



In the Name of Allah the Almighty

Al Maaref University

Beirut, April 3rd, 2020

Memorandum / No. 13

Academic Year 20/19

Revised Academic Calendar and Choosing the Final grade for every Course:

Dear Instructors and Students,

Peace and Allah's mercy and blessings be upon you,

Due to the persistent challenges caused by Corona-Virus (COVID19-), by which it demands high alertness and adherence in practicing health and precaution measures- and, since we are determined to complete the Spring Semester 2020-2019, the University' council met on April 1st, 2020 and decided the following:

1. The Spring Semester 2020-2019 will be extended until Wednesday evening, June 24th, 2020.
2. End of Classes will be on Monday evening, June 8th, 2020.
3. Final Exams will start on Friday, June 12th, 2020 and continues until Friday, June 19th, 2020.
4. Distance- Learning process will continue throughout the period defined by the authorities.
5. Learning on-campus shall return soon there is an official decision by the authorities.
6. The Lab practices' sessions shall resume on the first day of classes- once the campus is accessible- in a special program set by the dean of each faculty that could last beyond June 24th, 2020. Therefore, and until the final grade is obtained and the report is issued, an IP mark will be placed for each of these courses. This is also applied to all the practice courses.
7. The Capstone projects and other assigned projects' periods will be extended and new due dates will be announced based on a proper study that will be done at the right time. Also, an IP mark will be placed for those projects until the final grade is obtained.
8. An Email will be sent to all instructors and students to explain the calculation method of the final grade of each course, and how it will be distributed on all requirements.
9. The student has the right to choose the final grade based on the following:
 - 9.1 Verifying the earned final grade to be calculated towards the GPA.
 - 9.2 Benefiting from the grading option (P: Pass) mark on a course- by course bases to verify passing the course, but that won't be calculated towards the GPA.
 - 9.3 Benefiting from the extended period of the (W: Withdrawal) option until the final grade of each course is distributed.
10. A note will be added on the final grade official transcript that the Spring Semester 2020-2019 was an exceptional one due to the pandemic of Corona-Virus (COVID19-).



Al Maaref University

Beirut, April 3rd, 2020

Dear all,

We truly thank you for your participation on the distance- learning program that was utilized by the university, and we ask you for perseverance, patience, and to take responsibility in saving this semester despite all the challenges that everyone is facing, and with no doubt, this will be considered a true victory for you and you are up to this by Allah's permission.

We look up to you and our hopes are high, as we are here for you and by your sides, not to mention that we are hopeful that we all will pass this crisis especially that we are close to the holiday of **Imam Mahdi's Birthday** (*May Allah Hastens His Reappearance*) by which it is an occasion for the rebirth of all hearts. May Allah restores this holiday and you are all healthy and safe.

We ask Allah the Almighty to keep you and all your beloved ones safe and sound and to protect our beloved country from any harm. We urge you, as well, to adhere to the precautionary measures and all prevention instructions because preserving your life and your health is a priority and the most important under any circumstances.

**Stay Safe,
Peace and Allah's mercy and blessings be upon you**

The president of Al Maaref University

Professor. Ali Alaeddine