



Academic Student Policies (USA)

Registration Policies

1. Nominated Degree and Program

All students are nominated for a specific degree program and level of study by the Libyan Ministry. Financial Support Letters are issued to align with the nominated degree and program. Any courses a student chooses to take outside the nominated degree program will not be covered by the scholarship and instead will be billed directly to the student.

2. Financial Support Letters

In order to qualify for a financial support letter for the upcoming term, students must update their academic files with CBIE. As well, students must typically have at least one full month of scholarship time remaining in order to receive a letter. For example, if the Fall semester starts August 22 and the student's scholarship ends August 31, he/she does not qualify for a financial support letter for Fall term. However, if the term starts August 22 and the student's scholarship is valid through September 30, then the student is eligible for a Fall financial support letter.

3. Full-time Enrollment

In order to continue receiving scholarship benefits, all students are required to maintain full-time status during the Fall and Winter/Spring terms. If you are considering taking a reduced course-load due to extenuating circumstances, please consult with your CBIE Academic Manager and with your International Student Advisor prior to making any changes in your schedule.

4. Withdrawing/Changing Courses

We understand that due to various reasons, students must sometimes make changes to their course schedules. However, students are required to pay close attention to the academic and financial calendars of their institution to ensure that any schedule changes are made during the 100% full refund period. Failure to do so may result in the student being responsible for tuition. CBIE tracks each student's schedule every term, so kindly inform your CBIE Academic Manager regarding any changes.

5. On-line courses

As noted on all financial support letters issued by CBIE, online degree programs and courses are not covered by the scholarship. If a required course is not available in the traditional classroom format and is only offered on-line, please consult with your CBIE Academic Manager regarding next steps.

Academic Policies

The following documents should be submitted to your academic manager according to the table below:

Academic Study Plan	Schedules and Grades	Academic Progress Reports
At time of admission, or 1 st semester of studies; to be updated when changes are made	End and beginning of every semester	Annually, typically during the summer

1. **Academic Study Plan**

- Upon commencing academic studies, students are asked to provide their CBIE Academic Manager with an academic study plan listing the courses that are required for their nominated degree program, along with the term and year (example: Fall 2018) when each course is expected to be completed. This plan should be signed by your university supervisor and will be saved to your CBIE Academic File. You may update the plan as often as required by submitting a revised, signed version to your CBIE Academic Manager.
- Also, as noted in the Registration Policy section above, when preparing your academic study plan, please remember that students are required to enroll in full-time studies in their nominated degree program each academic term (exceptions apply for summer and the final term of enrollment). Furthermore, students are not permitted to enroll in classes outside their degree program, and/or additional classes that exceed degree requirements. Should any additional work be expected after the semester end date of the final term of enrollment (for example, related to publishing the thesis/dissertation or while waiting to receive their official diploma/final transcript), the student will be required to self-fund during this period.

2. **Schedules and Grades**

Students are required to submit class schedules at the start of each term and final grades at the end of each term to their CBIE Academic Managers. Failure to do so may result in a temporary freeze of scholarship benefits.

3. **Academic Progress Reports**

Once per academic year, CBIE will request an annual progress report consisting of feedback from you and your university supervisor pertaining to your academic achievements and progress. You will also be asked to submit an official academic transcript at that time.

4. **Good Academic Standing**

Students are expected to maintain good academic standing at all times. An Academic Report will be submitted to the Ministry for any student who repeatedly fails classes and/or is placed on academic probation or dismissed by the university.

5. **Book Allowances**

LNASP students are eligible to receive an annual book allowances during your **academic period of study** (i.e. not during the ESL period). The number of annual book allowances is determined by the student's nominated degree level according to the description below, with payments ranging from \$385 - \$500 depending on the program of study:

- PhD: 3 book allowance payments
- Master's: 2 book allowance payments
- Undergraduate: 4 book allowance payments
- Specialized: 4 book allowance payments

Scholarship Period Policies

1. Scholarship Dates

It is very important that students are aware of your scholarship dates. If you do not know your scholarship start and end date, please contact your CBIE Academic Manager, who will be happy to review your file with you. Please also note that scholarship benefits, such as MLA and tuition coverage, terminate at the end of your last registered term, or at the end of your scholarship period, whichever comes first. The only exception is for students who have scholarship time remaining, in which case you are entitled to a maximum of one bonus MLA. Students are not entitled to continue receiving scholarship benefits post-graduation while awaiting notarization of transcripts, publishing research, etc.

2. Program Duration and Extensions

- Undergraduate/Bachelor's students who have maintained full-time studies and are nearing graduation are eligible to apply for an extension if their original scholarship period is not sufficient, not to exceed 60 months total for ESL and undergraduate studies. Note, however, that extensions are subject to the Ministry's review and approval and are not guaranteed. Extension requests should be submitted 3-5 months prior to your scholarship end date using the Extension Form available on the CBIE website: www.cbie.ca/libya with all required documents mentioned in the form submitted to your CBIE Academic Manager.
- Master's and PhD students are typically not eligible to apply for extensions past the 36/72 month scholarship period, as per the Ministry's guidelines. If there are extenuating circumstances directly contributing to a delay in graduation, such as a documented serious medical illness, students are advised to consult with their CBIE Academic Manager regarding next steps.

Travel Policies

1. Graduating Students

If you recently completed or soon will be completing your degree program, congratulations on this great accomplishment! Please send your final transcript and a copy of your diploma (or other proof of graduation if your diploma is not yet available) to your CBIE Academic Manager. This information will be used to notify the Scholarship Department of your graduation. Students who would like to request final tickets may do so by completing the Close File and Travel Request Forms located on the website at: <http://cbie.ca/what-we-do/current-programs/libyan-north-american-scholarship/lnasp-forms/>. Please note that closing file/final ticket requests must be processed through CBIE's travel agent; students who choose to purchase their own airfare are not eligible for reimbursement.

2. Conferences

This scholarship benefit is not currently available; however, please notify your Academic Manager if you are travelling, either domestically or internationally, for a conference so that we may note this accomplishment in your academic file.

3. **Personal Travel**

If you plan on travelling during the summer, please be sure to notify your CBIE Academic Manager of your travel itinerary. Any travel you take must not affect your studies. You should also always inform your university supervisor(s) and CBIE Academic Manager of your plans to be absent from the university for any length of time. Please also note that CBIE has not yet received funds for mid-term travel; therefore mid-period travel tickets are not currently available, nor is CBIE able to reimburse for mid-term tickets.

Keeping in touch

1. **Contact Information**

Students are kindly asked to inform their CBIE Academic Manager of any changes in their contact information, including address, phone number, and email address.

2. **LNASP on Social Media (Facebook, CBIE.ca, Twitter)**

For regular CBIE updates on scholarship program policies, events, forms, and staff contact information please visit the scholarship program [website](#). We are also active on Facebook and Twitter!

