociology	181
INDEX.....	183





Academic Calendar

Fall Semester, 2016

AUGUST 2016

23	Tue	TOEFL
29	Mon	Faculty Colloquium
30	Tue	Placement Test(s)
31-Sep 2	Wed-Fri	Registration

SEPTEMBER 2016

5	Mon	Classes Begin / Late Registration Fee
11, 12*	Sun-Mon	Holiday (Eid Al-Adha)
13	Tue	Last Day to Add or Drop Courses

OCTOBER 2016

2*	Sun	Holiday (Muslim New Year)
11*	Tue	Holiday (Ashura)
24-28	Mon-Fri	Mid-Term Evaluation

NOVEMBER 2016

7-11	Mon-Fri	Week of Spiritual Emphasis
22	Tue	Holiday (Independence Day)



DECEMBER 2016

2	Fri	Last Day to Withdraw from Courses
12*	Mon	Holiday (Prophet's Birthday)
16	Fri	Classes End
19-22	Mon-Thu	Final Examinations
25	Sun	Christmas

Spring Semester, 2017

JANUARY 2017

1	Sun	Holiday (New Year)
6	Fri	Holiday (Armenian Christmas)
11	Wed	TOEFL
16	Mon	Placement Test(s)
18-20	Wed-Fri	Registration
23	Mon	Classes Begin / Late Registration Fee
30	Mon	Last Day to Add or Drop Courses



FEBRUARY 2017

9	Thu	Holiday (St. Maroun)
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MARCH 2017

13-17	Mon-Fri	Mid-Term Evaluation
20-24	Mon-Fri	Week of Spiritual Emphasis
25	Sat	Holiday (Annunciation)

APRIL 2017

13-17	Thu-Mon	Holiday (Good Friday /W & E Easter)
28	Fri	Last Day to Withdraw from Courses

MAY 2017

1	Mon	Holiday (Labor Day)
7	Sun	Martyrs' Day
12	Fri	Classes End
14 (or 25)	Sun (or Thu)	Liberation Day
15-18	Mon-Thu	Final Examinations
22	Mon	TOEFL
28	Sun	Graduation Day
29	Mon	Placement Test(s)

Summer Session, 2017



JUNE 2017

1, 2	Thu, Fri	Registration
5	Mon	Classes Begin
7	Wed	Last Day to Add or Drop Courses
26, 27*	Mon, Tue	Holiday (Eid Al-Fitr)

JULY 2017

11	Tue	Last Day to Withdraw from Courses
18	Tue	Classes End
19, 20	Wed, Thu	Final Examinations

AUGUST 2017

15	Tue	Holiday (Assumption Day)
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Fall Semester, 2017

AUGUST 2017

16	Wed	TOEFL
21	Mon	Placement Test(s)
21	Mon	Faculty Colloquium
23-25	Wed-Fri	Registration
28	Mon	Classes Begin/Late Registration Fee

SEPTEMBER 2017

1, 2*	Fri, Sat	Holiday (Elid Al Adha)
4	Mon	Last Day to Add or Drop Courses
21*	Thu	Holiday (Muslim New Year)
30*	Sat	Holiday (Ashura)

OCTOBER 2017

23-27	Mon-Fri	Mid-Term Evaluation
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NOVEMBER 2017

6-10	Mon-Fri	Week of Spiritual Emphasis
22	Wed	Holiday (Independence Day)
30	Thu	Last Day to Withdraw from Courses

DECEMBER 2017

1*	Fri	Holiday (Prophet's Birthday)
15	Fri	Classes End
18-21	Mon-Thu	Final Examinations
25	Mon	Christmas



Spring Semester, 2018

JANUARY 2018

1	Mon	Holiday (New Year)
6	Sat	Holiday (Armenian Christmas)
10	Wed	TOEFL
15	Mon	Placement Test(s)
17-19	Wed-Fri	Registration
22	Mon	Classes Begin / Late Registration Fee
29	Mon	Last Day to Add or Drop Courses

FEBRUARY 2018

9	Fri	Holiday (St. Maroun)
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MARCH 2018

12-16	Mon-Fri	Mid-Term Evaluation
19-23	Mon-Fri	Week of Spiritual Emphasis
25	Sun	Holiday (Annunciation)
30-April 2	Fri-Mon	Holiday (Good Friday /Western Easter)

APRIL 2018

6-9	Fri-Mon	Holiday (Good Friday /Western Easter)
23	Mon	Student Association Election
27	Fri	Last Day to Withdraw from Courses

MAY 2018

1	Tue	Holiday (Labor Day)
6	Sun	Martyrs' Day
11	Fri	Classes End
13 (or 25)	Sun (or Fri)	Liberation Day
14-17	Mon-Thu	Final Examinations
24	Thu	TOEFL
27	Sun	Graduation Day
28	Mon	Placement Test(s)
31	Thu	Registration

Summer Session, 2018



JUNE 2018

1	Fri	Registration
4	Mon	Classes Begin
6	Wed	Last Day to Add or Drop Courses
15, 16*	Fri-Sat	Holiday (Eid Al-Fitr)

JULY 2018

9	Mon	Last Day to Withdraw from Courses
16	Mon	Classes End
18, 19	Wed, Thu	Final Examinations







President's Message

It is my honor to warmly welcome you to Middle East University.

At MEU, we believe that higher education is a stabilizing force in an increasingly globalized knowledge society. We understand that you are part of a generation concerned about sustainability and instituting long-term change living in a complex world that increasingly embraces cultural interchange and diversity. We seek to prepare informed responsible individuals ready to work and serve effectively in a dynamic multicultural context.

We will work together to achieve your dreams, hopes, and plans for your career and personal growth. Here you will find an environment that pushes you while ensuring you have the support you need. You will be equipped with knowledge, power, and the belief that you can effect positive change in the world. You will gain confidence, learn teamwork, and emerge stronger and wiser and ready to enter the world.

The core feature of our mission as an institution is to encourage you to find your role of service in this world. As we face increasingly challenging times, we find strength in knowing that we don't have to rely on human wisdom alone but can look to God to provide the strength and resilience to succeed.



As you step into this journey with us, it is my desire that you are ready. Ready to change. Ready to be inspired. Ready to dream. Ready to grow.

With warm regards,

Dr. Leif Hongisto
President, Middle East University





University Administration

BOARD OF TRUSTEES

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Dr. John Wesley Taylor V
Mr. Michael Wixwat

BOARD OF TRUSTEES EXECUTIVE COMMITTEE

1. Chairperson, President of the Middle East North Africa Union
2. Vice-Chairperson, Executive Secretary of the Middle East North Africa Union
3. Secretary, President of Middle East University
4. Other members of the Board of Trustees as available within the region



UNIVERSITY ADMINISTRATION

PRESIDENT
Leif Hongisto, PhD

ACADEMIC ADMINISTRATION

Ronald Vyhmeister, PhD
Academic Dean

John Issa, PhD
Dean of Faculty of Education

George Jackson, PhD
Dean of Faculty of Arts and Sciences

Larry Lichtenwalter, PhD
Dean of Faculty of
Philosophy and Theology
Director of the Adventist Institute
for Islamic and Arabic Studies

Patrizia Hongisto, PhD (c)
Dean of Faculty of Business
Administration

Sana Issa, MBA
Director of Admissions/Registrar

Shawna Vyhmeister, PhD
Director of Research



FINANCIAL ADMINISTRATION

Alfredo Erfurth, MS
Business Manager

THE GEORGE ARTHUR KEOUGH LIBRARY

Farid Khoury, MSc
Library Director

TEACHING FACULTY

Refaat Abdalla, MBA
Faculty of Business Administration

Joelle Akiki Barkanian, MBA
Faculty of Business Administration

Carlos Biaggi, PhD
Faculty of Business Administration

Silvana Biaggi, MA
Faculty of Education

Alfredo Erfurth, MS
Faculty of Business Administration.

Raja Farah, PhD
Faculty of Philosophy and Theology

Eileen Ghali, MA
Faculty of Education

Patrizia Hongisto PhD (c)
Faculty of Business Administration

Lina Issa, MA
Faculty of Education

John Issa, PhD
Faculty of Education

Christine Jackson, PhD (c)
Faculty of Arts and Sciences

George Jackson, PhD
Faculty of Arts and Science

Farid Khoury, MS
Faculty of Arts and Sciences

Larry Lichtenwalter, PhD
Faculty of Philosophy and Theology

Nelson Martins, PhD
Faculty of Arts and Sciences

Ehab Mouawad, MBA
Faculty of Business Administration

Brian Manley, MFA
Faculty of Arts and Sciences

Daniel Nae, MA
Faculty of Philosophy and Theology

Mario Vazquez, MS
Faculty of Business Administration

Shawna Vyhmeister, PhD
Faculty of Education

Ronald Vyhmeister, PhD
Faculty of Business





Presidential History

George A. Keough	1939-1944, 1961-1965
Gilbert M. Krick	1944-1946, 1950-1951
Frederick E. J. Harder	1946-1950
Thomas S. Geraty	1951-1955, 1957-1959
E. L. Gammon	1960-1961
Kenneth L. Vine	1965-1971
Ole C. Bjerkkan	1971-1974
Ralph L. Koorennny	1974-1978
Joseph Estephan	1978-1980
Donald O. Eichner	1980-1984
Edmond A. Haddad	1984-1990
Manoug Nazirian	1990-1993
Juanito Villagomez	1993-1997
Svein L. Myklebust	1997-2008
Leif Hongisto	2009-Present



INTERIM PRESIDENTS

Cecil L. Gemmell	1955-1957
Robert C. Darnell	1959-1960
Milan Bajic	2008-2009





ACCREDITATIONS AND ASSOCIATIONS

All degrees offered by Middle East University (MEU) are fully accredited and equalized by the Lebanese Ministry of Education and Higher Learning. Additionally, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA, adventistaccreditingassociation.org) has granted full recognition of Middle East University's programs, including the Master's programs. MEU also has international partnership with Andrews University—located in Michigan, USA and Montemorelos University, Nuevo León, Mexico.

Furthermore, MEU is part of the Seventh-day Adventist education system, the second largest Christian education system in the world. This affiliation connects MEU to over 110 colleges and universities throughout the world. As part of this vast network, students of MEU have many possibilities to pursue further study in a wide range of countries abroad.

MEU is a member the Arab Association of College Registrar's and Admission Officers (Arab-Acrao, www.arab-acrao.org) and of the Universities Association of Lebanon (www.uaolb.org), which is comprised of 17 member institutions.



MISSION STATEMENT

As a Seventh-day Adventist institution of higher learning, Middle East University believes in the redemptive nature of education and can thus be regarded as the premier university in Lebanon for the holistic development of students mentally, physically, spiritually, and emotionally.

Middle East University aims to be the knowledge center within the Seventh-day Adventist community and rise to be a respected center at large on topics that relate to or intersect with the MENA region: its cultures, its religions, and its languages.

In agreement with the philosophy of education of the Seventh-day Adventist Church, the mission of Middle East University is to:

- Provide its students with a dynamic and integrated educational experience in a Christian context and scholarly environment.
- Present the challenge and opportunity to nurture commitment to, and faith in, God.
- Promote a healthy lifestyle, ethical standards, and personal values of love, generosity, justice, compassion, peace, mutual respect, and moral integrity.
- Encourage disciplined analytical thinking, creative self-expression, and continued intellectual growth.
- Empower its graduates for service and leadership roles in the local, regional, or global church community and in society at large.



PHILOSOPHY OF EDUCATION

Middle East University's philosophy of education is Christ-centered, aiming to restore human beings into the image of their Maker. We believe that, under the guidance of the Holy Spirit, God's character and His purposes can be understood as revealed in the Bible, in Jesus Christ, and in nature.

We believe that God is infinitely loving, wise, and powerful. He relates to human beings on a personal level, presenting His character as the ultimate norm for human conduct and His grace as the means of restoring us as human beings to His image.

We recognize, however, that human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of restoring human beings to their original relationship with God. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

The education at Middle East University imparts more than academic knowledge. It fosters a balanced development of the whole person—spiritually, intellectually, physically, and socially. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to promote loving service to human beings rather than selfish ambition; and to encourage independent thinking and maximum development of each individual's potential.



ACADEMIC PROGRAMS

Middle East University has served the region since 1939 and has provided quality education to its students. The University is comprised of four faculties: the Faculty of Arts and Sciences, the Faculty of Business Administration, the Faculty of Education, and the Faculty of Philosophy and Theology. It offers programs that lead to both bachelors' and masters' degrees, in addition to other non-degree programs. The language of instruction is English. The curricula of the University are carefully designed and constantly revised and updated in order to advance the multi-dimensional development of the whole person.

HISTORY

From its establishment in 1939, Middle East University has strived to be a diverse institution, accepting people from all cultures and backgrounds. As a higher-education institution operated by the global Seventh-day Adventist denomination, MEU is connected to the second largest Christian education system in the world. This allows the University to benefit from a constant flow of international staff and students from all over the world, fostering an intellectually and internationally open environment.

MEU was originally founded as the Adventist College of Beirut and located in Mousseitbeh. In 1946 the institution was relocated to its present location, in Sabtieh, Sad El-Bauchrieh. During the same year it was renamed Middle East College, and the cornerstone of what



is now North Hall was laid by His Excellency Sheikh Bechara El-Khoury, then President of the Republic of Lebanon.

In 1949, the Lebanese Ministry of Education and Higher Learning granted the institution the accreditation to offer studies in higher education. On June 28, 2001, Middle East College was formally and legally renamed Middle East University. This significant development further validated the role of MEU as an important center of higher education for the people of Lebanon and the Middle East.

LOCATION AND ENVIRONMENT

The University campus is situated on 30 hectares of green hillside in Sabtieh, east of Beirut. A refreshingly green environment just at the edge of the busy metropolitan environment of Beirut, the campus provides local students with an idyllic location to study and socialize. International students benefit from the peaceful and secure campus while also having easy access to the vibrant lifestyle of Beirut. With a breathtaking view overlooking Beirut and the Mediterranean Sea, visitors to campus are continually impressed by MEU's incredible location.

INTERNATIONAL CAMPUS

Middle East University was founded to serve the Middle East region. However, it also welcomes students from the rest of the world. The significant international presence on campus over the years has contributed to a rich cultural heritage. Currently, MEU is proud to have students, faculty, and staff representing over 20 countries.



The University is part of the global education network of the Seventh-day Adventist Church operating the broadest and most extensive Protestant Christian educational school system in the world, including over 110 institutions of higher education. For more information about our sister institutions of higher education and other Adventist education institutions, please visit www.adventistcolleges.org and www.adventisteducation.org.

For inquiries about MEU's international programs please contact the International Student Office at international.students@meu.edu.lb.

COMMUNITY INITIATIVES

As an effort to support the local community and cater to the needs of area residents, the University took the initiative to open the 4 Your Life (4YL) Community Center at the base of the hill in Sabtieh. The 4YL Center facilitates activities in several areas ranging from health, to basic computer use, to languages, to moving for a life well-lived. Under the motto: Discovery, Creativity, Wellness, it serves as a place where community members can find answers to educational and life questions. It also offers services to meet their needs, as well as keys to open new doors of opportunity. In essence, the Center serves as an extension of the home, as a second school. The Center exists to be all of these things in order to enrich the lives of local residents.

Currently, the Center offers continuing education courses in English, Spanish, Drawing, Computer Skills, Cooking, and Music. Additionally, various activities and events are planned on an on-going basis, normally revolving around what each of us can learn and do in terms of health, nutrition, and exercise for a life well lived.

University faculty, staff, and students continue to be involved with 4YL, as well as providing service to refugees and a broad variety of community programs.





Campus Life and Services

Because the University seeks to educate balancing the physical, intellectual, spiritual, and social aspects of life, a number of activities and services are provided which foster this growth.

Middle East University provides an environment that stimulates academic development and nurtures personal growth and social skills. Students are invited to enjoy and make effective use of all the University's academic and non-academic facilities.

GEORGE ARTHUR KEOUGH LIBRARY

The Library, named after George Arthur Keough, the University's first president, was established as a study and research center for the institution at the very beginning of its existence in 1939. The book collection has grown steadily over the years to about 21,000 volumes today. This number includes Arabic texts, English texts, reference books, and a variety of audiovisual resources. Additionally, the Library provides free access to online databases with more than 15,000 journals and periodicals.

A small part of what is now known as South Hall was the first home for the Library. Later on, a fourth floor was added to University Hall, providing for the relocation of the Library to half of the new floor space. In the spring of 2005, the Library's floor space doubled when the entire floor of the renovated building was designated for library use.



Library users will find an open stack arrangement facilitating easy browsing. There are individual tables for study, comfortable seating in the periodical/newspaper section, carrels for secluded private study, conference rooms for group study, online computers, and outlets for personal computers with wireless access to the Internet.

The Library serves the academic and intellectual development of students, faculty, and staff. Students are encouraged to use the Library effectively for research, study, and preparation of class assignments. A workstation is also available for scanning, copying, and printing. During the course of the academic semesters, the Library staff is available to offer assistance for research.

Interlibrary loans from other institutions around Lebanon and worldwide are available for items that cannot be found at the University Library. Interlibrary loans can be placed 24 hours a day through the Library's page on the University website.

These services encompass a broad spectrum of information needs, such as finding quick answers to questions, using the online catalog and other electronic resources, and locating library materials and information on specialized topics. The main Library's Information Desk serves as a central information and reference point for the Library system.



CAMPUS MINISTRY

The Campus Ministry team endeavors to share the Word of God among students, to meet their spiritual needs, and to nurture their spiritual life. The focus is on helping individuals to grow in their relationship with God, to understand His Word, to fellowship with one another, and to serve others. The campus chaplain organizes spiritual meetings such as the Week of Spiritual Emphasis and is available for Bible study, personal counseling, and spiritual guidance in a confidential setting.

COMPUTER LABS

The University's computer center, located in North Hall, is used for instructional purposes as well as for students' academic needs. A supervisor is on hand at all times to render technical support. Access to the Internet and printing is provided.

In order to maintain continual access to the computer center, students must refrain from the following:

- Accessing, transmitting, or storing pornographic material; documents containing profanity or defamation; or literature promoting hatred of any group or advocating lifestyles contrary to the University's policies
- Transmission or storage of copyrighted materials
- Premeditated launching of viruses or destructive programs
- Attempts to bypass system firewalls or web filters
- Unauthorized access to other computers on the network
- Participating in "spam" emails, including generating or forwarding chain letters
- Harassment or intimidation of other users
- Using the University's resources to support personal business.



ASSEMBLY PROGRAMS

Regularly scheduled assembly meetings are an integral part of the students' academic experience. These meetings include convocations, educational lectures, Student Association programs, and spiritual homilies. Undergraduate students are required to attend all the scheduled assemblies in order to enhance and further develop their academic experience.

BOOKSTORE

Textbooks and course materials are sold at the bookstore, which is temporarily housed in the Business Office. Purchased textbooks may not be returned.



SOCIAL ACTIVITY AREAS

Students can take advantage of the campus social activity areas for socialization and study. Located in South Hall, the facility has table tennis, a pool table, and other table games. Additionally, North Hall has a residence student center that can be utilized for student activities and events. The space has games and video projection capabilities.

FOOD SERVICE

A wide selection of options are available at the cafeteria and snack bar, which is housed in South Hall and is available to dormitory and day students, as well as to faculty, staff, and guests during the academic year. The menu includes a variety of nutritious Mediterranean and international vegetarian meals.

SPORTS FACILITIES

Part of MEU's distinctive education is to train students physically as well as mentally. In order to stay energetic and fit, the University has modern outdoor athletic fields for tennis, basketball, volleyball, and football, as well as indoor table tennis facilities. Furthermore, our scenic campus provides a suitable and relaxing setting for outdoor recreation such as walking or jogging. The courts are available for use by community members for a nominal fee. Reservation of sport facilities can be made through the Business Office.



CAMPUS SECURITY

Campus security policies are created with a vested interest in the quality of life on campus, the welfare of the University property, and the safety of its campus community. These policies support a safe and secure academic and social environment free from threats of violence and confrontation. Individuals who reside on campus, study at MEU, or visit the grounds must observe campus safety policies and should respect the security officers and cooperate with them. Any person entering or leaving the University property should expect to be checked and/or required to show identification.

HEALTH SERVICES

In case of minor health problems, the campus nurse will provide assistance and first aid. Medical care is available at facilities in the immediate vicinity of the University.

STUDENT HOUSING

Comfortable on-campus residential accommodations comprised of separate dormitories for men and women are available in North Hall and South Hall. The dormitories are equipped with heating and air conditioning, cable TV, Internet, laundry facilities, and communal kitchens. There are specific regulations governing dormitory life on campus, which are monitored by the dormitory deans. Arrangements for student housing are made through the Business Office.



STUDENT ASSOCIATION

Every undergraduate student registered for six or more credits becomes a voting member of Middle East University Student Association (MEUSA). This organization, guided by a constitution, allows for democratic student leadership and functions as a liaison between the students and the instructional faculty and administration.

The MEUSA has representation on certain University committees; it sponsors social, recreational, and scholarly activities, and it coordinates the publication of the University's yearbook, Pine Echoes.

SOCIAL RECREATION

The Student Social Activities Committee and the Middle East University Student Association sponsor a variety of social functions. Students should take note of advertised campus events that cater to a variety of interests and consist of sport tournaments, indoor and outdoor activities, music and talent exhibitions, cultural and humanitarian programs, field trips, campus fairs, community service activities, assembly meetings, and spiritual gatherings. The MEU administration encourages students to propose creative events and activities and is available to support and organize approved social events.

ACADEMIC ADVISORS



While students may approach any member of the faculty for advice, every student is assigned an academic advisor in his/her area of study. The academic advisor assists students in selecting courses and offers guidance to assure that current academic rules and regulations are followed.

OFFICE OF COMMUNICATIONS

The Office of Communications (OC) is responsible for two functions: recruiting and communications/marketing. The tasks of communications are to report and spread information about the activities of the University. Recruiting is more directly connected with relational activities that result in or lead towards a decision to enroll. While these functions are distinct, they are also closely intertwined.

The OC promotes the University through internal and external communication. Internal communications inform students and staff of upcoming events such as concerts, holidays, prayer meetings, and more. Internal communications help create a sense of community and a positive image of the University and serve as a method of recruiting. External communication supports awareness and outlines MEU's role both within the Lebanese professional community and internationally. The OC creates the public face of MEU and ensures positive publicity through a variety of avenues including social media, the web, and professional conferences.



ALUMNI ASSOCIATION

The local chapter of the Alumni Association of Middle East University (AAMEU) is officially recognized by the Ministry of Interior Affairs and Municipalities. Through the local and the international Alumni Association, the University endeavors to maintain a continuous relationship with its alumni. Graduates and all former students, faculty and staff automatically join the ranks of the alumni and are invited to play an active role in their local alumni chapter.

ACADEMIC CATALOG

Students are advised to read and familiarize themselves with the information in the Academic Catalog. They are responsible for abiding by its policies and regulations. Any exceptions to the academic regulations stated in the Academic Catalog must be petitioned to the Academic Affairs Committee in writing and on the appropriate form for evaluation.

Students must meet the requirements of the Academic Catalog under which they first registered at the University or may request permission to meet the requirements of any subsequent edition published while they are in continuous enrollment. If a break of more than one academic year passes without enrollment, students must adhere to the requirements of the Academic Catalog current at the time of their re-registration.

The University reserves the right to institute changes as deemed necessary during the period for which the Academic Catalog is in effect. These new or altered regulations will be announced and posted. They will have the same force as those published within this document.







Admissions

ADMISSION POLICY

The University is committed to quality and equal educational opportunities for men and women and does not discriminate among its applicants on the basis of gender, age, national origin, race, or religion. The Admissions Committee follows a policy of selective admission based on the applicant's qualifications, former scholastic achievement, character recommendations, entrance examination results, and the probability of success in an academic setting, as well as the student's potential contribution to society. The Admissions Committee reserves the right to withdraw or reject an application as the administration sees fit.

The Office of Admissions is responsible for the administration of the admission policy. Admission to the University is valid for only one academic year. If an applicant fails to register during this period, then he/she will have to reapply to be considered for admission.

UNDERGRADUATE APPLICATION PROCEDURE

Application forms are available at the Office of Admissions. The application form can also be downloaded from the University's website. Inquiries should be addressed to:



Director of Admissions/Registrar
Middle East University
P. O. Box 90-481
Jdeidet El Metn, Metn 1202 2040
Lebanon

Phone: +961-1-685800 / Fax: +961-1-684800
E-mail: admissions@meu.edu.lb
Website: www.meu.edu.lb

Applications are not considered until all required documents have been submitted and should be presented no later than one month prior to the beginning of the fall or spring semester registration dates.

The following items are required:

- The application form entirely filled out and signed by the applicant. The applicant's legal name as recorded on personal civil record, the identity card, or passport must be spelled the same way on all forms.
- One recent passport-size photograph.



- International applicants must provide a clear photocopy of their passport.
- Lebanese applicants must provide a clear copy of their national identity card and family civil status record.
- An authenticated Lebanese Baccalaureate certificate or its equivalent, or permission from the Lebanese Ministry of Education to enroll in the Freshman Class Program.
- An official transcript of grades for the last three years from an accredited secondary school, issued by the school in a sealed envelope.
- SAT scores for Freshman Class applicants.
- Two recommendation forms, filled in by two professionals who know the applicant well (e.g. principal, teacher, or member of clergy; no family members or relatives), in sealed envelopes.
- A non-refundable application fee.
- Register and pay the fees for the English language entrance examination and the placement test(s) as required by the concerned academic department.
- Transfer applicants from an accredited institution of higher education must provide an official transcript of grades in a sealed envelope.

DOCUMENTS AND RECORDS

Transcripts of grades and other application documents become the property of the University and may not be reclaimed or forwarded. Certified photocopies are acceptable. The application documents of those who are denied admission, or have been accepted but did not register, are routinely destroyed after one academic year.



Applicants who become MEU students may inspect and review their official records upon request at the Office of the Registrar. The University reserves the right to disclose routine information (e.g. student's name, program of study, degrees received) without prior written consent from the student. Information will also be disclosed to parents of a dependent student and to academic officials of MEU. However, the student's consent in writing will be required for the disclosure of personally identifiable information from academic records.

INTERNATIONAL APPLICANTS

International applicants are reminded that application procedures may take time, and those needing a visa to enter Lebanon must allow for ample processing time. It is advisable to allow time for the application form, the supportive documents, recommendations, and the application fee to reach the University three months before the beginning of the semester. International applicants must pay an advance deposit and are required to present a satisfactory budget for financing their studies and living costs at MEU. Under no circumstances should international applicants come to MEU before receiving an official letter of acceptance from the University. MEU will provide advice on how to plan your stay at MEU. Please arrange with MEU for pick-up upon arrival. Upon arrival in Lebanon, international applicants must come directly to MEU.



International applicants may be required to supply certain medical records as requested by the University and should have passports that are valid for a period not less than one year from the date of joining the University. It is their responsibility to secure an entry visa to Lebanon from the Lebanese consulate in their country and to maintain their student visa status at all times. The University will assist registered international students in acquiring residence permits from the local authorities. International undergraduate students are expected to carry a full course of study—a minimum of twelve credits per semester and six credits in the summer session, in order to maintain their international student status.

For assistance with any needed information, including entry requirements into Lebanon from your respective country please contact the International Students Office at international.students@meu.edu.lb.

International applicants to the Freshman Class are required to meet the Lebanese Government requirements for admission to this program. Please contact the admissions office (international.students@meu.edu.lb) for more details.

NAMES AND NATIONALITIES OF STUDENTS

The name under which a student first registers, as indicated in the student's identity card or passport, will be recorded on his or her transcript of grades and MEU identity card. This name cannot be changed and will appear on the diploma. Moreover, students with dual-nationality, who were admitted to the University as non-Lebanese, will not be permitted to change their nationality to Lebanese on the University's records unless they fulfill the admission requirements for Lebanese students.



UNDERGRADUATE ENTRANCE EXAMINATIONS

All applicants will be advised about which of the following entrance examinations they will be required to take. The University reserves the right to require certain applicants to take other entrance examinations if necessary.

English Language Proficiency

Since the medium of instruction at MEU is English, the English language entrance examination is required of all applicants whose native tongue is not English or who are not arriving from an institution where English is both the language of instruction and the principal language spoken on campus. The English language entrance examination tests the applicant's abilities in the areas of listening, reading, writing, and speaking.

English language proficiency for undergraduate students may be verified by achieving one of the following:

- A minimum score of 500 on the University's English Entrance Examination (EEE)
- A minimum score of 525 on the paper-based (PBT) Test of English as a Foreign Language (TOEFL) or an equivalent of 6.5 on IELTS; 197 on the computer-based (CBT) TOEFL; and 71 on the Internet-based (iBT) TOEFL.



The University administers the English language entrance examination on the announced test date(s) before the beginning of each semester. It is the responsibility of the applicant to personally register for and take the required test on the test date(s) published by the University. Applicants may only repeat the English language entrance examination at a subsequent scheduled examination period at the beginning of the following semester. The EEE, TOEFL, or any English language entrance examination score earned from a recognized institution must not be more than two years old in order to be recognized by MEU. Applicants who fail to obtain a passing English score are advised to enroll in the University's English Language Institute to reach to the required level of English skills and then proceed with degree studies. Applicants who score less than 275 on the EEE or less than 325 on the PBT TOEFL or less than 4 on IELTS; 50 on the CBT TOEFL; and 15 on the iBT TOEFL will not be admitted.

Placement Tests

Applicants who pass the English language entrance examination will sit for an English Placement Test (EPT) that further identifies the students' knowledge of the English language and determines the English language course that they may enroll in. The EPT requires the writing of an essay of 200 – 300 words on an assigned topic, to be completed in one hour. It is evaluated for content, organization, style, and mechanics. Depending on the level of achievement, applicants may be required to take Beginning Composition as a remedial course or may advance directly to English Composition I.

Applicants to the Bachelor of Science in Computer Science degree program must pass the Mathematics Placement Test (MPT), which identifies their acquired knowledge of Calculus I and II and determines their ability to enroll in Calculus III and other subsequent mathematics courses. Depending on the level of achievement, applicants may be required to take Calculus I and II as remedial courses.



Applicants to the Bachelor of Science in Graphic Design and Digital Media, the Bachelor of Business Administration, and the Bachelor of Science in Information Systems must pass the Mathematics Placement Test (MPT), which identifies their acquired knowledge of mathematics and determines their ability to enroll in courses that require prior mathematical knowledge. Based on the result of the MPT, the applicant may be required to take Calculus I as a remedial course.

SAT exams

Applicants to the Freshman Class are required to take the SAT exam at a recognized examination center before they can begin their Freshman Class courses. If the applicant has taken the SAT tests more than once, then the highest score for each of the areas will be adopted. The SAT scores are valid for two academic years and must be sent directly from the recognized testing center to the Office of Admissions/Registrar.



UNDERGRADUATE ADMISSION CLASSIFICATION

Admission Classifications

Applicants may be admitted to either the Freshman Class or to the Sophomore Class based on their qualifications.

Freshman Class

Applicants to the Freshman Class should hold a secondary school certificate from an institution accredited outside of Lebanon based on twelve years of regular successive schooling (starting with Grade One) and recognized by the Lebanese Ministry of Education. The University recognizes high school certificates that are based on twelve years of schooling or a twelfth year (Grade 12) that was completed successfully. Applicants to the Freshman Class must obtain permission from the Equivalence Committee of the Lebanese Ministry of Education allowing them to pursue higher education on the basis of a foreign program. They must produce evidence of having lived (legal residence) and studied (official grades) outside Lebanon for not less than two years of secondary education (three years for elementary education). This process should begin prior to the applicant's first registration.

All Lebanese applicants to the Freshman Class who have applied for permission to pursue higher education on the basis of a foreign program are also required by the Lebanese Ministry of Education to sit for and pass the SAT exams with satisfactory scores. In Lebanon, applicants may contact AMIDEAST (www.amideast.org/lebanon) to arrange for taking the tests. For updated information on the SAT, please contact the admissions office (admissions@meu.edu.lb)



Sophomore Class

To be admitted to the Sophomore Class, applicants must provide documentation of having received the Lebanese Baccalaureate or its official equivalent as recognized by the Lebanese Ministry of Education. Holders of certificates other than the Lebanese Baccalaureate (GCE or International Baccalaureate) that are equivalent to it may be considered for admission; however, the class to which they will be admitted (Freshman or Sophomore) depends on the certificate and the terms of equivalence specified by the Lebanese Ministry of Education.

Applicants with a Lebanese Baccalaureate in Literature and Humanities, Sociology and Economics, General Sciences, or Life Sciences are eligible for admission to certain faculties. Applicants with a Technical Baccalaureate are eligible for admission to the program of study that corresponds to their technical program. Holders of government secondary certificates, other than the Lebanese Baccalaureate, may apply to the Freshman or Sophomore Classes. While certain secondary certificates may require evaluation on an individual basis, others may not be recognized for admission.



Applicants admitted directly to the Sophomore Class will be granted a transfer of 30 credits from the baccalaureate and will be exempt from the Freshman Class course requirements (30 credits), provided they pass the English language entrance examination and the placement test(s).

UNDERGRADUATE ADMISSION STATUS

The Admissions Committee will review each applicant's application and issue a letter indicating acceptance, denial, or an outline of conditions to be fulfilled before regular standing can be granted. Accepted students will be classified under the category of Regular, Provisional, or Probationary status.

Regular Status

Each applicant who has met all the admission requirements is classified as a regular student. Regular students must carry a course load of not less than 12 credits per semester (six credits for the summer session) to maintain full-time student status. Regular full-time students who may need to reduce their study load to less than 12 credits must seek the approval of the chairperson of the department. A student who carries a course load less than 12 credits, but not less than six credits, will be classified as a part-time student. Part-time student status is given to students who will need less than 12 credits to complete their degree requirements and persons who for personal reasons cannot take 12 credits or more.

Regular students may enroll in one of the following programs.



- Four-Year Bachelor's Degree Program: The University's four-year degree program is for applicants who have completed a non-Lebanese secondary education and who have acquired permission from the Lebanese Ministry of Education to enroll in the Freshman Class.
- Three-Year Bachelor's Degree Program: Applicants may be admitted to sophomore standing on the basis of their Lebanese Baccalaureate or its equivalent as recognized by the Lebanese Ministry of Education and accepted by the University.

Applicants admitted to the undergraduate degree programs (BA, BBA, or BS) with a deficiency in the fields of study covered by their secondary education or with poor grades in an area of study may be required to take specific remedial courses to compensate for the deficiency. All remedial courses must, as far as possible, be taken during the first academic year of residence.

Provisional Status

The Admissions Committee may in certain circumstances admit applicants provisionally for a limited period. Students must meet the regular admission status requirements prior to the completion of the first 12 credits of their study program at the University.



Probationary Status

Applicants whose prior academic performance is below average but who have demonstrated motivation and ability to handle university work are assigned a probationary status for one semester. A student on probation must normally take 12 credits and must obtain a minimum grade-point average of 2.00. At the end of the semester, the Academic Affairs Committee will review the student's status before he/she is allowed to continue.

OTHER ENROLLMENT STATUS OPTIONS

In addition to those students seeking to earn an MEU degree, MEU allows several other categories of students to enroll at MEU.

Cross-enrolled Students

Cross-enrolled students are those who have been admitted into a program at another accredited university, and who, with the agreement of that university, are seeking to take classes at MEU. This cross-enrollment may be done within the context of a partnership agreement such as exists with Andrews University, Montemorelos University or Adventist Colleges Abroad, or on a case-by-case basis. The student must present a letter of authorization from the institution where they are admitted, indicating that they are aware of and in agreement with the student's plans.

Permission to Take Classes (PTC)



An individual who is not pursuing a degree program at the University is permitted to take a load of up to the normal full load per semester. This student is classified as a Special Student with Permission to Take Classes (PTC). Usually, these individuals should have finished high school and passed the English language entrance examination. Exceptions, based on the applicant's intellectual maturity and work experience, are processed through the Academic Affairs Committee. This is a temporary enrollment status, not an admission category. PTC status is assigned to any of the following:

- Persons who need to audit certain courses to qualify for certification or for personal growth
- Adults who do not wish to enroll for a degree program.

All students allowed to enroll under the PTC status will be assigned an academic advisor in their area of interest.

Students who receive regular admission to the University at a later date may petition up to 24 of the credits taken on a PTC basis and with an earned minimum grade of "C" to apply towards the proposed degree.



English Language Institute

Students who wish to improve their English may enroll in the English Language Institute. The English Language Institute has three levels—Basic, Intermediate, and Advanced. English Language Institute students are expected to finish the semester they have enrolled in even if they have obtained a passing English language entrance examination score during the semester. The English Language Institute courses are not applicable to MEU degrees; however, official grades are issued and recorded on the transcript of grades. Students completing the Advanced English level may meet the MEU English language requirements for admission.

UNDERGRADUATE TRANSFER STUDENTS

The following are the requirements for transfer applicants:

- An applicant transferring from a university where English is not the language of instruction must pass the English language entrance examination requirement.
- Transfer applicants may be exempted from the entrance examinations if they have successfully completed one academic year of university work or a minimum of 30 credits in a recognized institution of higher education.
- Applicants transferring from other accredited institutions must have completed a minimum of 24 credits with a cumulative grade-point average (GPA) of 2.00 ("C") or better to be evaluated on the basis of their university grade-point average and not their secondary school grades.
- Only courses taken within the last six years with the grade "C" or equivalent may be transferred, but no grade is recorded on the transcript of grades.
- The transferred courses and credits must be essentially equivalent in quality and quantity to the courses to be substituted. Applicants must provide the University with a catalog, bulletin, or course outlines from the institution that they previously attended.
- Only six semester credits may be transferred and applied on the last 36 semester credits of a degree program.
- A transfer applicant must complete a minimum of 30 credits in residence for the bachelor's degree to be eligible for a degree from the University. These credits must apply to the major courses numbered 300 or above.
- Transfer courses and credits are recorded on the student's transcript of grades at the time when he/she completes his/her study program at the University, but they do not count toward the cumulative grade-point average.
- Transfer students on academic suspension from another institution are not admitted to the University.



The final determination of acceptability of transfer courses is made by the Academic Affairs Committee upon the recommendation of the corresponding faculty dean or general education director.



UNDERGRADUATE RE-ADMISSION POLICY

Students who, without prior approval, have been away from the University for a period of more than one academic year must, on their return, apply for re-admission. If they have attended another accredited institution, they must submit an official transcript of grades. A cumulative grade-point average of 2.00 ("C") or better on their interim university-level work is required for re-admission. Upon re-enrollment, students must follow the academic program(s) as listed in the current Academic Catalog. A student who has been dismissed from the University will not be eligible for re-admission.

Students who have completed a degree program and graduated from MEU may be re-admitted for an additional degree program in a different area of study. A form must be submitted to the Office of the Registrar and approved by the Admissions Committee. The University does not award a second degree with the same nomenclature, but students will receive a letter indicating the completion of another major or concentration.

UNDERGRADUATE DEGREE REQUIREMENTS

The undergraduate degree programs comprise the following elements:

- General Education Courses. Courses designed to broaden the student's educational background.
- Major Courses. Core and concentration courses that cover the basic areas of knowledge in a field of specialization.
- Electives. Courses chosen by the students with the approval of their academic advisor that may or may not be related to the major.
- Cognates. Courses that are offered to support the department courses. They are usually related to the major.



These are the minimum degree requirements. Some departments may set a higher standard and include additional requirements.

Bachelor's Degree General Requirements

To be eligible for a bachelor's degree (BA, BS, and BBA) from the University, a student must complete or achieve:

- The degree's general education, department requirements (core and concentration), electives, and cognates during a minimum period of six semesters. A maximum period of six academic years is allowed to complete the bachelor's degree, beginning with the freshman class; five academic years beginning with the sophomore class; three beginning with the junior class; and two beginning with the senior class. Failure to comply with the permitted period requires the student to petition the Academic Affairs Committee for further consideration.
- The Freshman Class Program (30 credits), if required, during a minimum period of one academic year.



- The final two semesters in residence at the University.
- At least 30 upper-division credits of the major area in residence.
- A minimum cumulative grade-point average of 2.00 ("C") in all courses used to meet the degree requirements and a minimum of 2.25 with no grades lower than ("C-") in the major of the department requirements (core and concentration), cognates, and department electives.

GRADUATE ADMISSION AND APPLICATION PROCEDURE

Application forms are available at the Office of Admissions. The application form can also be downloaded from the University's website. Inquiries should be addressed to:

Director of Admissions/Registrar
Middle East University
P. O. Box 90-481
Jdeidet El Metn, Metn 1202 2040
Lebanon

Phone: 01-685800 / Fax: 01-684800
E-mail: admissions@meu.edu.lb
Website: www.meu.edu.lb

Admission is offered on a selective basis to academically qualified students. To be eligible for admission to graduate programs, all applicants must:



- Be holders of a bachelor's degree or its equivalent from an accredited institution of higher education recognized by the Lebanese Ministry of Education and Higher Learning.
- Present an applicable undergraduate grade-point average in the major area of study.
- Comply with any additional admission requirements that may be described under each degree program.

All documents required for admission should be handed in at least one month prior to the beginning of the semester. All presented documentation will become the property of the University and will not be returned to the applicant. Admission is valid for one calendar year from the date of acceptance. Applicants must submit to the Office of Admissions all of the following before their application can be processed:

- The application form filled out and signed by the applicant. The applicant's legal name as recorded on official documents must be spelled the same way on all forms.
- One recent passport-size photograph.
- International applicants must provide a clear photocopy of their passport.
- Lebanese applicants must provide a clear copy of their national identity card and family civil status record.



- An authenticated copy of the bachelor's diploma and official undergraduate transcript(s) of grades sent by the educational institution(s) directly to the University
- A certified copy of the baccalaureate certificate or its equivalent.
- Two recommendation forms, filled in by two professionals who know the applicant well (e.g. university professor and/or work supervisor; no family members or relatives), and in a sealed envelope.
- If required, a certificate indicating a passing EEE or TOEFL score not older than two years.
- A non-refundable application fee.
- An official transcript of grades in a sealed envelope for transfer applicants from an accredited institution of higher education.

GRADUATE ENTRANCE EXAMINATIONS

Graduate applicants must demonstrate their proficiency in the English language and their ability to research and write in English at an adequate level. Therefore, applicants who did not study their undergraduate program in English must sit through the English language entrance examination and achieve one of the following:

- A minimum score of 550 on the University's English Entrance Examination (EEE).
- A minimum score of 600 on the paper-based (PBT) Test of English as a Foreign Language (TOEFL) or an equivalent of 7 on IELTS; 250 on the computer-based (CBT) TOEFL; and 100 on the Internet-based (iBT) TOEFL.



The University administers the English language entrance examination on the announced test date(s) before the beginning of each semester. It is the responsibility of the applicant to register for and take the required test.

Applicants who score between 500 – 549 on the EEE, 550 – 599 on the PBT TOEFL or an equivalent of 6.5 – 7 on IELTS, 213 – 247 on CBT TOEFL, and 80 – 99 on iBT TOEFL, will be required to take a remedial English language course and pass the course with a "B" grade or higher. Scores below the above mentioned ranges will require the applicant to register for the English Language Institute. The English language proficiency requirement must be completed before starting the graduate program.

Departments that offer MA, MAT, and MS degrees may require their applicants to sit for the Graduate Record Examination (GRE) general test, while MBA degree applicants may be required to sit for the Graduate Management Admissions Test (GMAT).

INTERNATIONAL APPLICANTS

International applicants are reminded that application procedures may take time, and those needing a visa to enter Lebanon must allow for ample processing time. It is advisable to submit the application form, application fee, recommendations and supporting documents to the University at least two months before the semester begins.



International applicants must pay an advance deposit and are required to present a satisfactory budget for financing their studies and living costs at MEU. Under no circumstances should international applicants come to MEU before receiving an official letter of acceptance from the University. Upon arrival in Lebanon, international applicants must come directly to MEU.

International applicants may be required to supply certain medical records as requested by the University and should have passports that are valid for a period not less than one year from the date of joining the University. It is their responsibility to secure an entry visa to Lebanon from the Lebanese consulate in their country and to maintain their student visa status at all times. The University will assist registered international students in acquiring residence permits from the local authorities. International graduate students are expected to carry a full course of study—a minimum of eight credits per semester and four credits in the summer session, in order to maintain their international student status.

For assistance please contact the International Student Office
(international.students@meu.edu.lb)

GRADUATE ADMISSION STATUS

Graduate applicants will be classified as detailed below.

Regular Graduate Status

Applicants qualify for this category if they hold an earned bachelor's degree from the University or its equivalent from another recognized institution of higher education with a minimum undergraduate cumulative grade-point average of 2.75 in the major area of study. The regular graduate status is maintained if the cumulative grade-point average in all graduate coursework is 3.00 or above.

Regular full-time graduate students may register for 8–12 credits per semester. Those who register for seven credits or less will be considered regular part-time graduate students. The maximum load for summer sessions is six credits. Loads in excess of 12 credits per semester will require the approval of the chairperson of the department and the corresponding faculty dean. Graduate students may not take more than 15 credits per semester.

International graduate students are expected to carry a full course of study—a minimum of 8 credits per semester and 3 credits in the summer session, in order to maintain their international student status.

Probationary Graduate Status

Applicants who show promise for success in graduate study may be considered for admission and categorized as graduate students on probation for two semesters if they hold an earned bachelor's degree from the University or its equivalent from another recognized institution of higher education with a minimum undergraduate cumulative



grade-point average of 2.50 in the major area of study. Graduates accepted on probation must complete the first four graduate courses without repeats and receive a minimum cumulative grade-point average of 3.00. Applicants with an undergraduate cumulative grade-point average of less than 2.50 in the major area of study will not be admitted to the degree program. Students under probationary graduate status may not register for the thesis.

Provisional Graduate Status

Applicants may be qualified for this status if they hold an earned bachelor's degree from the University or its equivalent from another recognized institution of higher education with an undergraduate cumulative grade-point average of 2.75 in a major area of study that is different from the intended graduate program major. The chairperson of the department will recommend the foundation courses that the applicant must take before consideration for admission to the graduate program. These foundation courses must be completed within one or two consecutive semesters and are not counted toward the graduate degree. Upon successful completion of the foundation courses with a cumulative grade-point average of 2.75 and no grade lower than "C", the applicant will be admitted to the graduate program with regular graduate status.

Graduate applicants who fail to meet one or more of the other requirements for regular graduate status may also be admitted on a provisional graduate status. At the time of provisional admission, the nature of the deficiency, the plan, and the deadline for its removal is specified. Failure to meet the conditions will result in dismissal from the program.



OTHER ENROLLMENT STATUS OPTION

Permission to Take Classes (PTC)

Individuals who have earned a bachelor's degree but do not wish to earn a graduate degree, or are guest students from another university, may be classified as special (non-degree) applicants with a Permission to Take Classes (PTC) status. PTC is a temporary enrollment designation and applicants may be permitted to enroll for no more than 12 credits. If the student later wishes to enroll in a graduate degree program, he/she will then have to submit an application form and go through the graduate admission process. Courses taken on a PTC basis generally do not count toward a graduate degree. However, a maximum of 12 credits with a "B" grade or higher may be applied by petition after the student has submitted an application form, and been accepted into, a graduate degree program. Petitions are evaluated on an individual basis.

PTC status may also be granted to students who have applied for admission to the graduate program, but for some reason, the application has not yet been completely processed. In such cases, PTC status is available for one semester only (a maximum of 12 credits).



GRADUATE TRANSFER STUDENTS

Applicants with graduate-level courses from a recognized institution of higher education may be granted the transfer of a maximum of 20% of the coursework for the degree taken within the last four years, in which the applicant has received a minimum of 3.00 grade-point average or a "B" grade (84/100) or its equivalent. The transferred courses must apply towards a similar degree at the university where they were originally earned and must meet similar requirements within the University's degree program. The grade for a transfer course is not included in the grade-point average computation. Requests for transfer of credits must be made at the time of application.

A student may be granted permission to cross-register for courses at another accredited institution of higher education if a course needed is not offered at MEU. All courses taken through cross-registration are considered transfer credits.

AUDITING GRADUATE COURSES

Applicants who have satisfied the admission requirements may be granted the opportunity to audit graduate courses subject to the availability of space and the faculty member's consent. The audited courses will appear in the student's transcript of grades with an "AU" designation. A "U" designation is given to an audited course if the student has not met the obligations of the audit requirement.

GRADUATE RE-ADMISSION POLICY



Graduate students who have interrupted their graduate study at the University for more than one academic year must apply for re-admission. They will be required to meet the current program requirements. Students who plan to return after an absence of one year or less must notify the chairperson of the department of their intention to return.

Students who have completed a graduate degree at the University may be re-admitted for a second degree program at the same level but in a different area of study. A form must be submitted to the Office of the Registrar and approved by the Admissions Committee. The University does not award a second degree to students who complete another concentration. A letter indicating the completion of an equivalent to another concentration will be issued.

GRADUATE PROGRAMS REQUIREMENTS

While the regulations for graduate study in this section govern all graduate degree programs at the University, there may be additional specific departmental requirements that are described under each degree program. Graduate students are subject to the same rules and regulations concerning university records, registration, class attendance, grading system, test and examinations, add or drop courses, withdrawal from courses or from the University, petitions, tuition and fees, refund policy, etc., as undergraduate students. It is the responsibility of the graduate student to be aware of the regulations in the Academic Catalog.



All requirements for the graduate degrees at the University must be completed satisfactorily within the period of six academic years from the beginning of the first semester of class work and ending with the thesis defense. If students fail to complete their degree program within the allotted time, they will have to retake certain courses or additional courses for appropriate updating; otherwise, they may be dismissed from the program.

UPDATING GRADUATE COURSES

In order to preserve the quality of a graduate degree that was not completed within the allotted period, certain courses may require updating. Only courses taken at the University may be considered for updating. Outdated work done elsewhere cannot be updated; students must then take and complete the course at MEU. Updating a course does not change the grade of the course that was used in computing the grade-point average. Only courses with a "B" grade and above may be updated. The requirements for updating are specified by the department on a course-by-course basis.

GRADUATE SPECIALIZED DOCUMENTS

Helpful documents are available to assist students to planning their graduate programs. These documents include: Middle East University's Standards for Written Work and Handbook for Graduate Students. These documents are available to all graduate students and provide detailed information regarding processes and procedures not mentioned in the Academic Catalog.



DENIAL OF ADMISSION

Applicants may be denied admission or their admission may be rescinded when:

- They submit documents, transcripts of grades, or records found fraudulent, incomplete, or inaccurate
- They do not meet the conditions specified for continuing enrollment
- They do not wish to cooperate with the University's policies, and their presence and behavior become detrimental to the mission, standards, and functioning of the University
- They do not register in the academic year to which they were admitted
- The University is unable to meet the applicant's needs.





Registration

REGISTRATION PROCEDURE

Both undergraduate and graduate students should plan to register according to the published academic calendar. The Office of the Registrar will provide the necessary information to all students eligible for registration.

Applicants who have been offered admission to the University but have not registered for the immediate semester must register the following semester; otherwise, they will forfeit their acceptance. Please inform the Registrar by email at admissions@meu.edu.lb if you intend to delay registration for one semester.

SELECTION OF COURSES

Undergraduate and graduate students must select their courses as offered each semester in consultation with their academic advisor. It is the responsibility of the students to familiarize themselves with the information in the Academic Catalog. It should be noted that:

- Undergraduate students who are enrolled in the Freshman Class must enroll in required courses that will count toward meeting the equivalency criteria prior to registration for sophomore courses.
- Remedial courses must be taken in the first semester of study.
- English language courses should be taken in sequence beginning with the first semester of study.
- Undergraduate and Graduate students are required to take a minimum of one religious studies course for each academic year.
- A failed course must be registered for the next time it is offered.
- All prerequisite requirements must be fulfilled with a passing grade before registering for a course.
- A course may not be registered for more than twice (including withdrawals). A third registration requires the approval of the Academic Affairs Committee.



PAYMENT OF TUITION AND FEES

All students are required to pay the tuition and fees in full at the time of registration or make the proper financial arrangements with the Business Office. The right to register, to attend classes, or to take examinations will be revoked for students who have not cleared their accounts by the date(s) formerly agreed upon.



NATIONAL SOCIAL SECURITY FUND (NSSF)

Lebanese students are required by law to register with the National Social Security Fund (NSSF) Medical Branch. Therefore, at the time of registration, students are required to present the following to the Registrar Office:

- The complete social security application form obtained from the Registrar Office
- The family civil status record and a photocopy of the student's Lebanese identity card.
- The NSSF annual fee.

If the student is already registered with the NSSF or is insured through a parent, an affidavit from the NSSF will suffice.

LATE REGISTRATION

Students who register after official registration dates for the program will be charged a late registration fee. Students seeking to enter a class after the last official day to register will be denied registration unless the department chair and faculty member give special permission. If late registration is permitted, the student is still responsible to complete all assignments, including those given before the late registration.

CHANGES IN REGISTRATION

Students have the opportunity to change selected courses during the add or drop period on the first week of the semester (as indicated in the academic calendar). The Office of the Registrar provides an add or drop form to be signed by respective faculty members. Courses that have been dropped during the add or drop period will not count as withdrawals and will not appear on the student's transcript.



CROSS REGISTRATION

MEU students may be granted permission to register for one or more courses while at another recognized institution of higher education while studying at MEU. The cross-registered courses will be counted as transfer courses and will not count toward residency requirements. Students who wish to cross register should ensure that:

- The University is not able to offer the required course in a semester prior to the completion of their program.
- The cross-registered course is equivalent to the University's course as specified in the course description.
- Approval has been obtained from the chairperson of the department, the faculty dean, and the registrar.
- The approval document has been submitted to the supplementary institution.
- The total number of academic credits follows the maximum load allowed at MEU.



Students should note that they may not cross-register for courses they have attempted at MEU, nor will cross-registration be allowed for students on academic probation. Students from other universities who request cross-enrollment at Middle East University must:

- Secure written approval from their institution
- Present the above documents to the Office of the Registrar at MEU
- Follow the registration procedure

COURSE LOAD

The University operates on the semester system. The course load is expressed in semester credits. Each semester credit represents 150 minutes of student work per week for the duration of the semester (typically 15 weeks). This typically consists of one 50-minute class/lecture period per week per credit, and at least 100 minutes of student work for preparation and study.

When a course is scheduled over a period of less than 15 weeks, the same total amount of class time and/or student work is expected.

COURSE LOAD FOR UNDERGRADUATE STUDENTS

A full-time undergraduate student will register for between 12 and 17 credits per semester (and up to 6 credits for the summer session). While a summer session is not counted as a full semester, the courses offered are identical in content and standard to those offered during fall or spring semesters. Undergraduate students with less than 12 credits are classified as part-time students.



The chairperson of the department and/or the faculty dean may grant special exceptions to those who have demonstrated superior scholarship or are graduating. A student is never permitted to enroll in more than 20 credits during one semester.

COURSE LOAD FOR GRADUATE STUDENTS

Full-time graduate students may register for 8 – 12 credits per semester. Those who register for 7 credits or less will be considered part-time graduate students. The maximum load for a summer session is 6 credits. Loads exceeding 12 credits will require the approval of the chairperson of the department and the faculty dean. 15 credits are the maximum allowed for graduate students.

ID CARD AND NUMBER

Students are issued identification cards at the time of Registration at MEU through the IT Department. The ID number/card is used in all MEU records and official documents. The card is renewed at registration time each fall semester and remains the property of the University. A fee is charged for replacing a lost card.



CAMPUS STUDENT CLUBS

The University encourages students to participate in as many campus extracurricular activities as their study/work load permits. There are several campus student clubs sponsored by faculty/staff members, which give students the opportunity to complement their academic experience by exercising leadership, developing talents, and articulating self-expression. Through these clubs, students will learn to be involved and work with each other, balance their academics with organizational and volunteer commitments, and serve others to achieve goals and develop leadership skills.

MOTOR VEHICLE REGISTRATION

The University has a large parking area for faculty, staff, students and visitors. All cars used to commute to MEU must be registered with the Business Office at the beginning of each semester. Vehicle drivers must document that the car is insured and that they have a valid driver's license. They are expected to observe the speed limits as well as traffic and parking regulations. A system of fines is enforced on those who fail to uphold the campus parking and safety regulations.





Financial Information

TUITION AND FEES

Middle East University is a non-profit educational institution that charges moderate fees. Students are expected to pay the tuition and fees in full during the registration period at the beginning of each semester or make alternative arrangements with the Business Office.

Information on tuition and fees is available on the University's website and on a separate document obtained from at the University's Business Office. Payments should be made in cash (Lebanese pounds) or by direct deposit in to the University bank account. The University makes every effort to maintain the tuition and fee costs as published at the beginning of the academic year. However, the University reserves the right to make changes necessitated by unexpected circumstances. Such changes are announced before the semester in which they become effective. Below is a list of required fees by the University:

- Every applicant must pay the application fee before the Admissions Committee will consider the application.
- At the time of registration, every student will be charged a registration fee. If registration is not completed within the assigned published days, the student will be charged a late registration fee for every day he/she is late.
- An examination fee is required for certain examinations such as the English Entrance Examination (EEE), Test of English as a Foreign Language (TOEFL), English Placement Test (EPT), Math Placement Test (MPT), make-up tests, make-up examinations, waiver examinations, and credit by examination.
- Every student is charged a development fee to be used for campus improvement.
- Students who use cars to commute to the University must register their cars each semester with the Business Office and pay the parking fee.
- Upon registration, all undergraduate students become members of the Middle East University Student Association (MEUSA) and are charged the student association fee. The funds are used for student projects and publications.
- A Computer Center fee is charged to all undergraduate students.
- Computer Science, Information Systems and Graphics Design majors are charged an additional fee for using the computer center facility.
- The National Social Security Fund (NSSF) Medical Branch fee is charged annually to all Lebanese students as required by law. Non-Lebanese students are insured by the University and must pay a medical insurance fee.
- International students who prefer to live in University Housing will be charged a boarding fee.





- Other fees include a graduation fee, transcript request fee, and ID card replacement fee.
- Courses taken for audit are charged at 50% of regular tuition.

INTERNATIONAL STUDENTS

Applicants from outside Lebanon must pay an advance security deposit with a notarized affidavit of support. Once this document and the deposit are received and accepted along with the application form, the University will consider issuing an acceptance letter. The deposit is held until the student's enrollment at the University is terminated and can be credited for the final semester of registration.

FINANCIAL HOLD AND CLEARANCE

Students who have made payment arrangements with the Business Office but do not meet their financial obligations to the University at the end of the semester will receive no academic credit for that semester. Outstanding balances must be settled in full before students are allowed to register. If students fail to settle their account by the end of the semester/session, interest may be applied on the balance. Transcripts, diplomas, and other academic records are only released when a student's account has been cleared. All students must obtain a financial clearance card from the Business Office to be permitted to sit for the final examinations.

FAMILY DISCOUNT



When two or more students from the same family are attending the University during the same academic year, a discount of 10% is given to the second son/ daughter and beyond, provided the study load is 12 credits or more. This discount is applied on the final statement of the academic year granted that full fees have been paid promptly each semester. Application for the family discount must be made at the time of registration.

FINANCIAL AID

Financial aid is given to a limited number of students in the form of a tuition discount. To be eligible, a student must demonstrate a need, be in a degree program, be academically qualified, and be registered for at least 12 credits. Students on social probation do not qualify for financial aid. If a student fails a course or withdraws from it, the financial aid for that particular course will be terminated. An application for financial aid, obtained from the Business Office and available on the University's website, must be submitted by the student each semester. Financial aid is not available during the summer session.

REFUND POLICY

Students who withdraw from courses during the first four weeks of the semester will receive the following refunds on tuition only:



100% refund:	during the first week (Drop or Add Courses period).
75% refund:	during the second week.
50% refund:	during the third week.
0% refund:	as of the fourth week.

Unpaid tuition and fees will be deducted from any calculated refund. The refund schedule is modified for the summer session. Room and board refunds are in proportion to used/unused time.

DISCLAIMER STATEMENT

MEU does not provide insurance coverage for personal effects and is not responsible for the loss or damage of personal belongings brought to the campus by its students. The University recommends that students purchase their own insurance coverage for personal effects.







Academic Information

ACADEMIC RESPONSIBILITY

Students will benefit from understanding the rules that govern academic activities. Students are welcome to consult their advisor, the chairperson of the department, and/or the faculty dean. Ultimately, responsibility for meeting degree requirements rests upon the enrolled student.

ACADEMIC CLASS STANDING

Undergraduate students are classified according to the number of credits they have earned. Undergraduate students who are enrolled in the Freshman Class must enroll in required courses that will count toward meeting the equivalency criteria prior to registration for sophomore courses. Remedial courses must be taken in the first semester of study.

Freshman	A regular student who has successfully completed 0 – 29 credits
Sophomore	A regular student who has successfully completed 30 - 59 credits
Junior	A regular student who has successfully completed 60 - 89 credits
Senior	A regular student who has successfully completed 90 or more credits



ACADEMIC DEGREE PROGRAMS

A degree program is a course of study, which leads to an academic degree. The general requirements for undergraduate and graduate degree programs are described in the following sections. Specific degree requirements for a BA, BS, BBA, MA, MAT, MS, and MBA are stated under each designated faculty or department.

University students are permitted to enroll in one degree program at a time. If a student wishes to study more than one degree program, he/she must apply only after the successful completion of the requirements of the first degree program.

GRADING SYSTEM

Grades are recorded in students' transcripts that are kept in the Office of the Registrar. Grades that have been submitted to the Office of the Registrar may not be altered, except in the case of an error in computation by the faculty member. The faculty member must submit a request to the Academic Affairs Committee within one month from the date the grade was issued if he/she wishes to change a grade, providing the appropriate documentation.



The right to assign grades rests with the faculty member. In the event of a grade change, the committee will authorize a change only if a computational or recording error has occurred. Grade reports are issued at the end of each semester. The following grading system is used to compute students' quality points on a 4.0 scale:

Grade	%	Quality Points	Performance
A	95 – 100	4.0	Excellent
A-	90 – 94	3.7	
B+	87 – 89	3.3	
B	84 – 86	3.0	Good
B-	80 – 83	2.7	
C+	77 – 79	2.3	
C	74 – 76	2.0	Fair
C-	70 – 73	1.7	
D	60 – 69	1.0	Weak
F	0 – 59	0.0	Fail
I			Incomplete
DG			Deferred Grade
W			Withdrawal
AU			Audit
S			Satisfactory
U			Unsatisfactory



GRADE-POINT AVERAGE

Grade-point average (GPA) signifies the average number of quality points (QP) earned per credit in all courses taken with grade designations of "A" – "F" only. Grade-point average is calculated by:

- Multiplying the number of credits by the number of quality points assigned to the letter grade earned in each class
- Adding the number of quality points earned in all classes
- Dividing the total number of quality points by the total number of credits attempted

Cumulative grade-point average is the ratio of all quality points and credits accumulated since the student began his/her study program at the University.

INCOMPLETE COURSES

An "Incomplete" grade is temporary, and is given only when an individual student cannot, due to circumstances beyond their control, complete the course requirements on schedule (such as the disruption of a course of study due to illness). Students with inferior performance who have not completed their academic assignments do not qualify for an "Incomplete" designation. An "I" is awarded only when a significant portion of the coursework has not been completed and after consultation between the faculty member,



chairperson of the department, and the faculty dean. In such an instance, a contract sheet obtained from the Office of the Registrar must be completed and the conditions must be met within four weeks from the start of the next semester (or two weeks from the start of the summer session). It is the students' responsibility to meet the deadline for their incomplete course(s).

Upon fulfillment of the conditions, the "I" designation will be replaced by a regular grade. Students with incomplete courses should adjust their course load the following semester/session so that the necessary work to remove the incomplete designation may be made up without jeopardizing their academic performance. Failure to meet the deadline will result in changing the "I" designation to the grade earned (possibly an "F"). Students may not register for a course when a prerequisite course has been designated with an "I". The same applies for sequence courses. An "I" designation is not calculated in the cumulative grade-point average and must be removed before graduation.

DEFERRED GRADE

A Deferred Grade (DG) may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. It may be given for tours, field/clinical experiences, internships, projects, intensives, independent study courses, courses requiring research such as theses, and undergraduate upper division courses where mastery learning is required. The Office of the Registrar records a DG for the above listed courses previously recommended by a dean and approved by Academic Affairs Committee. A faculty member may designate a time limit for a given course or a specific situation for the DG to be changed to a letter grade. All DGs are required to be cleared before a student can graduate. A faculty member may change the DG to a letter grade (A-F), S/U as appropriate.



WITHDRAWAL FROM COURSES

Students who wish to withdraw from a course after the end of the add or drop courses period must complete a withdrawal form, available from the Office of the Registrar. This form must be filled out and submitted before completing more than 80% of the scheduled class periods. For regular classes, the last date to withdraw is published in the University academic calendar. Those who withdraw will receive a "W" designation on their transcript without forfeiting their academic standing. A "W" designation may not be changed to any other grade. A withdrawal from a course after the last available day to withdraw from a course will result in an "F". Students may not withdraw more than once from the same course. In the instance of a second withdrawal, an "F" grade will be given. If a student withdraws from a course early in the semester, he/she may benefit from the University's refund policy as stated in the Financial Information section.

CHANGE FROM CREDIT TO AUDIT

Students who register for credit may elect to change their status from Credit to Audit until the last day to withdraw from the course.



AUDITED COURSES

Persons who are interested in taking classes without credit must first obtain the permission of the faculty dean, the chairperson of the department, and the course instructor. They must also fulfill the University's admission requirements. Auditing classes requires registration for the course, presence at all class sessions, and payment as stipulated in the financial information section of this catalog. Fulfilling class assignments, tests, and examinations are optional, however. An individual auditing a class must attend at least 80% of the class periods. The designation received will be "AU". Those who fail to attend regularly will be given a "U" designation. Changes from an audit to credit can only take place before the last day to Add or Drop Courses. Should an individual later desire credit for an audited course, they must retake the course. Laboratory courses cannot be audited. Any individual registered only for an Audit who is not a University student will not be provided with an ID card and is not recognized as a University student. Suspended students may not audit courses at the University.

SATISFACTORY/UNSATISFACTORY GRADES

Certain courses designated by the Academic Affairs Committee may be graded on a satisfactory/unsatisfactory ("S"/"U") basis. Credit is earned only when an "S" is received (the equivalent to a "C" grade for undergraduate students and a "B" grade for graduate students). No quality points are assigned "S"/"U" courses, and an "S"/"U" notation does not affect the grade-point average.



FACULTY DEANS' HONOR LIST

The University recognizes outstanding academic performance in undergraduate students by issuing a Faculty Deans' Honor List at the end of each semester. The following criteria apply:

- Students must be in a degree program and carry a minimum study load of 12 credits per semester.
- Students must not be on academic or social probation.
- Students must achieve a minimum 3.50 grade-point average, with no grades lower than "B-", no "I" or "W" designations, and no repeated courses.
- Students who are fulfilling a portion of their degree requirements at partner institutions are eligible for listing under the same criteria as on-campus students.

Toward the end of spring semester, there is an assembly program during which students who have maintained their names on the Faculty Deans' Honor List for two consecutive semesters (spring and fall semesters) are honored with awards.

COURSE OUTLINES

For each course of study, students receive an outline that specifies course objectives, textbooks used, areas to be studied, assignments, attendance requirements, and a schedule for tests and examinations. This outline will also include a description of how the student's final grade will be computed.



CLASS ATTENDANCE POLICY

Regular and punctual attendance of classes, laboratory sessions, fieldwork, and other academic appointments is required of all students. Absence for whatever reason (including late registration, suspension, and early/late vacation leaves) does not excuse students from their responsibilities. Absences are counted from the first scheduled meeting of the class, regardless of when the student registers for the course.

Faculty members are responsible for keeping regular class attendance records and enforcing the University's class attendance policy. The class attendance requirement is an integral part of the course outline. Excuses for absences are granted and makeup work is assigned at the discretion of the faculty member when an absence is due to a documented illness or another serious cause. Absences do not negate the student's obligation to complete all requirements of a course.

When a student is late three times for a class, he/ she accumulates one absence. If a student is more than ten minutes late for class or he/she leaves before class is over, then he/she may be counted as absent.

If a student has unexcused absences exceeding 15% of the course contact hours, or 20% inclusive of the excused absences, the student is no longer eligible to earn credit for the course. The faculty member should notify the student, their dean and the registrar. The student is expected to then process their withdrawal from the course. A student whose withdrawal is not effected during the authorized period to withdraw will receive a grade of "F".



Whenever a student is continuously absent for more than the equivalent of one week of instruction (whether excused or unexcused), it must be reported to the Dean for follow-up.

TESTS AND EXAMINATIONS

All courses have written tests and final examinations. Credit and a passing grade are not granted unless students complete the required tests and examinations. Failure to take an examination at a scheduled time will result in a failing grade.

If a student misses a test, a mid-term examination, or a final examination for a justifiable reason, the faculty member may evaluate the case and, with permission from the Chairperson of the Department, allow for a makeup test within one week of the scheduled test/examination. A form obtained from the Office of the Registrar must be filled out and a fee is charged before the test/examination is administered. If a student fails a course, no re-examination is authorized; he/she must then repeat the course the next time it is offered.



REPEATING UNDERGRADUATE COURSES

A student is allowed to repeat a course in which he/she has received a failing, unsatisfactory, or withdrawal designation only once. The same course must be taken the next time it is offered. When a course is repeated, the latter grade is considered in the cumulative grade-point average. However, both grades are retained on the student's permanent transcript. A course grade may be replaced by another grade only for coursework repeated in residence. The student who repeats a course must complete all the required work. In sequence courses, a student who fails a course or receives an unsatisfactory grade must repeat that course before he/ she is permitted to enroll in any subsequent course in the sequence. Students may repeat up to 21 credits to raise their grade-point average to the required level.

REPEATING GRADUATE COURSES

Graduate students may repeat only once a maximum of two graduate courses in which they have received a grade of "B-" or less. In case of repeating a course, only the latter grade will be counted in the determination of the cumulative grade-point average.

CREDIT BY EXAMINATION

In exceptional cases, the faculty dean and the Academic Affairs Committee may give a student the right to obtain credit by examination. The Committee will designate two individuals, at least one of whom is a full-time MEU employee, to prepare, administer and evaluate the examination. The student is expected to have gained a mastery of the subject by independent informal study, previous non-credited coursework, or work experience. Such an examination will be equal in difficulty and similar in content to a comprehensive final examination for the course. Such examinations must be taken during the student's first academic year in residence.



The minimum acceptable grade for credit by examination is "C" for undergraduate credit or "B" for graduate credit. Grade-point average will not be affected by the results of the examination. The study load of the student will not be affected by an examination for credit. The credits gained will be regarded as transfer credits. No type of credit by examination may be used to replace failures or other low grades received. Credit by examination is not the same as credit taken in residence; however, students must pay the regular tuition fee for credit acquired through this method.

WAIVER EXAMINATIONS

A required course may be waived provided the student demonstrates proficiency by means of a waiver examination. Permission for this must be obtained from the faculty dean and approved by the Academic Affairs Committee. No credit is given for a waiver examination, and a fee is charged.



ARABIC LANGUAGE EXEMPTION

Students whose mother tongue is not Arabic and/or who have completed their secondary education in a school where Arabic was not used as the language of instruction may apply for exemption from the Arabic language requirement. Those exempt from Arabic may choose Arabic for Beginners or any relevant language course to fulfill the language requirement.

TRANSCRIPT OF GRADES

The Office of the Registrar issues transcripts of students' academic record upon written request from the students. Official transcripts are issued in sealed and stamped envelopes or mailed directly from the Office of the Registrar to the institution chosen by the student. A student requesting a transcript of grades must allow one week to process the document. A fee must be paid for every transcript, and no transcript will be released until the students' financial obligations to the University have been fully met.

PROGRAM CONTRACT SHEETS

All students are assigned a computerized contract sheet or degree audit on which the degree course requirements and grades are recorded. The Office of the Registrar in cooperation with the chairperson of each department updates the contract sheets at the end of each semester and after the registration period.



UNIVERSITY COURSES

A course is a series of presentations, lectures, exercises, tests, and research projects dealing with a specific subject. Courses are numbered with an official course code. The prefix indicates the academic discipline, the area of study to which the course belongs, and the level of the course.

Each course earns a given number of credits if successfully completed. The number of credits ranges from one to six per course. Courses typically are scheduled for one 50-minute class period per week per credit for the duration of one semester (a period of 15 weeks or its equivalent). In the case of a laboratory course, two or three 50-minute class periods are scheduled weekly per one credit.

The University's course numbering system is as follows:

- Courses numbered 100 – 299 are undergraduate lower division courses and may be taken by freshman and sophomore students
- Courses numbered 300 – 499 are undergraduate upper division courses and may be taken by junior and senior students. Many of these courses have lower division prerequisites that must be met before entering the course
- Courses numbered 500 – 699 are graduate level courses



Courses may require prerequisites or co-requisites. A prerequisite is a preliminary course that must be completed prior to the intended course. A co-requisite is a course that must be taken no later than concurrently with the intended course.

Some courses must be taken in order and time sequence over two consecutive semesters. Other courses indicate variable credit (1-3 credits), where students may register for one, two, or three credits. Certain courses are shared between departments; they have the same content and usually hold the same title. Not all courses listed in the Academic Catalog are offered every academic year.

CHANGE OF STUDY PROGRAM

Students are advised to select their degree and major area of study at the time of their first registration. In case students are undecided about a major, they must decide at the end of their second semester. If students wish to change their study program at a later stage (major or area of academic study), they must consult with the chairperson(s) of the department(s), the faculty dean(s), and apply for this change on the appropriate form available from the Office of the Registrar. Sponsored students may not change their study program without the consent of their sponsor.

ACADEMIC HONESTY AND INTEGRITY

The University expects each student to display honesty in all academic matters. Dishonesty during a test or examination or with an academic assignment is a serious offense, and it will always result in severe consequences. Academic dishonesty includes: falsification of official documents or signatures; plagiarism of any published or unpublished work; presenting assignments that are not the student's own work; using materials during a quiz, test, or examination not allowed by the faculty member; studying from stolen quizzes, tests, or examinations; copying from a colleague's paper or talking during a formal or informal quiz, test, or examination. A student who intentionally aids another student in a dishonest act is considered equally responsible.



Any violation of academic honesty by cheating or plagiarizing may be handled either by the faculty member or taken to the Academic Affairs Committee for appropriate action. It will be punishable either by warning, receipt of a lower grade or an "F" grade, or expulsion from the course. Academic suspension/dismissal follows a severe act or a repeated offense of academic dishonesty. In the case of suspension, the student will not be re-admitted to the University until one calendar year has elapsed.

The University supports copyright laws; therefore, students are advised not to illegally copy textbooks, printed material, computer software, or any other copyrighted material.

ACADEMIC PROBATION FOR UNDERGRADUATES

Students are expected to maintain a minimum cumulative grade-point average of 2.00 (average grade of "C"). If failure to maintain the overall minimum grade-point average of 2.00 occurs, they are placed on academic probation for the following



semester and may remain on academic probation for a maximum period of two consecutive semesters. Students on academic probation are expected to limit their extracurricular activities. They may not hold any office in University organizations. Their study load is restricted to 12-13 credits per semester, and 4-5 credits for the summer session, or as advised by the faculty dean. Students are removed from probation if they attain a cumulative grade-point average of 2.00 or higher during the designated period.

Students who remain on academic probation for a second semester will be required by the Academic Affairs Committee to attend personal academic counseling sessions where they will be advised and supervised by an appointed counselor. During the semester and on a weekly basis, students must submit a written report to the counselor demonstrating their educational progress. Teachers of courses taken by students on academic probation will be involved in assisting and supporting the counselors for the scholastic welfare of the students.

Students who carry a reduced study load of less than 12 credits per semester are not subject to the academic probation regulation until they have successfully accumulated a minimum of 12 credits (including the summer session).

ACADEMIC SUSPENSION/DISMISSAL FOR UNDERGRADUATES

Students are subject to academic suspension if their cumulative grade-point average falls below 1.25 in a given semester. Those whose grade-point average continues to remain below 2.00 at the end of a second semester of probation (or the third if the second semester is the fall semester) will be suspended. The summer session is not counted as a semester. Academic suspension lasts for one calendar year, after which students may apply for re-admission. At the time of their return, suspended students must demonstrate that they are ready to pursue their studies seriously. For example, during their suspension period, they may study at another institution of higher education and complete at least 12 credits with a "C" average or be employed for a period of one year and receive a good recommendation. Suspended students are excluded from all MEU services and facilities other than official church activities during the period of their suspension.



Upon their re-admission to the University, students will be placed on probation for a maximum of two regular semesters with a maximum load of 12 credits per semester. Any course taken at another accredited institution of higher education during the suspension period will not be transferred if it was originally failed at the University. Re-admitted students who fail to maintain a semester GPA of 2.0 or to raise their cumulative grade-point average to the required 2.00 by the end of the second semester after readmission will be dismissed from the University.

Students who voluntarily leave the University while on probation may be re-admitted on probationary status to fulfill the uncompleted probationary period. The University reserves the right to suspend or dismiss a student at any time for reasons regarded as valid by the administration.



PROBATION AND DISMISSAL FOR GRADUATE STUDENTS

A graduate student may be placed on academic probation for one semester by the Academic Affairs Committee if he/she:

- Is admitted originally on probationary graduate status
- Fails in a graduate course by receiving a grade below "C"
- Does not maintain the minimum cumulative grade-point average of 3.00 on the first nine graduate level credits.

Students whose cumulative grade-point average drops below 3.00 and are placed on academic probation must work with their academic advisor on a plan to raise their cumulative GPA to the acceptable level. If the plan is not met successfully, students will not be permitted to advance to degree candidacy, register for the thesis, and continue in the degree program.

A student may be dismissed from the graduate program if he/she:

- Was admitted on probation and was unable to comply with the requirements within the first two semesters of graduate study
- Accumulates more than two grades below "B-" and/or more than two repeats.
- No grade between "C-" and "F" may count toward a graduate degree program
- Has more than one "F" grade in the graduate study program
- Is not removed from probation after the prescribed semester
- Fails the thesis oral defense twice
- Does not complete the degree program within six academic years



Graduate students may also be dismissed from the University for ethical reasons. Dismissed students will not be re-admitted to MEU. The date of dismissal for academic or ethical reasons will be recorded on the student's transcript of grades.

ATTENDING THE UNIVERSITY

The admission of students to the University, their status, their attendance, their academic programs, and their degrees are all subject to the governing authority of MEU. The University reserves the right to terminate any privileges for reasons considered valid by the administration.

WITHDRAWAL FROM THE UNIVERSITY

Students who voluntarily wish to withdraw from the University for any reason must complete the withdrawal form obtained from the Office of the Registrar. If this occurs during the withdrawal period, then all the courses will receive a "W" designation. Students who do not apply to withdraw and simply stop attending classes will earn failing grades. The University will assess tuition and fees depending on when the University is notified of the student's withdrawal. Students who receive financial aid or live in University housing are responsible to contact the associated offices on campus to inform them of a change in status.



Information for Graduate Students

GRADUATE ACADEMIC ADVISOR

Upon admission into the graduate study program, an academic advisor, is assigned to the student. The advisor's task is to assist and guide the student in planning his/her course of study, to approve the student's course schedule, and to counsel the student about academic requirements and expectations.

GRADUATE COURSES AND GRADES

The graduate courses are classified under two categories:

Graduate Level Courses

The graduate degree courses (MA, MAT, MS, and MBA) are numbered between 500 and 699. Graduate students must maintain a minimum cumulative grade-point average (GPA) of 3.00 in all graduate courses. No more than two grades below "B-" and no grades below "C" are permitted. The passing grade for the thesis is "B".



Foundation Courses

Foundation courses may be required to fulfill deficiencies in a student's academic background. These courses should ideally be taken before beginning the graduate degree. In no case may a student enroll for more than 50% of the program credits without completing these courses. These courses do not count toward the graduate degree. The minimum passing grade for a foundation course is a "C". The student must maintain a minimum cumulative grade-point average (GPA) of 2.75 in the foundation courses.

Graduate level courses are generally taught during late afternoons and/or evenings.

GRADUATE THESIS

The graduate thesis is a student's demonstration of his/her capacity for original, in-depth, and independent research work. The thesis must be written in the English language and must follow the process and conform to the format as spelled out in the University's research standards.

Students may register for the thesis after completion of the first 24 credits (eight courses) of the degree program (including Research Methods), provided their cumulative grade-point average is at least 3.00 and they have the consent of the chairperson of the department.



A student may register either for 6 credits of thesis at once or 3 credits for two consecutive semesters. After the initial registration, the student must register for the thesis every semester in order to maintain active status until the thesis is defended and the approved and corrected thesis is final. All work on the thesis must be completed within two academic years after the initial registration for thesis credits. A Deferred Grade ("DG") designation is assigned until the thesis is successfully completed and accepted by the librarian for placement in the Library.

Students who do not complete their thesis within 2 years of the initial registration for the thesis must then register every semester for thesis continuation until the final thesis has been submitted through the dean to the librarian. The fee for Thesis Continuation is equivalent to 3 credits tuition at the time Thesis Continuation is registered for.





Rights and Responsibilities

STUDENT RIGHTS

Students of the University are members of the academic community; therefore, they are expected to maintain and contribute to high standards of conduct, to cultivate lofty moral values, to confirm noble principles of character, and to adopt distinguished academic standards. Even though attendance at the University is a privilege and not a right, students have certain guaranteed rights that include:

- The right to learn. Students have the right to be clearly informed of what is reasonably expected from them in each course, the manner in which they will be assisted in the learning process, and how they will be evaluated on the basis of their scholastic performance as well as other relevant criteria.
- The right to be free from discrimination or harassment. The University upholds an academic environment for all its members, free from unlawful discrimination or harassment. Students, faculty, and staff must enjoy the academic environment so that they may be able to achieve high levels of learning, productivity, performance, and satisfaction.
- The right to discuss, inquire, and express. Both inside and outside the classroom, members of the University are encouraged to discuss, inquire, and express themselves in a free and responsible manner regarding issues, procedures, or matters of general interest.
- The right to petition. Students advocating changes to University rules or procedures may channel their petitions through the Student Association or directly to the relevant University officer. Joint meetings between students and University personnel may then be held to discuss the petitioned issues.
- Right to appeal. If students feel their rights have been violated, there is an established grievance procedure. Depending on the nature of the grievance, whether academic, financial, social, emotional, or work-related, the appropriate procedure must be followed.
- The right for access to, and privacy in, academic records. Students have the right to inspect and review their official academic records. An official request should be made to the Office of the Registrar. A student's academic records are confidential unless a special release is written and signed by the student.
- The right to associate with others. Students are free to organize and/or join campus clubs, committees, and associations that are consistent with the University's policies. These organizations are open to all students without discrimination. Faculty/staff sponsors act as advisors/counselors to these student groups. The Student Handbook provides more details on the organization of clubs.





STUDENT RESPONSIBILITIES

In accordance to the above guaranteed rights, students are expected to fulfill certain responsibilities:

- Conduct themselves at all times in a manner that is orderly, honest, and consistent with the principles of the University.
- Be respectful and protective of themselves and others, as well as Middle East University and its property. Indecent exposure, public display of affection, sexual immorality, and the possession of pornographic, obscene, and offensive literature are unacceptable.
- Respect the physical and emotional safety of self and others, as well as respect the need for acceptance and belonging. Violence, harassment of individuals or groups, theft, vandalism, and disruptive classroom behavior will not be tolerated.
- Attend classes, study, and complete assignments. Students need to maintain a high level of integrity, develop a strong work ethic, respect deadlines, and honor financial obligations. Honesty in all academic assignments is essential for success.
- Use proper speech. Profane, vulgar, or abusive expressions do not solve problems. Peaceful means must be used to settle all disputes.
- Conduct relationships with the opposite gender in a courteous manner as well as dress appropriately and modestly at all times.
- Refrain from carrying firearms and dangerous weapons, from organizing and participating in on-campus unauthorized rallies and strikes, and from promoting personal political views.
- Abstain from possessing, using, and distributing alcoholic beverages, narcotics, and illegal drugs. The campus has been declared a drug-free environment.



DISCIPLINARY ACTION

There are times when it is necessary for the University to discipline students who do not fulfill their responsibilities or breach policies and regulations pertaining to conduct. The response of the Student Affairs Committee may include:

- Discourse with the student
- Oral/written counsel
- Oral/written warning
- Probation
- Banning from attending a certain class, entering the campus, or participating in an activity
- Suspension for a definite time or until a specified condition is met
- Withdrawal for one semester or more
- Permanent dismissal from the University

The University reserves the right to dismiss students whose presence and lifestyle on campus and in University-related activities off-campus is considered unsuitable or damaging to the institution's values.



MOBILE PHONES

Students are not normally allowed to use mobile phones during classes or formal academic meetings. Unless explicit permission is given by the faculty member or event presider, phones must be turned off during classes, assemblies, and examinations. Failure to adhere to this may cause a temporary confiscation of the phone, and/or dismissal from the meeting place.

SEXUAL HARASSMENT POLICY

Students and University personnel have the right to enjoy studying, working, and living on a campus free from hostile conduct, intimidation, and offensive behaviors. The University will not tolerate any involvement by its students or personnel in activities that could be perceived as sexual harassment. Any physical or verbal conduct, like attempts to pressure someone for sexual favors, sex-oriented comments, teasing or jokes, unnecessary touching of an individual or display of offensive pictures, texts, or audio-visual materials is unacceptable.

If a University employee or a student is subjected to sexual harassment, or is aware of an incident of sexual harassment, he or she should make it clear to the offender(s) that such behavior is not acceptable, and the incident should immediately be reported to one of the University's administrators.

STUDENT GRIEVANCE PROCEDURE



Students are encouraged to solve all problems at the lowest possible organizational level. In the academic area, a student who feels that a faculty member has treated him or her unfairly is entitled to an impartial review of the complaint. The student must first appeal to the faculty member in question. If a satisfactory solution to the grievance cannot be reached, the student may take the complaint to the academic advisor, the chairperson of the department, the relevant faculty dean, the academic dean, the Academic Affairs Committee, and the president, in that order. Student grievances in non-academic areas follow a similar pattern via the immediate supervisor, relevant administrator, supervising committee and finally the president. More details can be found in the Student Handbook.





Graduation Information

PARTICIPATION IN THE GRADUATION CEREMONY

Students who have completed their degree requirements before the graduation date and have fulfilled the graduation candidacy requirements should participate in the graduation ceremony. However, in certain situations, students who have nearly completed their degree requirements may be permitted to participate. Students who will complete their degree in the summer session should petition the Academic Affairs Committee to participate and march in the graduation ceremony. The following guidelines will safeguard the integrity of the event:

- Undergraduate students may participate in the spring semester graduation ceremony if they are registered for summer session courses that will allow them to meet all their degree program requirements. They must also have a 2.5 GPA in their major and 2.25 cumulative GPA, with no incomplete courses, other than an incomplete research project.
- The graduation ceremony distinguishes between those who have completed all degree requirements at the end of the spring semester and those who have some remaining coursework to be completed during the summer session. Those with remaining coursework to be completed in the summer session will be identified in the graduation ceremony as summer graduates with no conferral of academic honors.



GRADUATION SCHEDULE

Graduation ceremonies are intended to recognize and celebrate the achievement of students who have completed all their degree requirements. The responsibility for meeting the graduation requirements rests primarily with the student.

Conferral of degrees normally takes place once a year at the end of the spring semester. However, if students complete the graduation requirements at the end of either the fall semester or the summer session, they may be issued a diploma dated at that time. The text on the diploma appears both in Arabic and in English. It is the responsibility of the graduates to have their diplomas equalized by their respective government(s).

UNDERGRADUATE GRADUATION REQUIREMENTS

Before participating in the graduation ceremony or receiving a diploma, each undergraduate candidate must:



- File an application for graduation one semester before completion
- Pass all the required courses and achieve a minimum cumulative grade-point average of 2.00. All students must maintain a minimum grade-point average of 2.25 with no grades lower than "C-" in their department (major) course requirements, cognates, and department electives
- Fulfill the residency requirement at the University
- Pay the graduation fee and secure financial clearance from the Business Office

GRADUATE GRADUATION REQUIREMENTS

To become candidates for graduation, graduate students must:

- Complete all degree requirements and secure financial clearance from the Business Office.
- Achieve a minimum cumulative grade-point average of 3.00 with no more than two repeats and/or no more than two grades below "B-".
- Have no grades lower than "C".
- Defend the thesis and receive a grade of "B" or higher.
- Submit the final copy of the thesis through the dean to the librarian.
- Complete all requirements for graduation within six academic years of admission to the graduate program.
- Apply one semester before graduation by filling in the required form after the approval of the chairperson of the department has been secured.



GRADUATION IN ABSENTIA

Graduates are expected to participate in the graduation ceremony. However, for a legitimate reason only, graduates may request to absent themselves from the graduation ceremony, at least two weeks before graduation. In this case, they must fill a form, and a written permission to graduate in absentia must be granted by the president of the University. A student graduating in absentia has to pay the full graduation fee. A student who is absent without notice may be subject to an additional fee.

GRADUATION WITH DISTINCTION

To qualify for academic honors, undergraduate students must maintain an overall cumulative grade-point average of 3.50 or higher, and have no grades lower than "C" in all resident and non-resident courses. The following honors are granted to bachelors' students:

Cum Laude:	for a minimum grade-point average of 3.50.
Magna Cum Laude:	for a minimum grade-point average of 3.75.
Summa Cum Laude:	for a minimum grade-point average of 3.90.

Undergraduate students who graduate with honors will have that status designated on their diploma.



ENGLISH LANGUAGE INSTITUTE

The English Language Institute offers university courses in the English language at various levels for students whose mother tongue is not English, and did not meet the English language proficiency requirement for regular admission to the University. The credits earned cannot be applied to any degree at MEU.

The institute aims to develop students' academic and linguistic skills which are needed to succeed in degree programs. The program is designed to improve the understanding, speaking, and writing of English through the study of reading, grammar, vocabulary building, composition, and oral and aural practice. Classes are offered at the basic, intermediate, and advanced levels. Students are placed in one of these levels based on the score of their English language entrance examination. A minimum score of 325 on the PBT TOEFL 4.0 on the IELTS, 50 on the CBT TOEFL, and 15 on the iBT TOEFL is required for admission to the English Language Institute or to the University.

Students must achieve an aggregate of not less than "C-" in all courses and must not have grades below "C-" in two of the four courses in order to be promoted from the Basic Level to the Intermediate Level and from the Intermediate Level to the Advanced Level. Students in the Advanced Level must achieve an aggregate of not less than "C" in all courses, with none lower than a "C-", in order for them to be promoted. A grade of "B-" or better in all courses at the Advanced Level will promote the student to English Composition I without the need for any English Placement Test or Beginning Composition remedial course.



Basic English Level

Applicants who score between 325 – 399 on the PBT TOEFL, 50–93 on the CPT TOEFL, or 15– 31 on the iBT TOEFL, or 4.0 on the IELTS will be admitted to the Basic English Level. Basic-level students are required to take English courses (ENL110, 111, 112, and 113), for a total of twenty 50-minute periods per week. Students are usually promoted to the Intermediate English Level after one semester in Basic English.

Intermediate English Level

Applicants who score between 400 – 474 on the PBT TOEFL, 97 – 150 on the CBT TOEFL, 32 – 52 on the iBT TOEFL, or 5 on the IELTS will be admitted to the Intermediate English Level. Intermediate-level students are required to take ENL120, 121, 122, and 123, a total of twenty 50-minute periods per week. In addition, students may be allowed to take a maximum of one regular general education course (e.g. Arabic) as directed by the academic advisor. Students are usually ready for the Advanced English Level after one semester in Intermediate English.



Advanced English Level

Applicants who score between 475–524 on the PBT TOEFL, 153 – 197 on the CPT TOEFL, or 53 – 70 on the iBT TOEFL, or 5.5 on the IELTS will be admitted to the Advanced English Level. Advanced-level students are required to take ENL130, 131, and 132 for a total of fifteen 50-minute periods per week. In addition, students are allowed to take a maximum of two regular courses as directed by the academic advisor. Students who complete successfully the Advanced English Level may start their university-level degree program.

TOEFL Preparation Course

The English Language Institute offers a TOEFL preparation course for students who wish to develop the necessary English language skills to pass the TOEFL examination. The course meets ten 50-minute periods per week and covers the areas of listening comprehension, reading comprehension, structure/written expression, and speaking, included in the PBT, CBT, and iBT TOEFL examinations.

ARABIC LANGUAGE INSTITUTE

The Arabic Language Institute offers non-credit and credit university courses in the Arabic language at various levels for students whose mother tongue is not Arabic and who have never received formal studies in the Arabic language.

The institute aims to meet the increasing demand to learn the Arabic language. Students will learn to speak and write Arabic, as well as improve their understanding of the Arabic-speaking culture.



Classes are offered at the basic, intermediate, and advanced levels. Students may begin in the Basic Level. Upon completing the Basic Level, they will be promoted to the Intermediate Level, and subsequently to the Advanced Level. Students must achieve an aggregate of not less than a “C” grade in order to be promoted from one level to the other. Upon a successful completion of all three levels, the student will receive a formal letter of completion.



Freshman Class Program

FRESHMAN PROGRAM REQUIREMENTS

The Freshman Class Program functions under the supervision of the Office of the Academic Dean. Students who apply for the Freshman Program are required to complete a minimum of 30 credits during the course of one academic year. The courses of the program include subject areas in Arabic (unless officially exempted), English, Humanities, Math, Natural Science, and Social Science and Religion.

For Lebanese students in particular, all courses and the number of credits taken during the freshman year must be in compliance with the specifications set by the equivalence committee of the Lebanese Ministry of Education. Upon successful completion of the program and all requirements, students are expected to receive the equivalency to the Lebanese Baccalaureate. All requirements for the Freshman Class Program must be completed before students can advance to the sophomore level. The credits earned in the Freshman Class Program may not be used towards the equalization of the undergraduate degree program earned at the University.

All Lebanese students who wish to enroll in the Freshman Class Program, whether in the arts track or in the science track, must note the following requirements:



- Applicants should hold a secondary school certificate (Grade 12) from an accredited institution outside Lebanon based on twelve years of regular successive schooling
- Applicants must obtain permission from the Equivalence Committee of the Lebanese Ministry of Education allowing them to pursue higher education on the basis of a foreign program
- Applicants must sit for and pass both the SAT Reasoning Test and the SAT Subject Tests. These tests should be taken prior to admission to the Freshman Class Program



Arts Track Requirements

The arts track courses for students majoring in Business Administration, Education, English, Graphic Design and Digital Media, Religion, and Theology are:

Arts Track		30
ARAB140	General Studies in Arabic	3
BIOL111	Survey of Biology	3
CHEM111	Survey of Chemistry	3
CLST_ _ _	Cultural Studies Courses	6
ENLG_ _ _ or PHIL210	English Literature Course Introduction to Philosophy	3
ENLG211	English Composition I	3
MATH115	Calculus I	3
RLGN_ _ _	Religious Studies Course	3
SOCI210	General Sociology	3

Science Track Requirements

The science track courses for students majoring in Computer Science and Information Systems are:

Science Track		30
ARAB140	General Studies in Arabic	3
BIOL111	Survey of Biology	3
CHEM111	Survey of Chemistry	3
CLST_ _ _	Cultural Studies Courses	6
ENLG211	English Composition I	3
MATH115	Calculus I	3
MATH116	Calculus II	3
PHYS103	Survey of Physics	3
RLGN_ _ _	Religious Studies Course	3
SOCI210	General Sociology	3





General Education Program

IMPORTANCE OF GENERAL EDUCATION COURSES

The fast expansion and development of knowledge in a multi-cultural world demands the adoption of a philosophy of continuous life-long learning among the educated. All students at MEU must engage in the study of many fields, from the fine arts to the empirical and social sciences. This broad encounter with varied perspectives, and the exposure to knowledge gained from a wide range of disciplines, forms the domain of the General Education Program, one of the key pillars of higher education.

GENERAL EDUCATION GOALS

To be a well-informed, participating member of society, a student must be knowledgeable in many areas. The University's General Education Program courses are derived from the following areas:

- Religious Studies. Through a study of faith, ethics, and doctrine, students are invited to gain an understanding of God's divine plan for their lives.
- Language and Communication. Through practice, students will develop strategies for effective oral and written language communication.
- Arts and Humanities. By studying literature, ideas, and the performing and visual arts, students will come to understand how civilizations express themselves.
- Social Science. Students will come to understand human-behavioral theories and perspectives as manifested in social, geographic, political, and economic relationships.
- Physical and Natural Science. Students will experience the scientific method of studying the natural universe and the current way of understanding it.
- Wellness. Students will study and apply the principles of health and fitness to their own lives.
- Mathematics and Information Technology. Students will develop the logical, mathematical, and computer skills vital to life in a modern world.



GENERAL EDUCATION PROGRAM REQUIREMENTS

The General Education Program is administered through the Office of the Academic Dean. Because of minor variations in requirements, the details are listed within each degree program.

Occasionally, a number of General Education Program courses for the undergraduate degree may be completed earlier in fulfillment of the Freshman Class requirements. In this case, the chairperson of the department will select substitute courses.

The General Education Program courses must be taken in the proposed sequence. Additionally, the minimum acceptable earned grade in residency for the General Education Program courses is a D.

The General Education requirements for MEU degrees are listed below. Some degree programs may have more detailed requirements. Please check the appropriate section of the Catalog for any program-specific information.

General Education		
ARAB211	Arabic Language Skills	3
COMM211	Communication Skills	3
ENLG211	English Composition I	3
ENGL 212	English Composition II	3
ENLG215	Research Methodology	2
HLED110	Principles of Healthful Living	2
PEAC_ _ _	Physical Activity Course	1
INFS220	Introduction to Information Technology	3
PSYC201 or SOCI 210	General Psychology or Introduction to Sociology	3
PHIL241	Ethics in Modern Society	3
SOCI200	Philosophy of Service	2
RLGN 274	God and Human Life	3
RLGN212 or RLGN213 or RLGN214	Jesus in His Time and Ours or Old Testament Survey or New Testament Survey	3
Total		34



Faculty of Arts and Sciences

George Jackson, PhD
Faculty Dean

The Faculty of Arts and Sciences comprises three departments: Arts and Design, Computer Science, and Natural Science and Health. The Arts and Design Department offers a degree in Graphic Design and Digital Media. The Department of Computer Science offers an undergraduate degree and a Master's degree in Computer Science. The Natural Science and Health Department offers an undergraduate degree with the option of two different emphases (Biology or Biology with Pre-Med).

The mission of the faculty is to provide students with the wisdom, knowledge and skills to be competent, compassionate, and committed, both personally and professionally. The faculty offers academic programs of excellence and aims to prepare graduates for successful entry into the professional workforce or provides the platform for further specialized postgraduate research, health and medical studies.

DEPARTMENT OF ARTS AND DESIGN

Bachelor of Science in Graphic Design and Digital Media

The BS degree in Graphic Design and Digital Media explores the environments of computer graphics as a medium for visual communication and personal artistic expression. It prepares students to produce interactive marketing and advertising materials. Students must complete 101 credits as follows:



General Education Courses		34
ARAB211	Arabic Language Skills	3
COMM211	Communication Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED110	Principles of Healthful Living	2
INFS220	Introduction to Information Technology	3
PEAC_ _ _	Physical Education Course	1
PSYC201	General Psychology OR	3
SOCI210	General Sociology	
RLGN274	God and Human Life	3
PHIL241	Ethics in Modern Society	3
RLGN_ _ _	Religion Elective	3
SOCI200	Philosophy of Service	2



Department Courses		58
GDDM221	History of Art	3
GDDM231	Drawing	3
GDDM235	Graphic Design I	3
GDDM236	Graphic Design II	3
GDDM238	Infographics	3
GDDM240	Printing	3
GDDM242	Digital Imaging	3
GDDM245	Introduction to Digital Photography	2
GDDM248	Illustration	3
GDDM249	Layout Design	3
GDDM326	Typography	3
GDDM331	Perspective	2
GDDM342	2-D Animation	3
GDDM345	Web Design	3
GDDM347	Digital Sound	2
GDDM348	Video Production	3
GDDM442	3-D Animation	3
GDDM446	Rendering	3
GDDM455	Design for Visual Communications	3
GDDM460	Portfolio Development	1
GDDM465	Media Design Senior Project	3
Cognate Courses		9
MKTG_--		3
CPSC211	Computer Programming I	3
CPSC331	Web Programming I	3
Total Graduation Requirement		101



DEPARTMENT OF COMPUTER SCIENCE

The Department of Computer Science offers undergraduate and graduate programs that provide students with a solid foundation in the basic study of computers, as well as graphic design and digital media. The curricula are designed as a preparation for careers in computer-based occupations.

The mission of the department is to educate professionals with a sound knowledge of their field supported by understanding, good research habits, inventiveness, and critical thinking.

The department offers the following degree programs:

- Bachelor of Science in Computer Science (BS)
- Master of Science in Computer Science (MS)

Bachelor of Science in Computer Science

The BS degree in Computer Science focuses on the study of computing as well as its role in an application area. It prepares students for graduate study, employment in computer systems, and careers in education. Students must complete 102 credits as follows:



General Education Courses		34
ARAB211	Arabic Language Skills	3
COMM211	Communication Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED110	Principles of Healthful Living	2
INFS220	Introduction to Information Technology	3
PEAC_ _ _	Physical Education Course	1
PSYC201	General Psychology OR	3
SOCI210	General Sociology	
RLGN274	God and Human Life	3
PHIL241	Ethics in Modern Society	3
RLGN_ _ _	Religion Elective	3
SOCI200	Philosophy of Service	2
Department Courses		45
CPSC211	Computer Programming I	3
CPSC212	Computer Programming II	3
CPSC221	Logic Design	3
CPSC231	Networking	3
CPSC313	Object Oriented Programming	3
CPSC314	Data Structures and Algorithms	3
CPSC315	Programming Paradigms	3
CPSC322	Computer Organization and Assembler	3
CPSC331	Web Programming I	3
CPSC332	Web Programming II	3
CPSC341	Operating Systems	3
CPSC351	Database Systems Design and Development	3
CPSC461	Software Engineering	3
CPSC495	Computer Science Senior Project	3
CPSC450	Computer Security	3
Elective Courses (choose 4 cr from the following)		4
CPSC323	Computer Architecture	3
CPSC471	Artificial Intelligence	3
CPSC481	Formal Theory of Computation	3
CPSC491	Computer Language Study	1
Cognate Courses		19
MATH217	Calculus III	4
MATH221	Discrete Mathematics	3
MATH235	Linear Algebra	4
MATH241	Probability and Statistics	4
MATH451	Numerical Methods and Analysis	4
Total Graduation Requirement		102





Master of Science in Computer Science

The MS degree in Computer Science exposes students to advanced knowledge and skills in computing, and prepares them for research careers and technical positions. Students must complete 36 credits as follows:

Department Courses		
CPSC511	Computational Analysis I	3
CPSC517	Analysis of Algorithms	3
CPSC524	Advanced Computer Architecture	3
CPSC542	Advanced Operating Systems	3
CPSC618	Distributed Object Oriented Programming	3
CPSC633	Computer Communications and Networks	3
CPSC652	Advanced Database Systems	3
CPSC672	Artificial Intelligence and Neural Computation	3
CPSC682	Compiler Design	3
PHIL542	Applied and Professional Ethics	3
Culminating Phase		
CPSC695	Thesis in Computer Science	6
Total Graduation Requirement		36

DEPARTMENT OF HISTORY



The department of history, as well as its degree program is currently on hold.

DEPARTMENT OF NATURAL SCIENCE AND HEALTH

The Department of Natural Science and Health offers undergraduate programs to provide students with a competitive foundation for those looking to become well-qualified scientists or health professionals and play an important role in helping to revolutionize medical and biological work in the Middle East.

The mission of the department is to combine academic excellence with practical training. While students will be able to pursue academic and research activities they will also be actively involved with community health and humanitarian work.

The department offers the following degree programs:

- Bachelor of Science in Biology – Biomedical Emphasis (BS)
- Bachelor of Science in Biology – General Biology Emphasis (BS)



Bachelor of Science in Biology – Biomedical Emphasis

The Biomedical emphasis includes the necessary pre-medical / pre-professional classes within the degree to provide the opportunity for students to pursue a medical or dental degree and prepare them for the Medical College Admission Test (MCAT). Students must complete 96 credits as follows:

General Education Courses		28
ARAB211	Arabic Language Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
INFS220	Introduction to Information Technology	3
PEAC_ _ _	Physical Education Course	1
PSYC201	General Psychology	
SOCI210	General Sociology	3
RLGN274	God and Human Life	3
PHIL241	Ethics in Modern Society	3
RLGN_ _ _	Religion elective	3
Department Courses		20
BIOL201	General Biology I + Lab	3+1
BIOL202	General Biology II + Lab	3+1
BIOL210	Human Health and Disease	3
BIOL211	Human Health Clinical I	1
BIOL250	Nutrition	3
BIOL290	Statistics and Research Design	3
BIOL390	Scientific Communication	2
Emphasis Courses		24
BIOL310	Human Neurobehavior	1
BIOL311	Human Health Clinical II	1
BIOL312	Human Health Clinical III	1
BIOL320	Genetics	3
BIOL340	Microbiology + Lab	3+1
BIOL410	Human Physiology + Lab	3+1
BIOL420	Cell Biology	3
BIOL450	Biochemistry	4
BIOL490	Biology Research Project	3
Cognate Courses		24
CHEM201	General Chemistry I + Lab	3+1
CHEM202	General Chemistry II + Lab	3+1
CHEM301	Organic Chemistry I + Lab	3+1
CHEM302	Organic Chemistry II + Lab	3+1
PHYS301	Physics I + 1 Lab	3+1
PHYS302	Physics II + 1 Lab	3+1
Total Graduation Requirement		102



Bachelor of Science in Biology—General Biology Emphasis

The General Biology BS degree provides a broad biological background for graduates wanting to pursue a biological career or to take further postgraduate studies. Students must complete 97 credits as follows:

General Education Courses		28
ARAB211	Arabic Language Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
INFS220	Introduction to Information Technology	3
PEAC_ _ _	Physical Education Course	1
PSYC201	General Psychology	
SOCI210	General Sociology	3
RLGN274	God and Human Life	3
PHIL241	Ethics in Modern Society	3
RLGN_ _ _	Religion Elective	3
Department Courses		20
BIOL201	General Biology I + Lab	3+1
BIOL202	General Biology II + Lab	3+1
BIOL210	Human Health and Disease	3
BIOL211	Human Health Clinical I	1
BIOL250	Nutrition	3
BIOL290	Statistics and Research Design	3
BIOL390	Scientific Communication	2
Emphasis Courses		32
BIOL311	Human Health Clinical II	1
BIOL320	Genetics	3
BIOL330	Ecology	3
BIOL331	Marine Biology	3
BIOL340	Microbiology + Lab	3+1
BIOL370	Plant Biology and Economic Plants	3
BIOL420	Cell Biology	3
BIOL450	Biochemistry	4
BIOL471	Parasitology	3
BIOL481	Special Topics in Biology	2
BIOL490	Biology Research Project	3
Cognate Courses		16
CHEM201	General Chemistry I +1 Lab	3+1
CHEM202	General Chemistry II +1 Lab	3+1
CHEM301	Organic Chemistry I +1 Lab	3+1
CHEM302	Organic Chemistry II +1 Lab	3+1
Total Graduation Requirement		96





Faculty of Business Administration

Patrizia Hongisto, PhD (c)
Faculty Dean

The Faculty of Business Administration offers an academic curriculum including business situations and practices that the next generation of business leaders will need to cope with. Studying business at MEU provides the tools, professional, ethical, and spiritual to face the challenges of an innovative entrepreneur, manager, or business leader in their environment.

The mission of the Faculty of Business Administration is to balance an academically high-quality degree with a focus on professional practical competence; to develop qualified graduates in the various areas of business with an understanding of tolerance and open-mindedness, as well as creative expression, in combination to mastery achieved through analytical tools, independent critical thinking, and problem solving. The program is focused on applicable, creative, and skill-oriented study accompanied by practical activities.

DEPARTMENT OF BUSINESS ADMINISTRATION (BSAD)



The Department of Business Administration offers undergraduate and graduate degree programs in business and information systems that stimulate and challenge students to search for knowledge, achieve mastery of analytical tools, display critical thinking, and become well prepared for service in a multicultural and global environment.

The mission of the department is to provide students with superior education and to offer them the opportunity to develop talents that will prepare them for careers as business leaders in a competitive world.

The department offers the following degree programs:

- Bachelor of Business Administration (BBA)
- Bachelor of Science in Information Systems (BS)
- Master of Business Administration (MBA)

Bachelor of Business Administration

The BBA degree provides students with a solid background in core business subjects and concentrations in specific disciplines such as: Accounting, Economics, Finance and Banking, Information Systems, International Business, Management, and Marketing. Students must complete 97 credits comprising courses in General Education, Core Business courses, and Concentration courses in a special field selected by the student.

Double Concentration

Students may take a second business concentration by adding the required credits for the additional concentration of their choice. Any shared Core Business courses will not be counted twice. A letter will be issued indicating completion of a second concentration. The degree is structured as follows:

General Education Courses		34
ARAB211	Arabic Language Skills	3
COMM211	Communication Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED110	Principles of Healthful Living	2
INFS220	Introduction to Information Technology	3
PEAC_	Physical Education Course	1
PSYC201	General Psychology	3
RLGN274	God and Human Life	3
PHIL241	Ethics in Modern Society	3
RLGN_	Religion Elective	3
SOCI200	Philosophy of Service	2
Core Business Courses		39
ACCT221	Fundamentals of Accounting I	3
ACCT222	Fundamentals of Accounting II	3
BSAD240	Business Statistics	3
BSAD330	Business Law	3
BSAD365	International Environment of Business	3
BSAD475	Operations Management	3
BSAD494	Business Strategy and Decisions	3
ECON225	Principles of Macroeconomics	3
ECON226	Principles of Microeconomics	3
FNCE317	Business Finance	3
INFS225	Management Information Systems	3
MGMT310	Principles of Management	3
MKTG310	Principles of Marketing	3
Accounting Major Courses		15
ACCT321	Intermediate Accounting I	3
ACCT322	Intermediate Accounting II	3
ACCT425	Taxation	3
ACCT456	Advanced Accounting	3
ACCT465	Auditing	3
Major Electives		9
Choose 3 courses from the list:		
ACCT330	Cost and Managerial Accounting	3
ACCT355	International Accounting	3
ACCT455	Accounting for Not-for-Profit Organizations	3
ACCT476	Accounting Information Systems	3



ACCT487	Internship in _____	3
ACCT397	Topics in _____	3
ACCT497	Advanced Topics in _____	3
FNCE397	Investments	3
Total Graduation Requirement		97

Finance and Banking		
Major Courses		9
ACCT321	Intermediate Accounting I	3
FNCE410	Intermediate Business Finance	3
FNCE397	Investments	3
Major Electives		Choose 5 courses from the list: 15
ACCT322	Intermediate Accounting II	3
ECON328	Money and Banking	3
ECON330	Health Economics	3
ECON415	Introduction to Econometrics	3
FNCE330	Financial Planning	3
FNCE394	Futures and Options Markets	3
FNCE426	International Finance	3
FNCE429	Portfolio Theory	3
FNCE465	International Banking	3
FNCE487	Internship in _____	3
FNCE497	Advanced Topics in _____	3
Total Graduation Requirement		97



Information Systems:		
Major Courses		21
INFS226	Information Technology Hardware and Software	3
INFS235	Business Programming	3
INFS310	Networks and Telecommunications	3
INFS318	Business Systems Analysis and Design	3
INFS428	Database Systems Design and Development	3
INFS436	Web-based Business Systems	3
INFS447	Project Management	3
Major Electives		Choose 1 course from the list: 3
INFS397	Topics in _____	3
INFS487	Internship in _____	3
INFS497	Advanced Topics in _____	3
Total Graduation Requirement		97

International Business		
Major Courses		15
BSAD450	Multicultural Business Relations	3
ECON454	International Economics	3
FNCE426	International Finance	3
MGMT467	International Management	3
MKTG465	International Marketing	3



Major Electives	Choose 3 courses from the list:	9
ACCT330	Cost and Managerial Accounting	3
ACCT355	International Accounting	3
BSAD345	Business and Society	3
ECON325	Economic Thought	3
ECON328	Money and Banking	3
ECON415	Introduction to Econometrics	3
ECON427	Economic Development	3
FNCE397	Investments	3
FNCE410	Intermediate Business Finance	3
FNCE429	Portfolio Theory	3
FNCE465	International Banking	3
MGMT384	Human Resource Management	3
MGMT397	Topics in _____	3
MGMT410	Entrepreneurial Management	3
MGMT470	Quality Management	3
MGMT487	Internship in _____	3
MGMT497	Advanced Topics in _____	3
MKTG320	Consumer Behavior	3
MKTG368	Advertising and Promotion	3
MKTG440	Marketing Management	3
MKTG456	Marketing Research	3
Total Graduation Requirement		97



Management		
Major Courses		18
BSAD345	Business and Society	3
MGMT384	Human Resource Management	3
MGMT410	Entrepreneurial Management	3
MGMT436	Motivation and Work Behavior	3
MGMT467	International Management	3
MGMT470	Quality Management	3
Major Electives	Choose 2 courses	6
MGMT420	Organizational Leadership	3
MGMT460	Project Management	3
MGMT397	Topics in _____	3
MGMT487	Internship in _____	3
MGMT497	Advanced Topics in _____	3
Total Graduation Requirement		97

Marketing		
Major Courses		12
MKTG320	Consumer Behavior	3
MKTG368	Advertising and Promotion	3
MKTG440	Marketing Management	3
MKTG456	Marketing Research	3



Major Electives	Choose 4 courses	12
MKTG375	Direct Marketing	3
MKTG397	Topics in _____	3
MKTG435	Marketing Ethics and Contemporary Issues	3
MKTG444	Not-for-Profit Marketing	3
MKTG450	Retailing	3
MKTG465	International Marketing	3
MKTG487	Internship in _____	3
MKTG497	Advanced Topics in _____	3
Total Graduation Requirement		97

Bachelor of Science in Information Systems

The BS degree in Information Systems equips students with the ability to integrate information systems into the business environment. The degree focuses on the effective design, development and implementation of information and communications technology (ICT) resources to ensure information systems, applications and resource viability in various industry sectors.

The program is intended to train students in conceptualizing, designing, implementing, maintaining and managing information and communications technology resources in specific and applied environments. The program recognizes that technology has now penetrated the realm of business, education, government and other organizations. This program is designed to produce students who recognize this impact and the potential of technology in the society of the future. Students must complete 97 credits as follows:



General Education Courses		34
ARAB211	Arabic Language Skills	3
COMM211	Communication Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED110	Principles of Healthful Living	2
INFS220	Introduction to Information Technology	3
PEAC____	Physical Education Course	1
PSYC201	General Psychology OR	3
SOCI210	General Sociology	
RLGN274	God and Human Life	3
PHIL241	Ethics in Modern Society	3
RLGN____	Religion Elective	3
SOCI200	Philosophy of Service	2



Core Courses		39
INFS225	Management Information Systems	3
INFS235	Business Programming	3
INFS310	Networks and Telecommunications	3
INFS318	Business Systems Analysis and Design	3
INFS428	Database Systems Design and Development	3
INFS436	Web-Based Business Systems	3
INFS440	Network Administration	3
INFS447	Project Management	3
INFS450	Information Systems Security	3
INFS460	Systems Development Project	3
CPSC211	Computer Programming II	3
CPSC212	Computer Programming I	3
	Take 3 credits from the following courses:	
INFS226	Information Technology Hardware and Software	3
INFS397	Topics in _____	3
INFS470	E-Business	3
INFS472	Decision Support and Expert Systems	3
INFS475	Knowledge Management	3
INFS487	Internship in _____	3
INFS497	Advanced Topics in _____	3
Cognate Business Courses		24
ACCT221	Fundamentals of Accounting I	3
ACCT222	Fundamentals of Accounting II	3
BSAD240	Business Statistics	3
ECON226	Principles of Microeconomics	3
FNCE317	Business Finance	3
MGMT310	Principles of Management	3
BSAD475	Operations Management	3
MKTG310	Principles of Marketing	3
Total Graduation Requirement for the BS degree		100



MASTER OF BUSINESS ADMINISTRATION

The MBA degree program is designed to provide advanced business education to students who have achieved the required academic competence and are aiming to further their academic knowledge and advance their professional skills.

The program emphasizes the preparation of students for leadership roles that require clear and critical thinking, sound judgment, effective communication, integrity in all actions, and recognition of opportunities for service. Success in today's business world requires a thorough understanding of global business developments. Through the use of case studies, students are given the opportunity to put their theoretical study into practice.



Students who apply to the MBA program must have relevant undergraduate coursework in business. However, provision is made for students without adequate undergraduate business background to complete 6 credits of foundation courses that are not part of the MBA program. The courses are:

Foundations Courses in Business		6
BSAD505	Foundations of Accounting and Finance	3
BSAD506	Foundations of Management and Marketing	3

The MBA degree requires all students to take 24 credits of core courses. Students may then choose 9 credits to complete a concentration in the areas of Finance, Management, or Marketing, or 9 credits of courses of their personal interest for a general MBA. To complete the MBA, the student can either complete a thesis in the chosen field or take two elective courses. Students who do not complete the thesis will have a recognized professional degree, but may limit their options for doctoral studies. Students who do not complete the thesis may limit their ability to pursue doctoral studies. Students must complete 39 credits as follows:

General Core		24
ACCT610	Managerial Accounting	3
BSAD515	Organizational Behavior and Leadership	3
BSAD520	Business Research Methods	3
ECON525	International Macroeconomics	3
ECON530	Managerial Economics	3
FNCE675	Financial Management	3
BSAD689	Strategic Management	3
MKTG550	Strategic Marketing Management	3
PHIL542	Applied and Professional Ethics	3



For those choosing a concentration, they must select the 9 credits from the lists below:

Concentration Courses in Finance		
FNCE556	Topics in _____	3
FNCE610	Business Valuation	3
FNCE640	Investment Strategy & Portfolio Analysis	3
FNCE645	Derivatives	3
FNCE655	Banking and Financial Institutions	3
Concentration Courses in Management		
MGMT545	International Business Management	3
MGMT556	Topics in _____	3
MGMT640	Management of Human Resources	3
MGMT665	Strategic Implementation & Managing Change	3
MGMT675	Logistics and Supply-Chain Management	3



Concentration Courses in Marketing		
MKTG556	Topics in _____	3
MKTG640	Services Marketing	3
MKTG645	Customer Relationship Marketing	3
MKTG665	Brand Management	3
MKTG670	Strategic Communication & PR	3
Culminating Phase		6
BSAD690	Thesis in the chosen area	
Or	Elective Courses	
Total Graduation Requirement		39





Faculty of Education

John Issa, PhD
Faculty Dean

The Faculty of Education includes the Department of English and the Department of Teacher Education.

The mission of the faculty is to provide a unique learning opportunity, for all those whose interest it is to impress young minds, by integrating the principles of true redemptive education into the curricula in order to provide superior degree programs that will prepare professional teachers to become good communicators, skilled in all aspects of teaching, dedicated to lifelong study and research, and capable of inspiring students to also become lifelong learners guided by sound principles.

Working together, the Departments of English and Teacher Education provide professional training for students interested in pursuing a career in teaching English.

DEPARTMENT OF ENGLISH

The Department of English offers an undergraduate degree and a graduate degree. The department provides its students with foundational skills in the English language that will serve them in a variety of careers.



The mission of the department is to provide outstanding degree programs that will develop our graduates into competent communicators, analytical scholars, creative writers, and critical readers.

The department offers the following programs:

- Bachelor of Arts in English (BA)
- Master of Arts in English (MA) – Admissions are currently suspended

Bachelor of Arts in English

The BA degree in English emphasizes composition, language, and literature. It introduces students to various writing styles, the background and structure of the English language, a range of human experience reflected in literature, and critical literary theory and analysis of texts. Students preparing to teach English at a scholastic level must apply separately for the Teaching Diploma. Students must complete 94 credits as follows:



General Education Courses		34
ARAB211	Arabic Language Skills	3
COMM211	Communication Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED110	Principles of Healthful Living	2
INFS220	Introduction to Information Technology	3
PEAC_ _ _	Physical Education Course	1
PSYC201	General Psychology OR	3
SOCI210	General Sociology	
RLGN274	God and Human Life	3
PHIL241	Ethics and Modern Society	3
RLGN_ _ _	Religion Elective	3
SOCI200	Philosophy of Service	2
Department Courses		
Composition		15
ENLG220	Introduction to Rhetoric	3
ENLG313	Advanced Composition	3
ENLG315	Media Writing	3
ENLG323	Teaching and Tutoring Writing	3
ENLG410	Creative Writing	3
Language		20
ENLG230	Introduction to the Study of Language	2
ENLG335	Phonetics and Phonology	3
ENLG336	Morphology and Syntax	3
ENLG338	Second Language Acquisition	3
ENLG432	Sociolinguistics	3
ENLG440	Advanced English Grammar	3
ENLG445	Development of the English Language	3
Literature		25
ENLG250	Literary Genres	2
ENLG261	English Literature I	3
ENLG262	English Literature II	3
ENLG363	Shakespeare and His Contemporaries	3
ENLG365	American Literature	3
ENLG367	Literature for Children and Adolescents	3
ENLG468	World Literature in English	3
ENLG471	Literary Criticism and Theory I	3
ENLG480	Drama	2
Total Graduation Requirement		94





Master of Arts in English

The MA degree in English offers a selection of courses in the structure of the English language. It is designed to train students to think critically and knowledgeably about the English language, to understand the structure of the language and its rhetoric, and to learn about the professional use of written English. The program is available to those who wish to advance their knowledge in the English language or plan to teach in an academic setting. Students must complete 36 credits as follows:

Department Courses		
Core		30
ENLG530	Schools of Linguistics	3
ENLG535	Psycholinguistics	3
ENLG537	Semantics and Pragmatics	3
ENLG539	Theory and Practice in ESL	3
ENLG590	Research Methods in English Language	3
ENLG612	Writing for Publication	3
ENLG634	Discourse Analysis	3
ENLG638	Contrastive Analysis and Alternative Approaches	3
ENLG645	Rhetorical Grammar and Style	3
ENLG690	Topics in English Language	3
Culminating Phase		
ENLG695	Thesis in English	6
Total Graduation Requirement		36



Master of Arts in TESOL

MEU is developing an MA in TESOL, and expects to begin offering it in 2017.

DEPARTMENT OF TEACHER EDUCATION

The Department of Teacher Education offers undergraduate and graduate degree programs in education that expose students to the various areas related specifically to the art of teaching and generally to the science of education. Students will receive the necessary knowledge to understand the different groups of learners and to develop professional leadership skills suitable for educational institutions in the MENA region.

The mission of the department is to prepare educators who are competent in their field, compassionate in their approach, sensitive to making a difference in the lives of their learners, and committed to their profession and to the pursuit of truth, with the aim of promoting the balanced development of the spiritual, mental, physical, and social dimensions of their learners.



The department offers the following programs:

- Bachelor of Arts in Elementary Education with Teaching Diploma (BA) + (TD)
- Teaching Diploma in Elementary Education (TD)
- Teaching Diploma in Secondary Education (TD)
- Master of Arts in Education (MA)
- Master of Arts in Teaching (MAT)

Bachelor of Arts in Elementary Education with Teaching Diploma

The BA degree in elementary education is offered to promote the teaching of subject matters, pedagogical knowledge, and knowledge of the learners. It is a professional degree with emphasis on the curriculum and methodology of teaching in the elementary school. The program includes methodology courses and related subject-matter courses that should be taken concurrently. The student teaching courses should be taken toward the end of the program after completing most of the required courses. Upon the completion of the degree, students will be issued a BA diploma with a Teaching Diploma (TD). Students must complete 112 credits as follows:

General Education Courses		34
ARAB211	Arabic Language Skills	3
COMM211	Communication Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED110	Principles of Healthful Living	2
INFS220	Introduction to Information Technology	3
PEAC_ _ _	Physical Education Course	1
PSYC201	General Psychology OR	3
SOCI210	General Sociology	
RLGN274	God and Human Life	3
PHIL241	Ethics in Modern Society	3
RLGN_ _ _	Religion Elective	3
SOCI200	Philosophy of Service	2
Department Courses		39
Core		
EDTE210	Foundations of Education	4
EDTE220	Principles of Teaching and Learning	3
EDTE321	Methods for Teaching Reading	3
EDTE323	Arts and Movement in Elementary Curriculum	3
EDTE325	Instructional Technology and Media	3
EDTE345	Educational Psychology	3
EDTE390	Educational Statistics	3
EDTE452	Classroom Testing and Evaluation	3





EDTE455	Curriculum Design and Development	3
EDTE462	Educating Exceptional Learners	3
EDTE481/2	Student Teaching—Elementary	3,3
EDTE_____	Department Elective Course	3
Methods (a choice of one combination)		18
EDTE331	Methods for Teaching Social Studies	3
EDTE334	Methods for Teaching Arabic	3
-----	Social Studies/Arabic Courses	12
	OR	
EDTE331	Methods for Teaching Social Studies	3
EDTE335	Methods for Teaching English as a 2 nd Language	3
-----	Social Studies/English Courses	12
	OR	
EDTE332	Methods for Teaching Mathematics	3
EDTE333	Methods for Teaching Science	3
-----	Mathematics/Science Courses	12
Cognate Courses		21
ENLG367	Literature for Children and Adolescents	3
BIOL250	Nutrition	3
MATH_____	Mathematics Course	3
PSYC302	Developmental Psychology	3
PSYC470	Counseling and Guidance	3
SOCI210	General Sociology	3
-----	Natural Science Course	3
Total Graduation Requirement		112



Teaching Diploma Information

The TD is offered to those who are completing or have completed a bachelor's degree in an appropriate area of study taught in elementary and/or secondary schools. This program, with concentrations in Elementary Education and Secondary Education, serves the needs of university graduates who plan to become schoolteachers, or those who have already had some experience in teaching but lack adequate academic preparation.

All Teaching Diploma students are classified as special students. They must be holders of the Lebanese Baccalaureate or its equivalent, pass the English language entrance examination, and successfully complete the diploma program over and above the total number required for a bachelor's degree. Students must maintain a minimum cumulative grade-point average of 2.00, with no grades lower than "C-".



Teaching Diploma in Elementary Education

In order to receive the Teaching Diploma in Elementary Education, students must complete 22 credits as follows:

Department Courses		
Core		16
EDTE210	Foundations of Education	4
EDTE220	Principles of Teaching and Learning	3
EDTE345	Educational Psychology	3
EDTE452	Testing and Evaluation	3
EDTE488	Student Teaching	3
Methods (a choice of one combination)		6
EDTE331	Methods for Teaching Social Studies	3
EDTE334	Methods for Teaching Arabic	3
OR		
EDTE331	Methods for Teaching Social Studies	3
EDTE335	Methods for Teaching English as a Second Language	3
OR		
EDTE332	Methods for Teaching Mathematics	3
EDTE333	Methods for Teaching Science	3
Total Graduation Requirement		22

Teaching Diploma in Secondary Education

In order to receive the Teaching Diploma in Secondary Education, students must complete 22 credits as follows:



Department Courses		
Core		19
EDTE210	Foundations of Education	4
EDTE220	Principles of Teaching and Learning	3
EDTE345	Educational Psychology	3
EDTE452	Classroom Testing and Evaluation	3
EDTE455	Curriculum Design and Development	3
EDTE488	Student Teaching	3
Methods		3
EDTE328	Methods for Teaching in Secondary School	3
Total Graduation Requirement		22

Student Teaching

The student teaching course consists of active observation, participation, and teaching under supervision in an elementary or a secondary school setting. An orientation for student teaching is conducted before students attend their assigned schools. During orientation, students receive a packet of materials containing information about student teaching requirements and evaluation procedures. A weekly meeting is conducted with the supervising faculty member. Full attention to the teaching responsibilities is vital to receiving a positive recommendation from the school and a satisfactory letter grade.



Master of Arts in Education

The MA degree in education is designed for those who are seeking to enhance their classroom skills, become curriculum supervisors, or assume leadership roles in many educational settings. The degree consists of core courses, two concentrations (Curriculum and Instruction and Educational Leadership), and a thesis. Students will acquire practical and academic skills in analysis, communication, problem solving, critical thinking, and team building. In case of undergraduate deficiencies, students will be required to take prerequisite courses specified by the department. Students must complete 36 credits as follows:

Department Courses		
Core		21
EDTE510	Philosophical Foundations of Education	3
EDTE520	Learning Theories and Instructional Strategies	3
EDTE545	Psychology of Learning	3
EDTE590	Research Methods in Education	3
EDTE618	Current Trends and Issues in Education	3
EDTE655	Curriculum Theory, Design, and Supervision	3
EDTE672	Educational Supervision	3
Concentration (a choice of one)		9
Curriculum and Instruction:		
EDTE625	Instructional Technology and the Educator	3
EDTE652	Measurement and Assessment in Education	3
EDTE662	Curriculum and Instruction for Exceptional Learners	3
Educational Leadership:		
EDTE670	Educational Leadership	3
EDTE674	Educational Finance and Law	3
EDTE676	Human Resources Administration	3
Culminating phase		
EDTE695	Thesis in Education	6
Total Graduation Requirement		36



Master of Arts in Teaching

The MAT is a degree program designed for professional educators who seek to enhance their competence in the field of education, to improve their instructional skills and methodology, as well as to focus on teaching a particular subject matter taught in either the elementary or the secondary school. Currently, English is the only subject matter offered by the department. In case of undergraduate deficiencies, students will be required to take prerequisite courses specified by the department. Students must complete 36 credits as follows:



Department Courses		
Core		21
EDTE510	Philosophical Foundations of Education	3
EDTE520	Learning Theories and Instructional Strategies	3
EDTE545	Psychology of Learning	3
EDTE590	Research Methods in Education	3
EDTE625	Instructional Technology and the Educator	3
EDTE652	Measurement and Assessment in Education	3
EDTE672 or EDTE618	Educational Supervision Current Trends and Issues in Education	3
Concentration		9
Subject Matter - English:		
EDTE635	Curriculum and Instruction—English	3
EDTE636	Reading in the Content Area	3
EDTE637	The Teaching of Writing	3
Culminating Phase		
EDTE695	Thesis in Education	6
Total Graduation Requirement		36





Faculty of Philosophy and Theology

Larry Lichtenwalter, PhD
Faculty Dean

The Faculty of Philosophy and Theology consists of two departments: the Department of Religion, which offers two undergraduate degrees; and the Department of Mediterranean and Near Eastern Studies, which offers one graduate MEU degree in Islamic Studies, a BA concentration in Islamic Studies, and one graduate Andrews University degree in Mediterranean Studies, Arabic language instruction, and creative research/symposia via its Adventist Institute for Islamic and Arabic Studies. Philosophy and Ethics courses are offered for both Department of Religion and other University departmental program needs.

The Faculty's vision is to be known for advancing the life-transforming worldview of Revelation's Three Angels' Messages (Rev 14:6-12) for personal life and compassionate service, and for its contribution to Adventist understanding of the Arab and Islamic world.

The mission of the Faculty is to equip converted Adventist gospel workers and leaders to think theologically, engage globally, and live biblically by:

- Developing in students a vision for God's redemptive work throughout the world and to formulate the strategies that will lead to effective church planting, pastoral care, leadership, teaching, research and writing, tentmaking, missions, evangelism, or discipleship.
- Nurturing spiritually mature gospel workers whose experiential knowledge of God in Christ is evidenced in their character, outlook, conduct, relationships, leadership, ministry, and mission.
- Preparing gospel workers who can positively interact with and biblically impact people of Arab and Muslim heritage both inside and outside the Arab world.
- Providing relevant resource for the MENA Union and the global Adventist Church.
- Offering a missionary relevant, academically solid, and culturally rich location for learning and praxis.



The Faculty supports and helps nuance MEU's spiritual, ethical, and service values and ethos. Faculty members bring rich experience of pastoral care and nurture as well as spiritual leadership and biblical insight in their personal interaction with both students and other MEU faculty and staff.



DEPARTMENT OF RELIGION

The Department of Religion offers undergraduate degrees to prepare Bible teachers and gospel ministers to serve the Seventh-day Adventist Church and the wider community. Degree students are provided in-depth instruction in biblical, theological, historical, ethical, and pastoral courses so as to be better equipped for a wide and relevant proclamation of the everlasting gospel of Jesus Christ. The department also provides basic religion courses to meet the religion course requirement needs of general education courses.

The mission of the department is to involve both degree majors and general education courses students in an experiential understanding of Jesus Christ and His Word; to encourage the study of God's word, sharing of spiritual and ethical ideas, connecting with people, serving humanity, and changing one's world; to contribute to the development of family, community, and the Church in anticipation of the soon return of Jesus Christ. The department offers the following degree programs:

- Bachelor of Arts in Religion (BA)
- Bachelor of Arts in Theology (BA)

Bachelor of Arts in Religion

The mission of the Faculty of Philosophy and Theology is to furnish the Seventh-day Adventist Church with competent, highly motivated, and consecrated graduates who can serve among people hailing from an Arab context. One of those contexts for service includes education. The BA degree in Religion is offered to those who wish to become Bible teachers at the elementary or secondary school levels. Students must complete 112 credits.



General Education Courses		26
ARAB211	Arabic Language Skills	3
CLST240	History and Culture of the Arabs	3
COMM211	Communication Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
HLED110	Principles of Healthful Living	2
INFS220	Introduction to Information Technology	3
PEAC ____	Physical Education Course	1
PSYC201	General Psychology	3
RLGN290	Research Methods in Religious Studies	2
Department Courses		61
RLGN225	The Gospels	3
RLGN238	Biblical Spiritual Life	3
RLGN262	Personal Ministry	3
RLGN268	Music, Worship, and Liturgy	2
RLGN278	Biblical Hermeneutics	2



RLGN281	Introduction to World Religions	2
RLGN320	Studies in Daniel	3
RLGN322	Studies in Revelation	3
RLGN325	Old Testament Studies I	3
RLGN326	Old Testament Studies II	3
RLGN327	Old Testament Studies III	3
RLGN328	Acts and Epistles I	3
RLGN329	Acts and Epistles II	3
RLGN345	History of Seventh-day Adventism	3
RLGN375	Doctrines of the Adventist Faith	3
RLGN378	Prophetic Heritage	2
RLGN381	Introduction to the Religion of Islam	3
RLGN420	Foundations of Biblical Canon	2
RLGN425	The Bible as Literature	3
RLGN471	Christian Theology I	3
RLGN472	Christian Theology II	3
RLGN485	Theology of Mission	3
Cognate Courses		25
EDTE210	Foundations of Education	4
EDTE220	Principles of Teaching and Learning	3
EDTE345	Educational Psychology	3
EDTE311	Introduction to Religious Education	2
EDTE338	Methods of Teaching Religion	3
EDTE452	Classroom Testing and Evaluation	3
EDTE488	Student Teaching	3
EDTE495	Research in Education	1
PHIL245	Biblical Ethics	3



Bachelor of Arts in Theology

The BA degree in Theology is offered to those who desire to become gospel workers and leaders in the Seventh-day Adventist Church. Students are introduced to various phases of gospel ministry and to the methods, principles, and procedures of biblical interpretation. It aims to develop skills required for effective proclamation of biblical faith through personal witness, preaching, teaching, and leadership in local, regional, and global communities. Courses are designed to enhance students' commitment to Jesus Christ and their involvement in the mission of the Seventh-day Adventist Church. Graduates will be prepared for ministry in any vocation in the world field—but especially Middle Eastern North African contexts or with people who hail the region. Students must complete either 126 or 138 credits.



Who is a candidate?

- Individuals who have heard God's call inviting them to a life of service as a gospel worker.
- Persons whose spiritual vision includes a commitment to serve the world's Arab and Muslim population both within the Middle East North African region and beyond. This might include theology as a second degree in addition to their expertise of profession.
- Theology students of Adventist theological study programs around the world who desire a concentration in Mediterranean and Near Eastern studies, Arab and Islamic studies, or a de-westernized orientation to biblical studies and theology.
- Tentmakers who envision self-supporting gospel ministry and/or entry into regions where only non-religious professional expertise is sought or allowed. This might include theology as a second degree in addition to their expertise or profession.
- International thinkers who desire a sound Adventist biblical and theological exposure on a uniquely situated and diverse campus that draws students from around the world to learn under an international faculty.

MEU's theology program graduates will be better equipped to interact with people of Arab and Muslim heritage with understanding, respect, confidence, and personal influence. Whether graduates go on to serve in the secular workforce, in community service, in education, through the media and arts, in sensitive spiritual interaction, or church leadership, the Faculty's goal is to provide a biblical foundation for impacting the Arab and Muslim people with a personal, Christ-centered life and message.



General Courses		23
ARAB211	Arabic Language Skills	3
COMM211	Communication Skills	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
HLED110	Principles of Healthful Living	2
INFS220	Introduction to Information Technology	3
PEAC___	Physical Education Course	1
PSYC201	General Psychology	3
RLGN290	Research Methods in Religious Studies	2
Department Courses		94
RLGN225	The Gospels	3
RLGN238	Biblical Spiritual Life	3
RLGN252	Biblical Hebrew I	3
RLGN253	Biblical Hebrew II	3
RLGN255	New Testament Greek I	3
RLGN256	New Testament Greek II	3
RLGN262	Personal Ministry	3
RLGN268	Music, Worship, and Liturgy	2
RLGN278	Biblical Hermeneutics	2



RLGN281	Introduction to World Religions	2
RLGN295	Ministerial Praxis I	0
RLGN320	Studies in Daniel	3
RLGN322	Studies in Revelation	3
RLGN325	Old Testament Studies I	3
RLGN326	Old Testament Studies II	3
RLGN327	Old Testament Studies III	3
RLGN328	Acts and Epistles I	3
RLGN329	Acts and Epistles II	3
RLGN341	History of the Christian Church I	3
RLGN342	History of the Christian Church II	3
RLGN345	History of Seventh-day Adventism	3
RLGN362	Pastoral Ministry	3
RLGN366	Biblical Preaching I	2
RLGN375	Doctrines of the Adventist Faith	3
RLGN378	Prophetic Heritage	2
RLGN381	Introduction to the Religion of Islam	3
RLGN395	Ministerial Praxis II	0
RLGN420	Foundations of Biblical Canon	2
RLGN428	Studies in Hebrews	3
RLGN440	Biblical Archaeology	3
RLGN462	Pastoral Counseling	2
RLGN466	Biblical Preaching II	2
RLGN471	Christian Theology I	3
RLGN472	Christian Theology II	3
RLGN485	Theology of Mission	3
RLGN488	Church Planting	3
RLGN495	Ministerial Praxis III	0
Cognate Courses		9
ACCT208	Stewardship and Church Finance	2
EDTE311	Introduction to Religious Education	2
PHIL245	Biblical Ethics	3
SOCI315	Marriage and Family Relations	2

Total Graduation Requirement	126
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The four year 138 credit program reflects additional General Education courses that are required of students without Lebanese Baccalaureate or its equivalent.

Freshman Year		12
CLST240	History and Culture of the Arabs	3
MATH115	Calculus I	3
PHIL210 or	Introduction to Philosophy	3
ENGL_ _ _	Literature Course	
	Science Course	3



Ministerial Praxis

The three non-credit Ministerial Praxis courses (Ministerial Praxis I, II, III) enable theology students to be involved in practicing, strengthening, and refining their pastoral knowledge and skills in an authentic context while studying their degree program at the University. These non-credit courses are required in addition to the practical aspects of other ministerial courses such as Personal Ministry, Pastoral Ministry, Pastoral Counseling, Biblical Preaching I & II, and Church Planting. Short- and long-term field projects will be assigned to each student or student teams by the chairperson of the department or a faculty member, who will also describe the week days or weekends' task(s), assign the area(s), set the timeframe, and oversee the implementation of the requirements and the periodic reporting.

At each Fall Semester registration of the student's sophomore, junior, and senior year, the student must enroll in RLGN295, 395, or 495 respectively. The requirements of each of the praxis courses must be completed during the Fall and Spring semesters—a total of 30 sessions (15 sessions per semester). A growth portfolio that includes all the required reporting must be submitted in the last week of classes of the Spring Semester of each academic year. A "DG" designation (deferred grade) will be assigned for the Fall Semester until the requirements are completed in the Spring. An "S" or "U" designation (satisfactory or unsatisfactory) will be given for each semester.

Students cannot graduate before completing the praxis course series. The involvement of the students in ministerial praxis should help them gain real experiences in places such as local churches and their community, centers of influence, evangelistic/church planting endeavors, university/school campus ministries/chaplaincy, etc. The course outline will describe in detail the requirements of each praxis course.



DEPARTMENT OF MEDITERRANEAN AND NEAR EASTERN STUDIES

The Mediterranean world encompasses three continents: Western Asia, North Africa, and Southern Europe. The history of the Mediterranean region is the history of the interaction of the cultures and people of the lands surrounding the Mediterranean Sea—the central superhighway throughout history of transport, trade, and cultural exchange between diverse peoples. Its history is important to understanding the origin and development of the Mesopotamian, Egyptian, Canaanite, Phoenician, Hebrew, Carthaginian, Greek, Roman, Byzantine, Persian, Ottoman, Christian, and Islamic cultures, not to mention the history and culture of the Arabs. Its history and culture is important to understanding the Bible both in its context and for modern times.

The Mediterranean world is the cultural stage for civilization with both the clash and cross-fertilization of cultures. It continues as one of the world's most strategic regions and the church's greatest missional challenge. It is the birthplace of Jewish, Christian, and Islamic faiths. Studying with the department introduces one to the rich heritage of the Middle East and Mediterranean world including Islamic sources (religion, history, culture, society, ethics, politics), and to current culture and media of the Arab



world. It provides insight into these places and peoples that continue to play a major role on the world stage. It does so from a biblical, theological, and missional perspective and with the purpose of deepening the understanding of Scripture, the Great Controversy metanarrative, and the critical issues/turning points of salvation history.

The department offers one graduate degree program, one BA level concentration or minor, Arabic language instruction, and cutting-edge research/symposia via its Adventist Institute for Islamic and Arabic Studies. Additionally, and in cooperation with Andrews University in Berrien Springs, Michigan, the department expects to host a yearly spring cohort MAR in Mediterranean Studies—beginning Spring 2016–2017 academic year.

MEU's Faculty of Philosophy and Theology is emerging as the knowledge center for the global Adventist community on Islamic, Arabic, Mediterranean, and Middle Eastern culture and society. The expertise of an international faculty, relevant library holdings, culturally rich learning context, and pleasant instructional facilities provide an enriching post-graduate learning experience.

Master of Arts in Islamic Studies

As the faith of over a billion of the world's people, Islam exerts significant influence as a religion and a civilization in the culture and politics of world history, and the globalized context of the modern world. The MA degree in Islamic Studies is offered to thought leaders, administrators, educators, or professionals who seek a deeper understanding of the beliefs and values of Islam together with the needs of dominant faith communities that interact with the Christian religion in the Middle East North Africa region. Its instructional environment provides a real life context of living in an Islamic and Middle East setting dealing with the experience of Christian-Islamic coexistence. It seeks to provide knowledge, understanding, skills, and attitudes that promote respect and dialogue in the context of the Islamic religious understanding. The program provides a comprehensive and multidisciplinary approach to Islamic faith and practice, culture and society, language, history, and ethics, from a biblical and Seventh-day Adventist perspective.



The program is delivered largely through intensive classes that are taught on campus in either four consecutive summer sessions of 9 weeks each, or four consecutive semesters of 15 weeks each (two summers plus a fall and spring semester). Students whose mother tongue is not Arabic or who have not completed their secondary education in a school where Arabic was not used as the language of instruction are required to take two prerequisite 4-credit Arabic language courses that are not part of the MA in Islamic Studies program. These courses must be taken in order and in time sequence over two consecutive semesters.

The program will require considerable reading and study before and between sessions. Students will be supplied with relevant course outlines and textbooks at least six months prior to each session.



Program

The teaching methods will vary, including preparatory reading, lectures, class discussions, research, case studies, tutorials, field trips, and the exegetical practice of the Bible and the Qur'an. Skills will be developed in the following areas that cover the respective topics:

Language. Communication or language skills are indispensable, because without language, effective communication of the gospel is very difficult. Students will develop a working knowledge of Arabic language needed in everyday communication and basic understanding of the Qur'an. For those who need it, a proficiency in English will also be developed.

Religion of Islam. Students will develop a deeper knowledge of the Qur'an and the belief system of Islam, will know how this informs rituals and practices, and will be able to better interpret the Qur'an. They will understand the history and belief system of Islam and the factors in its development within the Middle East and as a global phenomenon.

Ethics. Students will gain a biblically informed perspective of the moral themes, values, issues of human rights, and ethics in Islamic and Arabic culture and society.

Theology. Students will study key Adventist values and teachings together with worldview in relation to Islam and compare Islamic thought with Biblical revelation. They will become skilled in the exegesis of Scripture alongside the Qur'an and to know the distinctives of the Adventist faith and values in relation to Islamic thought.



Culture. Students will study the various aspects of Islamic culture, patterns of society and its organization from both a biblical and contemporary perspective

Methodology. Students have to understand cross-cultural interaction and to learn biblically informed approaches for meeting the physical, emotional, intellectual, and spiritual needs of Muslims and those either living in or hailing from the Middle East North Africa region of the world.

Prerequisite courses required of students without adequate Arabic language background:

Prerequisite Courses		
ALNG501	Basic Arabic I	4
ALNG502	Basic Arabic II	4
Total Prerequisite Requirements		8



The required courses offered in the program are as follows:

Department Courses		38
ISLM540	Historical Development of Islamic Religious Thought	2
ISLM581	Theology of Mission	2
ISLM585	Missiological Anthropology and Culture	2
ISLM590	Research Methods in Islamic Studies	2
ISLM571	Study of the Bible and the Qur'an I	3
ISLM572	Study of the Bible and the Qur'an II	3
ISLM573	Study of the Bible and the Qur'an III	3
ISLM611	Arabic Religious Texts I	3
ISLM612	Arabic Religious Texts II	3
ISLM631	Islamic Culture and Society I	3
ISLM632	Islamic Culture and Society II	3
ISLM638	Contemporary Issues in the Islamic World	2
ISLM675	Distinctives of the Adventist Faith in Relation to Islam	3
ISLM685	Approaches to Muslims I	2
ISLM686	Approaches to Muslims II	2
Culminating Phase		
ISLM695	Thesis in Islamic Studies	6
Total Graduation Requirement		44



Islamic Studies Concentration/Minor for Bachelor of Arts in Theology

The Faculty of Philosophy and Theology's Department of Mediterranean and Near Eastern Studies provides an Islamic Studies concentration/minor as additional non-degree coursework and/or course transfer credit course work for cross-registered BA in Theology students from affiliate Adventist universities. The concentration or minor provides BA in Theology level engagement in the rich heritage of the Middle East and Arab world at large. It nurtures knowledge, understanding, skills, and attitudes that promote respect and dialogue in the context of the Islamic religious understanding (faith and practice, history, language, culture, society, ethics, politics) as well as biblically informed approaches to touching a Muslim's heart through personal service and a Christ-centered witness.

The Islamic Studies Concentration/Minor coursework is open to Junior and Senior cross-registered Theology students from affiliate Adventist universities for degree credit. A certificate of completion is provided for non-degree students.



Two Semester Islamic Studies Concentration (34 credits)

Concentration Courses		34
ALNG101	Basic Arabic	6
ALNG201	Intermediate Arabic	6
CLST240	History and Culture of the Arabs	3
ISLM271	The Bible and the Qur'an	3
ISLM338	Current Issues in the Islamic World	3
ISLM375	Adventist Faith in Relation to Islam	3
ISLM455	Spiritual Life in an Arab Culture	2
ISLM485	Approaches to Muslims	2
RLGN381	Introduction to the Religion of Islam	3
RLGN485	Theology of Mission	3

One Semester Islamic Studies Concentration (16 credits)

Concentration Courses		16
ISLM271	The Bible and the Qur'an	3
ISLM375	Adventist Faith in Relation to Islam	3
ISLM455	Spiritual Life in an Arab Culture	2
ISLM485	Approaches to Muslims	2
RLGN381	Introduction to the Religion of Islam	3
RLGN485	Theology of Mission	3



Master of Arts in Religion (Mediterranean Studies)

This cohort program, Master of Arts in Religion with a concentration in Mediterranean Studies, will be offered on the MEU campus by Andrews University Seminary, in Berrien Springs, Michigan. It is a yearly spring cohort beginning in May of 2017. For further details, contact: theology@meu.edu.lb.

Arabic Language Instruction

As the major language of the Middle East and North Africa and spoken by 280 million people around the world, Arabic is the living medium of a vibrant contemporary literature and culture. Arabic is also the language of Islam, the faith of over a billion of the world's people. Instruction in Arabic provides students with the necessary tools to better connect with Islamic worldview and culture as well as develop a basic understanding of the Qur'an. Additionally, the study of the Arabic language Bible in relation to the Qur'an and Islamic piety enables one to become acquainted with the spiritual language of the Muslim soul from a biblical perspective.

Arabic language courses offered include MA in Islamic Studies prerequisites, the closer reading of the Qur'an and Islamic religious literature (in terms of syntax, grammar, vocabulary, and exegesis/interpretation) for MA in Islamic Studies requisites, and more general Arabic language non-degree courses in the broader reading, writing, speaking, and listening matrix of Arabic language skills needed for effective personal interaction and service among Arabic speaking people.



The department's Arabic language instruction is a non-degree program. Students who are not seeking a language degree but wishing to take MEU courses for academic credit may be admitted as non-degree students if they meet the minimum requirements for MEU admission. MEU is both AAA accredited institution, and one recognized by the Ministry of Higher Education in Lebanon. Therefore, degree-seeking students at other recognized institutions who wish to augment their education by enrolling for a period of time at MEU are welcome to take ALNG courses. The courses will fulfill their needs as semester-abroad and year-abroad students, along with their regular courses.

In addition to the Arabic Language courses, the department also offers a number of complementary courses in history, culture, and religion.

Islamic Studies Language Courses and Prerequisites

The department offers students in both the undergraduate concentration in Islamic Studies and the graduate programs the necessary courses to meet the degree prerequisites and requirements, based on the student's Arabic language skills.

Arabic Language and Culture Program

The Arabic Language and Culture Program runs during the academic year and is divided into two academic semesters, Fall and Spring. Students participating in the program receive instruction in the Arabic language with classes focused on conversation, grammar, vocabulary, and writing, as well as spiritual life and service in an Arabic context.

Along with the classes, students participate in cultural and service oriented outings throughout the academic year; traveling to various historic and iconic destinations within Lebanon and other nearby Middle Eastern countries. Through their participation, students gain a broader worldview as well as experience the various historical and archaeological sites visited within the context of the great controversy, the history of the church, and its continued mission today. The program provides a comprehensive orientation to the region's unique spiritual/moral needs and the opportunity for personal development towards a life of service to people hailing from these Middle Eastern and North African countries.

Tuition for the program is based on covering the expenses of the entire program including course credits, room, board, food, cultural tours, and fees. Trips outside of Lebanon include visits to the United Arab Emirates and Jordan. Turkey may be visited as well depending on the program's enrollment in a given year.

The program is directly affiliated with Adventist Colleges Abroad (ACA), which is managed from the offices of the North American Division (NAD). Students at Seventh-day Adventist consortium schools in North America and Australia can participate in the program while remaining enrolled at their home institutions. Prospective students not attending one of the consortium schools have the choice to apply and register through a consortium institution or apply directly to MEU for admission.



Admission requirements for students applying through ACA can be found on their website (www.aca-noborders.com). All other interested students should follow the normal admissions procedures of MEU when applying.

Adventist Institute for Islamic and Arabic Studies

The Adventist Institute for Islamic and Arabic Studies provides research and symposia opportunities together with library holdings towards both academic and workshop training/orientation in Islamic and Arabic Studies. The Institute's goal is to develop and sustain relevant biblically informed curriculum and research in Arab and Islamic Studies on the campus of Middle East University towards its becoming the knowledge center for the global Adventist community on Middle Eastern culture and society.





Course Descriptions

ACCOUNTING

ACCT208	Stewardship and Church Finance	2 cr.
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A study of the biblical plan for the support of the church. The course includes general bookkeeping of church finance, proper use of tithes and offerings, principles of stewardship, preparation of the church budget, and the principles of conducting the business affairs of the church.

ACCT221	Fundamentals of Accounting I	3 cr.
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This course introduces students to the basic concepts and techniques of accounting. It deals with different aspects of measuring, classifying, summarizing, reporting, and interpreting financial information within the context of generally accepted accounting principles. Topics include the accounting cycle, merchandising activities, cash, receivables, bank reconciliation, payables, and inventories.

ACCT222	Fundamentals of Accounting II	3 cr.
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Prerequisite: ACCT221

Topics include liabilities, stockholders' equity, bonds, stocks, professional judgment and ethical conduct, statement of cash flow, manual special journals, plant and equipment, natural resources, and intangibles. Cost and managerial concepts are examined.

ACCT321	Intermediate Accounting I	3 cr.
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Prerequisite: ACCT222

The course focuses on a review of the accounting process, statement of income and retained earnings, balance sheet and statement of cash flow, cash and receivables, revenue recognition, valuation of inventories, acquisition and disposition of property, plant and equipment, depreciation, and depletion.

ACCT322	Intermediate Accounting II	3 cr.
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Prerequisite: ACCT321

Intangible assets, current liabilities and contingencies, long-term liabilities, stockholders' equity, temporary and long-term investments, accounting changes, error analysis, and financial accounting disclosure.





ACCT330	Cost and Managerial Accounting	3 cr.
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Prerequisite: ACCT222

A study of cost determination, accumulation, and allocation procedures. Preparation and utilization of financial information for internal management purposes; emphasis on job order, process and standard costs systems, cost- volume profit relationship, relevant cost, budgeting, performance evaluation, and control.

ACCT355	International Accounting	3 cr.
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Prerequisite: ACCT321

A selection of topics encountered by accountants in international business settings. Topics include accounting systems in a global environment, international financial reporting and analysis, foreign currency, budgeting, and management accounting control.

ACCT397	Topics in _____	3 cr.
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Special Approval: Permission of the faculty member required

Intensive study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in depth in other courses.

ACCT425	Taxation	3 cr.
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Prerequisite: ACCT222

The application of international and Lebanese tax laws to individuals and enterprises, with emphasis on partnerships, estates, and enterprises. It includes capital transactions, pension and profit sharing plans, estate and gift taxes, and tax audits and refunds.



ACCT455	Accounting for Not-for-Profit Organizations	3 cr.
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Prerequisite/Corequisite: ACCT322

The study of the fundamental accounting systems used by government, hospitals, colleges and universities, and other not-for-profit organizations. Topics include the budgeting process, and the analysis and interpretation of governmental and not-for-profit financial statements.

ACCT456	Advanced Accounting	3 cr.
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Prerequisite/Corequisite: ACCT322

Advanced financial accounting theory emphasizing problems related to specialized accounting entities. Topics include partnerships, joint ventures, installment sales, consignments, accounting for branches, business combinations, and consolidated financial statements.



ACCT465	Auditing	3 cr.
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Prerequisite/Corequisite: ACCT322

Internal and external auditing; current professional standards, ethics of the auditor with emphasis on internal control, and evidence gathering.

ACCT476	Accounting Information Systems	3 cr.
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Prerequisite: ACCT222

Planning and operation of electronic data-processing systems in accounting and the use of the information generated for financial reporting and control.

ACCT487	Internship in	3 cr.
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A program of accounting experience. Student must be a Junior and have at least a B-cumulative GPA. A total of 225 hours of work experience is required. Full arrangements for a structured program must be made in advance.

ACCT497	Advanced Topics in	3 cr.
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Special Approval: Permission of the faculty member required

Topics of current interest in the sub-discipline area noted not ordinarily covered in depth in other courses.



ACCT556	Topics in _____	3 cr.
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Topics of current interest in the business area not ordinarily covered in-depth in regular courses.

ACCT586	Tax Research	3 cr.
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Study of the legislative, administrative, and judicial sources of tax law, as well as the resources and techniques used to find a competent and professional conclusion to a tax problem. Extensive research of tax issues and presentation of research is required.

ACCT610	Managerial Accounting	3 cr.
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The use of accounting data in decision making. Special attention is given to cost analysis and control, cost allocation, budgeting, and motivational aspects of accounting. Analysis of data from original records is studied.

ACCT615	Accounting Theory	3 cr.
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An examination of the standard-setting process and selected accounting research, and analysis of major problem areas of financial accounting. A research paper is required.



ACCT620	Financial Statement Analysis	3 cr.
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This course develops the skills necessary to interpret and use financial statement information effectively to assess profitability and risk, and provides a framework for business analysis and valuation. Requirements include research and written analysis of financial statements and other public disclosures.

ARABIC LANGUAGE

ARAB101/2	Arabic for Beginners I, II	3, 3 cr.
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These courses are for students with some prior knowledge in the Arabic language leading to Intermediate Level. Only students whose first language is not Arabic can take these courses for credit. To be taken in sequence.

ARAB110	Basic Arabic	12 cr.
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A gradual progression in reading, writing, and understanding simple words, sentences, paragraphs, and whole texts. Use tenses, analyze texts, and answer questions

ARAB120	Intermediate Arabic	12 cr.
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Reading, understanding, and analyzing whole texts. Differentiating between different text structures. Summarizing longer texts into shorter ones. Expression of opinions regarding issues.



ARAB130	Advanced Arabic	12 cr.
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Writing whole texts—argumentative, informative, and descriptive. The analysis of text.

ARAB140	General Studies in Arabic	3 cr.
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A study of the essay, its development, and its various types. A collection of readings illustrating the types, with literary analysis and written application. Exercises in speech, discussion, and interpretive reading. For Freshman level only.

ARAB211	Arabic Language Skills	3 cr.
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An introduction to the role of language in communication. The course includes a study of texts (scientific and literary), general principles of the Arabic language, and skills of written expression. Students are required to apply what they have learned by writing a research paper and presenting it in the class.



ARABIC LANGUAGE NON-DEGREE

ALNG101	Basic Arabic	6 cr.
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A course in grammar, writing, reading, and some basic conversation providing an overview of and an introduction to the structure of the Modern Standard Arabic.

ALNG110	Basic Grammar	3 cr.
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An introductory course in grammar, providing an overview of and an introduction to the structure of the Arabic language, with emphasis on sentence patterns, basic sentence constituents, parts of speech and tenses.

ALNG120	Basic Conversation	3 cr.
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An introductory course in speaking and listening, providing an overview of and introduction to the functions of spoken Modern Standard Arabic.

ALNG130	Basic Writing	3 cr.
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An introductory course in writing, beginning with the instruction of Arabic characters, the formation of words and simple sentences.

ALNG140	Basic Reading	3 cr.
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An introductory course in reading, providing an overview of how to recognize Arabic characters and words and simple texts.

ALNG150	Spiritual Life in an Arabic Context I	1 cr.
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An introductory course in understanding spiritual life in an Arabic context, providing personal interaction with the Arabic language Bible in terms of words, themes, phrases, nuances and implications.

ALNG201	Intermediate Arabic	6 cr.
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Development of Arabic grammatical, writing, reading, and some basic conversation skills necessary for clear written and oral communication in Modern Standard Arabic.

ALNG210	Intermediate Grammar	3 cr.
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Development of Arabic grammatical, writing, reading, and some basic conversation skills necessary for clear written and oral communication in Modern Standard Arabic.





ALNG220	Intermediate Conversation	3 cr.
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Development of fluency in conversation and accuracy in listening skills necessary for effective communication in academic and non-academic settings.

ALNG230	Intermediate Writing	3 cr.
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Development of writing skills to form more complex sentences and paragraphs. Development of writing strategies and skills necessary for well-developed academic writing.

ALNG240	Intermediate Reading	3 cr.
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Development and emphasis on building vocabulary and reading skills. Introduction of simple texts from authentic Arabic books and newspapers.

ALNG250	Spiritual Life in an Arabic Context II	1 cr.
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Prerequisite: ALNG150

The introduction of simple texts (and their memorization) from the Arabic language Bible together with the development and emphasis on building biblical Arabic language vocabulary towards deeper understanding of spiritual life in an Arabic language context.

ALNG260	Current Events in the Arab World	2 cr.
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This course will give a periodic review of news coverage and current events in the Arab world, including the Gulf, Levantine and North Africa. It will focus on review of television, newspapers, magazines and radio programs.

ALNG270	Arab People and Their Culture	2 cr.
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Lectures, readings and discussions will introduce students to the diversity of cultures within the Levantine, North Africa and the Gulf region. It will give an overview of history, arts and politics.

ALNG310	Advanced Grammar	3 cr.
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In-depth review of Arabic grammar. Emphasis on accurate grammar usage in a variety of communicative and academic contexts both oral and written.

ALNG320	Advanced Conversation	3 cr.
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Further development of fluency in conversational Arabic. Introduction of authentic listening situations for mastery. Development of accuracy in listening and speaking Modern Standard Arabic.





ALNG330	Advanced Writing	3 cr.
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Development of skills in writing with an emphasis on the formation of more complex sentence structures paragraphs and essays.

ALNG340	Advanced Reading	3 cr.
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Development of skills in analytical reading and discussion of academic and non-academic topics.

ALNG350	Spiritual Life in an Arabic Context III	1 cr.
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Prerequisite: ALNG250

The development of skills in analytical reading and discussion of spiritual themes in the Arabic language Bible together with implications for spiritual influence and exchange in an Arabic language context.

ALNG501/2	Basic Arabic II	4, 4 cr.
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A prerequisite for the MA in Islamic Studies program for students who do not have a proficiency in Arabic language skills. The development of Arabic grammatical, vocabulary, and reading skills together with an introduction of simple texts from Arabic language Bible, the Qur'an and other Arabic literature.



BIOLOGY

BIOL111	Survey of Biology	3 cr.
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A broad survey of living systems at the molecular, cellular and organismal levels. Ecological principals are covered along with a survey of microbes, plants and animals.

BIOL201	General Biology I + Lab	3+1 cr.
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This is a first-year foundational biology course. The areas covered include: biological chemistry, cell biology, enzyme function, metabolism, DNA replication and repair, photosynthesis, genetics, genetic technology, and bioinformatics. All of these topics are covered in the context of a literal six-day creation. Throughout the course, issues of evolution and creation will be presented and discussed.



BIOL202	General Biology II + Lab	3+1 cr.
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This course builds on first semester cellular and molecular basis of biology. Topics covered in a creation context include: taxonomy, prokaryote biology, fungi, non-vascular and vascular plants, gymnosperms, angiosperms, plant form and function, nutrition, transport and reproduction, invertebrates, vertebrates, comparative anatomy and homeostasis, neuroscience, muscles and skeletal systems, nutrition, digestion, respiration and circulation. Major ecological concepts are covered including biomes and ecosystems, population ecology, species interactions, community ecology, biodiversity and conservation.

BIOL210	Human Health and Disease	3 cr.
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This course is an evidenced based study of the basic principles of healthful living and the treatment and prevention of disease. NEWSTART principles are explored in the context of combatting disease and achieving optimal health.

BIOL211	Human Health Clinical I	1 cr.
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These is a foundational course aimed at providing clinical time where students will learn basic health assessment techniques along with experience in providing health education in relation to human health and physiology in a community-based environment. Some classroom instruction followed by clinical time working in a community environment.



BIOL250	Nutrition	3 cr.
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This course is an introduction to the role of nutrition in human health. It is expected that students will be able to apply nutrition principles to daily dietary practice. Physiological processes including digestion, absorption, transport and elimination are examined. Further topics include the relationship between nutrition and pathology as well as emotional health, and appropriate nutrients for people of different ages and life stages.

BIOL290	Statistics and Research Design	3 cr.
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A study of research design and basic statistics of relevance to biologists and health professionals. Topics covered include: scientific method and hypothesis, probability, study design, sampling, t-tests, analysis of variance, correlation and linear regression, parametric and non-parametric techniques. Emphasis will be given to biological and health examples.

BIOL310	Human Neurobehavior	1 cr.
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Our brains are like a supercomputer, the command and control center that determines how we think, act and feel. This course will explore different ways we can enhance the way our brain functions and as a result our physical, spiritual and emotional health.



BIOL311/2	Human Health Clinical II, III	1, 1 cr.
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Prerequisite: BIOL211

These courses build on what was learned in BIOL 211. They are essentially clinical courses with some classroom learning then using what is learned to apply in a community health education environment. Both are taken sequentially over two different semesters. Topics to be covered may include: health expo techniques, wellness and healthy living, depression recovery, diabetes education, issues of addiction including smoking, alcohol and drug education. Students will also gain experience in providing instruction to more junior students.

BIOL320	Genetics	3 cr.
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Prerequisites: BIOL201, BIOL202

This course includes a study of classical Mendelian genetics along with chromosomes, gene structure and function, and genetic mechanisms in selected prokaryotes and eukaryotes. Emphasis is on human heredity, pedigrees and diseases, with other genetic examples from the plant and animal kingdom included.

BIOL330	Ecology	3 cr.
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Prerequisites: BIOL201, BIOL202

This course focuses on how organisms interact with their biotic and abiotic environment. Topics include species distribution and diversity, community succession, trophic levels and food webs, energy flow and biogeochemical cycles. Examples will be taken from terrestrial and aquatic environments. Biomes, ecosystem concepts and conservation issues will be explored.



BIOL331	Marine Biology	3 cr.
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Prerequisites: BIOL201, BIOL202

This course covers major areas of marine biology including planktonology, benthic ecology, pelagic and deep sea ecology. Focus is also given to key marine environments these such as coral reefs, coastal regions, estuaries and polar seas. Special emphasis is given to Mediterranean marine environment. Special emphasis will be given to human impacts on the marine environment.



BIOL340	Microbiology + Lab	3+1 cr.
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Prerequisites: BIOL201, BIOL202

This course covers the history of microbiology, pathogenic and nonpathogenic bacteria, fungi of medical significance and the gram method of staining. Viruses are reviewed along with HIV and bacteriophages. The course includes an introduction to parasitology including protozoa (with a focus on malaria and other insect-borne parasites), trematodes, nematodes, and cestodes. Particular emphasis is given to human disease throughout the course along with host defenses, immunity and immune responses.

BIOL370	Plant Biology and Economic Plants	3 cr.
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Prerequisites: BIOL201, BIOL202

A course that covers the biology of plants including diversity, growth, reproduction, anatomy and behavior. Special emphasis is given to plants of economic importance, the relationship between man and economic plants especially in the context of food, industry and medicine. Emphasis will be given to Lebanese and Middle East examples where appropriate.

BIOL390	Scientific Communication	2 cr.
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Prerequisites: BIOL201,202

A study on important components of scientific communication. This includes oral/conference presentations, poster presentations, grant writing and writing a scientific paper for publishing.



BIOL410	Human Physiology + Lab	3+1 cr.
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Prerequisites: BIOL201, BIOL202

This course provides an in depth study into the systems physiology of the human body. Topics covered include: cellular/molecular mechanisms underlying various systems of the body that enable the body to function normally. Focus will be on the dynamic and integrative process with which body systems interact.

BIOL420	Cell Biology	3 cr.
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Prerequisites: BIOL201, BIOL202

This course provides an in-depth study including cell and organelle structure and function, cell physiology, the cell cycle, and cellular transport. More complex issues of cell metabolism, cell communication, and aspects of molecular biology are also covered. Where applicable, issues of lifestyle and diseases such as cancer are explored in the context of cellular biology.



BIOL450	Biochemistry	4 cr.
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Prerequisites: BIOL201, BIOL202, CHEM201, CHEM202, CHEM301, CHEM302

This is a one semester biochemistry course. Topics covered include: chemical, structural, and functional properties of the major classes of biological molecules (amino acids, carbohydrates, lipids, proteins, nucleotides, nucleic acids, biological membranes), metabolic pathways, including degradation and synthesis of biochemical macromolecules.

BIOL471	Parasitology	3 cr.
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Prerequisites: BIOL201 and BIOL202

This course will cover aspects of parasitic organisms and their life cycles of both endoparasites and ectoparasites of humans and other mammals. Major groups of eukaryotic parasites will be explored including protozoans, helminthes, flukes, nematodes and arthropods.

BIOL481	Special Topics in Biology	2 cr.
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Prerequisites: BIOL201, BIOL202. Other prerequisites depending on the topic.

This course will focus on new and cutting-edge topics in biology that are especially relevant and contemporary. Topics will change over time depending on current issues but examples of topics to be covered include human cloning, GMO's, endemic, pandemic and emerging diseases (eg., AIDS, Ebola, influenza), and current local and global environmental issues.



BIOL490	Biology Research Project	3 cr.
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Prerequisites: BIOL201, BIOL202 Corequisite BIOL390.

This is an upper division course which will involve students gaining research experience by intensive study and research in a biological area of interest to them and approved by the department. This will provide the opportunity for a student to gain a much greater in depth understanding of a topic than is possible in a classroom setting. Students will gain experience in scientific research, writing and oral presentation.



GENERAL BUSINESS

BSAD240	Business Statistics	3 cr.
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An introduction to statistical concepts used in business and the social sciences. The course will provide a basic understanding of commonly used descriptive and inferential statistics, such as one might need for reading and understanding primary research results. It also includes basic statistical procedures and the fundamental theories behind them, including practice with statistical software (such as Microsoft Excel and R Project) in actual data analysis and the interpretation of results. An introduction to probability theory and its applications in business.

BSAD330	Business Law	3 cr.
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A course in the fundamentals of business law and the legal Lebanese system. Topics include obligations and contracts, negotiable instruments, and the creation and dissolution of business organizations.

BSAD345	Business and Society	3 cr.
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A study of how business operates within the political, legal, and social environment, its relationship to government agencies and government controls, and how business relates its activities to various social problems. Ethical considerations of business decisions as related to this environment.



BSAD365	International Environment of Business	3 cr.
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A survey of the world environment (political, legal, economic, cultural, historical, and geographical) in which international business is conducted, including both economic relations among nations and environmental factors that affect business operations. Topics include international trade and trade restrictions, balance of payments, international monetary systems, and multinational corporation.

BSAD450	Multicultural Business Relations	3 cr.
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A study of globalization and the increasing ethnic and cultural diversity in the workplace that requires managers to become more aware of and sensitive to the role of culture in business relations. Communication, negotiation, principles and practices of management in a cross-cultural context is the focus of study.



BSAD475	Operations Management	3 cr.
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Prerequisite: BSAD240

Analysis of problems and issues faced by production/operations managers in manufacturing and service industries. Concepts and techniques include operations scheduling, quality control, plant layout, facility location, line balancing, queues, production and inventory controls, forecasting and linear programming.

BSAD494	Business Strategy and Decisions	3 cr.
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Prerequisite: All other core BBA courses must be completed or concurrently enrolled.

The goal of this interdisciplinary course is to enable students to develop and/or fine tune skills in the analysis of strategic and organizational problems and issues.

BSAD505	Foundations of Accounting and Finance	3 cr.
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A study of fundamental concepts in financial and managerial accounting. Topics include the accounting cycle; financial statement preparation, content, and analysis; planning and control techniques; activity-based costing; job costing; and differential cost analysis. Includes an overview of the principles of financial management. A revision of concepts of raising and investing money; conducting financial statement analysis; applying the time value of money techniques to security valuation; and determining a firm's cost of capital and capital budgeting. A discussion of managerial topics that include dividend policy, capital structuring, and working capital management.



BSAD506	Foundations of Management and Marketing	3 cr.
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This course explores the functions, roles, and skills associated with managing people and organizations. A study of concepts and models for effective management. The course also examines the principles, concepts, and practices of marketing products. How the marketing mix (product, price, promotion, and distribution) will impact the achievement of corporate goals and objectives.

BSAD515	Organizational Behavior and Leadership	3 cr.
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Application of behavioral sciences to management. The examination of contemporary theories and principles of human behavior. Topics include perception, personality, attitudes, emotions, motivation, leadership, decision-making, communication, group processes, diversity, organizational change, self-awareness, and stress management. A research paper and case analyses are required.



BSAD520	Business Research Methods	3 cr.
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This course establishes the technical foundation needed to write graduate business research papers, projects, and the thesis. Topics include questionnaire design and validation, sampling criteria, qualitative and quantitative data analysis, and hypothesis testing. The style and format of research writing is emphasized.

BSAD689	Strategic Management	3 cr.
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Prerequisite(s): Assumes that the student has completed all MBA core requirements or is currently enrolled in the remaining courses.

Requires that students integrate relevant knowledge gleaned from previous core business-course experiences. Extensive case work and library research are demanded. Students work with a real organization to develop a comprehensive strategic plan.

BSAD690	Thesis in Business	6 cr.
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Prerequisite: BSAD 520 with a minimum grade of B and approval of the department chairperson. A scholarly research into a topic in business. The thesis must be of sufficient quality, originality, thoughtful analysis, and substantial refinement in communication skills. It should demonstrate substantive and insightful understanding of the topic chosen, its importance to the academic community, and its relevance to the contemporary business world.



CHEMISTRY

CHEM111	Survey of Chemistry
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A survey of general and organic chemistry including stoichiometry, atomic and molecular structure, bonding, states of matter, solutions, chemical kinetics and chemical equilibrium.

CHEM201	General Chemistry I + Lab	3+1 cr.
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Topics covered include: matter and measurement, atoms, molecules and molecular compounds, ions and ionic compounds, stoichiometry, aqueous reactions, thermochemistry, molecular structure and bonding, matter and solutions.

CHEM202	General Chemistry II + Lab	3+1 cr.
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This course builds on first semester general chemistry. Topics covered include: chemical kinetics, chemical equilibrium, acid and base chemistry, titrations, buffers, solubility, thermodynamics, electrochemistry, and nuclear chemistry.



CHEM301	Organic Chemistry I + Lab	3+1 cr.
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This is the first of a two-semester course of organic chemistry. Topics covered include: bonding principles, functional groups, isomerism, stereochemistry, nomenclature, organic reactions, nuclear magnetic resonance and infrared spectroscopy.

CHEM302	Organic Chemistry II + Lab)	3+1 cr.
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This is the second semester of organic chemistry which is a continuation and builds on semester I concepts. Topics covered include: UV spectroscopy, aromatic compounds and substitution reactions, continuation in analysis of organic reactions, polymers, and biomolecules including carbohydrates, amino acids, and nucleotides.

COMMUNICATION

COMM211	Communication Skills	3 cr.
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Prerequisite: ENLG212

A study of the human communication process with focus on public speaking. The basic elements and principles of speech, including speech mechanism, development of communication, and construction of written speeches with an emphasis on organization, mechanics, content, and delivery. Students will prepare and deliver speeches.



COMPUTER SCIENCE

CPSC211	Computer Programming I	3 cr.
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This course is an introduction to computer programming using C++. Topics include problem solving using computers, data types and declarations, statements, expressions, and assignments. Basic structures, procedures and functions, and structural programming.

CPSC212	Computer Programming II	3 cr.
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Prerequisite: CPSC211

The course is a continuation of Computer Programming I. The goal is for students to refine and retain their programming skills. Emphasis is placed on functions, arrays, pointers, and recursion. Topics include an introduction to the object oriented features of C++ like classes, inheritance, operator overloading, file processing, and string processing



CPSC221	Logic Design	3 cr.
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Prerequisites: MATH221 and INFS225

Fundamentals of logic design. Review of the binary system, Boolean functions, Karnaugh maps, and the design of switching circuits using small and medium scale integrated devices. Topics also include flip flops, counters, decoders, multiplexers, and registers.

CPSC231	Networking	3 cr.
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Topics include data communications, transmission media, asynchronous/synchronous transmission, error control, data link control protocols, LAN types and protocols, high-speed LANs, MANs, bridges, WANs, packet/circuit switched data networks, OSI models layers, network protocols (TCP/IP, UDP, etc.), and network topologies and arrangements.

CPSC313	Object Oriented Programming	3 cr.
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Prerequisite: CPSC212

Object oriented programming using Java. Topics include objects, classes, methods, interface access, composition, inheritance, polymorphism, interfaces and inner classes. Introduction to predefined classes: array list, vector, string and string buffer. Handling errors with exception, I/O systems. Introduction to applets



CPSC314	Data Structures and Algorithms	3 cr.
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Prerequisite: CPSC313

The course will introduce students to the use of algorithm, complexity, sorting, and searching algorithms, abstract data types and data structures. Topics include linear and non-linear data structures, linked lists and recursion, stacks, queues and their applications, trees, balanced trees and their implementations, maps and hashing, priority queues, graphs and their algorithms

CPSC315	Programming Paradigms	3 cr.
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Prerequisite: CPSC313

A comparative study of programming languages: syntax, semantics, and implementation. Students will learn and analyze the procedural, functional, logic, and object oriented paradigms through the study of representative programming languages like Pascal, C, Lisp, Prolog, C++, etc.



CPSC322	Computer Organization and Assembler	3 cr.
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Prerequisite: CPSC221

Machine level architecture, functional units, memory, debugging, input/output structures, storage systems, instruction sets, machine cycle, assemblers, macro-assemblers and microprocessors, machine instruction types, addressing modes, registers, caching, machine and assembly languages.

CPSC323	Computer Architecture	3 cr.
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Prerequisite: CPSC221

Von Neumann architecture, machine instructions and formats, addressing techniques, microprogramming, fast arithmetic, buses, advanced and I/O practices, peripherals.

CPSC331	Web Programming I	3 cr.
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Prerequisite: CPSC212

Internet and web history, architecture of web applications: web, protocols (TCP/ IP, HTTP, FTP), web technologies, and markup languages overview (HTML, DHTML, XML). Building static web pages (HTML). Cascading style sheet (CSS), Flash.

CPSC332	Web Programming II	3 cr.
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Prerequisite: CPSC331

Review of protocols and architecture of web applications. Client-server, dynamic web pages (JavaScript, VBscript, DHTML). Server side programming (PHP/ASP), connectivity to a database (ADO, ODBC connectivity).

CPSC341	Operating Systems	3 cr.
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Prerequisite: CPSC212

History and evolution of operating systems, process and processor management, primary and auxiliary storage management, performance evaluation, security, distributed systems. Topics include an overview of the components of an operating system, mutual exclusion and synchronization, implementation of processors, scheduling algorithms, memory management and file systems. Case studies of operating systems are also discussed.





CPSC351	Database Systems Design and Development	3 cr.
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Prerequisite: CPSC211

This course covers the concept of database and database modeling. The procedure of transforming the conceptual model to logical model (relational) is introduced, the relational query language (SQL) and the procedural query language programming using PL/SQL.

CPSC461	Software Engineering	3 cr.
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Prerequisite: CPSC313

Introduction to software engineering, software models, engineering process, requirements analysis, system models (data flow models, object models, data dictionary), requirement definition and specification. Software design process, object oriented design and UML, evaluating, testing, and verifying software reliability and reuse, user interface design, software documentation.

CPSC471	Artificial Intelligence	3 cr.
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Prerequisite: senior standing

This course examines selected topics in artificial intelligence (AI) and expert systems. Intelligence fundamentals and basic concepts of artificial intelligence: heuristic, intelligent agents (search-based agents, logic-based agents), propositional logic, predicate calculus, first order logic, inference, natural language processing, planning, uncertainty and decision-making (fuzzy logic), machine learning.



CPSC481	Formal Theory of Computation	1 cr.
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Prerequisite: senior standing

A study of computer language in consultation with the faculty member such as VB.net and C#. Normally, the language is not included in other courses taught by the department. A programming project is required.

CPSC491	Computer Language Study	1 cr.
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Prerequisite: senior standing

A study of computer language in consultation with the faculty member such as VB.net and C#. Normally, the language is not included in other courses taught by the department. A programming project is required.



CPSC495	Computer Science Senior Project	3 cr.
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Prerequisites: senior standing and approval of the department chairperson

A project chosen in consultation with the faculty member. The student will defend the project during an oral examination.

CPSC511	Computational Analysis I	3 cr.
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Matrix norm, residual vector, condition number, perturbation analysis, operations count, sparse matrices, LU-decomposition, diagonally dominant matrices, iterative techniques from linear systems, eigenvalues and eigenvectors.

CPSC512	Computational Analysis II	3 cr.
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Prerequisite: CPSC511

QR-decomposition, overdetermined linear systems, least-squares solutions, the generalized inverse A^+ , positive-definite matrices, Cholesky's decomposition, the singular value decomposition, Given's and Householder's algorithms.

CPSC517	Analysis of Algorithms	3 cr.
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This course will cover some of the core topics already studied in data structures and algorithms, but with more details and rigor. In addition, the course presents a selection of advanced topics, mainly the theory of NP-completeness and algorithms for parallel computers.



CPSC524	Advanced Computer Architecture	3 cr.
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This course will introduce and discuss many of the used architectures to build faster computers, focusing on techniques that enable the improvements of the basic computer designs: measuring performance and cost, instruction sets (classifying instruction sets, interactions between languages and instruction sets), CPU design issues, improving CPU performance (pipelining, dynamic instruction scheduling, parallelism), vector processors, memory hierarchies (cache design & optimization, virtual memory design), memory coherency, multiprocessors, centralized and distributed shared memory.

CPSC542	Advanced Operating Systems	3 cr.
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The basic concepts of operating systems like memory management, file systems, threading, and performance evaluation. The additional complexities in distributed operating systems, processes (states of a process, process scheduling, threads and lightweight processes), memory management (memory management strategies and virtual memory), file systems, distributed systems, coordination problems of distributed systems, and security.



CPSC618	Distributed Object Oriented Programming	3 cr.
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Topics include definition, characteristics, and challenges of distributed systems, architectural models, networking, inter-process communication, distributed object model, operating system support, distributed system architecture and file service, communication mechanisms, protocols, consensus algorithms, real-time and synchronization issues, storage organization access control, object-based distributed systems, fault-tolerance, naming, security and code migration, and distributed transactions.

CPSC633	Computer Communications and Networks	3 cr.
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The conceptual topics related to data transmission techniques, TCP/IP layers and protocols, design issues and services, network performance issues, the channel allocation problem, hardware addressing, routing algorithms and standards, problems and design issues, and security.

CPSC652	Advanced Database Systems	3 cr.
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Topics include: data modeling using ER model, relational model, relational algebra, SQL, functional dependencies and normalization, query processing and optimization, distributed database design procedure, distributed query optimization concurrency control, recovery, integrity and security, data warehouse, and data mining.

CPSC672	Artificial Intelligence and Neural Computation	3 cr.
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An introduction to knowledge-based intelligent agents, first order logic and reasoning, uncertainty and fuzzy logic, rule-based expert systems, fuzzy expert systems, machine learning, artificial neural networks, hybrid intelligent systems and application, brain, biological and formal neuron, learning in formal neurons, Perceptron, layered networks of formal neurons MLP, optimization and learning algorithms, gradient-based search, learning in layered neural networks and temporally dependent data, discriminatory vs. generative approaches to classification, applications, and ANN-based systems.



CPSC682	Compiler Design	3 cr.
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The fundamental concepts and properties of the structure of a typical compiler. The phases of compilation, the parsing types (top-down and bottom-up). The context-free grammars, compiler construction tools, data flow analysis, code generation and optimization, subroutines linkage, memory management, and storage allocation.



CPSC695	Thesis in Computer Science	6 cr.
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Prerequisite: approval of department chairperson

A scholarly research into a topic in computer science. The thesis must be of sufficient quality, originality, thoughtful analysis, and substantial refinement in communication skills. It should demonstrate substantive and insightful understanding of the topic chosen, its importance to the academic community, and its relevance to the contemporary world of computers.

CULTURAL STUDIES

CLST210/ HIST210	History of the Ancient World	3 cr.
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This course has been designed to examine a range of topics including the origins of civilization in Ancient Mesopotamia and Egypt, the civilization of Ancient Greece and Rome, the origins and development of Judaism, and the early Christian Church; with emphasis on the contributions to world culture: its art, literature, philosophy, science, and technology.

CLST220/ HIST220	Ancient Near Eastern Civilizations	3 cr.
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Development of Near Eastern civilizations. Near-eastern political, economic, religious, and cultural institutions from the beginnings to the Hellenistic era.

CLST231/ HIST231	Western Civilization I	3 cr.
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The development of western civilization from the Grecian culture to the end of the Middle Ages, with emphasis on the political, economic, religious, social, and cultural institutions. The course fosters an intelligent appreciation of the philosophical schools that led to the emergence of the Renaissance age.

CLST232/ HIST232	Western Civilization II	3 cr.
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The development of western civilization from the Renaissance age to the present time. Emphasis on the political, economic, religious, social, and cultural institutions. The course fosters an intelligent appreciation of the fine arts through the coordinated study of painting, sculpture, architecture, music, and literature, as well as science and ideology through a coordinated study of new scientific discoveries and influences on ideology.





**CLST240
HIST240**

History and Culture of the Arabs

3 cr.

A survey of the history and culture of the Arabs from the pre-Islamic period to the end of the Abbasid state. A combination of political, social, economic, and cultural history, as well as an examination of specific aspects of the religion of Islam. Field trips may be a part of the course.

ECONOMICS

ECON225

Principles of Macroeconomics

3 cr.

Theory and analysis of determination of economic conditions at the national level. Topics include an overview of macroeconomics, measuring national output and income, consumption and investment, the multiplier model, money and commercial banking, central banking and monetary policy, business cycles and unemployment, inflation and unemployment, economic growth, and price stability.

ECON226

Principles of Microeconomics

3 cr.

The course deals with the nature and scope of economics, consumer behavior, allocation of resources, theories of the firm, production, price analysis, resource allocation, demand theory, market imperfections, analysis of cost, and long-run supply.



ECON325

Economic Thought

3 cr.

Prerequisites: ECON225 and ECON226

The development of economic thinking and analytical techniques from late medieval times to the present. Emphasis is placed on concurrent developments in the social, intellectual, and scientific concerns and attitudes that have stimulated the nature and direction of economic inquiry.

ECON328

Money and Banking

3 cr.

Prerequisites: ECON225 and ECON226

Commercial banking, the operation and controls of the Central Bank of Lebanon, as well as other central banks, money and credit in circulation, and the effect of monetary policies.



ECON330	Health Economics	3 cr.
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Prerequisite: ECON226

An application of economic principles to the health-care industry. Demand for and supply of health-care services are analyzed to determine their effect on cost. Examines the impact of insurance, technology, and regulation on the industry.

ECON415	Introduction to Econometrics	3 cr.
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Prerequisite: BSAD240

Topics include probability sampling, hypothesis testing, regression techniques, and problems of multicollinearity, heteroscedasticity, and auto-correlation.

ECON427	Economic Development	3 cr.
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Prerequisite: ECON225 and ECON226

A study of the problem of poverty in the world and theories about the growth of developing countries. The effects of population growth, trade and aid, alternative strategies for expansion, and challenges facing these countries are evaluated.

ECON454	Internationals Economics	3 cr.
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Prerequisites: ECON225 and ECON226

A description and theoretical analysis of international trade, balance-of-payments accounts, the mechanisms of international economic adjustment, the theory of comparative advantage, and economic integration.

ECON525	International Macroeconomics	3 cr.
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The study of global macroeconomic issues facing firms. Within the context of competing economic theories, the course considers domestic policies, international trade and payment issues, economic growth, international institutions and the spread of regional crises, and the impact of stabilization policies on firms. Development of a spreadsheet model of an economy is required.

ECON530	Managerial Economics	3 cr.
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The use of economic theory and optimization techniques as tools of management decision making within a business firm are studied. Statistical analyses such as regression techniques will be utilized. While microeconomics serves as a foundation, emphasis on quantitative approaches also requires knowledge of basic calculus and statistics.





EDUCATION

EDTE210	Foundations of Education	4 cr.
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An orientation to the teaching profession in a multicultural society. It includes the philosophical/ethical assumptions underlying different education philosophies and the social, cultural, and instructional aspects of education. Analysis of educational philosophies and practices.

EDTE220	Principles of Teaching and Learning	3 cr.
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An introduction to the basic methods and techniques of instruction, planning, and classroom management. Emphasis is on acquisition and application of an instructional framework and classroom management. Procedures for creating a productive classroom environment.

EDTE311	Introduction to Religious Education	2 cr.
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Prerequisite: EDTE210

This course reviews the historical and theoretical implementation of religious education in the church, school, and family settings. A study of the teaching and discipling mandates of the gospel commission, and the principles of integrating faith and learning.



EDTE321	Methods for Teaching Reading	3 cr.
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Prerequisite: EDTE220

A study of the theory and practice in a variety of methods for teaching reading with classroom observation, demonstration, and participation. A study of specialized reading skills needed to handle the content area.

EDTE323	Arts and Movement in Elementary Curriculum	3 cr.
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Prerequisite: EDTE220

Application of principles integrating art, music, and physical education instruction in the elementary curriculum.

EDTE325	Instructional Technology and Media	3 cr.
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Prerequisites: INFS220 and EDTE220

The course focuses on the use of a wide variety of instructional technology and media to support student learning with emphasis on the application of technologies to effective teaching. Topics include technology as a tool, Internet in the classroom, standards for integrating technology and multimedia teaching tools, and facilitating students' use of technology.



EDTE328	Methods for Teaching in Secondary School	3 cr.
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Prerequisite: EDTE220

Focuses on teaching strategies on the secondary level. A study of aims, principles, methods, and management of instruction. Emphasis on developing a repertoire of strategies that enhances a variety of learning outcomes in students. A blend of theory and practice.

EDTE331	Methods for Teaching Social Studies	3 cr.
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Prerequisite: EDTE220

Theory and practice in methods for teaching history, geography, and civics with classroom observation, demonstration, and participation.

EDTE332	Methods for Teaching Mathematics	3 cr.
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Prerequisite: EDTE220

Theory and practice in methods for teaching mathematics with classroom observation, demonstration, and participation.

EDTE333	Methods for Teaching Science	3 cr.
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Prerequisite: EDTE220

Theory and practice in methods for teaching science with classroom observation, demonstration, and participation.

EDTE334	Methods for Teaching Arabic	3 cr.
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Prerequisite: EDTE220

Theory and practice in methods for teaching the Arabic language with classroom observation, demonstration, and participation.

EDTE335	Methods for Teaching English as a Second Language	3 cr.
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Prerequisite: EDTE220

Specialized techniques of modern language teaching applied to spoken and written English as a second language.

EDTE338	Methods of Teaching Religion	3 cr.
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Prerequisite: EDTE220

A study of the religion curriculum, with emphasis on instructional theory, learning strategies, and proper teaching. The development of necessary skills and expertise vital for success in Bible instruction.



EDTE345	Educational Psychology	3 cr.
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Prerequisite: EDTE220

An introductory study of the nature, conditions, and outcomes of human learning, with emphasis on the psychological factors.

EDTE390	Educational Statistics	2 cr.
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An introduction to statistical concepts used in education and the social sciences. The course will provide a basic understanding of commonly used descriptive and inferential statistics, such as one might need for reading and understanding primary research results. It also includes basic statistical procedures and the fundamental theories behind them, including practice with statistical software (such as Microsoft Excel and R Project) in actual data analysis and the interpretation of results.

EDTE452	Classroom Testing and Evaluation	3 cr.
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The writing of instructional objectives, the preparation of classroom test to measure the attainment of those objectives, the concepts of reliability and validity, simple item analysis, interpreting tests and data from standardized tests, grading, and reporting.

EDTE455	Curriculum Design and Development	3 cr.
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Prerequisite: senior standing

Theory and practice regarding curriculum organization of learning experiences, methods, materials, and instructional aids for teaching. Students will be exposed to the design, development, implementation, analysis, improvement, and evaluation of curricula at any level.



EDTE462	Educating Exceptional Learners	3 cr.
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Prerequisite: senior standing

The characteristics and educational needs of learners from various backgrounds (the gifted and the handicapped). Promoting awareness and knowledge about the nature of exceptional learners, and specific teaching strategies suitable in meeting these students' needs.

EDTE481/2	Student Teaching - Elementary	3, 3 cr.
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Prerequisites: senior standing and completion of most core courses

Application of teaching theory in the classroom. Supervised teaching experience and feedback on the elementary level over two consecutive semesters. Observation and participation in actual teaching situations.



EDTE488	Student Teaching	3 cr.
Application of teaching theory in the classroom. Supervised teaching experience and feedback in a school setting. Involves observation and full participation in actual teaching situations.		
EDTE495	Research in Education	1 -3 cr.
Prerequisites: senior standing and approval of the department chairperson An independent research in education chosen in consultation with the advisor. A research paper of 15 pages per credit is required. The student will also defend the paper's findings in an oral examination.		
EDTE510	Philosophical Foundations of Education	3 cr.
This course examines the philosophical and historical bases of major world- views and critiques the impact of naturalism and post-modernism on education.		
EDTE520	Learning Theories and Instructional Strategies	3 cr.
An examination of the relationship of progressive instructional strategies to learning styles through methods, curricula, and materials. The implications of learning-style- concepts and suggesting learner-centered instructional strategies for accommodating varied learning styles in the classroom.		
EDTE545	Psychology of Learning	3 cr.
The learning process studied from the viewpoints of intelligence, cognitive language and personality development, learning theories, and motivation. The physiological and psychological bases for functional learning.		
EDTE590	Research Methods in Education	3 cr.
A study of methods and procedures of research in the field of education. Formulating and stating the problem; planning, designing, and implementing research; collecting and analyzing data; and reporting research.		
EDTE618	Current Trends and Issues in Education	3 cr.
An exploration of emerging trends and research in public and private education. Students are challenged to understand controversial issues and to become aware of possible alternative solutions. The topics are not necessarily covered in the degree's courses.		



EDTE625	Instructional Technology and the Educator	3 cr.
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The integration of technology in learning environments. Technology-related issues from faculty and student perspectives. Issues include the philosophy of and need for technology, learning outcomes associated with the use of technology, implementation of and problems associated with technology in the instructional environment, and technology related to professional development

EDTE635	Curriculum and Instruction—English	3 cr.
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A survey of the curriculum, methodology, and research-based strategies used in teaching the English language. Topics include the development of knowledge and skills in defining objectives, planning instruction, assessment, measurement, and program evaluation.

EDTE636	Reading in the Content Area	3 cr.
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The knowledge and skills needed in teaching reading. An examination of the specific components of the reading process, the appropriate methods and materials for teaching reading instruction, the assessment of students' strengths and weaknesses relative to the reading act, the development of curriculum objectives, and the planning of instruction.

EDTE637	The Teaching of Writing	3 cr.
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The contemporary methods of teaching writing in schools. Topics include rhetorical processes; writing to learn and think; motivating, structuring, and assigning writing; responding to students' writing; assessment, grading, and testing; grammar, linguistics, conventions, and correctness; and technology in the teaching of writing.



EDTE652	Measurement and Assessment in Education	3 cr.
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This course provides an examination of measurement as it applies to student performance in the classroom, as well as a review of current practices and trends in assessment in the schools. Topics include quantitative and qualitative measures, such as standardized testing, criterion-referenced tests, teacher-made tests, rubrics, and portfolios.

EDTE655	Curriculum Theory, Design, and Supervision	3 cr.
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Theories of curriculum development, the prominent curricular designs utilized in contemporary education, and the processes and procedures of supervising curriculum change, follow-through, and evaluation.



EDTE662	Curriculum and Instruction for Exceptional Learners	3 cr.
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A study of practices and trends in educational programming for all exceptional students. Topics include the development of knowledge and skills in defining objectives, planning instruction, assessment, evaluation of children with special needs, and program evaluation.

EDTE670	Educational Leadership	3 cr.
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An orientation to the organization and administration of educational programs and institutions in the public and private sectors; the organizational structure and control of school systems; the nature of administration; the foundations of educational leadership; and leadership and ethical behavior, management theory and practice.

EDTE672	Educational Supervision	3 cr.
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The improvement of teaching and learning by professional supervision; the role, aims, and principles of instructional supervision; a study of supervisory techniques.

EDTE674	Educational Finance and Law	3 cr.
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The steps necessary to build an effective school budget and the legal foundations of public and private education. The financial and economic issues affecting educational institutions, the legal issues affecting teachers and administrators, teacher employment, and school-board operations and procedures.

EDTE676	Human Resources Administration	3 cr.
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An examination of the human resources concepts and practices associated with developing and managing an effective education team. Different approaches to personnel administration and management, motivation, professional development, and performances are addressed, along with obstacles to effective team development.

EDTE695	Thesis in Education	6 cr.
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Prerequisite: approval of the department chairperson

A scholarly research into a topic in education. The thesis must be of sufficient quality, originality, thoughtful analysis, and substantial refinement in communication skills. It should demonstrate substantive and insightful understanding of the topic chosen, its importance to the academic community, and its relevance to the contemporary world of education.



ENGLISH LANGUAGE

ENLG110	Beginning Composition	3 cr.
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A remedial English course. Emphasis on sentence, paragraph, and essay writing. A review of the fundamentals of grammar usage, sentence forms, and punctuation. Not counted towards any degree.

ENLG211	English Composition I	3 cr.
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A review of sentence structure and mechanics. Emphasis on expository essay writing and editing as a recursive process for generating meaning and communicating effectively. The course includes note taking and oral presentations.

ENLG212	English Composition II	3 cr.
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Prerequisite: ENLG211

An emphasis on argumentative/persuasive writing, summarizing, analyzing, and reading from a critical perspective. The course includes classroom debate.

ENLG215	Research Methodology	2 cr.
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Coequisite: ENLG212

Emphasis on an interdepartmental approach to major papers or projects in the area of the student's specialty, with a review of library and research skills and styles. A step-by-step application of the basic research methodology. Students will defend their research product in an oral examination.



ENLG220	Introduction to Rhetoric	3 cr.
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Prerequisite: ENLG212

An introduction to the study of rhetoric, including classical and modern theories. Emphasis is given to the practical applications of rhetorical analysis in various contexts including mass media, advertising, and literary and political representations.

ENLG230	Introduction to the Study of Language	2 cr.
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Prerequisite: ENLG212

An introduction to the nature of human language, the importance of language in society, and language variation and change. Includes an in-depth study of relationships between language and culture, dialects, and differences between oral and written communication.



ENLG250	Literary Genres	2 cr.
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An introductory literature course that familiarizes students with different genres of literature in English including poetry, the essay, drama, autobiography, the novel, short story, etc. Students will be able to analyze, critique, and write about literature.

ENLG261	English Literature I	3 cr.
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The reading and analysis of major literary genres, authors, and works, focusing on British literature from the beginnings to the Elizabethan era, exclusive of Shakespeare.

ENLG262	English Literature II	3 cr.
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Prerequisite: ENLG261

The reading and analysis of major literary genres, authors, and works, focusing on British literature from the Puritan period to the Victorian period.

ENLG313	Advanced Composition	3 cr.
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Prerequisite: ENLG220

A writing workshop covering a wide variety of writing genres. Writing tasks in this course will mainly focus on authentic situations that are typically encountered in daily life, including editorials, op-ed pieces, critical reviews, and other nonfiction works. Students will create original writing, analyze, respond to, and edit the works of others, and learn to polish their own work in preparation for publication.



ENLG315	Media Writing	3 cr.
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Prerequisite: ENLG212

Introduces students to writing in a journalistic style. Includes the basics of journalistic writing for various media (newspapers, radio, television, and Internet), public relations, press releases, basic features, and editorials. The importance of audience for any written communication as well as the values of timeliness, objectivity, and fairness.

ENLG323	Teaching and Tutoring Writing	3 cr.
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Current issues in the field of teaching and tutoring writing in primary and secondary English classes. This course includes the study of composition as a discipline, and strategies for teaching writing. Requirements include practice in teaching and tutoring writing skills.



ENLG335	Phonetics and Phonology	3 cr.
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Prerequisite: ENLG230

A theoretical and practical introduction to the broad range of human speech sounds (tone, intonation, stress, articulatory phonetics, and phonemics). Traditional and modern phonological theory and analysis. Includes practical applications for teaching speaking and pronunciation.

ENLG336	Morphology and Syntax	3 cr.
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Prerequisite: ENLG230

A course in grammatical analysis, which studies the internal structure of words and the components of the sentence.

ENLG338	Second Language Acquisition	3 cr.
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Prerequisite: ENLG330

Theories of second language acquisition in children and adults; comparison of first and second language acquisition including psychological, social, and individual factors. Includes concepts of EFL/ESL curricular approaches, the historical development of teaching methods, and concepts of materials selection and design.

ENLG363	Shakespeare and His Contemporaries	3 cr.
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A study of a selected number of William Shakespeare's plays, sonnets, and poems. The course also presents some of Shakespeare's contemporary writers like Christopher Marlow and Ben Johnson.



ENLG365	American Literature	3 cr.
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The reading and analysis of the major literary genres, authors, and works, focusing on American literature from its beginnings to 1900.

ENLG367	Literature for Children and Adolescents	3 cr.
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A survey of poetry, non-fiction and fiction works for children and adolescents. Includes selection, analysis, and evaluation of works appropriate for specific ages and language abilities, and potential educational applications.

ENLG410	Creative Writing	3 cr.
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Prerequisite: ENLG313

A practice in the forms and techniques of writing short stories, essays, poetry, and drama.



ENLG432	Sociolinguistics	3 cr.
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Prerequisite: ENLG330

A study of the relationship between language and society. Students will have a better understanding of the structure of language and how it functions in communication.

ENLG440	Advanced English Grammar	3 cr.
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Prerequisite: ENLG330

A study of the relationship between language and society. Students will have a better understanding of the structure of language and how it functions in communication.

ENLG445	Development of the English Language	3 cr.
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Prerequisite: senior standing

This course focuses on the history of the English language, tracing changes in its inflections, syntax, phonology, spelling, and lexicon. All these will be considered against the background of cultural and historical developments.

ENLG468	World Literature in English	3 cr.
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A survey of English literature and poetry from around the world, including the Middle East. Topics include the modern novel, stream of consciousness, and postmodern selections, as well as traditional international favorites.



ENLG471	Literary Criticism and Theory	3 cr.
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Prerequisite: senior standing

A historical review of the different literary theories from Plato to the Romantic Movement. The examination of the philosophical and socio-political backgrounds of these trends. Emphasis on the practical application of these theories.

ENLG480	Drama	2 cr.
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A recognition of the power of performance to change people's lives and the artistic, educational, social, and political power of performance to facilitate understanding and growth in our lives. The course will include the study of the genres and history of drama, acting techniques, methods of speaking with clear diction and poise, the role of imagination, and ways of engaging the audience. Activities will include a public performance of a well-known play.



ENLG490	Research in English	1-3 cr.
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Prerequisites: senior standing and approval of the department chairperson

An independent research in the English language chosen in consultation with the faculty advisor. A research paper of 15 pages per credit is required. The student will also defend the paper's findings in an oral examination.

ENLG501	Foundations of English	3 cr.
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This course covers topics that have received a lot of attention in the English language in the past few years. Topics discussed may include learning versus acquisition, accuracy versus fluency, classroom interaction, the course will be on attending to language and organizational concerns, academic writing and speaking issues, as well as difficulties at the sentence, paragraph, and text level in an effort to encourage clear and accurate communication of content. The objectives include increasing intelligibility, fluency, accuracy, and improving language skills (discussion, pronunciation, and presentations). The minimum acceptable grade for the course is "B".

ENLG530	Schools of Linguistics	3 cr.
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A survey of the history of linguistics from the Ancient Grammarians to the present day. This course focuses on the development of various schools of linguistics during the 19th and 20th century, from De Saussure to Chomsky.



ENLG535	Psycholinguistics	3 cr.
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The research areas such as speech perception, word recognition, sentence and discourse processing, speech production, and language acquisition. Major research findings and theories in each area will be discussed in class, in addition to the relationship between theoretical linguistics concepts and constructs, and psycholinguistic data.

ENLG537	Semantics and Pragmatics	3 cr.
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An examination of the science of linguistic meaning. The two branches to this discipline are: semantics (the study of conventional, "compositional" meaning) and pragmatics (the study of interactional meaning or how meaning is conveyed). This course is of interdisciplinary interest since it has other contributories as well: philosophy, logic, syntax, and psychology.

ENLG539	Theory and Practice in ESL	3 cr.
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This course is designed for those currently teaching or planning to teach English as a Second Language (ESL) programs. Students will begin by examining learning theories and second language acquisition. It includes ESL curriculum approaches, teaching methods, and materials design.



ENLG590	Research Methods in English Language	3 cr.
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This course is a study of methods and procedures of research in the field of English language. Formulating and stating the problem; planning, designing, and implementing research; collecting and analyzing data; and reporting research.

ENLG612	Writing for Publication	3 cr.
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The writing processes of professional writers, writing venues, analysis of publication specifications, revision strategies, and working in a community of writers. Students are expected to produce/revise and submit a piece to a publication.

ENLG634	Discourse Analysis	3 cr.
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The three important kinds of discourse analysis: conversation analysis, critical discourse approaches, and rhetorically-influenced approaches (discursive psychology, action-implicative discourse analysis) and to enable them to do a discourse analysis themselves.

ENLG638	Contrastive Analysis and Alternative Approaches	3 cr.
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An analysis of the types of errors made by second language learners with special emphasis on both first-language (traditionally known as contrastive analysis) and second-language interference, with a discussion of other sources of error. Emphasis on theoretical implications of these for a theory of second language learning.

ENLG645	Rhetorical Grammar and Style	3 cr.
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The grammatical structures of written English and the kinds of textual environments that motivate this structure. The grammatical constructions such as cleft sentence, passive, and relative clause from the point of view of their functions in discourse, which helps students put this critical thinking about grammar and style into practice.

ENLG690	Topics in English Language	3 cr.
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This course covers topics that have received a lot of attention in the English language in the past few years. Topics discussed may include learning versus acquisition, accuracy versus fluency, classroom interaction, individual differences, and computer-assisted instruction.

ENLG695	Thesis in English	6 cr.
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Prerequisite: approval of the department chairperson

A scholarly research into a topic in the English language. The thesis must be of sufficient quality, originality, thoughtful analysis, and substantial refinement in communication skills. It should demonstrate substantive and insightful understanding of the topic chosen, its importance to the academic community, and its relevance to the contemporary world of English language.



English Language Institute

ENLI110	Basic Grammar	4 cr.
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An introductory course in grammar, providing an overview of and an introduction to the structure of the English language, with emphasis on sentence patterns, basic sentence constituents, parts of speech, and tenses.

ENLI111	Basic Speaking and Listening	4 cr.
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An introductory course in speaking and listening, providing an overview of and introduction to the functions of English, basic English idioms, and simple note-taking skills.

ENLI112	Basic Writing	4 cr.
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An introductory course in writing, providing an overview of and introduction to writing formats.

ENLI113	Basic Reading	4 cr.
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An introductory course in reading, providing an overview of and an introduction to reading strategies.



ENLI120	Intermediate Grammar	4 cr.
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Develops the grammatical skills necessary for clear written and oral communication.

ENLI121	Intermediate Speaking and Listening	4 cr.
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Develops fluency in conversation and accuracy in listening skills necessary for effective communication in academic and non-academic settings.

ENLI122	Intermediate Writing	4 cr.
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Develops writing strategies and skills necessary for well-developed grammatical academic writing, with emphasis on expository paragraph writing. An introduction to essay writing.

ENLI123	Intermediate Reading	4 cr.
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Develops and emphasizes vocabulary, reading skills, and strategies in critical thinking necessary for university courses.

ENLI130	Advanced Grammar	4 cr.
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An extensive review of English grammar. Emphasis is on accurate grammar usage in a variety of communicative and academic contexts, both oral and written.

ENLI131	Advanced Writing	4 cr.
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A transition from paragraph to essay writing, with emphasis on the development of writing expository essays (descriptive, comparison/contrast, cause/effect, etc.).

ENLI132	Advanced Reading and Discussion	4 cr.
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A development of skills in analytical reading and discussion of academic topics, oral presentations, and note taking.

ENLI170	English for TOEFL	10 cr.
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Intensive preparation for the TOEFL, including review and strategies for taking grammar, reading, listening, and writing sections of the test.

FINANCE AND BANKING

FNCE206	Personal Finance	3 cr.
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Designed to explore the management of personal finances and to help the student understand household budgeting, the use and cost of credit, life, property and umbrella insurance, individual taxation, housing, estate planning, savings and investing. This course emphasizes the principles of stewardship; the recognition that our financial assets are God-given to not only satisfy our needs and wants, but to also be a blessing to others.



FNCE317	Business Finance	3 cr.
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Prerequisite: ACCT222

A managerial approach to financial analysis, planning, and control. Management of working capital, long-term assets, and long-term financing.

FNCE330	Financial Planning	3 cr.
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Prerequisite: FNCE317

An integrative approach to financial planning incorporating time value of money, financial statements, federal taxation, risk management and insurance concepts. Emphasis will be placed on developing a framework for formulating sound financial plans.



FNCE394	Futures and Options Markets	3 cr.
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Prerequisite: FNCE317

The theory of futures pricing and options pricing, and the application of the theory to develop a framework for analyzing hedging and investment decisions using futures and options. Attention to practical considerations in the use of these investments.

FNCE397	Investments	3 cr.
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Prerequisite: FNCE317

The techniques, vehicles, and strategies for implementing investment goals in light of risk-return tradeoffs. Key factors that determine the composition of the individual or institutional portfolios emphasized.

FNCE410	Intermediate Business Finance	3 cr.
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Prerequisite: FNCE317

A study of more advanced topics in corporate finance and an application of previously covered topics with the use of cases.

FNCE426	International Finance	3 cr.
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Prerequisite: FNCE317

The financial management of international enterprises. Short- and long-term capital sources and uses. Capital budgeting in changing foreign exchange conditions. Exchange exposure coverage, taxation impacts, and global-risk diversification.



FNCE429	Portfolio Theory	3 cr.
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Prerequisite: FNCE317

Theories and techniques for management of portfolios; emphasis on the portfolio manager's role in diversification and meeting investors' goals, and a review of empirical literature.

FNCE465	International Banking	3 cr.
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Prerequisite: FNCE317

The dynamic nature of international banking focusing on the main institutions and markets in which international banks are involved: commercial banking, investment banking, retail and private banking, and offshore banking. Risk management in international banking: bank failure, supervision and regulation, money laundering, derivatives, country risk, and global debt crisis.



FNCE487	Internship in _____	3 cr.
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A program of finance experience. Student must be a Junior and have at least a B- cumulative GPA. A total of 225 hours of work experience is required. Full arrangements for a structured program must be made in advance.

FNCE497	Advanced Topics in _____	3 cr.
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Topics of current interest in the sub-discipline area noted not ordinarily covered in depth in other courses.

FNCE556	Topics in _____	3 cr.
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Topics of current interest in the business area not ordinarily covered in-depth in regular courses.

FNCE610	Business Valuation	3 cr.
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An overview of the concepts, theories, and practices of business valuation. Topics include valuation approaches; company information-gathering methods; economic and industry analysis; and financial statement analysis. Discussions of appropriate discounts; valuations for special purposes; publicly traded firms; discounted cash flow valuation (DCF); valuation by multiples using comparables; contingent claims valuation; mergers and acquisitions; and multinational project and firm valuations.



FNCE640	Investment Strategy and Portfolio Analysis	3 cr.
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Financial theory and empirical evidence for making investment decisions. Topics include portfolio theory; equilibrium models of security prices (including the capital asset pricing model and the arbitrage pricing theory); the empirical behavior of security prices; market efficiency; performance evaluation; and behavioral finance.

FNCE645	Derivatives	3 cr.
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This course introduces the practical uses of interest rate swaps, credit derivatives, and financial futures and options on bonds, stock indexes, and foreign currencies. The focus of the course is on the relationships between derivatives and their underlying cash markets, analytical modeling, and on the correct use of swaps, futures, credit derivatives, and options for hedging and trading.

FNCE655	Banking and Financial Institutions	3 cr.
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A study of the financial, regulatory and economic environment in which banks and other financial institutions operate. Topics include the competitive aspects of the financial services industry in comparison with non-financial service organizations; the internal operations of banks; analysis of a bank's financial statements; a bank's investment function; as well as the marketing of banking services.



FNCE675	Financial Management	3 cr.
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An advanced study of major topics in corporate financial management. These topics include valuation of financial assets, investment in long-term assets, capital structure, dividend policy, working capital management, and other specialized topics, such as risk management, and international finance.

GRAPHIC DESIGN AND DIGITAL MEDIA

GDDM221	History of Art	3 cr.
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A study of the arts—painting, sculpting, and architecture. The major historical, cultural, and intellectual movements of each period are outlined to provide a context for the various visual cultures. Periods range from pre-historic times to the present day. The evolution of art through the development and impact of major civilizations.

GDDM231	Drawing	3 cr.
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Free hand drawing while emphasizing on developing observational and expressive skills, perceiving ratios and proportions, and manual rendering techniques. The course covers still-life objects, drawing the human figure, along with basics in perspective drawing



GDDM235	Graphic Design I	3 cr.
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An exploration of the design elements, principles, basics, and rules. Commercial printing process color system and the preparation of artwork for printing. Samples will be presented to learn how top designs are created, designed, and constructed.

GDDM236	Graphic Design II	3 cr.
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Prerequisite: GDDM235

This course teaches students how to create brochures, logos, banners, and posters. Samples will be presented for solving design problems according to methods and rules previously previewed. Application software such as Adobe Photoshop and Adobe Illustrator are used.

GDDM238	Infographics	3 cr.
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This course provides students with the skills and techniques to analyze data and trends for designing and building compelling infographics. Students will sketch illustrations of data and design compelling visual graphic illustrations utilizing Adobe applications. Students will also learn best practices, workflows and techniques through real world examples applying font, color, images, charts and complex data maps.



GDDM240	Printing	3 cr.
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This course helps students develop understanding, theoretical knowledge and practical skills of pre-press procedures. An introduction to a variety of printing methods. Students will explore the vast array of print production methods and work hands-on with the faculty member to complete various printed projects. This course involves lecture and hands-on lab work in the areas of press-room operations, offset lithography, screen printing and digital printing. Bindery and finishing methods will also be covered.

GDDM242	Digital Imaging	3 cr.
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A study of raster graphic fundamentals as they apply to scanned images. Image manipulation, restoration, tonal enhancement, on-screen graphics, and image acquisitions and output.

GDDM245	Introduction to Digital Photography	2 cr.
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Basic introduction to the principles of digital photography. Digital SLRs are used to explore the technical and aesthetic issues involved in the process of making photos. Consideration will be given to digital workflow, managing data, and creating visually appealing photographs.

GDDM248	Illustration	3 cr.
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Students will learn how to create conceptual illustrations, typographical shapes, and logos. Foundation skills in a raster-based computer environment are acquired and developed. Samples will be presented to learn how top designs are created, designed, and constructed.

GDDM249	Layout Design	3 cr.
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This course will present the various tools that assist in formatting text importing images and creating page layouts. Students will learn how to build strong foundations for their page design, explore creative applications for lines and shapes, and discover how to break the rules while maintaining the underlying structure of a page. Principles learned in this class can be applied to any layout design, from print to packaging, the Web, and beyond.

GDDM326	Typography	3 cr.
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Prerequisites: GDDM248 and GDDM221

The history of typography. Designs and rules are explored to understand the styles used in letter shaping and composition. Foundation typographic skills are applied to situations involving the use of type in design and applications.



GDDM331	Perspective	2 cr.
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Exposing students to introductory perspective and composition work, this course allows them to discover varying viewpoints of a chosen scene in order to develop differing emotional responses in the viewer. Students learn classical compositional techniques for the purpose of scene construction that can be applied across a variety of industries.

GDDM342	2-D Animation	3 cr.
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Prerequisite: GDDM242 and GDDM248

The presentation of techniques used for creating 2-D animation. The course includes the traditional animation methods and the newest digital techniques of animation such as interactive CDs and kiosks.

GDDM345	Web Design	3 cr.
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Prerequisites: GDDM242 and GDDM248

This course is an introduction to the field of web design. Students are exposed to the foundations of web design and animation process.

GDDM347	Digital Sound	2 cr.
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An introduction to digital sound acquisition, manipulation, and storage techniques. The fundamentals of sound terminology, audio digitizing, and nonlinear editing, and their use in video and web applications.



GDDM348	Video Production	3 cr.
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Prerequisite: GDDM235

Methods used for creating a digital video from footages. Storyboards, scripting, capturing, trimming, adding effects, linear editing, audio linking, format sizes, stop motion, animation, and exporting modes will be explained and applied.

GDDM442	3-D Animation	3 cr.
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An exploration into the 3-D world of design and animation. Concepts and tutorials concerning modeling, animating, lighting, camera movement, and rendering will be covered.

GDDM446	Rendering	3 cr.
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Prerequisites: GDDM342 and GDDM348

A study of the field of 2 ½-D animation, a technology used in motion graphics for commercial outputs.



GDDM455	Design for Visual Communications	3 cr.
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Prerequisite: senior standing

A series that deals with interactive screen design, publication design, advertising and packaging design, corporate identity, and environmental graphics. This course gives students a practical experience in graphic design, computer applications, and brainstorming process for divergent thinking.

GDDM460	Portfolio Development	1 cr.
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Prerequisite: senior standing

This course helps students develop a traditional or digital portfolio for employment or continuing educational purposes. Emphasis on direction, development, and refinement of the individual portfolio.

GDDM465	Media Design Senior Project	3 cr.
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Prerequisite: senior standing and approval of the department chairperson

A research project under the direction of a faculty member. The student will defend the project in an oral examination.



HEALTH EDUCATION

HLED110	Principles of Healthful Living	2 cr.
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The basic factors contributing to holistic health and what constitutes a healthy lifestyle are considered. Principles needed to achieve and maintain good health are explored.

INFORMATION SYSTEMS

INFS220	Introduction to Information Technology	3 cr.
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An overview of information technology and computers—their history and use in the workplace. Topics include data processing principles and practices, computer storage, desktop computing, operating system organization and architecture, computer networks, the Internet, the web, security systems, computer viruses, disk organization, Windows and its applications, word processing and spreadsheets, programming languages, and computer programming.



INFS225	Management Information Systems	3 cr.
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Prerequisite: INFS220

The application of management techniques to data processing in a business organization. The theory and practical application of information systems within enterprises. Emphasis on spreadsheets, databases, business applications, equipment configuration, and software evaluation. Includes computer hardware and software, telecommunications, and database concepts and emphasizes e-commerce and Internet-based business models.

INFS226	Information Technology Hardware and Software	3 cr.
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Provides the hardware/software technology background to enable systems development personnel to understand tradeoffs in computer architecture of effective use in a business environment. Single-user, central, and networked computing systems; single and multi-user operating systems are all examined.

INFS235	Business Programming	3 cr.
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Prerequisite: INFS220

Explores programming, computer concepts and the design of business applications using both object-oriented and procedural methodologies. Covers the logical and physical structures of both programs and data. Emphasizes data and file processing.



INFS310	Networks and Telecommunications	3 cr.
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Prerequisite: INFS226

Covers data communications and networking, covering hardware and software. Emphasis upon the analysis and design of PC networking applications. Management of telecommunications networks, cost-benefit analysis, and evaluation of connectivity options are also covered. Students learn to evaluate, select, and implement different communication options within an organization.

INFS318	Business Systems Analysis and Design	3 cr.
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Prerequisite: INFS225

Provides an understanding of the system development, modification, decision process, and choices in business process development and reengineering methodology. Emphasizes integration with users and user systems. Encourages interpersonal skill development, operations and maintenance of the system, and covers quality and decision theory, information theory, and practice.



INFS397	Topics in _____	3 cr.
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Intensive study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in depth in other courses.

INFS428	Database Systems Design and Development	3 cr.
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Prerequisites/Corequisites: INFS235 and INFS318

Covers information systems design, theory, and implementation within a database management system environment. Students demonstrate their mastery of the design process acquired in earlier courses by designing and constructing a physical system using database software to implement the logical design.

INFS436	Web-Based Business Systems	3 cr.
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Prerequisites/Corequisites: INFS310 and INFS428

An overview of systems development methodologies, modification, decision process and choices in business, and process development and reengineering methodology. Students are exposed to concepts in project management and information gathering techniques. Emphasizes upon integration with users and user systems. Covers interpersonal skill development, operations and maintenance of the system, quality and decision theory, information theory, and practice.

INFS440	Network Administration	3 cr.
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Prerequisite: INFS310

This course will provide the students with the necessary information to provide support to the different users; from installing, configuring and troubleshooting a computer network to provide computer support. Topics such as network operation systems, protocols, TCP/IP, DNS, DHCP, Ethernet and different topologies, Routers, Switches, VLAN, LAN, will be the core of this class. Other areas like computer architecture and Virtual Machines will be explored. The practical elements of this course will be based on 2 operating systems (Linux & Windows). Some Knowledge in Linux will be helpful since this is not the common OS amongst users.

INFS447	Project Management	3 cr.
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Prerequisite: INFS428

Covers the factors necessary for successful management of system development or enhancement projects. Both technical and behavioral aspects of project management are discussed. Focus is on management of development for enterprise-level systems.





INFS450	Information Systems Security	3 cr.
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Prerequisite: INFS310, CPSC212

Computer Security is one of the most important areas in computing today. The student will learn about the different aspects while developing an understanding about the true meaning of computer security means not only in the theory but also in the practice of real systems. Threats faced by both the common and the IT Professional will be studied, as well as the different technologies that will address this challenges. Topics will include reverse engineering, networking, wireless security, encryption, network vulnerability analysis, defense methods and social engineering.

INFS460	Systems Development Project	3 cr.
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Prerequisites/Corequisites: INFS318, INFS428, and INFS447

Advanced course in systems analysis and design. An integration of previous coursework and an exploration of new issues in information systems. Topics include problem analysis, software design, coding, work breakdown structure, testing, system implementation in a computer-aided software engineering (CASE) environment, and team development using modern management techniques. A complete project is required including presentations, demonstrations, and reports. The course will also improve awareness of professionalism and ethical responsibilities.

INFS470	E-Business	3 cr.
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Prerequisites: INFS235, MKTG310, MGMT310

An introduction to the basics of electronic business. Focuses on how e-business is carried out, including marketing, web design, electronic retailing, the advantages and disadvantages of this form of commerce, the infrastructures in place to support this type of electronic business, and the global economy within which it takes place. The course focuses on information, business, technology, and the integrated set of activities used to run most organizations. These activities constitute customer relationship management, supply chain management, enterprise resource planning, and outsourcing.



INFS472	Decision Support and Expert Systems	3 cr.
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Prerequisite: senior standing

The development of Intelligent Systems and the role they play in the organization. Topics include development of decision support and expert systems, decision support framework, decision processes, design and development, architecture and networking, rule-based systems, and web-based DSS. Students learn how to design a decision support system, which can make decisions on the basis of simple information and how these systems help solve business problems. The course tackles issues related to the role of data warehousing and data mining in modern enterprise business contexts.



INFS475	Knowledge Management	3 cr.
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Prerequisite: INFS350

The concepts and practice of knowledge. Defines and differentiates between knowledge, data, and information and between knowledge management and information management. Topics include intranets, groupware, weblogs, instant messaging, content management systems, and email in both individual and organizational contexts. The course also covers knowledge creation, codification, transfer, capturing knowledge technologies, and ethical issues and problems inherent in knowledge management.

INFS487	Internship in _____	3 cr.
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A program of information systems experience. Student must be a Junior and have at least a B- cumulative GPA. A total of 225 hours of work experience is required. Full arrangements for a structured program must be made in advance.

INFS497	Advanced Topics in _____	3 cr.
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Topics of current interest in the sub-discipline area noted not ordinarily covered in depth in other courses.

ISLAMIC STUDIES



ISLM271	The Bible and the Qur'an	3 cr.
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An introductory course in comparative study of the Bible and the Qur'an focusing on principles of interpretation, text, inner logic, worldview and themes, and how they might be utilized when sharing faith with a Muslim.

ISLM338	Current Issues in the Islamic World	3 cr.
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An exploration of major social, political, ethical, religious, and intellectual trends in the contemporary Islamic world towards a deeper understanding of their existential implications for the contemporary Muslim and ministering to their needs.

ISLM375	Adventist Faith in Relation to Islam	3 cr.
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A survey of Adventist worldview and faith together with its major themes in relation to Qur'anic/Islamic worldview and its themes.



ISLM455	Spiritual Life in an Arab Culture	2 cr.
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An introductory course in understanding spiritual life in an Arabic context, providing personal interaction with the Arabic language Bible in terms of words, themes, phrases, nuances and implications and the power of personal spiritual life and biblical witness in proportion to one's grasp of the spiritual/moral vocabulary and expressions of the Arab soul.

ISLM485	Approaches to Muslims	2 cr.
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An introductory practicum, which focuses on the dynamic and vital way in which the student can interact meaningfully with an individual professing the Muslim faith. It introduces students to approaches that best meet the physical, emotional, intellectual, and spiritual needs of people as well as unique cross-cultural interactions and approaches towards living among and working with Muslims.

ISLM540	Historical Development of Islamic Religious Thought	2 cr.
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An examination of history, writings, personalities, and religious divisions and movements in Islam.

ISLM581	Theology of Mission	2 cr.
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A study of the Biblical, theological, and historical bases of mission, the role of the church in mission, pertinent missiological issues, and their implications for today.



ISML585	Missiological Anthropology and Culture	2 cr.
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A historical and contemporary study of culture, social structure, group organization, cross-cultural communication of the gospel and critical contextualization with emphasis on Adventist mission. Factors that facilitate and hinder intercultural ministry.

ISLM590	Research Methods in Islamic Studies	2 cr.
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A study of method and procedures of research. Formulating and stating the problem; planning, designing and implementing research; collecting and analyzing data; and reporting research.

ISLM571/2/3	Study of the Bible and the Qur'an I, II, III	3, 3, 3 cr.
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A study of the holy writings in Christianity and Islam and other Adventist and Muslim sources of faith such as the Spirit of Prophecy, the Hadith, and Islamic tafsir. Comparative study of the Bible and the Qur'an. Exegetical and hermeneutical principles applied to the Bible and the Qur'an. Biblical and Qur'anic exegesis: text, content and intertext, and how they might be utilized when sharing faith with a Muslim.



ISLM611/2	Arabic Religious Texts I & II	3, 3 cr.
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Prerequisite: ALNG501, ALNG502, ISLM571, ISLM572, ISLM573.

A closer reading of the Arabic Bible and the Arabic Qur'an as well as some classical Hadith and Sirah with the necessary grammatical analysis and explanation. Basic exegetical study of the Qur'an and the Arabic Bible. A glossary of words essential for ministry in the Islamic context. The purpose of this course is further developing the student's proficiency in reading and understanding Qur'anic Arabic in order to interact spiritually with Muslims and to utilize effectively the Scriptures of the "People of the Book" in the language of Islam.

ISLM631/2	Islamic Culture and Society I, II	3, 3 cr.
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An in-depth study of cultural patterns of Islamic society from an anthropological and religious perspective: male/female, shame/honor, language/silence, family life, birth, marriage, divorce and education, Shar'iah, and practices of folk Islam.

ISLM638	Contemporary Issues in the Islamic World	2 cr.
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An exploration of the major social, political, and intellectual trends in contemporary Islam, and theological and social interaction between Islam and Christianity with the emphasis on dialog and its importance in Christian-Muslim relations.

ISLM675	Distinctives of the Adventist Faith in Relation to Islam	3 cr.
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Analysis of the key Adventist doctrines in relation to Islamic doctrines.

ISLM685,686	Approaches to Muslims I, II	2, 2 cr.
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The practicum focuses on the dynamic and vital way in which the student can have a meaningful interchange with an individual professing the Muslim faith. It introduces the student to approaches that best meet the physical, emotional, intellectual, and spiritual needs of people as well as unique cross-cultural interactions and approaches towards living among and working with Muslims. Requirements include a visit to a mosque and an Islamic center in the area where students come from and involvement in a program of dialogue and participation in events in the district.

ISLM695	Thesis in Islamic Studies	6 cr.
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Prerequisite: approval of the department chairperson

A scholarly research into a topic in Islamic studies. The thesis must be of sufficient quality, originality, thoughtful analysis, and substantial refinement in communication skills. It should demonstrate substantive and insightful understanding of the topic chosen, its importance to the academic community, and its relevance to the contemporary world of Christian-Muslim Relations.



MATHEMATICS

MATH115	Calculus I	3 cr.
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Integers, fractions, ratios, sets, linear equations and inequalities, integer exponents, scientific notation, polynomial equations, factoring, rational equations, absolute value, quadratic equations and inequalities, roots and radicals, rational exponents, functions and graphs, rate of change, and graphing

MATH116	Calculus II	3 cr.
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Prerequisite: MATH115

Coordinate system, lines in the plane, functions and graphs, linear and polynomial functions, rational functions, limits, continuity, derivatives, differentiation, maxima and minima problems, antiderivatives and integrals, techniques of integration, transcendental functions, and inverse functions and their derivatives.

MATH217	Calculus III	4 cr.
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Prerequisite: MATH116

Techniques of integration, improper integrals, multiple integrals, Taylor and Maclaurin series, functions of two or more variables, partial derivatives, polar coordinate, differential equations, and hyperbolic functions.



MATH221	Discrete Mathematics	3 cr.
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Logical reasoning, sets, relations and functions, mathematical induction, counting and simple finite probability theory, modular arithmetic and arithmetic in different bases, recurrence relations, truth tables and switching circuits, graphs and trees, and strings and languages.

MATH235	Linear Algebra	4 cr.
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Prerequisite: MATH221

Linear systems, matrices, and their applications, determinants, vector spaces, eigenvalues and eigenvectors, linear transformations and algebraic properties, orthogonal matrices, normed spaces, and diagonalization.

MATH241	Probability and Statistics	4 cr.
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Prerequisites: MATH217 and 221

Probability of events, axioms of probability, conditioning and independence, random variable and expectations, discrete and continuous distributions, moment generating functions, the central limit theorem, confidence intervals, estimation, testing of statistical hypotheses, and regression and correlation.



MATH451	Numerical Methods and Analysis	4 cr.
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Prerequisites: MATH235 and 241

Introduces techniques of numerical analysis: number representations and round-off errors, root finding, interpolation and extrapolation, approximation of functions, numerical integration, numerical differentiation, and Monte Carlo methods.

MANAGEMENT

MGMT310	Principles of Management	3 cr.
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A study of management activities of profit as well as non-profit organizations, including planning, decision-making, organizing, leading, and controlling. The management of organizational resources.

MGMT384	Human Resource Management	3 cr.
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Prerequisite: MGMT310

A survey of the objectives and issues associated with personnel management in organizations. Topics include studies in human resources planning and forecasting, job analysis and evaluation, personnel recruitment, selection and assessment, training and development, performance evaluation, compensation and benefits, grievance procedures and disciplinary actions.



MGMT397	Topics in _____	3 cr.
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Intensive study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in depth in other courses.

MGMT410	Entrepreneurial Management	3 cr.
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Prerequisites: MGMT310, MKTG310

A systematic study of entrepreneuring, with an emphasis on contemporary trends. The creation, assessment, development, and operation of new and emerging ventures, including home-based businesses, franchises, and existing business purchases. Addresses entrepreneurial profiles and elements required to write a business plan.



MGMT420	Organizational Leadership	3 cr.
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Prerequisite: MGMT310

This course focuses on the process of influencing individuals and groups toward organizational goals. Topics include evolution of leadership theory, leadership effectiveness, situational leadership, competencies required by leadership, and assessment of a leader's strengths and weaknesses. Students will be exposed to the problems that are encountered by leaders and the required behaviors, attributes, and outcomes needed to lead organizations effectively.

MGMT436	Motivation and Work Behavior	3 cr.
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Advanced topics dealing with individual and organizational factors affecting employee motivation, performance, and satisfaction. Areas may include the work climate, organizational attachment, job design, goal-setting, emotional intelligence, group dynamics, and reward systems. Cases and projects.

MGMT460	Project Management	3 cr.
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Prerequisite: senior standing

This course defines a project and its types. Topics include development management, project cycle management, process documentation, the concept of problem, stakeholder's analysis, budgeting, monitoring, implementation and evaluation, project formulation, and training. The course focuses on the use of Project Evaluation and Review Techniques (PERT), Critical Path Method (CPM), and others. Computer models and practices will be used to solve practical problems in organizations.



MGMT467	International Management	3 cr.
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Among the subjects considered are the decision process in making investments abroad, relationships with host governments, and organizational and operating problems of the multinational corporation including setting strategic goals, personnel management, planning, communication, and control. Assumes a background in management and in the international environment of business.

MGMT470	Quality Management	3 cr.
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Prerequisite/Corequisite: BSAD310

Examines the history, theory and management of quality programs in business organizations. Topics include the quality management guiding principles of leadership commitment, customer focus, employee involvement, teamwork, continuous process improvement, and the systematic use of measurement data.



MGMT487	Internship in _____	3 cr.
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A program of management experience. Student must be a Junior and have at least a B- cumulative GPA. A total of 225 hours of work experience is required. Full arrangements for a structured program must be made in advance.

MGMT497	Advanced Topics in _____	3 cr.
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Topics of current interest in the sub-discipline area noted not ordinarily covered in depth in other courses.

MGMT545	International Business Management	3 cr.
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Understanding the global enterprise and how management concepts, principles, and practice transcend national boundaries. Focus on global strategies, the importance of cultural differences to organizational effectiveness, management of people in international organizations, personnel selection and repatriation, political risks, ethics and social responsibility.

MGMT556	Topics in _____	3 cr.
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Topics of current interest in the business area not ordinarily covered in-depth in regular courses.

MGMT640	Management of Human Resources	3 cr.
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This course focuses on the human resources function. Students learn to manage the selection and development of personnel; equal opportunity; compensation and benefits; and safety and health requirements. Topics such as union relations, grievance, and arbitration procedures are also discussed. Students analyze various human resources issues using the case study approach.



MGMT665	Strategic implementation and Managing Change	3 cr.
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The organizational leadership ability to strategically and tactically anticipate, plan, and implement large-scale change and continuous improvement in a dynamic business environment. Analyses focus on interrelating the organization's products and services, structure, technology, and people for effective change. Coursework includes effective communications, ethics, case analyses, change-model building, and personalized planning for change.



MGMT675	Logistics and Supply-Chain Management	3 cr.
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Major competitive issues and founding principles of supply-chain management, as well as techniques used to analyze various aspects of logistics systems.

The design and operation of logistical systems and their components. Insights, concepts, practical tools, and decision support systems that are important for the effective management of the supply chain. Inventory management and control, communication, warehousing, distribution and customer service standards, and facility location are examined. The role of the Internet and information systems as they relate to an efficient supply chain.

MARKETING

MKTG310	Principles of Marketing	3 cr.
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This course focuses on the contribution of the functions of marketing to any business organization. The course covers topics in buyer behavior, products, channels of distribution, promotion, and pricing and social issues in marketing. Students will also learn about managing customer relationships, services, public relations, direct marketing, product life-cycle, and branding. In addition, students will be exposed to the changes that face our world today because of the digital age revolution and e-marketing.



MKTG320	Consumer Behavior	3 cr.
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Prerequisite: MKTG310

This course observes the reasons behind the way consumers act in the marketplace. Topics covered in this course include attitudes and beliefs, perception, interpretation, learning, personality, communication, cultural values and norms, social class, and cultural and gender diversity. The consumer decision-making process is evaluated from an individual and group perspective. In brief, the course describes the behavioral sciences to marketing.

MKTG368	Advertising and Promotion	3 cr.
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Prerequisite: MKTG310

A general survey of the major marketing methods, institutions, and practices examined from the viewpoint of their effects on exchange transactions linking producers with consumers. Assumes a working knowledge of micro-economics.



MKTG375	Direct Marketing	3 cr.
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Prerequisite: MKTG310

Marketing goods and services directly to consumers, marketing through e-commerce, catalogs, direct-mail, telemarketing, kiosk shopping, TV and radio direct response, magazine and newspaper direct response.

MKTG397	Topics in _____	3 cr.
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Intensive study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in depth in other courses.

MKTG435	Marketing Ethics and Contemporary Issues	3 cr.
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Prerequisite: MKTG310

Emphasizes the ethical challenges that confront the decision maker and their impact on society at large as well as ethically-based contemporary issues. Marketing ethics topics include: survey of ethical decision-making theories, organizational processes, ethics research, and case histories. Contemporary issues are constantly updated

MKTG440	Marketing Management	3 cr.
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Prerequisites: MKTG 310, 320, 368, 456, or permission of the faculty member.

An integrative capstone course for marketing majors. Emphasizes process by which marketing managers seek solutions to marketing problems and considers marketing opportunities. Field studies provide students with opportunities to apply knowledge gained in marketing course work to concrete situations. Assumes completion of majority of courses in marketing major.



MKTG444	Not-for-Profit Marketing	3 cr.
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Prerequisite: MKTG310

Examines the meaning and role of marketing concepts and tools in nonprofit institutions such as hospitals, schools, public agencies, foundations, and churches. The role of activities such as marketing research, product development, pricing, advertising, publicity, personal selling, and marketing control are examined in the non-profit sector.



MKTG450	Retailing	3 cr.
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Prerequisite: MKTG310

Designed to help students increase awareness of the retailing process, understand the changes in customer needs, demographics, and shopping behaviors, assess the emerging technologies which have a dramatic effect on retail operations, and analyze the strategic long-term plans which retailers are using for creating advantages in this rapidly changing environment.

MKTG456	Marketing Research	3 cr.
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Prerequisites: BSAD240, MKTG310

Focuses on the systematic collection of business and marketing-related data to provide information to decision makers. Emphasis on translating management problems into research questions, developing a research design to address these questions, and analyzing research results with recommendations to management.

MKTG465	International Marketing	3 cr.
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Prerequisite: MKTG310

Marketing problems arising from various degrees of foreign involvement. Includes marketing research, project planning and development, pricing, promotion, distribution, and organization. Emphasis on management of these marketing functions in a multinational context where the parameters differ from those in domestic marketing.



MKTG487	Internship in _____	3 cr.
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A program of marketing experience. Student must be a Junior and have at least a B-cumulative GPA. A total of 225 hours of work experience is required. Full arrangements for a structured program must be made in advance.

MGMT497	Advanced Topics in _____	3 cr.
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Topics of current interest in the sub-discipline area noted not ordinarily covered in depth in other courses.

MKTG550	Strategic Marketing Management	3 cr.
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An analysis to marketing problems through the lens of an analytical framework. Subject has both tactical and strategic portions. Tactical portion reviews methods firms use to optimize profits in markets they choose to target. Topics include pricing, promotion, distribution and product issues as well as how to gather customer input and differentiate you from competitors. Strategic portion focuses on identifying marketing competencies and using these competencies to identify target markets and set marketing strategy.



MKTG556	Topics in _____	3 cr.
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Topics of current interest in the business area not ordinarily covered in-depth in regular courses.

MKTG640	Services Marketing	3 cr.
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The distinct needs and problems of service organizations/industries in the area of marketing. Topics include the difference between marketing services vs. manufacturing organizations; the marketing mix for service organizations; market research in services; managing demand in services; integrated services marketing communication; services pricing; and the overlap of marketing/ operations/human resources systems in service organizations.

MKTG645	Customer Relationship Marketing	3 cr.
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A study of various e-marketing methods such as electronic advertising, direct e-mail, electronic commerce, and Web-based strategies used to reach customers and build individual relationships. Customer value analysis to determine the individual customer's contribution to profit; Web metrics; and analysis of customer/buyer values.

MKTG665	Brand Management	3 cr.
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The elemental decisions about message design given different managerial objectives. It investigates the role of advertising in one particularly important objective, brand-building. Using a discussion of current marketing research, focuses on the importance of consumer perception in advertising/branding efficacy and integrated marketing communications (IMC) as an emerging goal in advertising efforts.



MKTG670	Strategic Communication and Public Relations	3 cr.
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The elements of message design, creation, and transmission of various modes of business communications. Forms of authoring while building communication skills for internal and external audiences. Varying formats will include document types such as marketing, crisis communication, image and mission, and social responsibility as well as customer documents, compliance auditing, digital documentation, newspaper releases, training materials, and other media and business documentation. The design of persuasive, informational, narrative, and other categories of organizational messages are studied.



MUSIC

MUED201	Music Appreciation	3 cr.
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The appreciation and enjoyment of classical music through listening and studying of basic musical areas. To develop an awareness of the intellectual, aesthetic, and emotional appeals of music.

MUED211	University Chorale	1 cr.
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An opportunity to become acquainted with music through actual performance. The chorale provides music for University worship services and functions. Membership is granted with the approval of the conductor. The chorale meets twice a week. Regular attendance at performances and rehearsals, including dress rehearsals, is required.

PHILOSOPHY AND ETHICS

PHIL210	Introduction to Philosophy	3 cr.
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An introduction to basic philosophical issues, including the relationship of faith and reason, epistemology, the mind-body problem, determinism and free will, and ethics.

PHIL241	Ethics in Modern Society	3 cr.
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A consideration of a range of moral theories and principles providing the basis for the thoughtful consideration of specific ethical issues within the biblical tradition.

PHIL245	Biblical Ethics	3 cr.
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A foundation course in moral being, decision-making, and action. Explores timeless biblical norms alongside a range of moral theories and principles providing the basis for thoughtful consideration of specific moral issues toward making basic ethical decisions across the personal, social, and professional spectrum.

PHIL542	Applied and Professional Ethics	3 cr.
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An introduction to the fundamental principles of a biblically informed ethical theory and their application to professional life, providing a values-based approach to ethical professionalism and method of thinking about and dealing with ethical issues in the work place. Implications with respect to being and doing in terms of both the professional as a person and as a specialist. Ethical and professional issues of leadership. Ethical principles and values central to moral life of any professional or leader. Integrating ethical principles into everyday life and vocation. Thinking in moral/ethical terms and articulating one's thoughts on various basic moral issues (both personal and leadership) within given professions: business, education, healthcare, leadership, helping professions, public service.





PHYSICAL EDUCATION

PEAC101	Basic Physical Education	1 cr.
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Various methods of body development, physical fitness, and the proper way to conduct, organize, and participate in physical activities. Meets two periods per week.

PEAC104	Individual Activities - Tennis	1 cr.
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Instruction in the fundamental skills of ground strokes, serving, and team play. Basic strategy and rules. Meets two periods per week.

PEAC105	Individual Activities - Basketball	1 cr.
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Fundamental skills of shooting, passing, ball-handling, person-to-person defensive play, offensive strategy, basic rules, team play, and injury prevention. Meets two periods per week.

PEAC106	Individual Activities - Volleyball	1 cr.
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Instruction in the basic skills of serving, setting, passing, and spiking, and the basic instruction of rules, and 2-, 3-, 4-, and 6-person team play. Meets two periods.

PEAC107	Individual Activities - Soccer	1 cr.
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Learning the fundamental skills of ball control, passing, blocking, and shooting goals. Meets two periods per week.



PHYSICS

PHYS103	Survey of Physics	3 cr.
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A survey of basic physics including astronomy, matter, physical laws, electricity, magnetism, optics and atomic and nuclear science.

PHYS301	Physics I + Lab	3+1 cr.
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This course covers the basic concepts of physics using non-calculus based mathematics and trigonometry. Topics covered include kinematics, dynamics, gravity, work, energy, momentum, angular momentum, conservation laws, thermodynamics, fluids, vibrations, and waves. This class requires competency in calculus.



PHYS302	Physics II + Lab	3+1 cr.
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Prerequisite: PHYS301

This is the second semester of physics which is a continuation and builds on semester I concepts. Topics covered include: practical problem solving skills, electrostatics, magnetism, circuits, optics, relativity, atomic structure, the nucleus, and fundamental particles.

PSYCHOLOGY

PSYC201	General Psychology	3 cr.
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Principles of psychology including the study of growth, perception, learning, thinking, motivation, emotion, personality, and mental health. Students will understand themselves and others, and thereby be better prepared to deal with the issues of life and living.

PSYC302	Developmental Psychology	3 cr.
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Prerequisite: PSYC201

Lifespan is an integrative approach to psychological development which emphasizes the interdependency of physical, cognitive, emotional, and social development. The interrelatedness of theory, research, and application are seen throughout the entire sequence of human development from conception to death.



PSYC470	Counseling and Guidance	3 cr.
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Prerequisite: senior standing

An introduction to the theory, concepts, aims, and process of school counseling and guidance, consultation, and current trends in legal and ethical matters. Roles, functions, and identity of school counselors.

RELIGIOUS STUDIES

RLGN212	Jesus in His Time and Ours	3 cr.
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The mission, the message, and the meaning of Jesus Christ for His day and for ours. Why the Christian story captured the attention of many? The connection between Christ's first Advent and His second.

RLGN213	Old Testament Survey	3 cr.
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A survey of the content and message of the Old Testament books. The application of Old Testament truths to contemporary living.



RLGN214	New Testament Survey	3 cr.
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A survey of the history, literature, and message of the New Testament's book of Acts of the Apostles and the Epistles. The story of the development of the Christian Church in the first century A.D.

RLGN225	The Gospels	3 cr.
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A study of the four gospels as historical and theological documents and as sources of information on the life and teaching of Jesus.

RLGN320	Studies in Daniel	3 cr.
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The background, content, and construction of the OT apocalyptic book of Daniel. An exegetical study with emphasis upon the interpretation of prophecy, apocalyptic imagery, and symbols.

RLGN322	Studies in Revelation	3 cr.
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The background, content, and construction of NT apocalyptic book of Revelation. An exegetical study with emphasis upon the interpretation of prophecy, apocalyptic imagery, and symbols.

RLGN325	Old Testament Studies I	3 cr.
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An introduction to the Pentateuch: selected passages, dominant themes, relevant historical and social backgrounds, and theological motifs in relation to Hebrew Scripture and NT backgrounds.

Biblical Studies:

RLGN326	Old Testament Studies II	3 cr.
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An introduction to the biblical major and minor prophets of Israel and prophetic literature (history of prophecy, pre-writing prophetic figures, books of the writing prophets to the end of the prophetic OT canon). Attention is given to literary analysis, theology and ethics of the books, and the relevance of their message to present-day issues.

RLGN327	Old Testament Studies III	3 cr.
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An introduction to the OT historical books, Psalms, and wisdom literature. Selected passages and themes are studied highlighting relevant historical and social backgrounds, theological motifs, ethics and relevance to present-day issues.



RLGN328	Acts and Epistles I	3 cr.
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Studies in the background, message, and interpretation of the Book of Acts and the Epistles of the NT, with emphasis on Luke/Acts theology and Paul's letters to the Roman and the Corinthian churches.

RLGN329	Acts and Epistles II	3 cr.
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Studies in the background, message, and interpretation of the NT epistles, with emphasis on Paul's letters and the General Epistles.

RLGN420	Foundations of Biblical Canon	2 cr.
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A consideration of the various contexts in which the biblical documents were written and how these texts have been interpreted.

RLGN425	The Bible as Literature	3 cr.
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This course opens up new avenues to and background for the interpretation of the Bible. It develops an appreciation for the indebtedness of great art, music, and literature to biblical themes and types, and awakens a new awareness of the "beauty of holiness" as expressed through the literary forms of the Bible.

RLGN428	Studies in Hebrews	3 cr.
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An exegetical/expositional introduction to the Book of Hebrews—text, historical context, and style and structure towards understanding the book's worldview, theology, ethics and eschatology (including Christology, sanctuary motif, atonement, as well as Christian identity and hope, suffering, and perseverance).



Personal Formation Studies:

RLGN238	Biblical Spiritual Life	3 cr.
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A study of the biblical perspective on the transforming work of the Holy Spirit, the devotional principles that guide the spiritual life, and the means of grace that foster growth in Christ.

Historical Studies:

RLGN341	History of the Christian Church I	3 cr.
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This course surveys the internal and external developments and conflicts that Christianity has experienced from the time of Christ up to the Reformation. Special attention is given to those developments that relate to the Seventh-day Adventist theological heritage. It aims to enable students to develop a broader historical perspective through which the outworking of the Great Controversy is



RLGN342	History of the Christian Church II	3 cr.
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Prerequisite: RLGN341.

This course surveys the history of the church from the Protestant Reformation to the present. Attention is given to the Protestant Reformation, the Catholic Counter-Reformation, Puritanism, Rationalism, Evangelicalism, modern denominations, the worldwide mission expansion, and ecumenism.

RLGN345	History of Seventh-day Adventism	3 cr.
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A study of the historical context which Seventh-day Adventism originated, significant points in its development, the prophetic office of Ellen G. White, and challenges facing the contemporary church.

RLGN440	Biblical Archaeology	3 cr.
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An introductory study of the archaeological and historical evidence relating to the Old and New Testament. The role of archaeology in biblical study. Field trips are required.

Linguistic Studies:

RLGN252	Biblical Hebrew I	3 cr.
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An introductory course in Biblical Hebrew grammar providing students with tools for elementary word studies, engagement with the biblical text in reading, exegesis, and theology. Vocabulary, parts of speech, tenses, simple sentence patterns.



RLGN253	Biblical Hebrew II	3 cr.
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Prerequisite: RLGN252.

The development of Biblical Hebrew vocabulary together with grammatical and reading skills. Worldview, syntax, exegesis, interpretation and theology of major texts.

RLGN255	New Testament Greek I	3 cr.
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An introductory course in NT Greek grammar providing students with tools for elementary word studies, engagement with the biblical text in reading, exegesis, and theology. Vocabulary, parts of speech, tenses, simple sentence patterns.

RLGN256	New Testament Greek II	3 cr.
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Prerequisite: RLGN255.

The development of NT Greek vocabulary together with grammatical skills for deeper engagement with the biblical text. Worldview, syntax, exegesis, interpretation, and theology of major texts.



Pastoral Ministry Studies

RLGN262	Personal Ministry	3 cr.
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The dynamics of personal Christian ministry in the neighborhood, at work, in small groups, and in the person-to-person approach of Bible studies. A study of the biblical perspective on the priesthood of all believers and the mobilization of spiritual gifts. Christ's example of witnessing is highlighted.

RLGN268	Music, Worship, and Liturgy	2 cr.
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An introduction to the biblical theology of worship, music, and liturgy. A survey of the development of music in the church, techniques in enhancing congregational singing, different types of church service music, representative hymnology, music from a contemporary context, and engaging musicians for worship leadership and nurture.

RLGN362	Pastoral Ministry	3 cr.
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The pastor as leader of worship, nurturer, church administrator, and evangelist. Adequate local church organization and administration, combining pastoral leadership with church management. The four-dimensional role of the pastor-person, administrator, and church leader. Principles of worship, pastoral duties, and ethics.

RLGN366	Biblical Preaching I	2 cr.
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Prerequisite: COMM211.

A study of the art of preaching. The foundation for biblical sermon construction and delivery. This course addresses the crucial nature of expository preaching, stressing proper principles of interpreting and applying the text to practical life. Supervised classroom and church preaching.



RLGN462	Pastoral Counseling	2 cr.
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The understanding that pastoring is by definition counseling. Introduces both the actual skill of counseling and the acquisition of knowledge and insights based on reading and experience. The basic principles of pastoral counseling and ethics, pre-marital counseling, and practical counseling.

RLGN466	Biblical Preaching II	2 cr.
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Prerequisite: RLGN366.

This course explores further methods of expository preaching such as narrative, induction, and great themes of the Scriptures. It addresses the needs of special preaching events such as public evangelistic campaigns and their techniques, weddings, funerals, and dedications, supervised classroom and church preaching.



RLGN274	God and Human Life	3 cr.
This course explores how God confronts human beings—including the process of revelation, principles of interpreting Scripture, the nature of God and His expectations for humans, biblical themes relating to human life in response to God, and the evaluation of these concepts as presented in Scripture.		
RLGN278	Biblical Hermeneutics	2 cr.
Basic principles for understanding biblical interpretation in an Adventist context—definition, history, interpretive methods and approaches, the NT use of the OT, biblical genre (narrative, prophecy, poetry, wisdom, epistle), cultural aspects of the Bible, when the Bible does not address modern questions, and the theological use of the Bible.		
RLGN375	Doctrines of the Adventist Faith	3 cr.
The definition and clarification of the fundamental doctrines of Seventh-day Adventism. Students will understand the uniqueness of Adventism and its relevance and role as an end-time movement.		
RLGN378	Prophetic Heritage	2 cr.
A study of the prophetic manifestation in the Bible, the Church, and history: canonical and non-canonical prophets, worldview and cosmic conflict, ethics, nurture, divine character and mission, and prophecy of the future. The historical role, ministry, and writings of Ellen G. White and her influence on Adventism.		
RLGN471	Christian Theology I	3 cr.
Prerequisite/Corequisite: RLGN375 An introduction to Systematic Theology. The course studies the basic Christian doctrines of God, revelation and inspiration. The Bible, the Trinity, creation, evil, angels, man, and nature of sin. These doctrines are examined in regard to their biblical foundations, historical expressions, and practical and social implications.		
RLGN472	Christian Theology II	3 cr.
Prerequisite: RLGN471 A study of Christian doctrines of Jesus Christ, atonement, the Holy Spirit, salvation, the Church, and eschatology. These doctrines are examined in regard to their biblical foundations, historical expressions, and practical and social implications.		





Missiological Studies

RLGN281	Introduction to World Religions	2 cr.
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An introductory study surveying the major religious traditions of the world: Hinduism, Buddhism, Confucianism, Shintoism, Judaism, Islam, Animism, and Christianity. Consideration is given to their origins, historical setting, their founders, worldviews, culture, their view of God and man, their moral values and ethics, and their major philosophical and theological teachings.

RLGN381	Introduction to the Religion of Islam	3 cr.
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Prerequisite: CLST240

An introduction to and historical development of Islamic religious thought. Islamic/Muslim worldview(s), theology, culture and society, institutions, creeds, ethics, Muhammad's prophetic journey, and major qur'anic themes are surveyed in relation to the distinctives of the Adventist faith and communicating Adventist beliefs in Muslim context.

RLGN485	Theology of Mission	3 cr.
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A survey of status and role of Christianity and mission worldwide. A brief history of Christian mission, current facts about mission needs, mission as a basic function of the church, Christian and mission relationships to world religions, political ideologies, national development, and cultures in relation to Adventist worldview and missional distinctives. The application of biblical theology in defining the concerns, priorities, structures, and methods of mission in the light of biblical eschatology and cosmic conflict motif.



RLGN488	Church Planting	3 cr.
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The biblical rationale, theological and missional importance of church planting. Basic models and procedures for successful church planting programs and ways of implementing. Principles of gospel planting movement focus and strategy toward establishing spiritually healthy and biblically grounded self-reproducing worshipping groups (home groups) of Seventh-day Adventist believers in major cities and unreached regions, which sensitively interacts with the faith journey of those in the region serving them in a holistic way.

Research and Application

RLGN290	Research Methods in Religious Studies	2 cr.
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Corequisite: ENGL212

A step-by-step study and application of basic research techniques and design used in religious studies. Students will produce a research paper on a topic in religion and defend their research product in an oral examination.



RLGN295, RLGN395, RLGN495	Ministerial Praxis I, II, III	1, 1, 1 cr.
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Required short- and long term field projects for practicing, strengthening, and refining pastoral knowledge and skills in an authentic context while studying BA Theology degree program at the University. Are in addition to the practical aspects of other ministerial courses such as Personal Ministry, Pastoral Ministry, Pastoral Counseling, Biblical Preaching I & II, and Church Planting. Fall Semester registration of the student's sophomore, junior, and senior year RLGN295, 395, or 495 respectively with course requirements completed during the Fall and Spring semesters of given year—a total of 30 sessions (15 sessions per semester). Periodic reporting and growth portfolio completed in the Spring. An "S" or "U" designation (satisfactory or unsatisfactory) will be given for each semester. Students cannot graduate before completing the praxis course series.

RLGN491	Research in Religious Studies	1-3 cr.
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Prerequisites: Senior standing and approval of the department chairperson.

An independent research in religious studies. A research paper of 15 pages per credit is required. The student will also defend the paper's findings in an oral examination.

SOCIOLOGY



SOCI200	Philosophy of Service	2 cr.
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Provides a theoretical and practical basis for understanding and meeting needs of communities and individuals. Course materials include works from Christian and secular sources. Students develop an individualized practical plan to understand and meet needs. Does not apply to a major or minor.

SOCI210	General Sociology	3 cr.
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A survey of the development of sociology as a social science, its principles, terms, and concepts. The course focuses on the behavior patterns of different groups of society and their effects on social interaction and change. It includes the study of norms, values, processes, socialization, and culture.

SOCI315	Marriage and Family Relations	2 cr.
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The course examines the field of social relationships and preparation for marriage through the study of topics such as love vs. infatuation, courtship, premarital sex, emotional maturity, compatibility, conflict resolution, religious and cultural principles, marital relationship and adjustment, and family structure and dynamic.





Index

A

Academic Advisor	
Graduate	67
Undergraduate.....	30
Academic Calendar	11
Academic Catalog.....	31
Academic Class Standing	57
Academic Dismissal	
Graduate	66
Undergraduate.....	65
Academic Honesty and Integrity	64
Academic Probation	
Graduate	66
Undergraduate.....	64
Academic Status	
Probationary (Graduate)	See
Probationary (Undergraduate)	39
Provisional (Graduate)	45
Provisional (Undergraduate).....	38
Regular (Graduate).....	44
Regular (Undergraduate)	38
Accreditation.....	23
Admission Classifications	37
Admission Policy	33
Admission Status	
Graduate	44
Undergraduate.....	38
Adventist Institute for Islamic and Arabic Studies	114
Alumni Association.....	31
Application	
Graduate	42
Undergraduate.....	33
Arabic Language and Culture Program	113
Arabic Language Exemption.....	63

Arabic Language Institute	76
Arabic Language Instruction	112
Arts Track Requirements.....	78
Assembly Programs.....	28
Attendance	61
Auditing	
Graduate.....	46
Undergraduate	60

B

Bachelor's Degree Requirements.....	41
Board of Trustees.....	19

C

Campus Ministry	28
Campus Security	29
Change from Credit to Audit.....	59
Change of Study Program	64
Changes in Registration	50
Class Attendance Policy	61
Clubs	52
Computer Labs.....	28
Course Load	51
Graduate.....	51
Undergraduate	51
Course Outlines.....	60
Credit by Examination.....	62
Cross Registration	39, 50

D

Deferred Grade	59
Degree Requirements	
Graduate.....	46

Undergraduate.....	41
Degrees Offered	
B.A. in Elementary Education.....	98
B.A. in English.....	95
B.A. in Religion	104
B.A. in Theology	105
B.S. in Biology.....	85
B.S. in Computer Science	82
B.S. in Graphic Design	81
B.S. in Information Systems	91
Bachelor of Business Administration .	87
M.A. in Education.....	101
M.A. in English	97
M.A. in Islamic Studies	109
M.S. in Computer Science	84
MAR in Mediterranean Studies.....	112
Master of Arts in Teaching.....	101
Master of Business Administration	92
Teaching Diploma--Elementary.....	100
Teaching Diploma--Secondary	100
Denial of Admission	47
Deposit, International Students	54
Disciplinary Action.....	70

E

English Language Institute	40, 75
English Placement Test (EPT)	36
Entrance Examinations	
Graduate	43
Undergraduate.....	35

F

Faculties	
Arts and Sciences	81
Business Administration	87
Education	95
Philosophy and Theology	103
Family Discount.....	54
Financial Administration	20
Financial Aid	54

Financial Hold.....	54
Freshman Program Requirements	77

G

General Education Requirements	79
Grade Point Average	58
Grading System	57
Graduate Courses and Grades	67
Graduate Thesis	67
Graduation in Absentia	74
Graduation Requirements	
Graduates	74
Undergraduates.....	73
Graduation Schedule	73
Graduation with Distinction.....	74

H

Health Services.....	29
Honor Roll	60

I

ID Card	51
Incomplete Courses	58
International Applicants.....	34, 43

L

Late Registration	50
Library	27

M

MEU	
Community Initiatives.....	25
History	24
Location and Environment.....	25
Ministerial Praxis.....	108
Mission Statement.....	23
Mobile Phones	71



Motor Vehicle Registration 52

N

National Social Security Fund (NSSF) 50

O

Office of Communications..... 30

P

Payment of Tuition and Fees..... 49

Permission to Take Classes

 Graduate 45

 Undergraduate..... 39

Probationary Status ..See Academic Status

Program Contract Sheets 63

Provisional Status.....See Academic Status

R

Re-Admission Policy

 Graduate 46

 Undergraduate..... 41

Refund Policy 54

Registration Procedure 49

Regular StatusSee Academic Status

Repeating a Course

 Graduate 62

 Undergraduate..... 62

S

Satisfactory/Unsatisfactory Grades..... 60

Scholastic Assessment Tests (SAT) 36

Science Track Requirements 78

Selection of Courses..... 49

Sexual Harassment Policy 71

Student Association 30

Student Grievance Procedure 71

Student Housing..... 29

Student Responsibilities..... 70

Student Rights..... 69

Student Teaching 100

T

Teaching Faculty 20

Tests and Examinations 61

Transcript of Grades..... 63

Transfer Students

 Graduate 46

 Undergraduate 40

Tuition and Fees..... 53

U

University Administration 19

University Courses 63

Updating Courses..... 47

W

Waiver Examinations 62

Withdrawal from Courses 59

Withdrawal from the University 66



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Beirut | 1939



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