

the american university in dubai

*(student handbook
2011-2012)*

the american university in dubai

(STUDENT HANDBOOK 2011-2012)

The American University in Dubai
Dubai, United Arab Emirates
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Effective Fall 2011

The statements and policies set forth in this Handbook (effective September 2011) are for informational purposes only and should not be construed as the basis of a contract between the student and the institution.

While every effort is made to provide accurate and current information, AUD reserves the right to change, without notice to the individual student, any provision in this Handbook. Every effort will be made to keep students advised of any such changes.

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(*welcome to the
american university in dubai*)

Dear Students,

Welcome to the 2011-2012 academic year at the American University in Dubai. We encourage you to avail yourself of the many resources that AUD has to offer you. Student Services offers counseling, academic support, leadership programs, health care, student clubs and activities, social events, athletics, and on campus housing. AUD's Student Services prides itself on its student-centered approach and open door policy and the Student Services staff who are available to assist you with all your questions and concerns.

The *AUD Student Handbook* is a guide to help you understand our policies, procedures, rules, and regulations. A university offers students freedom to make choices, yet with choice comes responsibilities. AUD believes that students have the obligation, as students and members of the AUD community, to internalize and fully understand all of our rules and policies and also the consequences of breaking rules. AUD holds students responsible for their own actions.

Questions and clarifications related to academic concerns can be answered by referring to the *AUD Undergraduate Catalog* or the *AUD Graduate Catalog*. The Student Services Office has a collection of materials related to AUD programs, activities, and events. Last, but certainly not least, feel free to drop by with any concerns or questions you may have.

We encourage you to take full advantage of AUD's cultural, social, athletic, career, and extracurricular opportunities designed to complement our academic curriculum. Your AUD years will be much more fulfilling if you become engaged in campus life at AUD.

On behalf of the entire Student Services Team, welcome to AUD. Please rest assured that we are all committed to helping you have a successful AUD experience.

Sincerely,



Mrs. Bushra Finaish
Assistant Dean of Student Services and Student Support Manager

your first days at aud

- Go to the Registrar, provide your passport photo if you have not done so already and pick up your student identification card. This allows you to check out library books, register your car, borrow sports equipment, and avail yourself of other AUD privileges.
- Find out the name of your Academic Advisor and schedule a meeting.
- Wait to purchase textbooks until you have registered for your classes and are sure of all the books and materials you will need. Check with the Student Government Association (SGA) Bookstore, C225 (ext. 450) for a list of used books. The bulletin board next to the AUD Bookstore in The Center Building also has a listing of current books for sale.
- Be aware of the Drop and Add dates. You may not drop and add any classes after this date. Also mind the date of the last day to withdraw from classes.
- You are strongly encouraged to join a club, student organization, or sports team. All information related to student activities is available through Student Services located in The Center, 3rd Floor.
- Attend a Career Development Workshop and explore the many options to begin planning your path to a successful career.
- You can check out sports equipment via the Athletics Department in Student Services. Make sure to bring your ID card.
- Be aware of what's happening at AUD. Check the various notice boards located around campus. View the Electronic Notice-board at the Registrar's Office, check the Events Calendar on the AUD website, check the Student Services Calendar of Events in the AUD Café, and stay in touch with the AUD Student Government Association, ext. 515.
- If you are a dorm student:
 - Arrange to open a bank account. AUD has a branch of the Commercial Bank of Dubai on campus in The Center, Ground Floor.
 - Register your car with Mr. Tammam Tannous, Security Supervisor (ext. 502). Stop by the Security Office located at the Exit Gate to complete this process.

- Make sure to lock your room and keep your key with you. Do not lend your room key to other individuals. Room security is your responsibility.
- Get to know the Resident Assistants.
 - Attend the first residence hall meeting. These are held at the beginning of each new semester.
 - Collect the current AUD bus schedule, available through either the Facilities Office or the Housing Office.

the american university in dubai: an overview

The American University in Dubai is a private, non-sectarian institution of higher learning founded in 1995. AUD's enrollment in 2010-2011 averaged 2,628 students. In Spring 2011, ninety-four nationalities were represented in the AUD student body.

AUD offers both undergraduate and graduate degrees and a Certificate in Middle Eastern Studies.

A four-year Bachelor's (B.B.A.) degree is offered in Business Administration (with optional majors in Accounting, Economics, Finance, Management, Marketing, and Marketing Communications). B.F.A. (Bachelor's of Fine Arts) degrees are offered in Visual Communication (with majors in Advertising [Creative], Digital Media, Graphic Design, Photography, and Studio Art), and Interior Design (with an optional emphasis in Integrated Computational Design). The university also offers the Bachelor's of Science degree in Computer and Information Technology (B.S.C.I.T.)* with optional majors in Application Development for Commerce and Industry, Database Development and Operations and Network Infrastructure Design and Administration and a Bachelor's of Communication and Information Studies (B.C.I.S.) with majors in Digital Production and Storytelling, and Journalism. The AUD School of Engineering, established in 2001 through collaboration with the Georgia Institute of Technology, offers the Bachelor's of Science (B.S.) degree in Civil, Computer, Electrical, and Mechanical Engineering. AUD's five-year undergraduate degree offering is the B.Arch. (Bachelor of Architecture).

The Master's of Business Administration (M.B.A.) is offered as a generalist degree, with the option to specialize in Finance or Marketing. It consists of a twelve-course curriculum delivered in the evening.

Effective Fall 2011, The American University in Dubai is offering four new degree programs: the Bachelor of Arts in International Studies (B.A.I.S.), Bachelor of

Science in Computer Science (B.S.C.S.), Master of Education (M.Ed.), and Master of Science in Construction Management (M.S.C.M.).

In addition to courses in their chosen program/major, undergraduate students in all disciplines must follow a curriculum in Arts and Sciences. This is in fulfillment of the general education portion of their degree requirements.

Through its Center for English Proficiency (CfEP), the university also conducts Intensive English programs designed to develop university-level English language skills in students requiring additional language study before commencing university.

The university's faculty possess appropriate academic credentials. Furthermore, many are or have been practicing professionals of note. In terms of faculty composition, North Americans have the highest representation of any national group.

AUD's multi-complex facility has been conceived with the objective of supporting the university's programs (both academic and extra-curricular) to an American standard. The campus surroundings include Dubai Internet City and Media City

** no longer accepting students effective Spring 2011.*

aud accreditation and licensure summary

- The American University in Dubai is accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) to award Bachelor's and Master's degrees (see www.sacscoc.org). Contact the COC at 1866 Southern Lane, Decatur, Georgia, 30033 or call +1-404-679-4500 exclusively for matters specific to the accreditation of The American University in Dubai.
- AUD is officially licensed by the Ministry of Higher Education and Scientific Research of the United Arab Emirates. The Ministry has accredited the university's programs in International Studies, Business Administration (both undergraduate and graduate), Communication and Information Studies, Engineering, Computer and Information Technology, Computer Science, Architecture, Visual Communication and Interior Design, Education (graduate), and Construction Management (graduate), in addition to a Certificate program in Middle Eastern Studies.

- AUD is approved to operate by the State of Georgia Nonpublic Postsecondary Education Commission (NPEC).

NPEC: 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305; tel: +1-770-414-3300

- The American University in Dubai has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs in the following degrees are accredited by the IACBE:
 - Bachelor of Business Administration (B.B.A.), with majors in Accounting, Economics, Finance, Management, Marketing and Marketing Communications
 - Master of Business Administration (M.B.A.), with concentrations in Finance and Marketing.

IACBE: PO Box 3960, Olathe, Kansas 66063 USA; tel: +1-913-631-3009

- The university's undergraduate majors in Marketing Communications and Advertising (Creative) have been accredited by the International Advertising Association (IAA) in New York.

IAA World Service Center: 521 Fifth Avenue, Suite 1807, New York, NY 10175;
tel: +1-212-557-1133

- The Civil, Computer, and Electrical Engineering programs of AUD's School of Engineering are accredited by the Engineering Accreditation Commission of ABET.

ABET: 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, tel: +1-410-347-7700

- The Bachelor of Science in Computer and Information Technology (B.S.C.I.T.) program is accredited by the Computing Accreditation Commission of ABET.

ABET: 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, tel: +1-410-347-7700

aud mission and goals

aud mission . The Mission of The American University in Dubai is to fulfill the broad educational needs of a culturally diverse student body by achieving excellence in teaching and learning, ultimately resulting in the intellectual, personal, and professional success of its graduates and the advancement of society.

philosophy and purpose of the university . The university community believes it has a special commitment to support each individual's goals. To this end, the university places emphasis on the educational, professional and personal growth of each student. Programs, policies and activities — which have been designed to implement this philosophy and purpose statement — are evaluated periodically and changed, as necessary, to meet the needs of the student body and the institution. AUD, as an international institution of higher education, encourages global understanding by providing an atmosphere of cultural diversity and opportunities for international education.

purpose-related goals of the university . In support of its Philosophy and Mission, AUD's Goals, Vision and Values are as follows:

goals

- To cultivate and reward excellence, especially as it affects the imparting, acquisition, and advancement of knowledge;
- To guide students in the use of their knowledge and skills for personal and professional fulfillment;
- To foster an appreciation of the history and on-going development of human culture;
- To develop critical thinking, effective communication and lifelong learning skills;
- To promote the value of ethical behavior, responsibility, and commitment;
- To provide academic programs, services, facilities, and technologies that offer diverse opportunities for learning;
- To recruit and retain a diverse faculty of qualified educators, providing them with the environment and opportunity to flourish;
- To foster intercultural understanding as a basis for preparing students as members of a global community;
- To contribute to the economic and societal development of Dubai, the United Arab Emirates and beyond.

vision

- Enhanced standards and quality in program offerings;
- Greater diversification in program portfolio;
- Greater emphasis on the liberal arts;
- Ever more “American” in terms of the total educational experience;
- Strengthened integration with local community (university as a “point of reference”);
- Expanded facilities and technology application.

values . There are seven (7) Values that underpin AUD’s operations and development and that characterize its dealings with students, faculty, staff, and other constituents:

whole person education – AUD values the intellectual, personal and professional development of its students;

excellence – AUD values excellence in all that it does and is committed to continuous improvement in its educational offerings and services;

integrity – AUD values honesty and transparency and has high standards of legal-adherence, morality and ethics;

service – AUD values all of its constituencies and partners with its stakeholders in the achievement of their objectives and aspirations;

diversity – AUD values diversity in all its manifestations and recognizes its contribution to the quality of university life;

tolerance – AUD values respect and open-mindedness as proper responses to concepts, opinions and customs that are diverse, new or unfamiliar.

accountability – AUD believes that all members of the university community are responsible for fulfilling their roles in support of the institutional Mission and Purpose-related Goals and that evaluation of individual performance should be based on the degree to which this responsibility is satisfied.

statement on integrity

As an institution committed to quality, The American University in Dubai views integrity as an underlying tenet to its Mission and Purposes. The university uses the integrity tenet as a foundation for all of its operations, services and programs. Integrity serves as an integral foundation to university governance at the level of the Governing Board and in all university operations, institutional representations, advertising, marketing, and services. Honesty and integrity are essential to these functions and serve as the basic contract defining the relationship between the university and its constituencies. The intention of the university is to advance the intellectual and social condition of learners in a diverse society through quality academic programs, services and other learning opportunities. The university strives to provide students with a learning environment anchored by the highest caliber of instruction built on a solid intellectual and ethical foundation.

what makes aud american

In fulfillment of its mission as one of the few American-accredited institutions of higher learning in the Gulf, The American University in Dubai seeks to duplicate the American recipe for successful higher education. Syllabi and textbooks are the same as those used in the United States. In addition, the preponderance of American and American-trained faculty further ensures that the university remains American in substance as well as in name. Expectations of academic performance either match or exceed those prevailing on a “typical” American campus.

Several factors explain the excellence which underpins American higher education and guides AUD in the expression of its American character:

- A curriculum that imparts general knowledge but allows for significant specialization;
- A program of extra-curricular activities designed to cultivate the student's humanistic outlook and social skills;
- Faculty who combine scholarship and technique in exercising their classroom duties;
- Teaching methods that develop strong skills in critical reasoning and precise and persuasive self-expression;
- The maintenance of high academic standards via clear and consistent policies; and
- Instilling an appreciation for life-long learning.

One might observe that the description above portrays all universities. Yet, it is widely believed that something sets American universities apart. We maintain that in the final analysis, it is a series of values/perspectives that distinguish American higher education. It is ultimately AUD's adoption of these values and their translation into operating policy that make AUD American. Key specifics follow:

individuality . Individuality is of the utmost importance at AUD. The university promotes creativity and independent thinking. AUD students are free to express their opinions in class and are encouraged to think for themselves. This concept extends beyond the classroom, as the student actively participates in the process of negotiating internships, seeking work outside the university, conferencing with instructors and confronting problem situations. An AUD education is heavily influenced by a work ethic that maintains that effort and personal integrity lead to success.

self-reliance . The responsibility for learning and being informed about university policies also ultimately rests with the student. If a lengthy reading assignment is given, instructors expect and demand that students understand and comprehend the information in the reading even if it is not discussed in class. Instructors are there to help, but students are expected to speak up and question if they do not understand a concept or idea. Students should take initiative and seek to complete assignments with minimal guidance. This includes locating resources, both printed and electronic. In summary, at AUD, students are expected to be resourceful, knowledge-seeking individuals who are highly motivated and desire success. Being told what to do and how to do it are not the norms. Students should strive to fully understand all aspects of AUD's academic life and rules and regulations.

diversity . The environment at AUD is one of tolerance and respect for the more than eighty nationalities represented in the university community. Central to AUD's American character is a profound regard for the culture and religion of its students and the people of the U.A.E. This appreciation for diversity extends to the classroom. The climate prevalent in our courses often varies from instructor to instructor. Curricula are not totally standardized. Academic freedom is integral to AUD's philosophy.

the honor code . An honor system is standard practice in all respected American universities. Thus, cheating on tests, plagiarizing (presenting another's ideas as

your own) and turning in assignments completed by others are all prohibited. (See section on Honor Code). Violation of the Code can result in failure of a course or even dismissal from the university. AUD takes the Honor Code very seriously and is diligent in the monitoring of and application of penalties.

critical thinking . At AUD, the emphasis is on developing critical thinking skills more than accumulating facts. Students are taught to assess critically a situation or problem and develop a solution. Learning involves experimenting with new ideas and synthesizing material. Application of knowledge is more important than memorization.

participation/communication . Active participation is expected of students in most courses. Frequently, courses allot a percentage of the grade for class participation. This may include presentations, taking part in class discussions, a display of effort, initiative, professionalism, role-playing, simulations, asking questions, etc. Consistent with the American tradition, students are taught to aspire to become great communicators – orally and in writing.

group work/teamwork . AUD encourages both group work and teamwork, offering students ample opportunities to work in a variety of situations and contexts. Students are reminded to read the AUD Honor Code, and specifically the part on cheating and plagiarism. They should pay careful attention to their instructors regarding group projects. Unless specifically authorized, students must work individually and refrain from seeking collaboration of parties other than the instructor.

social and academic dimensions . Access to social development is important as well. AUD offers a wide variety of extracurricular activities. All students are encouraged to be well-rounded with ongoing participation in activities outside the classroom. There is value in joining clubs, playing sports, engaging in community service, and working part-time. Extracurricular involvement will also have an added advantage, as many employers are looking for individuals who have demonstrated a mix of academic, social and leadership capabilities.

student-instructor relationships . Students are encouraged to develop professional relationships with their instructors and meet with them during office hours for clarifications or to discuss concerns. Instructors have high expectations of students, and students should strive to meet these expectations. Instructors at AUD go to great

lengths to help students meet those expectations. A deep concern on the part of instructors for student welfare and a sense of responsibility on the part of students make for a dynamic environment where learning takes place.

non-negotiable deadlines . Punctuality and deadlines are important. Students are expected to hand in assignments on the due date at the specified time. Inventing excuses doesn't help. Extensions of deadlines are rarely possible. Late assignments often lose points or letter grades. Some instructors will not accept late assignments.

part-time employment . It is not uncommon for university students to work at part-time jobs during their education. In fact, in most American universities this practice is encouraged. AUD is no exception. Students can gain valuable work experience by working for pay or volunteering throughout their university career. Most employers welcome and think highly of CVs that list work beyond the classroom. In today's world, jobs are at a premium and competition often demands ongoing work experience prior to graduation. On campus and off campus part-time jobs and internships offers are listed at the Career Services Office.

aud timeline

AUD opened its doors in the Fall of 1995. Its clear-cut, well-defined objectives and standards have allowed it to achieve recognition as a reference point for American higher education in the Gulf.

key dates in aud's history

| | |
|------------------------|---|
| january, 1995: | Mr. Elias Bou Saab moves to Dubai and establishes The American University in Dubai |
| fall, 1995: | Opening Enrollment of 165 |
| january, 1996: | Addition of MBA program |
| december, 1996: | SACSCOC accreditation as AIU branch campus |
| january, 1997: | IAA Accreditation (advertising programs) |
| June, 1997: | Dr. Lance de Masi becomes President/Chief Academic Officer |
| march, 1998: | Georgia Nonpublic Postsecondary Educational Commission (NPEC) issues degree-granting rights |

| | |
|-------------------------|---|
| June, 1998: | First Commencement Exercises – James Baker, Keynote Speaker |
| January, 2000: | Move to new premises Enrollment, 648 Licensure by U.A.E. Ministry of Higher Education |
| May, 2000: | H.H. Sheikh Mohammed Bin Rashid Al Maktoum officially inaugurates The American University in Dubai Campus |
| April 2001: | SACSCOC Substantive Change Prospectus (School of Engineering) |
| June, 2002: | Fifth Commencement Exercises – Bill Clinton, Keynote Speaker |
| Fall, 2002: | First Engineering student admitted |
| February, 2003: | Dubai Quality Award, Appreciation Program |
| November, 2003: | School of Business Administration accredited by the International Assembly for Collegiate Business Education (IACBE) H.H. Sheikh Mohammed Bin Rashid Al Maktoum officially inaugurates the School of Engineering |
| December, 2003: | SACSCOC reaffirms AUD accreditation (10 years) |
| June, 2004: | President appoints Provost/Chief Academic Officer |
| May, 2005: | Ministry completes accreditation of all AUD programs |
| December, 2006: | Re-licensure by U.A.E. Ministry |
| September, 2007: | AUD opens School of Communication |
| December, 2007: | SACSCOC grants AUD independent accreditation |
| March, 2008: | Inaugural Harvard-AUD student exchange |
| May, 2008: | Revised Mission/Purpose-related Goals ratified |
| June, 2008: | Naming of Mohammed Bin Rashid School for Communication |
| September, 2008: | Engineering programs (Civil, Computer, and Electrical) receive ABET accreditation |
| September 2009: | Revised Arts and Sciences Core takes effect First Certificate program launched – Middle Eastern Studies B.I.T. (re-named, B.S.C.I.T.) program receives ABET accreditation |
| Spring 2011: | Enrollment 2,549 |

aud rituals and traditions

american graduation ceremony . The American University in Dubai follows the standards of academic dress and protocols followed by hundreds of American institutions of higher education. Students wear black gowns with accompanying caps. The mantle, worn over the shoulders, is distinguished by AUD's colors of blue and white and an accompanying border distinguishing the particular discipline. Faculty wear the academic dress from the institution from which they received their highest degree or an American University in Dubai academic costume. Students wear the cap or "mortar board" in black with a black tassel. The tassel is worn on the right until a degree has been conferred. At that point, the tassel is moved to the left by AUD's President during the actual ceremony. Students who have achieved academic honors are designated by honor cords which are worn around the neck and visible at the front of the gown. The academic procession is led by a marshal carrying the university's flag. Master candidates are first, followed by the Bachelor candidates. After the students enter, another marshal leads the faculty and staff. They are then followed by the members of the faculty and administration along with the Keynote Speaker. The procession ends with two marshals carrying the flags of the United Arab Emirates and the United States of America. Keynote speakers have included James Baker, Ray LaHood, Steve Forbes, Seymour Hersh, George Mitchell, Bill Clinton, Sandy Berger, Madeline Albright, Christiane Amanpour, Cherie Booth Blair, Margaret Spellings, Colin L. Powell, Lou Dobbs, and most recently Robert Gibbs.

aud gala dinner/award ceremony . Held in spring of each academic year, the AUD Gala Dinner honors AUD graduates as well as student, faculty and staff award winners. All graduates, administrators, faculty, and staff share in this celebration of achievement.

desert safari . At the beginning of spring semester, Student Services and the Student Government Association jointly host the AUD Desert Safari. Hundreds of students attend this yearly event that includes dune-bashing, a desert barbecue, and sand boarding.

orientation trip/gathering . Each year the Office of Student Services organizes orientation trips/gatherings to allow new AUD students and orientation leaders to join together in a night of fun and discovery.

international night . AUD truly capitalizes on its international student population by holding an annual International Night. Students are encouraged to dress in their national dress, showcase their unique cultural traditions and share their heritage with the entire AUD community. Dances, poetry readings, singing, fashion shows, and plays by AUD's various cultural groups are some of the highlights of this event.

ramadan tent . All of AUD's clubs are involved in sharing their food and culture during the holy month of Ramadan.

spirit of volunteerism . AUD has made great efforts to foster a spirit of volunteerism in its students. Volunteer service provides students the opportunity to apply communication and administrative skills, enables them to use analytical and problem-solving skills and on a higher level, serves to heighten their awareness of the need to serve society.

u.a.e. national day . All AUD students, faculty and staff are invited to join in the celebration of U.A.E. National Day, hosted by AUD's Emarati students.

international environment . AUD students live and learn in an international setting with students from nations throughout the world. AUD believes this multicultural environment is the optimum way for students to gain the knowledge, skills, and experience required to become highly desirable candidates in the international job market. To this end, AUD emphasizes a global perspective in its academic programs, providing daily interaction with students and faculty from a multitude of nations. AUD is strategically positioned to help students develop an international perspective.

annual spring production/play . The Troupe - AUD Theatre Association stages an annual production every Spring semester in which a talented team of at least 70 AUD students is involved in project directing, acting, set design and execution, costume design, sound and light design, collateral design, fund raising, marketing and advertising. In the past, The Troupe has performed plays such as Reginald Rose's *12 Angry Jurors*, Agatha Christie's *And Then There Were None*, Ken Kessey's *One Flew Over The Cuckoo's Nest*, Neil Simon's *The Odd Couple*, Dario Fo's *The Virtuous Burglar* and T. James Belich's *Ace of Diamonds*. A recently staged play *Alice* was written by Nycole Prowse, Assistant Professor of English at AUD. The Troupe has also collaborated with Backstage, a non-profit drama community group founded by former Troupe president, on productions such as Alfred Hitchcock's *Strangers on a Train*. The Troupe and its members recently won Best Play and Best Actor at the Act 1 Theatre Competition.

(*student rights and
responsibilities*)

introduction

AUD believes all students should have equal access to all of AUD's facilities, programs, activities, and sports without regard to age, color, religion, national origin, marital status, gender, or handicap. All students are granted certain rights and have certain shared responsibilities as members of the AUD community. AUD encourages students to make their own decisions and assume full responsibility for all consequences of their actions. Students are expected to adhere to federal and local laws of the United Arab Emirates. The rights and the responsibilities below outline a system designed to safeguard and protect the rights, safety, and property of all in the university population, which ensures a fully operative and well-managed community of learning.

freedom of assembly

The university recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views while respecting the rights and freedoms of others. The university recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the Institution. Any recognized student organization, after receiving approval of time and space, may hold group meetings inside a university building. The use of public address and sound equipment systems is prohibited outside the university facilities. Any use of this equipment inside the university facilities must maintain a reasonable sound level. Any recognized student organization may invite persons from outside the university to speak. This is subject to approval by the Student Activities Coordinator, the faculty/staff advisor of the specific student organization, and the Marketing Communications Manager if the event is open to the public.

freedom of expression

Posters, flyers, advertisements and other announcements need to be approved by Student Services prior to posting. Display of unauthorized postings or posters in unapproved locations (see Campus Posting Policy) will be removed immediately. Anyone found to have posted any unauthorized material, especially if it is offensive or disrespectful to any group or individual or in violation of the U.A.E. laws and/or cultural practices, will be subject to disciplinary action.

students' role in institutional decision making

AUD considers its students to be an important part of its operations and values their opinions and suggestions related to the university. Students at AUD are involved and participate in institutional decision-making. Students voice concerns and criticisms of AUD at the annual Student Forum which examines at all aspects of the university. Additionally, students have the right to file written concerns/suggestions related to any aspect of the university's operations.

student forum

The AUD Student Forum is designed, executed, and managed by the AUD Student Government Association, under the guidance of the Student Activities Coordinator. The AUD Student Forum is held during the Spring semester. The Student Forum is a means by which the university collects student feedback about AUD issues. These issues include general academic issues that are not specific to a certain department and general non-academic issues. General surveys, in addition to departmental ones, are conducted by the SGA Departmental Representatives. If warranted, a separate meeting/forum will be held with the Dean or Chair. General surveys, which review all issues related to sports, dorms, student activities, general academic issues, and general non-academic issues are also distributed. The Director of Institutional Effectiveness provides the SGA members with results of the AUD online Student Survey. These results are combined with the results from the SGA surveys, and both are used to create presentations for department forums and the General Student Forum.

student records access and release

The university has established a policy for the release of records containing information on students.

- Each student attending AUD shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Parents are not entitled to inspect and review financial records of their students. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of

the Internal Revenue Code of 1986 (USA).

- A student's education records are defined as files, materials, or documents including those in electronic format that contain information directly related to the student and are maintained by the institution. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility.
- Students may request a review of their education records by submitting a written request to the Provost/Chief Academic Officer. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Provost/Chief Academic Officer will conduct a hearing, giving the student a full and fair opportunity to present evidence relevant to the disputed issues. The student will be notified of the Provost/Chief Academic Officer's decision. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.
- Directory information is information on a student that the university may release to third parties without the consent of the student. AUD has defined directory information as the student's name, address(es), telephone number(s), email address, birth date and place, program undertaken, dates of attendance, credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without his/her consent, the student must present such a request in writing to the Registrar within the term of the student's initial enrollment.
- The written consent of the student is required before personally identifiable information from education records on that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law. All students are requested to complete the *Release Form* as part of the admission process.

- A student who believes that AUD has violated his or her rights concerning the release of or access to his or her records may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

disclosure

Students are encouraged to share personal experiences while participating in classes at AUD. However, students must be aware that should they disclose to any AUD faculty member or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Deans, Chairs, Provost/Chief Academic Officer, or President.

intellectual property

purpose . AUD seeks to endorse an environment that encourages the generation of new knowledge by its university personnel. Thus, the following document is intended to be a guideline of patent and copyright matters that are of interest to university personnel. University personnel will henceforth be used to denote faculty, staff, students and person in a “visiting appointment” position. The policy is to provide a mechanism for protecting certain property rights of the university and its personnel and the basis for such rights.

definitions

copyrights: Protection by law that covers books, periodicals, lectures, dramatic or dramatic-musical compositions, maps, works of art, drawings or plastic works of a scientific or technical nature, photographs, pictorial illustrations, labels, motion pictures and video tapes, and audio recordings. The copyrightable material need not be novel; it must only be the original product of the creator.

invention: This term covers such items as computer software, general instructional materials (i.e. video tapes, etc.) devices, production procedures and methods, etc...

patent: Grant by the US-Patent Office or any equivalent foreign office to an inventor of the right to exclude others for a limited time from making, using, or selling his/her invention in a specified geography. To be patentable, an invention must be novel, useful, and non-obvious.

policy . AUD's policy affirms a commitment to the personal ownership of intellectual property rights in the works of the intellect by the individual creator, whether or not the creator worked alone or with another and if they worked privately or as part of the greater AUD community.

Intellectual property developed by a faculty or staff member or student will be the exclusive property of the inventor(s) or author(s) if all of the following conditions exist:

- The university has contributed nothing substantial or essential to the production and development of such intellectual property in funds, space, facilities, or time of a faculty or staff member or student;
- The intellectual property is not related or similar to any university research then in progress known to the faculty member, or to which the university is committed, and with which, in either case, such faculty or staff member or student is connected; and
- The intellectual property was developed by the inventor(s) or author(s) on their own time without any expense to the university.

It is acknowledged that there are times intellectual property is within the scope of "part" ownership of the university. "Part ownership" designates that AUD has the right to claim ownership along with the inventor/author if the following conditions exist:

- If the university has contributed with funds, facilities, materials and production of the intellectual property;
- If there is similar research already taking place within the university and the intellectual property is an extension of the existing research being developed by the university;
- If the university creates or commissions works on its own behalf, thus entering into a written agreement with authors on mutually agreeable terms;
- If the university grants paid release time for a project to be completed.

If such conditions arise, an agreement will be signed between the President and Provost/Chief Academic Officer (for faculty and students)/Executive Vice President (for staff) of the university and the concerned party(ies) as to the joint ownership as well as any percentage of allocation for remuneration.

Moreover, exempt from this policy and recognized as sole ownership of the author, inventor, etc. are course materials arising from preparing for courses, teaching,

course notes, exams and other relevant materials. However, the university has rightful ownership over all syllabi and descriptions of courses used within its programs.

artwork material property waiver form

purpose . The American University in Dubai often commissions students, faculty, staff or freelance designers with creating artwork for the university including but not limited to catalogs, handbooks, logos, posters, flyers and brochures. This policy is in place to maintain proper archives of all commissioned artwork material and to confirm AUD's ownership of the said material.

policy . To maintain a proper archive of all commissioned artwork material and to confirm AUD's ownership of the material, the university requires that all commissioned designers sign an *Artwork Material Property Waiver Form*.

protocol . All designer (AUD students, faculty, staff or freelance designers)-commissioned artwork for AUD is considered the property of AUD. *The Artwork Material Property Waiver Form* is to be systematically signed for any commissioned work. The Marketing Communications Department (Marcom) is to receive a copy of all artwork material created on a CD (files should include the original artwork in Microsoft Publisher® or Adobe Illustrator®, or Adobe Photoshop®, or Adobe InDesign® or any other Adobe Suite® program with all links: pictures and fonts used). A copy of this waiver, once signed, is also to be sent to Marcom.

principles governing student access to quizzes/ examinations

The following principles govern university policy regarding student access to quizzes and examinations:

- **Students have the right to know** their grade on each and every component that enters into the determination of their final grade for the course, as soon as their work has been graded by the instructor.
- **Students have the right to review** all of their graded work and discuss it with the instructor. Graded work may include homework assignments, research

reports, tests, quizzes, mid-term examinations, final examinations, and any other work submitted and/or presented by the student, evaluated by the instructor and included in determining the student's final grade. It is expected that instructors will initiate this review process by taking up all graded work during the term in class and going over answers, solutions, etc., and grades assigned for each part while the students are reviewing their graded work. It is also expected that instructors will allocate sufficient time during their office hours to discuss graded work with students.

- ***It is a major violation*** of the most elementary principles of “natural justice,” a serious denial of a basic student right and an incomprehensible failure to use students' graded work as a device for enhancing student learning, for an instructor (1) to inform students of their grades but *not allow* them to review their graded exam papers, assignments, etc., or, worse still, (2) *not to inform* students of their grades (i.e., keep them in the dark) and not allow them to review their work after it has been graded.
- ***A special note on final examinations:*** Students do have the right to see their graded final examination papers and should be allowed to exercise this right. (Normally, few would.) This should be done in the instructor's presence, and the student should return the paper to the instructor after reviewing it.
- ***Another note on grade appeals:*** Students have the right to appeal a grade within one month following the assignment of the grade. The procedure for grade appeals is described on pp. 148-149 of this *Handbook*. Obviously, students cannot exercise this right if they are denied their right to know their grades and their right to see their graded work and discuss it with the instructor, as described above. The latter right requires that instructors not dispose of students' graded work in their possession for at least one month after the final grade submission date at the end of each term.

general statement of philosophy on student conduct

AUD believes strongly in promoting the development of personal and social responsibility and also believes in a humanistic approach to discipline conducive to academic pursuits; however, AUD recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process. The administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and wellbeing of any or all students.

code of student conduct

AUD is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges or that impedes the educational process is unacceptable and may lead to sanctions up to and including dismissal from the university.

Students who have been suspended or dismissed from the university due to conduct violations are not permitted access to AUD, which includes campus visits, attending classes, participating in teaching/learning activities, using campus facilities (unless special permission is granted from the Dean of Student Services), living in student housing, and/or participating in student clubs, activities, and athletics. Attendance at events open to the public is permitted. Exceptions are only at the initiative of the university or on occasions in which students schedule an appointment with university faculty/staff

offenses related to the operation of the university . An offense related to the operation of the university is committed when a student:

- engages in obscene, offensive, indecent, or unacceptable conduct on university property or at university sponsored events;
- forges, alters, possesses, duplicates, or uses documents, records, keys, or identification without consent or the authorization of appropriate university officials;
- fails without just cause to comply with the lawful order of a university official acting in the lawful performance of his/her duties and authority in all university activities including athletic tournaments and university sponsored events;
- damages the reputation of The American University in Dubai through unacceptable actions or behaviors on campus or in the community;
- brings unauthorized visitors onto campus;
- disobeys AUD rules governing the use of its facilities;
- disrupts or interferes with any university event, program, class or facility;
- fails to produce and/or surrender AUD student identification to university official upon request;
- engages in forgery, alteration, or unauthorized use of AUD's documents, forms, records, ID cards or withholding/failing to provide required information in connection with admission to AUD or status at AUD;

- engages in solicitation in or on university property, unless such solicitation is approved by appropriate university officials; or intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the university.

offenses related to persons . An offense related to a person is committed when a student:

- intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner;
- impersonates another student with or without the intent to obtain confidential information about the other student;
- behaves violently or excessively disturbs other groups or individuals ;
- threatens (by any means), intimidates, coerces or uses physical or sexual force in a manner that endangers the health or safety of another person, creates a hostile environment, or which reasonably causes another person to be fearful of physical or emotional harm or abuse; or
- intentionally harasses or stalks another person. Harassment includes, but is not limited to, impeding another persistently, or wronging or bothering another persistently.

offenses related to property . An offense related to property is committed when a student:

- knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of the university;
- intentionally or negligently damages, vandalizes, or destroys property owned or in the possession of another person or of the university, such as library books, computers, etc.;
- defrauds or procures money, services or materials from the university or persons under false pretenses;
- obtains the property of another person or university by misrepresentation or deceptive means;
- enters or uses the facilities or property of another person or the university without consent or authorization;
- a breach of one of AUD's policies governing the computer network; or
- litters campus property.

offenses related to welfare, health or safety . An offense related to welfare, health, or safety is committed when a student:

- uses, possesses, or manufactures, without university authorization, firearms,

explosives, weapons, unregistered fire works, or other dangerous articles or substances potentially injurious to persons or property;

- falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives on university property;
- abuses, removes, or damages fire and safety equipment;
- fails to vacate a building or facility when a fire alarm is activated;
- fails to leave a building, street, walk, driveway or other facilities of the university when directed to do so by an official of the university having just cause to so order;
- uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

offenses related to offensive material . AUD’s professional environment requires that all students respect the following policy concerning offensive materials:

- AUD’s computer resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet and screen savers. In addition, printed copies of such material, including those from magazines are not permitted in the school;
- As in the workplace, there is “zero-tolerance” for any students who violate this policy, and immediate dismissal may result. Personal opinions as to what constitutes “offensive material” may vary, but the following describes what is typically understood to be offensive. Staff or students using AUD facilities who find materials being displayed to be offensive have a duty to act assertively by informing the Dean of Student Services.

Offensive material includes, but is not limited to the following:

- pornographic, nude, semi-nude or other similarly lewd images;
- material displaying excessively violent or graphic content;
- material of racist or sexist or similarly demeaning content; or
- any material that in general is understood to be socially and/or culturally offensive.

offenses related to unlawful harassment . AUD strives to promote a productive environment based upon respectful treatment of all staff, faculty, and students. AUD is committed to providing an environment that is free from physical, psychological,

or verbal harassment. All students, employees, and applicants, as well as contractors, vendors, clients, and customers, have the right to be educated in or work for an organization free of any type of harassment, including sexual harassment. Harassment can occur as a result of a single incident or a pattern of behavior the purpose or effect of which is to create a hostile, offensive, or intimidating environment. AUD will not tolerate conduct that harasses, disrupts, or interferes with the learning or work performance or which creates an intimidating, offensive, or hostile work environment.

Harassment encompasses a broad range of physical or verbal behavior. Offenses related to harassment include, but are not limited to:

- repeated abusive or demeaning conduct or language based on a person's race, gender, sexual orientation, color, religion, national origin, physical or other disability, age, political beliefs or affiliations, or veteran or socioeconomic status;
- verbal comments; physical comments; mail, email, or phone calls, graffiti, or the display of offensive material; unwanted sexual attention of a persistent or abusive nature; or sexually-oriented remarks, jokes, comments and/or behavior.
- unwelcome sexual advances or touching;
- a display in the university facility of sexually suggestive behavior, objects, pictures, drawings, or cartoons;
- a display in the university facility of racially or culturally offensive objects, pictures, drawings, or cartoons;
- physical assault; and
- any request for sexual favors or activities used as a condition for the evaluation of performance, including grades, and/or behavior which may reasonably be perceived to create a negative psychological or emotional environment for learning in or using facilities; or an implied or expressed threat or reprisal for rejecting a sexual solicitation or advance.

AUD has **zero tolerance** for harassment of any kind. AUD prohibits any form of harassment by students, employees, co-workers, outside vendors, contractors, clients, supervisors and managers, and views such actions very seriously. Harassment and other unacceptable activities that could influence acceptance to the university, employment or personnel decisions, or would create a hostile work environment are specifically prohibited. ***Any member of the AUD community engaging in such harassment or other unacceptable activities is subject to immediate disciplinary action, up to and including discharge from employment or dismissal from the university.***

If any student believes that she/he has been the subject of harassment or if any student is aware of or witnesses a situation that she/he believes to be based upon or involving harassment, the student must report the matter immediately to the Dean of Student Services. Any such reports will be immediately and thoroughly investigated. Investigations will be conducted, to the extent possible, maintaining the confidentiality of all concerned parties. Students are expected to and required to cooperate with any investigation. In no case should any student allow improper conduct to go unreported.

AUD prohibits and will not tolerate any coercion, intimidation, retaliation, interference, or discrimination against a student for reporting harassment, for filing a complaint of harassment, or for assisting in any investigation of a harassment claim. No adverse action of any type will be taken against a student for bringing a complaint in good faith under this policy. A student or employee who is found, after appropriate investigation, to have engaged in inappropriate behavior or the unlawful harassment of another student or employee, will be subject to disciplinary action, up to and including dismissal. In addition, any student or employee who is found, after appropriate investigation, to have made an intentionally false allegation of harassment will likewise be subject to disciplinary action, up to and including dismissal.

All students are responsible for helping the university ensure that all types of harassment are prevented at AUD.

violations of conduct

Students are expected to conduct themselves with an exemplary level of maturity. All violations of AUD's Code of Conduct are taken very seriously and are dealt with fairly and judiciously. Certain conduct violations are subject to the university's Conduct Council.

mediation . An avenue by which people in conflict can attempt to state their views, express their feelings, work through their issues, and arrive at a solution that is agreeable to all parties. Mediation is facilitated by an impartial mediator (Dean of Student Services) who helps the parties identify needs and interests in a situation, and possible solutions for the future. Mediation follows a standard procedure and

includes only the Dean of Student Services and the persons having difficulties. The Dean of Student Services first explains mediation. Following this, all parties give their views of the incident in question. When each party is speaking, all others are expected to respect the other person's right to speak. Following the presentation by each member, the Dean of Student Services provides a summative statement and asks all parties to state what they feel should happen for the situation to be resolved. Once all parties have come to an agreement, the Dean of Student Services records the conclusion. The conclusion is sent in written format to all concerned parties. In some cases, all parties will be asked to sign an agreement of mediation. The agreement of mediation is placed in the files of the parties involved in the dispute. Unsuccessful mediation may be referred to a Conduct Council.

standard list of conduct violations with accompanying disciplinary actions

Mediation by the Dean of Student Services will often resolve a conduct issue. This may involve issuance of a Disciplinary Verbal Reprimand. The Dean, in consultation with the President, may judge that the conduct violation warrants dismissal or the calling of a Conduct Council. The following summarizes possible violations, indicating those that require convening a Conduct Council (unless waived by the student) and the options for disciplinary action by the Dean of Student Services (in consultation with the President) or Council. Violations, which – if proven – require dismissal, are also indicated:

| <i>conduct violation</i> | <i>action</i> | <i>possible disciplinary action(s) to be taken by the conduct council (if convened)</i> |
|---|----------------------|--|
| Inappropriate Conduct on Campus – Level 1 | Conduct Council | Disciplinary Written Warning Disciplinary Probation |
| Inappropriate Conduct on Campus – Level 2 | Conduct Council | Disciplinary Written Warning Disciplinary Probation Dismissal |
| Public Display of Affection – Level 1 | Conduct Council | Disciplinary Written Warning Disciplinary Probation |
| Public Display of Affection – Level 2 | Dismissal | Dismissal |

| | | |
|--|-----------------|---|
| Inappropriate class behavior | Conduct Council | Disciplinary Written Warning Disciplinary Probation Dismissal |
| Vandalism | Conduct Council | Disciplinary Written Warning Disciplinary Probation Replacement or Reimbursement Dismissal |
| Dress Code Violation | Conduct Council | Disciplinary Written Warning Disciplinary Probation |
| Theft | Dismissal | Dismissal |
| Possession of Alcohol or Drugs on Campus | Dismissal | Dismissal |
| Gambling | Dismissal | Dismissal |

notes

inappropriate conduct on campus level 1: Behavior and/or dress that violates U.A.E. norms, practices, laws, beliefs and expectations of personal conduct. This includes “public” (i.e., anywhere on campus) displays of affection.

inappropriate conduct on campus level 2: Behavior and/or dress that are extreme in nature, offensive and violate universal practices, beliefs, and expectations of university student conduct. This includes “public” (i.e., anywhere on campus) displays of affection.

Disciplinary Reprimand: A verbal disciplinary reprimand may be given to a student whose conduct violates any aspect of AUD’s Code of Conduct. Such a reprimand does not necessarily restrict the student in any way but does signify that he/she is being given the opportunity to conduct him/herself in a more appropriate manner and that any further violation will result in additional disciplinary actions. A written record of the reprimand will be placed in the student’s file in the Office of the Dean of Student Services.

Disciplinary Written Warning: A disciplinary written warning is an official written statement to a student indicating that his/her behavior is of such a nature that further disciplinary action may be necessary.

Disciplinary Probation: Disciplinary probation requires that a student is closely monitored during a certain period of time. Should any disciplinary infraction occur during this time period, the student will be subject to further disciplinary action

which could be as serious as dismissal from the university. Disciplinary probation can be for a specified period of time or for as long as the student is enrolled at AUD. Any behavioral infraction of any aspect of AUD's Code of Conduct during the probationary period may result in dismissal from the university. This form of probation is generally imposed after repeated violations of policy or for serious behavioral infractions.

Reimbursement or Replacement: A student who damages university property may be required to pay actual repair or replacement costs. Failure to pay may result in Conduct Registration Hold, Transcript Hold and/or additional disciplinary actions. Registration and/or Transcript Hold prevents the student from registering for the next semester or prohibits him/her from obtaining a transcript until he/she reimburse the university for the costs of the damage.

Volunteer Work: A student who engages in a conduct violation may on occasion be requested to complete volunteer work on campus. This will be negotiated and approved by the Dean of Student Services in consultation with departments in need of volunteers.

The Dean of Student Services, after consultation with other administrators within the university, reserves the right to recommend other forms of disciplinary action that fit the violation. Any disciplinary action recommended by the Dean of Student Services is effective immediately unless otherwise stipulated.

Dates for completion for volunteer work or reimbursement/replacement will also be stated. Counseling may be conducted by the Dean of Student Services for students who need additional clarification and explanation of AUD's Code of Conduct.

Students who do not complete educational projects, volunteer service, or other disciplinary requirements in a timely fashion will be put on Conduct Registration Hold until they complete the requirements.

Adapted and inspired from DePaul University, Student Handbook 2003; Disciplinary Sanctions Section on Mediation adapted and inspired from Oberlin College Student Handbook, 2004-2005, pg. 50.

conduct council

The Conduct Council is a committee of academics, administrative staff, and students, which serves to investigate alleged breaches of the AUD Conduct Code, determine culpability, and prescribe penalty. The Council operates on an ad hoc basis under the chairmanship of the Dean of Student Services. The Conduct Council adjudicates issues of conduct related offenses; recommends disciplinary sanctions designed to fit the nature of the offense; increases understanding of university rules and regulations; and helps students transform inappropriate and unacceptable behavior.

procedures

- A faculty member, administrator, staff member or student who has reason to believe that a violation of the Conduct Code has been committed by one or more students must notify the Dean of Student Services in writing.
- The Dean of Students will investigate and gather evidence relevant to the case and listen to student testimonies. The Dean of Student Services reserves the right to consult with the Director of Central Services, Security Office, the Housing Manager, the Executive Vice President and/or the President for recommendations in determining disciplinary actions.
- Based on this investigation, the Dean of Student Services or his or her designee decides whether the evidence warrants further action through either a Conduct Council or a standard disciplinary sanction.
- Students who receive a disciplinary sanction of disciplinary probation or dismissal have the right to appeal their case to the President of the university. The President of the university reserves the right to convene a Conduct Council if necessary to further investigate the case. Students have the right to waive their right to appeal before the Conduct Council by completing an appropriate form.
- If it is deemed necessary, the Dean of Student Services or his or her designee notifies the President in writing whether or not the evidence warrants convening a Conduct Council.
- The Dean of Student Services or his or her designee then selects two faculty members and one administrative staff to serve on the Conduct Council. The Dean or Department Chair also informs the SGA Judicial Affairs Representative. Either the SGA Judicial Affairs Representative or the Dean contacts the student representatives.
- If there is a case for convening a Conduct Council, the Dean of Student Services or his or her designee notifies in writing the student(s) suspected of committing the violation of the date, time and place of the Conduct Council's meeting.

Notification to a student's AUD email address of record is considered official.

- The Conduct Council reserves the right to take adequate time to schedule and conduct its proceedings. These proceedings will include interviewing the student(s) involved and, if required, calling witnesses to testify and conducting a follow-up investigation prior to reaching a decision on the innocence or guilt of the student(s) involved and, in the latter case, deciding appropriate disciplinary measures.
- The Conduct Council must inform the student(s) involved in writing of the alleged violation of the Conduct Council and of the verdict reached and disciplinary measures decided by the Conduct Council. The letter to the student(s) must be dated and signed by the Chair of the Conduct Council, and a copy must be sent to the President, Executive Vice President, Director of Central Services, the Registrar, the Chief Financial Officer (if the student is dismissed from the university), and the Housing Manager (if the student is dismissed from the dormitories).
- Before any final disciplinary action may be taken against the student(s) for violation of the Conduct Code, the student(s) is/are entitled to have 72 hours (three working days) to appeal the Conduct Council's verdict to the President. The AUD Grievance Officer is available to guide the student through the appeal process.
- The President will respond to the appeal in writing. A copy of the President's dated and signed response to the student(s) will be sent to the Chair of the Conduct Council.
- The President has the right to overturn the Conduct Council's verdict or suggest a reconvening of the Conduct Council to reexamine the case. In exceptional cases, the President will inform the Chair of the Conduct Council in writing of the decision to overturn the verdict and the reasons behind this decision.
- A student can waive the right to appear before the Honor or Conduct Council. The student should complete a ***Waiver of the Right to Appear Before Conduct or Honor Council*** available through the office of the Dean of Student Services and the office of Provost/Chief Academic Officer.

hearing

- At the start of each Conduct Council, the Chair informs all members of the confidentiality of the case and their obligation to uphold complete confidentiality throughout the university community.
- The Chair presents a short overview of the case. The overview should contain

all information and evidence pertinent to the case including evidence such as videotape and physical evidence. The Council may request experts from the university community in the case that the evidence is too technical or difficult for the Council to comprehend.

- The suspected student must appear at the scheduled hearing unless he/she has completed a *Waiver of the Right to Appear Before Conduct or Honor Council*. If the student encounters an unforeseen emergency, he/she must present acceptable documentation supporting the emergency.
- The Council may also call in witnesses if it is felt that their presence and testimony will provide information pertinent to the case. Character witnesses are not permitted nor are friends or family members of the suspected violator. All witnesses have a responsibility to truthfully provide information related to the case.
- The Council will then individually question the suspected violator and witnesses involved with the case. During this period, all members of the Conduct Council are free to question the suspected violator and the witnesses.
- At the start of the Council, the Chair asks the suspected violator if he/she understands the suspected violation and how he/she wishes to plea. All evidence will be shared with the suspected violator.
- Following the testimony provided by the suspected violator and witnesses, the Council will deliberate and come to a conclusion regarding the case. The conclusion will also include a recommendation of a suitable sanction/punishment. All members of the Council will vote on the matter.
- The Chair will then compose a letter to the suspected violator informing him or her of the decision of the Conduct Council and its recommendation. This letter will be shared with all faculty/administrative members of the Council to ensure accuracy and proper wording. If approved by members of the Council, the letter will be sent to the student with copies also going to members of the Conduct Council, the President, the Executive Vice President, the Director of Central Services, the Registrar, the Housing Manager (if the student is a dorm student), and the Chief Financial Officer (if needed, should the student be dismissed). The outcome of the decision will be communicated to all relevant parties.
- All letters will be kept in the student's permanent file in the Registrar's Office.

appeal

- Students desiring to appeal the decision of the Conduct Council have 72 hours (three working days) from the receipt of the decision letter to appeal the decision. All appeals must be made in writing to the President.

- The granting of appeals is rare. Appeals may be granted if the Conduct Council penalty was inappropriate based on penalties described below, new evidence becomes available, the case was mishandled, and/or a decision was made without the testimony of the suspected violator in the case of a documented emergency.
- If the decision of the Conduct Council is overturned by the President, a new letter indicating the decision will be sent to those who served on the Conduct Council, the President, the Executive Vice President, the Director of Central Services, the Registrar, the Housing Manager (if appropriate) and the Chief Financial Officer (if appropriate), and the instructor, if necessary.

aud surveys

A number of surveys have been designed and are updated periodically to gather student input and opinion. These surveys are an essential part of AUD self-assessment strategies and are rigorously used to revise and enhance programs at the university. These surveys include:

- **admissions survey** – administered to new students to assess their satisfaction with the Admissions process
- **alumni survey** – administered every year to AUD’s alumni, designed to assess the impact of the AUD degree on their career
- **career fair survey**- administered every year to student participants in the career fair, designed to gauge satisfaction with the event
- **completion survey** – required of all graduating students, prompts graduates to share their opinions on all facets of AUD’s operations and academic programs
- **course evaluation survey** – administered to all students at the end of each course, designed to evaluate instruction, instructor, and course design
- **operation satisfaction survey** – administered to students to assess the perception of the support services. The following departments are assessed:
 - Academic Advising
 - Administration
 - Admissions
 - Bookstore
 - Central Services
 - External Relations
 - Finance Office

- Grievance Office
- Information Technology Services
- Institutional Effectiveness Department
- Library
- Marketing Communications
- Registrar's Office
- Student Services' Office
- **orientation survey** – designed to assess all aspects of the new student orientation program
- **residence satisfaction survey** – administered twice yearly to all dorm students to assess aspects of dorm life at AUD
- **student satisfaction survey** – administered to all students by the Student Government Association, designed to aid in the discussions at the Student Forum
- **transfer/drop survey** – administered to students who state they are transferring to other institutions or dropping out of AUD for other reasons; designed to assess why they are leaving the university

aud councils

The following summarizes the function and composition of those Councils which deliberate student affairs issues. The role of each can be found in the appropriate section of this *Handbook*.

conduct . To investigate suspected violations of the AUD Conduct Code, such as, but not limited to theft, harassment, verbal abuse, inappropriate public displays of affection, violent behavior, and not complying with the directives of university officials.

- **Dean of Student Services – Chair**
- Administrative Staff Member
- Full-time Faculty Member
- Full-time Faculty Member
- The President of SGA or another officer designated by the Judicial Affairs Representative
- Another student representative selected by the Judicial Affairs Representative (student must have complete 3 semesters of full time study at AUD, not currently

registered in same section of class in which infraction occurred)

grade appeal . To investigate grade appeals.

- **Dean or Chair from the School/Department in which the grade is being contested – Chair**
- Dean of Student Services
- Full-time Faculty Member from the academic unit offering the course
- Full-time Faculty Member from another academic unit (not stated, but usually from the student’s department)
- The President of SGA or another officer designated by the Judicial Affairs Representative
- Another student representative selected by Judicial Affairs Representative (student must have complete 3 semesters of full-time study at AUD, not currently registered in same section of class in which infraction occurred)

honor . To investigate suspected violations of the AUD Honor Code, such as, but not limited to cheating, plagiarism, and turning in papers purchased through online semester paper services.

- **Dean or Chair from the School/Department in which the infraction occurred – Chair**
- Dean of Student Services or full time Student Services officer designated by the Dean
- Full-time Faculty Member from the academic unit offering the course
- Full-time Faculty Member from another academic unit (not stated, but usually from the student’s department)
- The President of SGA or another officer designated by the Judicial Affairs Representative
- Another student representative selected by the Judicial Affairs Representative (student must have complete three semesters of full-time study at AUD, not currently registered in same section of class in which infraction occurred) (Each academic unit has a standing Honor Council.)

(*general policies*)

conflict of interest clause

No Appeals Board member shall sit in review of any decision he or she previously rendered which comes before the Board for review. This prohibition applies to situations in which the Board's decision is actually being challenged and applies in situations where there may be an appearance of impropriety for a board member to review a decision based on either direct or indirect contact with the matter in question.

government regulations

The American University in Dubai complies with all laws and regulations of the territorial jurisdiction in which its campus is located. Furthermore, as an American-accredited institution, AUD complies with the spirit of relevant United States legislation in so far as is possible/advisable given the cultural, historical, architectural, and legal contexts within which the university operates in the United Arab Emirates.

students with special needs/disabilities

non-discrimination statement . AUD does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by AUD.

support services . The American University in Dubai is committed to providing reasonable accommodations and equal access to university programs and activities for students with documented disabilities/special needs. A reasonable accommodation is one that is consistent with academic standards of the university and does not require substantial course or program alteration. The Office of Student Support welcomes and encourages students with disabilities to identify themselves and to seek access to needed accommodations.

It is the responsibility of all special needs students to contact the Assistant Dean of Student Services for an interview and needs assessment prior to their

first term of enrollment. To ensure that accommodations are provided in a timely fashion, AUD strongly encourages students to submit accommodation requests well in advance of the start of any coursework for which the accommodation is requested. The Assistant Dean maintains a file on each special needs student including specifics on needed accommodations and adaptations.

This information will be kept confidential with the exception of relevant faculty and staff potentially being informed if they are expected to provide accommodations or if emergency treatment may be required.

For more information, please contact Student Support within the Student Services Office.

civil rights compliance

AUD does not discriminate on the basis of race, religion, age, national origin, gender, sexual orientation, or handicap among qualified persons in the recruitment and admission of students, the operation of any of its educational programs and activities, or the recruitment and employment of faculty and staff. The university provides a means to ensure a prompt resolution of all complaints regarding violations of the above policies and a means to ensure due process to all employees and students who believe that the university's policy of non-discrimination is being violated or that they have been victims of sexual harassment.

drug-free environment

As a matter of rigorous policy, AUD prohibits the manufacture and unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees on its property and at any university activity. Further information on the university's policies can be found in this *Student Handbook*. Any violation of these policies will result in appropriate disciplinary actions up to and including dismissal in the case of students and termination in the case of employees, even for a first offense. **Violations of the law will also be referred to the appropriate law enforcement authorities.** Students or employees may also be referred to abuse help centers. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Office of the Dean of Student Services.

policy on academic record retention and storage

In order to fulfill its commitment to the security, confidentiality and integrity of its student academic records, The American University in Dubai follows a Policy on Academic Record Retention and Storage. Details of this Policy are available in the Office of the Registrar and the Office of Institutional Effectiveness.

abandoned property

Any personal property that is found in a building will be held for one semester in an unsecured storage facility. Any items not claimed by the end of the semester will be sold, destroyed, discarded, maintained for use by the university, or donated to charity.

medical insurance

Private health insurance covering care in the U.A.E. is mandatory for all AUD students except U.A.E. nationals. In order to meet this requirement by enrolling in the AUD-sponsored health insurance plan, students are charged a non-refundable fee on their Fall semester bill covering the period September 1 through August 31.

For this fee to be waived, students are required to provide evidence of currently valid private health insurance covering care in the U.A.E. (Original Insurance Card) to the Finance Office. ***Deadline to do so is the last day of the Fall semester Drop/Add period (see AUD Academic Calendar).***

Failure to provide this evidence before the deadline will result in cancellation of the option to waive the health insurance coverage and associated fee.

health history

AUD prides itself in offering quality health services. To maintain our standards and fully address the health and medical needs of our students, the AUD Health Center requires that all AUD students submit the *Student Health History Form* (available at the AUD Health Center) to the Health Center. ***This Form must be endorsed by a physician.***

All health information is confidential. Only the following staff members have access (as needed): President, Executive Vice President, Dean of Student Services, and Housing Manager (for dorm students). All student medical records are kept under a locked filing system, and they are not released to others without the written consent (*Authorization of Health Information Release*) of the student or his/her parents.

campus crime

campus security/crime and safety prevention program . AUD is concerned about the safety and welfare of its students and employees. Therefore, AUD has implemented a security policy for the protection of students, staff and faculty. This policy is in compliance with the *Student Right-to-Know and Campus Security Act*. AUD maintains a log of all crimes committed and reported on its campus. Information is updated annually. Updated information for the prior calendar year is made available, upon request, to all continuing students, faculty and staff each year.

crime and safety precautions . AUD is committed to providing a safe and secure environment conducive to learning. Crimes at AUD are minimal and personal safety is a major priority of the university. There are 24-hour security guards posted throughout the campus. AUD has an internal security supervisor who supervises all security operations at the university. All AUD students, guests, visitors, family members, and maintenance workers are required to present a valid ID to enter the university. Upon deposit of the ID, visitors are issued a visitor badge, which they display when they are on campus. IDs are returned when visitors leave the university and turn in the visitor badge.

Procedures for fire and medical emergencies are in place. AUD maintains a close relationship with the Dubai Police in the event of a severe emergency or problem. For emergency situations, students are asked to call the UNIVERSITY HOTLINE at 555. A security guard will get in touch with the appropriate authority or university staff member for appropriate action. AUD encourages its students to be prepared and take reasonable precautions against all potential crimes and hazards. Specifically students should:

- not leave personal belongings unattended for any length of time. This includes purses, mobile phones, notebooks, textbooks, laptop computers, book bags, money, jewelry, art supplies, clothing, and all other personal belongings. Leaving belongings unattended is an open invitation for a dishonest individual to steal. AUD will not assume responsibility for lost and stolen items;

- lock their dorm rooms any time they leave;
- know where all fire exits are located and how to get out if exits are blocked;
- know where all fire alarm pull stations, fire extinguishers and the nearest phones are located;
- know how to report a fire or other emergency;
- not panic in emergency situations, remain calm, and follow proper procedures;
- log off from AUD's computers after completing work.

The Dean of Student Services will inform special needs students personally of procedures which apply specifically to them.

campus crime reporting procedures . AUD strives to maintain a safe and secure campus environment. Crimes at AUD are minimal, but in the event of a serious incident, the following procedures should be followed:

- Report all crimes to the Dean of Student Services (ext. 137). The victim of the crime should fill out a *Campus Incident Report Form*, and the Dean will prepare a written report on the crime and report it to the proper authorities within the university. Every attempt will be made to handle the incident and determine the proper action within the university environment. However, depending on the nature, scope and severity of the crime, the incident may be referred to the Dubai Police;
- If the Dean of Student Services is unavailable, the incident should be reported to the Director of Central Services (ext. 122). If the Director of Central Services is unavailable, the incident should be reported to the Security Supervisor (ext. 502);
- If the incident occurs after working hours, it should be reported to the Security Supervisor (ext.502) who will in turn inform one of the individuals above if the location of the incident and the pertinent details;
- *Campus Incident Reports* with accompanying details will be kept on file in the Dean of Student Services office for one calendar year;
- The AUD senior administrators (President and Executive Vice President) will be notified immediately of all serious crimes by the Dean of Student Services or delegate;
- In the event that the known perpetrator of the reported crime was another AUD student, the Conduct Code as outlined in this *Student Handbook* will be applied. If at all possible, any and all evidence related to the crime will be preserved.

campus evacuation procedures

In all buildings, elevators must not be used in case of emergency evacuation.

administration . When the fire alarms sound, building occupants must evacuate immediately through either the ground floor main entrance near the main reception or through the two side exits opposite the Architecture, Interior Design and Visual Communication, and the School of Business Administration Academic buildings. Individuals on the second floor can either use the main stairs and exit through the ground floor main entrance or use the bridges to the Architecture, Interior Design and Visual Communication, and the School of Business Administration Academic buildings go down the closest staircase and exit through the nearest building exit. All should assemble at the meeting point on the soccer field.

architecture, interior design and visual communication . Individuals should use the main and side exits of the building; those on the second floor should use the staircases and exit through the closest exit, either the main or side doors, and assemble at the meeting point on the soccer field.

architecture, interior design and visual communication annex . Individuals should use the main exit of the building or through the VC and the ID labs; they both have emergency exits, and assemble at any of the meeting points in the soccer field or the main students' car park.

school of business administration . Individuals should use the main and side exits of the building; those on the second floor should use the staircases and exit through the closest exit, either the main or side doors, and assemble at the meeting point on the soccer field.

the center - Occupants should use the main and side exits of the building on the first floor. Those on the second floor should use any of the fire exits stair cases located in the Food Court or next to the Gymnasium; also they can use the main stair case of the building leading to the main entrance. Those on the third and the fourth floors should use any of the two fire exit stair cases located in the classrooms/labs wing and the other in the offices wing to the ground floor, and from there through any emergency exits or the main entrances and assemble at the meeting point on the soccer field.

school of engineering. Occupants should use the main and side exits of the building on the ground floor. Those on the first floor should use the main staircases

on the right and left sides of the building. Those on floors 2-3 should use the staircase exits to the ground floor. All should assemble at the meeting point on the soccer field.

student housing . Residents from all floors should use the closest stairs and exit through any of the building exits or main doors and assemble at the meeting point on the soccer field.

faculty housing . Residents should use the closest stairs to exit the building and assemble at the meeting point on the soccer field.

important safety issues . Fire Extinguishers are not for propping doors open; they should be left where they are.

For more detailed exit procedures, please read evacuation notices in each building where exact exit routes are posted.

campus mail

It is the responsibility of all students to check their mail on a regular basis. Dorm mail is distributed via the security gates in the dorm. All other mail is distributed through the Administrative Assistant in Student Services. Students are encouraged to collect their mail regularly and obtain an outside post office box if possible. AUD provides this as a service to students only. AUD Alumni should not use the AUD post office box as a mailing address. Only students who are enrolled at AUD are eligible to use the AUD mailing address. Mail is held for one semester. At the end of the semester, all unclaimed mail is discarded.

Students should request that family and friends write their complete name in English and indicate:

Student Name
"Student Mail"
The American University in Dubai
P.O. Box 28282

Dubai, United Arab Emirates
Phone (Reception): +971-4-399-9000
Fax (Reception): +971-4-399-8899

campus communications

Campus events, student organization meetings, athletic tournaments, club meetings, job opportunities, and all other campus activities and messages are announced in a number of ways, such as:

- The Electronic Notice board located outside the Registrar's Office is another source of current information about course schedules, academic updates, and important AUD events.
- Bulletin boards throughout the campus have notices of campus events, club and organization meetings, and sports team practices.

campus posting policy

All items posted on Student Services Bulletin Boards must be approved, stamped, and dated by the Dean of Student Services or a designee. Postings in violation of any of the rules and regulations regarding postings will be removed. A general rule is that events, jobs, etc. must in some way benefit the university or the students. Events must be alcohol free. All postings should have the name of the sponsoring department or student club/organization clearly visible. Items should remain posted for no more than one month.

Assigned Bulletin Boards are the responsibility of the department who has requested the bulletin board and are labeled as such. Permission for posting on these bulletin boards must be approved through the Dean, Chair, or Administrative Supervisor.

posting recommendations

- Advertise events two-to-three weeks in advance.
- Do not advertise until the event has been officially approved through the Student Activities Coordinator.
- Remove posters the day following the event.

- No more than one posting for a single event should be placed on a bulletin board.
- Do not post on top of other materials.

where items can be posted

Bulletin Boards: Please use only masking tape, thumbtacks, staples, and “Scotch” tape to hang items. No other materials can be used on any posting.

where items cannot be posted

- Sidewalks
- Walls
- Wooden doors
- Painted surfaces
- Benches
- Windows
- Building Entrances
- Glass Windows of the Cafeteria

other types of advertising (Contact Student Activities Coordinator for information).

- Electronic Notice board – see p. 49
- Stand up banners
- Press releases (Contact Student Activities Coordinator)
- Information tables (located in several locations on campus)

student computing and network resources use policy

The American University in Dubai provides information technology resources to faculty, staff and students for the purpose of furthering and assisting the academic goals of learning, teaching and research and for assisting in the administrative operations that support these goals. As members of the American University in Dubai community, all users have the responsibility to use computing and network resources in an effective, efficient, ethical and legal manner. Ethical standards, which apply to other university activities (Honor Code, Academic Honesty, Student Rights and Responsibilities, and all local, federal and international laws), apply equally to use of the university’s computing facilities.

Use of computing and network resources is limited to members of the American

University in Dubai community. Users of these resources are expected to act responsibly to maintain the integrity of university computer and network resources. Students are responsible for reporting any activities that they believe to be in violation of this policy, just as students are responsible for reporting Honor Code violations.

AUD computing and network resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. Improper behavior that could disrupt the computing resources may be grounds for termination of your access or for other penalties deemed appropriate by AUD Administration.

appropriate use of computing facilities . AUD's computing facilities are available to all students. Students are encouraged to use the university computing systems in an effective, efficient, ethical, and lawful manner. Violations include, but are not limited to, the following:

- Sharing of passwords with other individuals is considered a security violation. Passwords should be changed regularly;
- Downloading or copying any software without the appropriate authority from the software provider violates the terms of software licensing agreements;
- Transmitting offensive, obscene or harassing material on university's systems is an inappropriate use of the computing facilities;
- Copying, storing, displaying, or distributing copyrighted material using university computing resources without the express permission of the copyright owner except as otherwise allowed under the copyright law, is prohibited;
- Playing computer games is not allowed in computing facilities and such behavior could lead to suspension from the use of the computing facilities.

student-owned laptop computers . Students are permitted to use personal notebook computers on the university network in furtherance of their academic studies, under the following conditions:

- Note book computers shall be connected to the university network in designated locations only. Designated locations include dedicated laptop labs, specific network ports in the library, and other locations as specified by university management.

Students shall not disconnect or otherwise disturb any university-placed computer such that it becomes disconnected from the university communications network.

- All personal computers used on campus must meet the following requirements:

- Latest antivirus software and virus definitions;
- Latest Operating System Service Packs and Software Updates.

It is the student's responsibility to purchase, install and maintain all software necessary to meet these requirements.

- Use of peer-to-peer file sharing software, such as Kazaa, Morpheus, eDonkey or any other similar software commonly used in the illegal distribution of copyrighted materials, is prohibited.
- Any costs incurred in meeting the above conditions are the sole responsibility of the student.

Students are responsible for protecting their own computer resources. The university recommends students install and use a personal firewall.

data backup . It is the responsibility of students to have a backup of their data and coursework on a personal data storage medium (such as External Hard Disks, USB flash drives or CD/DVD disks).

systems monitoring . The university reserves the right to monitor computer and network system activities at any time. Only designated staff of Information Technology Services have authorization to engage in systems monitoring.

privacy . All individuals are required to respect the privacy of other authorized users, including security of files, confidentiality of data, and the ownership of their own work. Nonetheless, in order to enforce the policies of the university, designated Information Technology Services staff are permitted to monitor activity on local computer systems.

disciplinary actions . Use of the university's computer resources is a privilege, not a right. Any violation of university computer usage policies will be investigated and may result in termination of access, disciplinary review, or other disciplinary action.

email services . University email services shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on computing resources or unwarranted and unsolicited interference with others' use of email or email systems. Engaging in any use that would interfere with students' and employees' work or disruption of the intended use of network resources is prohibited. Examples of interference include but are not limited to:

- Sending or forwarding chain letters;

- “Spam,” that is, exploitation of email, list servers or similar broadcast systems for the widespread distribution of unsolicited email. Spamming is considered bad netiquette and very unethical because it not only wastes everyone’s time, but also costs money.
- “Mail Bombing”, resending the same email repeatedly to one or more recipients to interfere with the recipient’s use of email.

Please use email services responsibly.

internet services . Students may access the Internet through computers in university computer labs, through personal laptops connected to the university’s network, and through wireless network access points provided in designated locations and student dormitory common rooms (See Housing/Access to the Internet). Student access to the Internet conforms to the laws of the United Arab Emirates, including the monitoring and filtering of Internet content. Any attempt to circumvent or disable Internet access controls set by the university or the government of the U.A.E. is a violation of university policy and will result in disciplinary action.

student housing/access to the internet . Internet access points are provided in each room for student residents. Internet services to the dorms are provided using an independent circuit from our service provider. Students are required to conform to all usage policies as defined by the university and the Service Provider. Misuse and/or abuse will result in disciplinary action.

All computers must conform to the university’s policy for student-owned computers (See requirements under Student-owned Laptop/Notebook Computers). The university reserves the right to monitor or physically inspect all computers. Any computer that does not meet university IT requirements will be disconnected from network.

Students are advised to protect their own computer resources by installing a personal firewall. The university recommends students install and use a personal firewall.

survey administration policy

purpose . This policy is aimed at ensuring that surveys administered to the AUD community are well structured, organized and respect participants’ privacy. Well-planned surveys and administration procedures are integral to the success of any research project.

types of surveys . Surveys can be divided in two categories: questionnaires and interviews. **Questionnaires** can be **individually administered** using paper-and-pencil or online instruments or **group administered**, in which a sample of respondents is brought together and asked to respond to a structured sequence of questions.

interviews can be classified as personal interviews, telephone interviews, or email interviews.

policy . Before a survey is administered to the university community, it will be evaluated by the appropriate university administrators and/or academic leaders. The approval process depends on the purpose of the surveys and the relationship between survey administrators and participants.

Survey administrators requiring official approval before administering surveys include:

- Members of the university community seeking to evaluate opinions and behaviors of other university community members as part of academic research;
- Members of the university community seeking to evaluate opinions and behaviors of other university community members to inform and influence university policy;
- External individuals/organizations seeking to collect information related to the AUD community or operations as part of a formal research project (including course papers).

procedure for obtaining permission to administer surveys members of the university community (faculty/staff/students) as part of academic research/course work

- If the research is conducted to satisfy AUD course requirements, the survey should be approved by the faculty member teaching the course. If required by the department, the faculty member will inform/gain approval from the Dean or Chair or his/her designee.
- If the research is conducted to satisfy requirements for courses outside AUD or for other types of academic research and publication, the request should be directed to the academic unit Dean or Chair or administrative unit head depending on the purpose of the survey. Once approval is obtained from the Dean or Chair or administrative head, the request should be submitted to the Director of Institutional Effectiveness for evaluation of the survey instrument. Surveys aimed at the whole university community should be directed to the Director of Institutional Effectiveness who will coordinate with the units to be surveyed.

The following information and materials must be provided to the appropriate recipients in the approval process:

- Name of organization (if not AUD)
- Name of lead investigator
- Survey purpose and objectives
- Desired target population
- Means of data collection
- Ensuring that participants' anonymity is respected
- Copy of the survey
- Copy of the consent form if the data will be published-
- Future use of collected information
- Agreement to provide a copy of the final report

Requesters will be notified of the final decision within seven days of receiving their requests.

members of the university community (faculty/staff/students) as part of a research to inform and influence university policy

The following information and materials must be provided to the Director of Institutional Effectiveness for evaluation:

- Name of lead investigator
- Survey purpose and objectives
- Desired target population
- Means of data collection
- Ensuring that participants' anonymity is respected
- Copy of the survey
- Copy of the consent form if the data will be published
- Future use of collected information
- Agreement to provide a copy of the final report

The Institutional Effectiveness Director will review the presented information and will seek approval from the Provost and the President. The IT Director will contact surveying individuals with a final decision within seven days of receiving their requests.

external individuals/organizations as part of a formal research project

The following information and materials must be provided to the External Relations Manager:

- Name of organization (if applicable)

- Name of lead investigator
- Survey purpose and objectives
- Desired target population
- Means of data collection
- Ensuring that participation is voluntary
- Ensuring that participants' anonymity is respected
- Copy of the survey
- Agreement to provide a copy of the final report to the university

Approval process:

- The External Relations Manager will review the request and will determine if the external individual/organization should be granted access (online or physical) to the AUD community.
- If access to the AUD community is denied, the External Relations Manager will inform the individual/organization.
- If access to the AUD community is acceptable, the External Relations Manager will forward the documentation to the IE Director who will review the survey instrument and will determine if it complies with IRB procedures.
- The IE Director will consult with the President for final approval.
- After all approvals have been secured, the External Relations Manager will contact the individual or organization with the final decision.

responsibility of survey administrators . All university survey results (raw data or summary) must be submitted to the Institutional Effectiveness Department. The name and contact information for the principal investigator should accompany the results. When submitting survey results, survey administrators are responsible for ensuring the anonymity of respondents in any report(s). Additionally, by accepting the authorization to administer the survey, individuals understand and acknowledge that they will have an obligation to use data compiled responsibly, ensuring that data is not redistributed to parties inside or outside the university community, unless clearly detailed when requesting survey approval.

additional information . To find out more information on how results of internal surveys are used to inform and shape university policy, please contact the Institutional Effectiveness Department at ied@aud.edu.

conduct integrity

AUD maintains not only high academic standards, but also expects students to maintain conduct integrity and be a good AUD citizen. This means demonstrating courteous behavior and professional conduct at all times. Students are expected to maintain an exemplary level of maturity displaying behaviors and dress that do not violate in any way U.A.E. norms, practices, beliefs and expectations of personal conduct. AUD students are subject to all local and national laws.

AUD students are subject to Dubai law, which prohibits consumption or possession of alcoholic beverages for Muslims and individuals under 18 years of age. The university does not permit alcohol to be brought onto or consumed on its property at any time regardless of age or religion. No alcohol is either served or permitted at university functions, whether on or off campus. The penalty for the consumption and/or possession of alcohol on university grounds is dismissal from the university.

dress code

Students, faculty, and staff represent the integrity of AUD. All are expected to dress appropriately and to respect the cultural and religious foundations of the United Arab Emirates. The following are examples of **unacceptable attire**:

- Short shorts;
- Tight or revealing clothing;
- Low cut blouses or open back tops;
- Jeans with holes;
- T-shirts with inappropriate logos;
- Micro mini skirts;
- Midriff and halter tops.

Dress code violations should be reported to the Dean of Student Services. Students who do not abide by the AUD dress code are subject to disciplinary action. The university may require an offending student or other individual to change his or her dress or appearance if the offending person's attire violates this dress code.

email addresses

AUD provides each student with an AUD email. The email account is firstname.lastname@mymail.aud.edu. To access email students should type <http://mymail.aud.edu> in the browser and the user ID is firstname.lastname. **Students are held responsible by the university for information sent to their AUD email accounts.** Students should contact the Registrar's Office if they have trouble accessing their email accounts. All official email notification will be sent to students via the AUD email address.

aud grievance process

grievance officer . The Grievance Officer facilitates the resolution of grievances within the AUD community through the Grievance Process as outlined below. The Grievance Officer ext. 102, offers confidential, informal, independent, and neutral dispute resolution services by providing mediation, information, advice, and referrals as appropriate.

procedure . To resolve an issue,

- Grievants should ***directly communicate*** with the person with whom they have a complaint. It is the grievant's responsibility to do this before any further action is pursued;
- If grievants wish to formalize the process; they are required to seek the counsel of the ***Grievance Officer within ten working days*** of the incident leading to the complaint;
- If the grievant wishes to pursue the matter further, he/she should submit a written complaint to the Grievance Officer with the following information:
 - his or her description of the incident(s);
 - the name of the person with whom he/she has a concern/complaint;
 - a suggested remedy.
- The Grievance Officer will then contact the respective Dean, Chair or Program Director (academic issues), Department Director (non-academic issues), or Supervisor (as appropriate) and provide them with the information regarding the complaint;
- The Dean, Chair or Program Director (academic issues), Department Director (non-academic issues) or Supervisor will then begin the investigation of the complaint;

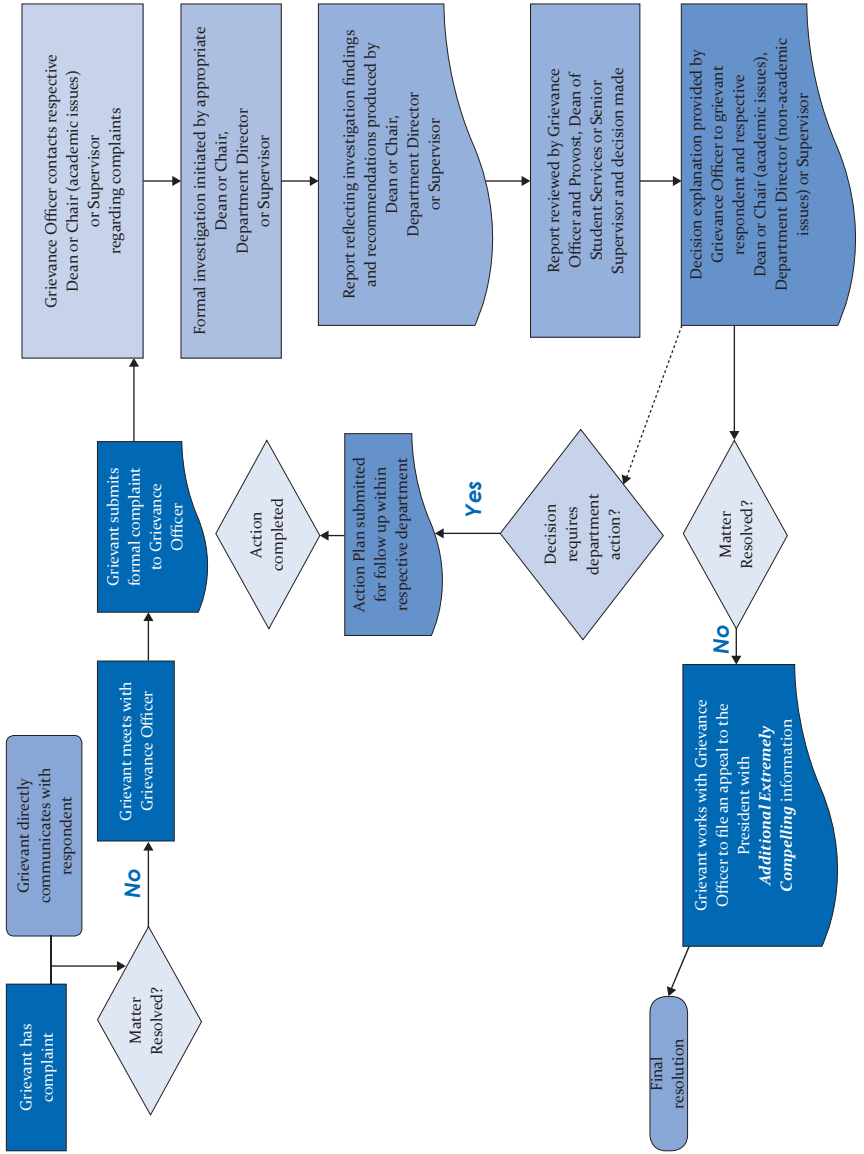
- The Dean, Chair or Program Director (academic issues), Department Director (non-academic issues) or Supervisor will provide a report reflecting the findings and giving recommendations **within ten working days** of the filing of the written complaint;
- If a written report is not received within this timeframe, the Grievance Officer will forward the grievance to the Provost/Chief Academic Officer (academic issues), Dean of Student Services (non-academic issues), or respective Senior Supervisor;
- The Grievance Officer **in consultation** with the Provost/Chief Academic Officer (academic issues), Dean of Student Services (non-academic issues) or Senior Supervisor, will summarize the decision and rationale in writing **within ten working days** to the grievant, the respondent, and the Dean, Chair or Program Director (academic issues), Department Director (non-academic issues) or Supervisor.
 - Appropriate action will be taken by the Dean, Chair or Program Director (academic issues), Department Director (non-academic issues), or Supervisor within **five working days** after receiving the summary of the decision/rationale.
 - Confirmation in writing that action has been taken will be provided to the Grievance Officer within **five working days**.

If at anytime during this process, input is not provided within the stated timeframe, the Grievance Officer will collaborate with the appropriate parties to move the process forward. It is the responsibility of the Grievance Officer to keep the university *Complaint Log*. In the event that a grievance filed in Summer I or Summer II cannot be processed within the prescribed timeframe because one or more of the parties to the grievance are not available, the grievance will then be processed within the ten-day period immediately following the start of the Fall semester.

grievance appeal process . In the event that the above procedure does not yield a satisfactory resolution, the grievant may appeal to the President in writing. The grievant may seek the counsel of the Grievance Officer in preparing the appeal.

- This appeal must be received in the Office of the President **within five working days** after the grievant, the respondent, and the Dean, Chair or Program Director, Department Director or Supervisor have received written notification of the action.
- The decision previously made can only be overturned by the President if **additional extremely compelling information** is deemed relevant to the case outcome.

grievance process flow chart



identification cards

All students are issued American University in Dubai identification cards by the Registrar when they first enroll in the university. This card is the property of AUD and must be surrendered to the university upon request. The card displays the student's photo and signature and contains the student's name, ID number, and date of birth. Students should never alter or duplicate their ID cards.

At the beginning of each academic year, students will be issued a new card free of charge. ***If the ID card is lost, stolen, or mutilated, there will be a replacement charge of AED 100.***

Students are expected to carry their card with them at all times when on university property. An ID card must be produced when official identification is needed, such as when checking out books from the library, collecting mail, and registering for courses, etc. AUD's Security personnel have the right to request that students produce and/or surrender their ID cards. Security personnel also have the obligation to identify themselves to students as a Security Officer of the university. ***Failure to present the card when requested by a university official is a violation of regulations and may restrict the holder's access to the university and/or its facilities.*** Any attempt to use an expired AUD ID or make use of another student's ID is considered a violation of AUD's Honor Code.

lockers

At AUD, a limited number of individual lockers are available for students to use. The following policies apply:

- Lockers will be assigned for the duration of the student's enrollment at AUD;
- First priority will be given to students with documented physical mobility impairment;
- If demand exceeds availability, lockers will be assigned to students with the greatest number of hours earned at AUD;
- Students will be notified of locker assignments no later than the first week of the semester;
- A student who loses a key will be fined AED 100;
- The university is not responsible for theft or damage to the contents of a registered locker;
- The student is also responsible for the cost of repairs in the case of damage to the locker itself;

- At the time the student wishes to vacate his/her locker, he/she must return the key to the Facilities Manager. The AED 100 deposit will be refunded at that time;
- Some oversize lockers are available for design students.

address change

It is the responsibility of the student to contact the Registrar's Office immediately in the event of any address change. The Registrar will then circulate the information to all departments of the university.

name change

Students' names are recorded per their passport upon enrollment to the university. Any name change must be authenticated by a passport or other appropriate documentation.

photocopiers/laser printers

A photocopier, two laserjet black and white printers, one color printer, and two scanners are available for student use in the AUD Library. Photocopy cards and printing credits can be purchased in the library. ***Copyright laws must be respected and adhered to at all times.***

ramadan courtesies

During the most holy month of Ramadan the university expects all students to refrain from smoking, eating and drinking in public during the daylight hours and fully abide by AUD's Dress Code. This means that there is NO SMOKING outside on AUD's campus during the daylight hours prior to Iftar. The AUD rule of NO SMOKING in all university buildings is still in effect. Students, staff, and faculty are expected to show deference to Muslim colleagues and friends, and U.A.E. regulations and cultural practices by following these rules.

Note that the cafeteria serves food during the day for Non-Muslims.

smoking, food and beverages

The environment internal to the university is smoke-free. Smoking is restricted to outdoor areas only in those locations providing ash receptacles. Smoking is not permitted outside the entryway to any building. **Food and beverages are not permitted in the classrooms or in the AUD auditorium.** All those using the auditorium should expect to be asked to leave food and drink outside the auditorium during all events.

student belongings

AUD will not be held responsible for the loss of any personal possessions that a student brings to campus. In addition, any item a student leaves with a faculty or staff member for safekeeping will not become the responsibility of the university or the individual faculty or staff member.

student parking

AUD has a student parking lot with parking spaces for 1,000 student vehicles. All students are required to use this parking facility. Students are expected to drive carefully and respectfully on campus. This includes allowing pedestrians the right of way; not parking on fire lanes, curbs, or handicapped parking; not parking within the white lines; and maintaining speeds of 15-20 km/hour. All students who drive recklessly through the university parking lot and/or campus are subject to disciplinary action.

student projects

Any student projects that are left on the property of the university must be reclaimed within one semester, or the projects may become the property of the university to be used for any purpose. The university has the right to photograph, photocopy, and/or keep student projects at any time for the purpose of keeping a permanent record of the work the student did while enrolled.

telephones

emergency calls . Administrative staff that answer emergency calls at the front desk will take the caller's number and pass the message to the student in an expeditious manner.

mobile phones . AUD understands and appreciates the advances that are being made with respect to telecommunications and electronic communication. The mobile phone is the norm with regard to communication among most people today. Students are expected to respect their fellow students and faculty with regards to the use of beepers and cell phones. Students should follow common courtesy and turn off their mobile phones when they are in class, or attending a university function, lecture, or meeting. Mobile phone calls should be made in a private area.

use of telephone/fax

Other than certain phones specified for student use, students are not allowed to use the university's telephones for personal calls or faxes. No telephone messages will be taken for students except in cases of extreme emergency. Permission to use the fax machine for emergency situations must be arranged through the Dean of Student Services.

university bookstore

The AUD Bookstore, located in the Student Center, sells all student textbooks currently in use. In addition to textbooks, the Bookstore sells AUD souvenir items. The Bookstore is open Sunday through Thursday from 8:00 a.m. to 4:30 p.m.

use of university facilities

Any student organization, club, or group that wishes to use the university facilities for any program or event must contact the Coordinator of Student Activities for approval. The Coordinator of Student Activities, the Dean of Student Services, the Facilities Manager, and the Director of Central Services must approve all requests. ***The Marketing Communications Manager must approve those events that are***

open to the public. In some cases, approval from the Executive Vice President of AUD may also be necessary.

Students wishing to use any of the university facilities including classrooms, auditorium, and sports facilities during the weekend (not Fridays), holidays, or after 10pm must contact their faculty club sponsor, instructor, the Coordinator of Student Activities or the Coordinator of Student Athletics. The faculty or staff member will provide a list of the names of those students involved and timings to the Facilities Manager for approval. ***Students should not contact the Facilities Manager or members of Central Services directly.***

Students using facilities are expected to go through proper procedures to request equipment. Equipment and/or furniture should not be moved or dragged along floors. Students and faculty members should not move or disconnect audio/IT equipment in classrooms, studios, and/or the auditorium. The IT Services Department should be contacted to send support personnel to move, connect, or disconnect equipment.

suspended/dismissed student access

Students who have been suspended or dismissed from AUD for academic or conduct-related reasons are requested to make an appointment before seeking campus access. Failure to do so will result in denied access

building security

Buildings at AUD are open daily, except during vacation periods (see p. 130 for Facility Schedule). Students found in buildings without authorization when the buildings are closed will be subject to disciplinary action.

(*student services*)

introduction

The Student Services Office plays a vital role in the campus community. The Office provides academic support services, career counseling services, personal counseling and referrals, student activities planning, sports and recreational programs, health services, and housing.

AUD faculty and staff work with students from the time of their admission to their graduation and beyond to ensure their success and comfort, both academically and socially. These caring professionals are available to help students in many ways, providing support and referrals as needed. AUD prides itself on taking an active role in the Dubai community by offering AUD students unparalleled opportunities to be part of Dubai's development through participation and interaction with the local community organizations and initiatives.

mission

The Office of Student Services supports the university's Mission and Purpose by providing support and resources for orientation, transition, retention and graduation of AUD students; so that they may be prepared both personally and professionally throughout their university experience and careers.

purpose

The purpose of the Office of Student Services is to assist students in the integration process so that they can readily become part of the university community. In addition, a range of services, such as tutoring, workshops, academic support, psychological counseling, and athletic, cultural, and recreational activities are offered to help students attain their personal and professional goals.

goals

- To support the purpose and goals of the institution;
- To provide services that will enable students to become more effective and efficient in utilizing and enhancing their knowledge;

- To provide the individual student with experiences to promote self-discipline, self-assurance and mastery of the intricacies of personal and professional challenges; and
- Together with the Office of Academic Affairs, to produce graduates for the business and professional communities who possess the integrity, determination, judgment, motivation, ability and education to assume responsible positions of leadership and who can meet the demanding challenges posed by contemporary society.
- To liaise with employers to provide internships and employment opportunities for in-school and graduating students.

dean of student services

The Dean's Office, in the person of the Dean of Student Services, assists students with the assimilation process so they can readily become part of the university community. The Dean helps students interpret, clarify and understand university policies and procedures and receives and addresses student complaints, suggestions, and concerns. The Dean may also assist students through the university grievance process. The Dean serves on all honor, conduct and grade appeal councils. One of the primary responsibilities of the Dean is to safeguard and represent students' interests. The Dean of Student Services manages and provides direction to all divisions of Student Services and is available to meet with students and parents who have concerns related to any aspect of university life.

athletics

The AUD Athletic Office provides an athletic outlet for all students, faculty, and staff. The AUD athletic program offers unique opportunities to "get involved".

For the highly competitive student-athlete who is interested in competing against universities from the U.A.E. and elsewhere, AUD offers a number of intercollegiate team sports. Tryouts for students who desire to join the AUD teams are carried out at the beginning of each semester.

AUD Athletics also has a program for all students who are interested in staying fit. Please see p. 174 of this *Handbook* for a description of sports facilities. Athletics

facilities are open to all in the AUD community when official games and practices aren't scheduled. The AUD dorms also have two fully equipped student gyms available only to dorm students.

career services

The Career Services Division manages the student's job-seeking process. The Career Services team is committed to assisting students and alumni in seeking rewarding and meaningful careers through developmental career counseling, networking driven events, and career planning workshops.

AUD offers full-time Career Services that provide degree seeking AUD students and AUD alumni the opportunity to receive individualized career guidance and job search assistance throughout all stages of students' career development. A wide spectrum of individualized services is offered, including CV and cover letter writing, interview techniques, job search strategies, professional development, aptitude assessment, and general career counseling.

With the increasing competition of today's global marketplace, students need every competitive advantage available; consequently, AUD encourages students to complement their academic background with solid work experience, ensuring that upon graduation they will meet the high expectations of future employers. Early exposure to the work environment solidifies students' academic commitment and allows a better understanding of the relationship between the classroom and the marketplace. Entering students are strongly encouraged to register with Career Services during their first academic year and work closely with the Career Services advisors to develop their career plan parallel with their academic studies.

The Career Services Manager liaises with regional and multinational companies, creating a business network to offer employment and internship opportunities to AUD students and alumni. Through a series of activities and events, the AUD student community and companies are brought together with the aim of a mutually beneficial collaboration, ensuring that the university's talent is employed by the market leaders in their future endeavors. The annual Career Fair is the epitome of the division's efforts in improving student and employer networking.

registration process . Career counseling and workshops are provided to all students. However, students need to register with Career Services in order to receive job notifications and event invitations. Career Services aim at assisting students

with professional development and job searches based on their career aspirations. However, in cases of unprofessional behavior, warnings are issued, and continuous unprofessional behavior may result in denial of career assistance to students.

internship program . The opportunity to participate in university approved internships is an option available to students in all majors, and students are encouraged to take advantage of this program. Students participating in internships can complement their classroom experience and earn credits toward their degree in an approved off-campus program that provides practical learning and application in a real-life corporate or professional setting.

Undergraduates are eligible for internships after completing course work as specified by their School/Department. Additional School/Department requirements (including minimum GPA) may apply. Host companies for internships must be located in the U.A.E. The Career Services Division ensures that an adequate number of quality internship opportunities are available for selection by students. To this end, the Career Services Division, in consultation with the appropriate Dean or Chair, contacts companies and organizations that can potentially provide quality internships. Arrangements with host companies include a detailed program for each internship opportunity, showing what activities the student intern will be engaged in during the full term of the internship as well as details of the allocated company mentor who will be supervising the student during that period.

Before students can register and start their internship, the Dean or Chair must approve the host company and the internship program. The total amount of internship credit must not exceed three credit hours towards completion of the student's degree program. An exception to this limit, approved by the Dean or Chair, may be granted in the case of students with double majors. In all cases, it is imperative that students identify and register for the internship before the start of the academic semester/term during which the internship is set to take place. Credits cannot be claimed for internships that were completed without students being registered in advance.

During the internship, students are expected to be punctual, polite, conscientious, and professional at all encounters. Students should be aware that they are representing AUD, and professionalism in their approach to internship reflects on AUD and its students and community, potentially leading to an enhanced relationship with the employer and greater employment opportunities.

Each internship must be completed in accordance with each Department's requirements and an approved plan for the internship program.

Upon completion of the internship program, students must submit a work report to the faculty internship advisor as per the Department's requirements. The report format and content must be of professional quality and must include the daily log, a description of learning activities undertaken, and a summary of the student's key findings and recommendations based on the internship experience. Additionally, the host company supervisor must send the Career Services Division a written evaluation of the student's internship work. The Career Services Division forwards the host company's evaluation to the faculty internship advisor and the Dean or Chair. A final Pass (P) or Fail (F) grade is assigned by the allocated faculty internship advisor.

student internship responsibilities

- Students must register for the internship for the academic semester/term during which the work is being performed. Internship agreements will not be granted retroactively; students must have the internship term approved in advance.
- Students should identify their interests, skills, and career goals and explore opportunities in the market. They should complete an internship application form, prepare a CV with the guidance of a Career Services advisor and request a transcript from the Registrar.
- Once offered an internship, students should review the job description and ask pertinent questions about duties that may not be fully comprehensible. Internship working hours depend on each School/Department requirements and are agreed between the intern and the host company.
- With the help of the faculty advisor, students develop specific goals and learning outcomes for their internship.
- The intern should maintain confidentiality regarding information about the host company and its products. During the course of the internship, the intern communicates with the host company supervisor, as stated in the internship agreement, and completes all assignments as assigned by the host company and faculty supervisor.
- Within ten (10) days of completing the work term agreement (or by the end of the semester), students must submit to the faculty advisor the completed

company evaluation form and a “thoughtful, insightful, and comprehensive” summary report that addresses both the lessons learned and observations about the internship experience.

counseling

Students face a variety of challenges which affect their personal growth, emotional well-being, and success in university. Conflicts and problems often arise which prevent students from reaching their full-potential. Students may find that their usual ways of handling problems are not working well for some reason.

That is why AUD offers one-on-one personal counseling services. The Personal Counselor’s role is to assess the problem and provide support and guidance for students experiencing personal problems. The confidentiality of the counseling sessions is protected by the counselor’s code of ethics.

Students can talk about the problems they are facing, explore related thoughts, feelings and understand their personal resources. For some students, one conversation is all they need to make things better, while others may return for several appointments. The Personal Counselor provides referrals to qualified, certified, and experienced counselors, psychologists, psychiatrists, and therapists equipped to aid students with psychological problems, learning disabilities, and/or other serious issues. This list of referrals is also available to students who wish to obtain external counseling.

student counseling policy

purpose

The purpose of this policy is to establish the guidelines for counseling practices for students.

policy

AUD prides itself in offering quality services to students. To maintain those standards and fully address the personal growth, psychological needs, and emotional wellbeing of our students, AUD provides counseling services. There is no fee required

for students to utilize this one-to-one counseling service provided by a Personal Counselor. The Personal Counselor's role is to make an assessment and provide support and guidance for students experiencing personal problems.

procedures

eligibility. Counseling services are available to both undergraduate and graduate students. There is no fee required for students to utilize this service.

confidentiality . All communication between a student and a counselor is considered confidential. The confidentiality of the counseling sessions is protected by the counselor's code of ethics. All student records are kept under a locked filing system, and they are not released to others (even within the university community) without the written consent of the student. As the only exceptions, the following staff members have access (as needed): President, Executive Vice President, Provost, Dean of Student Services, and Housing Manager (for dorm students).

Information regarding whether or not a student has been seen by a Personal Counselor cannot usually be released without student consent, and requests for this information should be evaluated and answered only on a case-by-case basis.

If it becomes clear in the counseling session that there is a real danger to oneself or to others, the counselor is required to inform the Student Support Manager and inform a parent or someone close to the student. The confidentiality rule does not apply in this case.

access . Students are encouraged to make an appointment with a Personal Counselor to discuss their concerns. A Personal Counselor is available on campus twenty (20) hours a week. Hours are posted publicly. Evening appointments are available to graduate students upon request.

number of visits. some students may require only one visit. However, the counselor generally recommends that the student attend four (4) to five (5) sessions. The first session will generally be an hour in length with subsequent sessions at forty-five (45) minutes.

If a student has a mental health problem, he/she is referred to a psychiatrist. The Personal Counselor will receive a copy of the report of this visit and may follow up with the psychiatrist concerning the student's treatment.

referrals . The Personal Counselor provides referrals to qualified, certified, and experienced counselors, psychologists, psychiatrists and therapists equipped to aid students with psychological problems, learning disabilities, and/or other serious issues. This list is also available to students who wish to obtain external counseling. In the case where the referred student would like to maintain the involvement of the Personal Counselor, the Counselor may request a copy of the report of the external visit and may follow up with the therapist regarding the student's treatment.

seminars . The Personal Counselor also offers seminars and work-shops on mental health detection and prevention. These are designed to help students identify, understand and respond to general mental health issues.

health services

Health Services, headed by the Health Center Director (Registered Nurse) and supported by two staff nurses, offers both preventive and daily health care and health education designed to support the physical and emotional health of students and staff.

Health services are available 24 hours a day. The Health Center is open weekdays from 8:00 a.m. – 9:30 p.m. (during Summer II from 8:00 a.m. to 6:00 p.m.). After working hours and during weekends, emergency health services are provided by staff nurses who reside on campus and are on call. Students who need to contact the nurse on duty for emergency cases should call the UNIVERSITY HOTLINE 555. The security guard on duty will then contact the nurse on duty who will attend to the student's needs. There are two treatment rooms equipped for emergencies in the Male and Female Dorms. First Aid Guides are posted in all dorm rooms, in the Library, in the Adjunct Rooms, at the Main Reception, and at all the security guard locations.

Health services are available for all students, faculty and staff. Services include treatment for minor health emergencies and conditions, dispensing medication for minor health problems, providing individuals with medical referrals, and offering information on health-related issues.

The university Health Center maintains a close relationship with the American Hospital in Dubai (AHD). The university Health Center refers students to this facility and others in the area. Special AUD student rates are offered at the AHD.

Preventive medicine is also emphasized at AUD. The university Health Center promotes health awareness and education through health days conducted throughout the academic year. Past sessions have included Nutrition and Eating Disorders, two Blood Drive Campaigns, Drugs and Narcotics Awareness, Sexually Transmitted Diseases, Anxiety and Stress Management, Stop Smoking Campaign, Healthy Skincare, Health Hazards in Youth, and Vision Disorders.

The university Health Center maintains health records on all AUD students. Students should make sure that their health records are current and up-to-date. Newly enrolled students complete a *Health History Form* that is kept on file in Student Health Services. All students are required to have this form completed by a licensed physician. Students with medical problems or disabilities that may require care or restrict their campus activities must submit to the Health Director and/or Student Support Manager a letter from their family physician describing their conditions, restrictions, and special requirements. Information about a student's health is not released to those not involved in the student's immediate care without the expressed permission of the student. All health forms are included in the AUD admissions packet.

Blood testing for residence visas is facilitated and organized through the AUD Health Center. This service is offered only to students and staff sponsored by the university.

AUD Health Services does not issue statements or excuses for class absences.

housing

The motto of AUD Housing is ***“Making Our Dorm Your Home”*** The Housing Division does this by ensuring safe, clean, and comfortable housing for students who require on-campus housing. The Housing Manager, assisted by two Dormitory Controllers and eight Resident Student Assistants, manages the Division.

AUD student housing consists of four residential buildings, two for males and two for females. The male and female dormitories are totally segregated. On the ground floor of each building there is a fully equipped kitchen, a student lounge, a laundry room, and a TV room. AUD has clear guidelines for what constitutes inappropriate behavior in student housing. It is the responsibility of students to abide by these

rules at all times.

The Housing Manager oversees security, receives and arranges for maintenance and repairs in the dorms, handles roommate conflicts and general complaints, enforces housing rules and regulations, and offers emotional support to students to ensure a safe, comfortable, and peaceful living and learning environment. There are a number of important rules and regulations that govern student housing. The *AUD Housing Kit* contains all housing information.

Resident Assistants work in both the dormitories and the Housing Office. They report directly to the Housing Manager and assist with various duties. These include, but are not limited to: receiving maintenance requests, recording complaints, answering questions, making appointments for the Housing Manager, and conducting tours for prospective students and their parents. In addition, Resident Assistants report any violations of housing rules, damage to dormitories, maintenance needs and suggestions for improvements in the dorms. Resident Assistants, working in close collaboration with the Housing Manager and Student Activities Coordinator, plan and host various dorm activities and programs. Any dorm student interested in applying for a Resident Assistant position should contact the Housing Manager.

student activities

Involvement in student activities at university is an important component of student life. AUD's American educational philosophy stresses a well-rounded student experience. Through participation in clubs and organizations, students not only become involved in university life, but also strengthen their socialization, team-building, leadership, event planning and organizational skills. Membership in student clubs and organizations also enables students to share mutual interests with fellow students. The memories created on campus, through activities, is an essential part of the holistic development of a university student. The Office of Student Activities aims to create and offer those opportunities for AUD students. The Coordinator of Student Activities, with assistance from the Student Government Association, creates and plans numerous activities for students throughout the year. These activities, designed to be both social and cultural, include desert safaris, dhow trips, beach parties, guest lectures, dinners, international celebrations, plays, music nights, and other events.

AUD-sponsored activities introduce students to many of the diverse social and cultural events held in each city. A calendar of events is available on the university's website (www.aud.edu). Any student having a suggestion for a student activity should contact the Coordinator of Student Activities.

student support

The central mission of the office of Student Support is to enrich and support the educational, intellectual, and personal growth of AUD's diverse student population. Student Support assists students in developing skills and strategies to help them respond effectively to specific academic challenges and to ultimately achieve academic success and life-long learning habits.

The Office of Student Support offers a range of services to help students develop their own educational goals and succeed in their chosen program of study. These academic support services include individualized academic counseling, access to tutoring and peer tutoring, workshops, and disability support services. The Student Support Manager also retains a list of peer tutors and professional tutors who offer individual tutoring sessions for students in need of academic assistance.

When should you see the Student Support Manager?

- If you are on Academic Probation or returning from Academic Suspension;
- If you are having difficulties with a course;
- If you have any physical or learning disabilities;
- If you need clarification on academic policies such as grade appeal, graduation requirements, probation and suspension.

How can the Student Support Manager help me?

- By helping you devise a plan to improve your GPA;
- By introducing you to a tutor for a course with which you are having difficulties;
- By offering workshops and handouts on improving academic skills;
- By coordinating academic accommodations for special needs students to assist them in adapting to university life;
- By providing accurate information regarding academic requirements as well as clarifying the university's academic policies.

student services programs

academic support workshops . Workshops on topics of concern to all students are offered each semester. Past workshops have focused on time management; test taking anxiety, skills and strategies, academic reading and writing, working in groups, improving memory and presentation anxiety. Students should contact the Student Support Manager for information on upcoming workshops. Informational brochures on the above topics are also available for students.

general housing meetings . General housing meetings are held once per semester for all of AUD's dorm residents. All residents have the opportunity to freely voice their concerns and ask questions. The Housing Manager and Dean of Student Services facilitate the meetings. The Student Support Manager, the Student Athletics Coordinator and the Student Activities Coordinator may also attend these meetings.

orientation . All new undergraduate students are required to participate in orientation activities. A portion (5%) of the student's grade for UNIV 100 (*The University Experience*), required during the student's first semester at AUD, is derived from participation in orientation. During orientation, student orientation leaders acquaint students with the campus environment and the city of Dubai, explain policies and procedures; explain AUD's Honor Code, and conduct a variety of activities to introduce the students to the university experience. Further orientation takes place throughout the year through student activities, which may include seminars, workshops, tours, and informal discussion sessions. AUD distinguishes itself with a unique student orientation program planned and orchestrated by AUD Student Orientation Leaders. All second through fourth year students are eligible to apply for this student leadership opportunity. Applications are available through the Dean of Student Services.

professional development series . Career Services offers opportunities for students to gain perspectives on various careers and fields. Area professionals offer presentations to students about their life, professional career preparations, and daily work. In an effort to equip students with marketplace and life skills that extend beyond the classroom, Career Services offers workshops that address resumé production, internships, interview techniques and job search skills.

tutoring/peer tutoring . The Student Support Manager maintains a list of tutors for use by all members of the AUD academic community. Student tutors must complete an application; sign the *AUD Student Tutor Agreement Form*; provide a copy of their CV, transcript, and two letters of reference. Faculty and community tutors provide a copy of their CV. All tutors agree to abide by the AUD Tutoring Guidelines.

The university does not endorse nor recommend any of the students or instructors on the list. Specific information regarding tutoring charges (instructors), session length, meeting dates, and locations must be negotiated directly with the tutor.

When do I need a Tutor? It is important that students recognize some of the warning signs indicate that the extra help of a tutor may be beneficial. Here are some signs:

- You still don't understand the subject matter and concepts even though you have met with the instructor during office hours or after class (more than once).
- You continue to feel perplexed by the homework and assignments.
- You study and study, but you just don't understand.
- You continue to get failing grades on assignments and assessments.
- You feel that you are behind in your class work, and others are ahead of you.
- You feel overwhelmed by the work.

* *For further information on tutoring, obtain a copy of [Selecting a Tutor](#) available from Student Services.*

(*aud sports* }

aud sports teams

- Men's Basketball
- Men's Cricket
- Men's Soccer
- Men's Tennis
- Men's Volleyball
- Women's Basketball
- Women's Soccer
- Women's Tennis
- Women's Volleyball

For the highly competitive student-athlete, who is interested in competing against universities from the U.A.E. and elsewhere, AUD offers the opportunity to join a number of intercollegiate teams.

Students who represent AUD on an intercollegiate sports team must be able to balance academics with the demanding schedule of training and competition. Team members must understand that practices and games are held in the evening. Students who schedule courses starting at 7:00 p.m. may not be able to remain active on the team, as attending practices is mandatory.

club sports

AUD Athletic Clubs are designed for AUD faculty, staff, alumni, and students who wish to enjoy social interaction in a sporting environment. Clubs at AUD are organized and managed by students. The Athletics Coordinator offers guidance and support to students who want to start new athletic clubs. Students who have ideas for clubs must be ready to take on the challenge of building members and organizing play. The Athletics Coordinator can provide help and suggestions for setting up clubs. Athletics clubs that have been organized in the past include the bowling club, the pool club, the women's cricket club, the marital arts club, the table-tennis club, and the rugby club.

drop-in sports

AUD athletic and recreation facilities with the exception of the dorm weight rooms are open to all AUD students, alumni, and faculty and staff and their families. All facilities are available during normal working hours of the university and in accordance with the campus-wide curfew and sports teams' practice and competition hours. A schedule of open times can be obtained from the Athletics Coordinator.

intramural sports

Intramurals at AUD are held every semester. Specific dates and times are announced by the Athletics Coordinator at the beginning of each semester. Participation is limited to AUD students. Traditionally, the Athletics Coordinator has organized intramural games in table tennis, soccer, volleyball, basketball, cricket and tennis.

aud athletics policy for excused absences

- The Provost/Chief Academic Officer and the Athletics Coordinator will determine if the tournament deserves official excused absence status (usually accepted tournaments include AUD hosted tournaments, overseas tournaments, and U.A.E. Higher Education Sports Federation Tournaments).
- Student-Athletes are expected to notify their instructors as soon as they are aware they will be missing a class due to a *status approved* athletic competition.
- Student's will NOT be excused from any scheduled exams or any due assignments. The responsibility is on the student to respect the class syllabus or make mutually acceptable arrangements with the instructor prior to being absent for class.
- Athletes must be in good standing with their teams in regard to attendance and discipline to qualify for an excused absence.
- AUD Sports Coaches should send a complete list of all athletes who participated in a particular game or tournament. This should be sent to the Athletics Coordinator before 4:00 p.m. the next school day following the excused absence. The list should include the student's current classes that were missed, the athlete's name, date and time of the game, location of game, and the coach's signature.

- The Athletic Coordinator will forward a complete schedule to the Dean of Student Services for a final additional verification.
- The Dean of Student Services will forward the verified list to the Provost/Chief Academic Officer.
- The Provost/Chief Academic Officer will issue the official excused absence to all relevant parties. ***Post-event excused absences will not be granted.***
- An excused absence will be given for any class that falls within two hours of the actual match time when the game does not take place at AUD.
- An excused absence will be given for any class that falls within one hour of the actual match time when the game takes place at AUD.
- The time given for athletes to report to Student Services will be extended to one week for the AUD-DSF International university Sports Tournament and any overseas tournaments.

At the discretion of the Office of Academic Affairs, absences incurred due to participation in university-sponsored activities or sports tournaments may not figure in the calculation of a student's total absences.

(*student clubs and organizations*)

introduction

Involvement in student organizations is important for making new friends and provides the opportunity to share mutual interests with fellow students. The student activities program strengthens students' socialization skills and offers encouragement to those who are making a transition to university life. AUD sponsored activities introduce students to many diverse social and cultural events and intellectual experiences.

Student organizations are responsible for the conduct of all persons at university-related functions. All students and guests must conform to the U.A.E. law. Please note that the Student Conduct Code contained in this *Handbook* applies to all student activities on or off campus. Additional, detailed, and/or current activity and club rules and regulations are available in the Office of Student Activities. Every organization has the responsibility to take all reasonable steps to prevent any infraction of the university rules and U.A.E. laws related to the activities of the organization. Any individual/group whose conduct is in violation of the Student Code of Conduct will be subject to disciplinary action. In addition, outlined penalties and disciplinary procedures will apply. Such action may include suspension or dismissal of individuals from a particular activity or club.

The university has authority over all student organizations and activities. To provide for the efficient use of AUD's buildings and facilities and to protect the integrity and reputation of the university, student organizations must complete an online request at least two to three weeks prior to any event, depending on the size and scale of the event. Prior approval for use of AUD facilities is required. This procedure is done with the Coordinator of Student Activities.

AUD's various clubs and organizations are encouraged to communicate their club events and activities through various means such as the Student Services Calendar on the university website, the Electronic Notice boards and bulletin boards throughout the campus. Posters and other marketing instruments must be approved by the Student Activities Coordinator and placed in appropriate locations around campus. Please see pp. 50-51 for the Campus Posting Procedures.

active student clubs/organizations

Note: All AUD students have the right to be a member of any organization.

cultural clubs . The AUD community is incredibly diverse. With over 80 nationalities represented on campus, AUD's Cultural Clubs play a unique role in fostering tolerance, understanding, and appreciation within the university community. Cultural Clubs celebrate the traditions, history, and heritage of the various racial and ethnic groups at AUD through activities such as lectures, exhibitions, poetry sessions, fashion shows, and song and dance performances.

- Afghan Union Club (afghan@clubs.aud.edu)
- African Union Club (african@clubs.aud.edu)
- Azerbaijan Club (azerbaijan@clubs.aud.edu)
- Caucasus Club (caucasus@clubs.aud.edu)
- Chinese Cultural Club (chinese@clubs.aud.edu)
- Egyptian Club (egyptian@clubs.aud.edu)
- Indian Cultural Club (indian@clubs.aud.edu)
- Iraqi Student Association (iraqi@clubs.aud.edu)
- Kazakhstan Club (kazakhstan@clubs.aud.edu)
- Khaleeji Club (gcc@clubs.aud.edu)
- Lebanese Club (lebanese@clubs.aud.edu)
- Maghreb United Club (maghrebunited@clubs.aud.edu)
- Palestinian Club (palestinian@clubs.aud.edu)
- Pakistani Student Association (pakistan@clubs.aud.edu)
- Persian Culture Club (iranian@clubs.aud.edu)
- Russian Culture Club (russian@clubs.aud.edu)
- Saudi Cultural Club (saudi@clubs.aud.edu)
- Sudanese Club (sudanese@clubs.aud.edu)
- Syrian Club (syrian@clubs.aud.edu)
- The Hashemite Jordanian Club (jordanian@clubs.aud.edu)
- Yemeni Cultural Club (Yemeni@clubs.aud.edu)

performance clubs . AUD Performance Clubs provide students with an opportunity to explore new interests and hobbies or to refine an already established skill. These clubs often perform productions for the AUD community and public at large.

Current Performance Clubs (examples):

AUD Idol

AUD Idol is modeled after the internationally known reality TV show American Idol. The program aims to discover the best singer in AUD through a series of auditions which culminates in voting to determine the winner at the AUD IDOL FINALE.

The Troupe (Theatre) (troupe@clubs.aud.edu)

The Troupe is the official drama club and is popular at AUD and around Dubai for its power packed and entertaining theatre productions.

Vibe (vibe@clubs.aud.edu)

The Vibe club brings together students who love to dance. Whether interested in hip-hop, jazz or modern, students are encouraged to join in.

The Voice (voice@clubs.aud.edu)

The Voice is an avenue for AUD students to showcase their vocal talents, record music and hold concerts to share their achievements. The club also acts as a social facilitator that brings together people with a flair for music every week.

special interest clubs . The Special Interest Clubs of AUD include everyone from the adventure enthusiasts to the civic-minded student. These clubs provide a variety of outlets for students to explore their interests, get involved in their community, make a difference in the world, as well as have a little fun along the way.

Current Special Interest Clubs include:

AUD International Aid Society (AIA) (AIA@clubs.aud.edu)

The AIA Society reaches out to others and encourages community service. Club members work with and for various charities based internationally and in the U.A.E. Activities include fund raising and raising awareness about various projects, countries, and communities in order to assist those in need.

AUD Model United Nations (mun@clubs.aud.edu)

MUN engages students in active debate through competitive mock United Nations conferences. Members gain experience in foreign policy, writing resolutions, structured debate and international relations. MUN is a must for any student who

wishes to choose a career in foreign relations and international diplomacy or who just wishes to understand the intricacies of debate and the complexities of the U.N.

AUD Manga-Ka Team (manga@clubs.aud.edu)

This student group brings together people who share an interest in Manga comics. Artists, writers and all Manga enthusiasts are welcome to join. The goal is to publish a Manga comic for and by AUD students.

Al Qalam (alqalam@clubs.aud.edu)

This is a club for those who hold a deep love and appreciation for the Arabic language. This club is open to everyone with all levels of writing skills. It is the appreciation that is key. This club hosts educational events such as monthly book groups, writing competitions, guest lecturers, etc.

AUD Debate Club (adc@clubs.aud.edu)

The AUD Debate Club offers the opportunity to practice the art of debating. Training is provided for anyone who wants to improve their debating and public speaking skills. The club provides a platform for individuals who wish to take an active part in society by voicing their opinions. The Club has won several awards at debate and public speaking competitions.

Islamic Awareness Club (IC) (iac@clubs.aud.edu)

The Islamic Awareness Club aims to increase awareness about Islam and Islamic culture on-campus. The Clubs hosts educational lectures open to anyone interested in learning more about Islam. Daily congregational prayers at “Zuhur” are held in AUD’s prayer rooms.

Environmental Club (environmental@clubs.aud.edu)

The Environment Club promotes environment awareness, recycling, and clean-up campaigns on campus as well as in the community at large.

HEAL (Health and Effective Awareness for Living)

Heal is a student run club that works closely with the Health Center Director to raise awareness about health issues and to promote a healthy lifestyle on campus.

IABC(IABC@clubs.aud.edu)

IABC is a not-for-profit international network of professionals committed to improving the effectiveness of organizations through strategic interactive and integrated business communication management. The student chapter at AUD is the

first in the Middle-East.

Kickboxing Club (kickboxing@clubs.aud.edu)

AUD Kickboxing Club is for amateur and advance level kick boxers. The club meets twice a week for practice.

Live 'n Give (livengive@clubs.aud.edu)

The Live n Give club's purpose is to encourage students to explore what Dubai has to offer its residents while "doing good". The club organizes group tours to cultural and recreational events, as well as getting members involved in charitable and voluntary work.

Martial Arts Club (martialarts@clubs.aud.edu)

For self-defense and improving overall fitness and health.

Peer Health Educators (PHE) (PHE@clubs.aud.edu)

Peer Health Educator, PHE is a group of trained students who are effective in helping others make healthier choices. The group helps create positive social norms and lays the foundation for a positive campus environment. Members of PHE work closely with professionals, serving as a resource for guidance, training and referral.

Photography Club (photography@clubs.aud.edu)

This student club brings students who have a common interest of photography together. The members get to share their artworks and passion with each other and learn new techniques.

Study Abroad Club (abroad@clubs.aud.edu)

The Study Abroad Club offers study abroad students the opportunity to share their experience and perspectives with the AUD community.

The Buzz (buzz@clubs.aud.edu)

The Buzz Club is an event management club for students. The members organize events for worthy causes.

Journalism and Publications

For the writer and editor, AUD offers two publications that are made available to the student body and even the public at large.

departmental clubs . AUD Departmental Clubs serve as professional organizations that address the special needs and interests of students in specific areas of study. They encourage members to explore their interests and talents and organize major specific activities such as lectures, seminars, professor's lunches, competitions, exhibitions, workshops and field trips. The clubs also serve as a liaison between the student body and faculty of each department.

Current Departmental Clubs include:

Accounting and Finance Students Association (AFSA) (afsa@clubs.aud.edu)

This club serves as a vital link between accounting and finance students, the faculty, and the professional world by organizing an ongoing series of lectures and networking functions.

Architecture Student Association (ASA) (asa@clubs.aud.edu)

ASA gives students an opportunity for interaction among architecture students and faculty outside the class. The association also organizes seminars, guest speaker lectures, competitions and field trips relevant to the program. Moreover, there are educational programs such as study sessions and peer advising.

Business Student Association (BSA) (bsa@clubs.aud.edu)

Assists business students in developing the qualities of character and professional business ethics; helps students define their personal goals and cultivate business contacts; focuses on developing future leaders for business and industry.

Civil Engineering Student Association (CESA) (cesa@clubs.aud.edu)

The Civil Engineering Student Association offers a lot of events such as competitions, field trips and seminars to the Civil Engineering students for more exposure and experience in the field of engineering.

Economics Club (economics@clubs.aud.edu)

The Economics club aims to keep its members informed on current economic and business trends in order to foster interest in the different disciplines of economics.

Information Technology Club (itclub@clubs.aud.edu)

The IT Club functions as the professional development society for IT students.

Interior Design Club (IDA) (ida@clubs.aud.edu)

As the Department of Interior Design places high emphasis on effective visual and

oral communication skills, students are encouraged to initiate events and activities that complement these qualities. The ID club members represent AUD in various ID events and competitions at national level.

Institute of Electrical & Electronics Engineers (IEEE) (ieee@clubs.aud.edu)

The IEEE is a professional organization (from the U.S.) for electrical engineering students and faculty. The organization has a yearly membership and activities for the members including lectures, membership drives, and awareness campaigns, which are regularly held on IEEE campuses.

Media Students Association (MSA) (msa@clubs.aud.edu)

The Media Students Association is a club for all AUD students who appreciate media, particularly MBRSC students. The purpose of the club is to encourage its members to participate in media events. Due to AUD's strategic location in the media world as well as MBRSC's affiliations with media outlets, club members will have plenty of opportunities to get involved in festivals, performances, projects, and field trips. Through creativity, critical engagement, camaraderie, and personal contributions, the club is an excellent platform for networking, developing organizational skills, learning to be accountable and responsible, and getting exposed to working with media institutions.

The Agency (theagency@clubs.aud.edu)

The Agency is a student led organization that aims to promote the interests and activities of current, past and prospective MCOM students.

The Entrepreneurship Club (Entrepreneurship@clubs.aud.edu)

The purpose of this club is to create a platform for AUD students to be entrepreneurs. The club will also give members an opportunity to network and obtain a feel of the real business world outside of the protective walls of campus.

The Other Angle Club

The Other Angle Club is a Visual Communication club that promotes the Artistic Talents of the art students. The club organizes exhibitions and field trips.

policy for forming clubs and organizations

Students who want to form a new club or organization must complete an AUD Club

application form and submit it to the Coordinator of Student Activities.

The following guidelines below must be followed:

- Insure that the purposes, principles, and policies of the organization are consistent with the general philosophies and principles of The American University in Dubai.
- Ascertain that the membership in the organization is open to all currently enrolled university students in good standing without regard to age, color, creed, national origin, handicap, marital status, race, religion, or gender.
- Have a committee of at least four (4) students interested in and committed to working as officers in the club/organization.
- Have a committed full-time, permanent faculty or staff advisor.
- Make sure that the statements of the purpose, criteria for membership, rules or procedures, and a current list of officers are filed with the Coordinator of Student Activities.
- Insure that the policies and actions of the organization are determined only by those individuals who hold bona fide membership in the organization.
- Make sure that the club/organization President meets regularly with the Club Advisor and the Student Activities Coordinator.
- Obtain written approval for recognition for the club from the Dean of Student Services and President of the university.
- The Coordinator of Student Activities, the Dean of Students, and the President of the university reserve the right to deny approval to any organization. Students are entitled to a written statement from the administration regarding approval or denial.

In order for clubs to remain active, a club must:

- Hold regular, documented meetings with club members throughout the semester;
- Have a minimum of four officers;
- Organize a minimum of two events per semester;
- Organize at least one collaborative event with another student club per year;
- Keep a current faculty or staff advisor informed and knowledgeable about the club's activities;
- Elect new officers every spring, elections should held in April of every year;
- Submit a plan of events/activities to the Coordinator of Student Activities and complete the *Club Renewal Form* at the end of every academic year.
- Submit monthly financial statements to the Student Activities Coordinator and Faculty Advisor. Any expense items not featured on the statements are the full responsibility of the club president. All club debts must be resolved before

the club president leaves his position. If they are not, the debt becomes the responsibility of the incoming club president.

- An annual *Club Renewal Form* should be submitted to the Office of Student Activities and include the list of new officers and signature of the Club Advisor.

club officers suggested titles and responsibilities

president

- Must be a student who will serve in his or her position for a full academic year (two semesters);
- Must be a student who was voted into his or her position;
- Is responsible for a solid team of officers in order to complete club requirements and , expectations, and ensure the dependability and quality of the club for its members;
- Is ultimately responsible for the club's finances and ensuring that all club expenses are fully paid at the end of the academic year.
- Must report to the Student Activities Coordinator regularly (at least once per semester) through email or in person with activity plans, updates, etc.;
- Must communicate regularly with the faculty Club Advisor through email or in person (every two weeks) with activity plans, updates, etc.;
- If the President wishes to resign, a one month notice must be received by the Student Activities Coordinator and Club Faculty Advisor in writing, following which elections must be held to fill the **vacancy** (unless the Vice President wishes to step in).

vice president

- Must be a student who will serve in his or her position for a full academic year (2 semesters);
- Must be willing to serve as President if the Presidential position should ever be vacant;
- Must be a student who was voted into his or her position;
- Must assist President in his duties and responsibilities;
- If the Vice President wishes to resign, a one month notice must be received by the Club President and Club Faculty Advisor in writing, **then** elections must be held to fill the vacancy.

secretary

- Must be a student who will serve in his or her position for a full academic year (two semesters);

- Must send the Student Activities Coordinator and the Faculty Staff Advisor a list of Club Officers' contact information (names, emails, mobile numbers) and keep this list CURRENT throughout his or her post as Secretary;
- Must notify the list of current club members as well as the Student Activities Coordinator and the Faculty Staff Advisor of meetings at least 2 days before the actual date so that all who are interested may attend;
- Must send the Student Activities Coordinator and the Faculty Staff Advisor the meeting minutes for every meeting the club conducts;
- Is expected to maintain a current list of members and communicate with them regularly (once every week) with updates from the club and news of current events related to the club's area of interest;
- Must provide the Student Activities Coordinator with an updated and current membership roster, this should be updated every semester and/or after every club sign-up event;
- If the Secretary wishes to resign, a one month notice must be received by the Club President and Club Faculty Advisor in writing, *then* elections must be held to fill the new position.

pr officer/treasurer

- Must be a student who will serve in his or her position for a full academic year (2 semesters);
- Must be creative;
- Must be reliable and responsible for all club funds and monetary issues, and must submit updated spreadsheets that outline the club's incurred costs and expected revenues;
- Must issue a monthly report sent to other club officers and club members through email and meetings;
- Must copy the Student Activities Coordinator and the Club Faculty Advisor on the above emails;
- If the PR Officer/Treasurer wishes to resign, a one month notice must be received by the Club President and Club Faculty Advisor in writing, *then* elections must be held to fill the vacancy.

Please note that the university only recognizes those groups that are registered with the Student Activities Coordinator.

club websites . The AUD website has a webpage for clubs, their information and the events that are organized. These should be kept updated by the club by

contacting the Student Activities Coordinator.

Clubs may put a link to their official club website on the AUD club webpage. However, the following guidelines must be adhered to while designing the club website:

- Content approval rests with the Dean of Student Services.
- No academic information should be included – there should be links to the AUD departmental website.
- The content should focus on club information only.

Clubs that do not adhere to the above guidelines will be disbanded at the end of the academic year. A new club application, available at the Office of Student Activities, must be completed to reinstate disbanded clubs.

club elections

Regulations and guidelines for club elections are listed below:

- Officers for each club will be chosen through democratic elections.
- The Student Activities Coordinator may call upon the club and advisor to conduct the elections more than once a year or before the end of the year if there are any vacant officer positions.
- The Student Activities Coordinator must be informed of the intention of a club or advisor to hold elections.
- Election date, time, and location must be given to the Student Activities Coordinator and the Club Advisor at least two weeks in advance.
- Elections must be publicized heavily **at least a week in advance** through the following arenas: mass email to all departmental students (if a departmental club) or through the AUD E-newsletter, posters, flyers, word-of-mouth, possible announcements in classes, email to existing club members, etc.
- Each candidate for a position may campaign to voters through flyers, word of mouth, and a short speech (one-to-two minutes) during the first ten minutes of the actual election meeting.
- At the election, voting will be conducted through a hand count, counted by the Club Advisor and the Student Activities Coordinator. Abstaining is allowed. Telephone or verbal votes do not count; voters must be present in the meeting or email their vote to the Student Activities Coordinator **before** the voting.
- A club must have at least four officers (President, Vice President, Secretary, and PR Officer) to be active at AUD.
- The secondary officer's titles and duties (Secretary, PR Officer) will be

determined with the Student Activities Coordinator.

- Majority vote decides the winner.
- Only club members may vote during elections for officers.
- At least one of the club's officers should be a non-senior AUD student to ensure continuity of the club's future.
- The faculty advisor or Student Activities Coordinator must be present during the elections.
- Candidates may vote for themselves.
- Students may only vote once for one candidate.
- If a club does not hold elections and officers are chosen in unfair processes, this should be reported to the Student Activities Coordinator and faculty Club Advisor so as to take measures to rectify the situation.

After Elections

- All contact information (name, email, mobile number) of the club's new officers should be sent to the Student Activities Coordinator and the Club Advisor.
- The new president and vice president are required to meet with the Student Activities Coordinator within two weeks of being elected.
- The first meeting of the club should be announced a maximum of one week after elections are held.
- The Student Activities Coordinator and the Club faculty advisor should be notified of the first meeting after elections so that both may attend. Any subsequent meetings are also open to the Student Activities Coordinator and/or the Club Advisor.

club events and activities . Clubs are advised to hold meetings at least once every two weeks in order to maintain regular membership, active intentions, and progressive plans for upcoming events and activities.

Clubs should alert the Student Activities Coordinator of meetings and provide a copy of the meeting minutes to the Coordinator within two weeks of the meeting's date. Clubs or student organizations may plan an event by applying online for approval with the Office of Student Activities. Due to the time needed for students to plan a successful event and the AUD administration to complete the approval and preparation process for the event, proposals must be submitted within the following time constraints:

- Small events (examples are movie nights and bake sales): a minimum of one week before the event.

- Large events (examples are exhibitions, guest speakers, and parties on campus): a minimum of two weeks before the event.
- Extra large events (examples are concerts on AUD premises, any events open to the public, traditional events such as International Night or another such cultural music and dance festival, or a conference): a minimum of three weeks before the event.

procedures for club events and activities . Prior to an event, as detailed above, clubs should submit an online request with the Office of Student Activities.

For events open to the public and/or which require the sale of tickets, approvals from the Department of Tourism and Commerce Marketing (DTCM) and TECOM are required. This procedure is done with assistance from the Departments of Marketing Communications and Central Services.

All invitations to guest speakers for various events and activities (classes, conferences, seminars, workshops, etc.) require prior approval from the Department of Marketing Communications, both for reasons related to the UAE Ministry of Higher Education and Scientific Research (MOHESR) regulations and for maintaining internal records on activities and events.

After the event, clubs should hand in the *Event Report Form*, available in the Office of Student Activities. At the end of the academic year the club must submit the Annual Report to the Student Activities Office. This form is needed in order to establish a record of the event's positives and negatives and establish club integrity and history at AUD.

In order for clubs to remain active at the end of an academic year at AUD, each organization's new leadership committee must complete the Club Commitment letter.

All club forms should be submitted by a student club officer and submitted to the Student Activities Coordinator through the Coordinator's mailbox in the Student Services Office, by email, or in person. The Coordinator has all the above-mentioned forms, which may be sent by email or retrieved in person at the Student Activities Office.

security guard policy . Central Services and Student Services work together to ensure that events are safe and entertaining. The security guard policy is non-negotiable. Clubs have the right to work with outside security companies, but this must be cleared through the Director of Central Services and the Student Activities Coordinator at least one week before the event.

Clubs may be required to obtain additional security guards for their event depending on the type of event and projected attendance. The Division of Central Services maintains rate charges for security guards. The Coordinator of Student Activities works in cooperation with the Division of Central Services who will finalize all security arrangements.

Club leaders must provide full information regarding the event.

how to plan a student event

- Meet with the Student Activities Coordinator and discuss the event idea.
- If the event seems possible and it is in accordance with AUD Rules and Regulations, complete an online request with the Coordinator of Student Activities **at least two-to-four weeks (four** for major events and the use of the university auditorium) prior to the event.
- The Student Activities Coordinator will request equipment and room space and obtain approval for the event.
- Following approval, publicize the event. The following are ways to do so:
 - Flyers/posters around campus
 - The flyers/posters must be stamped by the Office of Student Services or the Coordinator of Student Activities.
 - The flyers/posters must be posted on areas and billboards that are specifically designated for students' notices (see Campus Posting Policy p.50).
 - Flyers/posters should be distributed during lunch break in the cafeteria and at the exit doors of the various buildings.
 - Flyers/posters must be removed the day after the event.
 - On the AUD website by submitting a soft copy of the flyer/poster to the Student Activities Coordinator who will then coordinate with the Marketing Communications Manager
 - A booth can be set up outside the cafeteria to tell people about the event and/or sell tickets, when applicable.
 - Chalk announcements on the campus roads
 - Please see the Coordinator of Student Activities for the chalk and

further details.

- Permission must be obtained prior to chalking.
 - The club is responsible for cleaning up the chalking after the event.
 - Clubs that do not abide by these rules will be denied chalking privileges in the future.
- A showcase may be created in the Architecture, Interior Design and Visual Communication, or the School of Business Administration Academic buildings to promote your event.
 - Think outside of the box and be creative in your marketing! All marketing ideas must be approved through the Student Activities Coordinator.
 - All requests for press coverage must be communicated to the Student Activities Coordinator who will coordinate with the Marketing Communications Manager.
- After the event, complete an *Event Report Form* and hand it in the Student Activities Coordinator within one week of the event's occurrence.

dissolving and renewing student clubs

Clubs that do not adhere to the above guidelines will be disbanded. The club will be disbanded if it receives two warnings from the Student Activities Coordinator. A new club application must be completed to reinstate disbanded clubs. The newly established club will remain in a probationary state for one semester. If the club fulfills all club guidelines during the probationary period, it will be removed from probation. Clubs may be dissolved due to the failure to fulfill club regulations or guidelines, unlawful behavior or occurrences under club operation or a club event (as deemed by the Student Activities Coordinator and the Dean of Student Services), or the inability to make an officer team of a minimum of four students and a Club Advisor during the year. Clubs are highly encouraged to regain status as an AUD student club if dissolved for the above reasons, with new leadership or new goals and determination. *The Club Renewal Form*, obtained from and submitted to the Student Activities Coordinator, must be filled out by the new club officers in order to process the renewal and re-establish its presence at AUD.

club advisors

Advisors have a unique role in the development and growth of student organizations, serving as a vital link between the university and the students. Significant interaction with faculty and staff along with involvement on campus, increase student learning both inside and outside the classroom. A significant way to interact with students is to advise a club/organization.

Advisors serve as valuable resources, mentors, and role models for students, particularly in the areas of leadership, communication, organization and personal growth. They provide continuity and stability to a group whose officers and membership are continually changing.

The university requires that all campus-recognized clubs have an official Club Advisor. The Club Advisor must be a full-time AUD faculty/staff member who is willing to provide support and guidance to the club. Club Advisors are volunteer full time faculty and staff members who, out of personal interest and dedication, give of their time and talent to promote and support extracurricular programs at AUD.

responsibilities of a club advisor

It is the duty of a Club Advisor to maintain productive close contact with the club officers and members, providing support and leadership when necessary.

Advisors are strongly encouraged to:

- Be aware of the mission, goals, and purposes of the club and help the club represent their interest on campus;
- Encourage creativity; suggest and steer the club in the appropriate direction with interesting events or activities;
- Be available to sign appropriate official university forms;
- Instill teamwork, cooperation, creativity, and collaboration within the club;
- Attend club elections during the Spring Semester, and attend the first meeting of the club after new elections or after a new semester has started;
- Attend regular meetings of the club, whenever possible;
- Have an awareness of and attend all club events/activities;
- Monitor club morale and activity and, if need be, speak with the Student Activities Coordinator to rectify or improve any unsatisfactory situation in those areas;

- Make every effort to ensure that officers are taking minutes of every meeting and are providing you and the Student Activities Coordinator with copies of all minutes;
- Be familiar with university policies and procedures relating to Clubs and Student Organizations;
- Report concerns regarding inactivity, abuse and/or violation of university policies to the Student Activities Coordinator;
- Remain in the loop and be informed regarding sponsorship, organization, planning and carrying out of events;
- Attend club events in order to show support and camaraderie.
- Ensure that the club president submits monthly financial statements that outline all the club's outstanding expenditures.

policy for changing club advisors

If a club's student leaders feel the need to change its club's faculty/staff advisor, the Student Activities Coordinator should be informed prior to the new advisor being approached or the old advisor being asked to step down from his or her position. The students have the right to choose their Club Advisor.

The process for changing a Club Advisor:

- Inform the Office of Student Activities of the intention to change the advisor.
- Send a written explanation of the intention and the reasons/rationale behind the decision to the Student Activities Coordinator.
- Once the proposed change is approved, the new Club Advisor should meet or talk with his or her predecessor in order to become more informed of the club's activities and nature.

Any issues or concerns from the clubs, its members, events, or its advisor(s) may be addressed to the Student Activities Coordinator.

aud student leadership programs

AUD is pleased to offer a number of leadership programs for students. Through these leadership programs, AUD students are provided with the opportunity to develop their leadership, management, and public relations skills.

student orientation leaders . Student Orientation Leaders assist in all student orientation programs. AUD's Orientation Leaders welcome new students and their parents to AUD and facilitate the transition of new students into the academic,

social, extracurricular, and cultural, and career dimensions of the AUD educational experience. Orientation Leaders act as group facilitators during AUD's orientation programs and acquaint new students with campus activities, facilities, rules, procedures and policies.

peer advising leaders (PALs) . Peer Advising Leaders are trained Junior and Senior students who are available to first-year and other new students in order to answer general academic questions and address concerns. These student leaders will contribute to the academic and personal growth of new students by offering their insights and experiences into academic issues primarily affecting freshman and undeclared students.

Peer Advising Leaders will help these students:

- Understand the course sequences of their programs;
- Connect with campus resources;
- Evaluate different majors (if undecided);
- Make the most of the new student orientation and the first year experience; and
- Participate in study skills workshops.

peer tutors . AUD Student Tutors provide academic support and encouragement for those students who are experiencing academic distress. Tutors assist students with content-related issues and questions; discuss difficult academic concepts and provide novel and creative approaches to understanding them; listen attentively and provide clear explanations of academic problem areas and create a welcoming environment for students in academic distress.

resident assistants . AUD Residence Assistants (RAs) work as administrative links between residents and the Housing Office. RAs help residents with personal problems, roommate conflicts and other dorm related issues. RAs also keep the Housing Office advised of residents' concerns and issues. They play a major role in presenting programs in the dorms that provide residents with a variety of educational, cultural, recreational, and social activities.

**All students who fulfill the obligation of their student leadership contract are invited to attend the annual Student Leadership Luncheon held in the spring of each academic year.*

aud gala dinner/awards ceremony . The AUD Gala Dinner/Awards Ceremony is an annual AUD event held in the spring of each academic year. The Awards

Ceremony recognizes students who have strongly contributed to and brought glory to AUD through athletics, club activities, community service, leadership, and academics. The ceremony is scheduled in the spring with a gala dinner following the ceremony.

There are two categories of awards: those nominated by the Administration, Faculty and Staff and those selected by the President.

student leadership awards . These awards are presented to students who have demonstrated outstanding leadership on campus. This is a highly selective award only given to those students who have helped unite others, created and orchestrated activities/events, and/or emerged as leaders at the university.

Criteria for Nomination

Evidence of leadership in a variety of university contexts and being a well-rounded student.

student services awards . These awards are presented to active students who have volunteered regularly and consistently over the course of the academic year and/or intensively for a particular project. Students must show consistent effort, dedication, and commitment.

Criteria for Nomination

Evidence of consistent, regular involvement in a campaign, community organization or on-campus volunteer experience and/or intensive and significant involvement for a particular project.

student government awards . These awards are presented to any student, who through an active role in the SGA for the current academic year, has truly made a difference to university life.

Criteria for Nomination (by SGA Faculty Advisor/Coordinator of Student Activities)

- SGA Officer or Representative for entire academic year Sept-August.
- Active, year-round participation and interest in SGA affairs.
- Attendance at all SGA events.
- Received no warnings.
- Required GPA.
- Fulfillment of all position responsibilities.

outstanding student organization . Awarded to the one student organization/ club that met regularly through the course of the academic year, hosted at least two events per semester, had an agenda for development, officers, a faculty advisor, and an organizational plan.

Criteria for Nomination

- Evidence of two or more successful (planning, attendance, promotion) event per semester.
- Regularly documented meetings
- Consistent event reports
 - Organizational plan on file
 - Ongoing, visible presence at AUD
 - Elected Officers or Leadership Plan
 - Faculty Advisor in place
- Marketing of club to student body at large with aim of attracting and involving new students throughout the year
- Visible increase in student membership and involvement.

outstanding event of the year . Awarded to the one student-created and executed activity that was the most successful as demonstrated by high attendance at the event and the fact that the event is created and orchestrated by students.

Criteria for Nomination

- Event that had the highest student, faculty and/or staff turnout.
- Surpassed all other events in semesters of student enthusiasm and entertainment.
- Student created and orchestrated
- Presented to the group of students who are involved in the event (a representative receives the award).

outstanding male athlete . Awarded to the male athlete who has excelled athletically, deemed to be the most valuable to the team, and who embodies the spirit of AUD Athletics (sportsmanship, citizenship, team work, and understanding the spirit of the game).

Criteria for Selection

- Superior athletic ability
- Motivation
- Good sportsmanship and teamwork

- Positive attitude
- Commitment and dedication (attending practices and games)
- Nomination by coach
- Selected by Athletics Coordinator

outstanding female athlete . Awarded to the female athlete who has excelled athletically, deemed to be the most valuable to the team, and who embodies the spirit of AUD Athletics (sportsmanship, citizenship, team work, and understanding the spirit of the game).

Criteria for Selection

- Superior athletic ability
- Motivation
- Good sportswomanship and teamwork
- Positive attitude
- Commitment and dedication (attending practices and games)
- Nomination by coach
- Selected by Athletics Coordinator

aud ambassador awards . Awarded to students who bring distinction to AUD by placing first in external competitions and participating in community projects.

president's awards

- Student Excellence

Awarded to a student who has excelled at AUD through academics and leadership as well as participation and involvement in several university activities. The selected student emulates AUD's values and beliefs.

Criteria for Nomination

- Academic excellence (GPA above 3.0)
- Evidence of leadership and participation in several AUD activities, events, sports.
- Community service
- Service to the university

- Teaching Excellence

Awarded to the faculty member who has contributed to the university through extraordinary performance as a teacher. Evaluation criteria include service to

students/mentoring outside the classroom.

- *Institutional Effectiveness*

Awarded annually to a faculty or staff member for a superlative contribution to AUD's institutional effectiveness initiatives. The basis for this Award will be an outstanding achievement within the IE sphere (e.g., assessment/measurement, continuous improvement, strategy formulation, establishment of learning outcomes, etc.) resulting in a significant enhancement in the achievement of AUD's Mission.

- *Distinguished Service*

Awarded to a faculty or staff member who has made significant ongoing contributions to AUD above and beyond the call of duty. The selected faculty or staff member is one whose impact on the institution is formidable and universally recognized.

(*student government association*)

introduction

The Student Government Association (SGA) serves as a liaison between university staff and students and plays an active role in planning and coordinating student activities. Students have a voice in the governance of the university through the Student Government Association. The SGA is recognized as the official representative voice of the student body at the American University in Dubai. Students can freely and openly express their views to SGA officers who will ensure appropriate follow-up when necessary. The primary commitment of the SGA is to provide responsible and equitable student leadership and to mirror the opinions and concerns of all segments of AUD's multinational student body. The SGA attempts to motivate students to participate in campus life and form a close-knit interdisciplinary, multinational student community at AUD.

The SGA is composed of executive and representative members. Specialized committees are created to focus on particular tasks and operations. Regular scheduled meetings are held throughout the academic year. The primary SGA responsibilities include: representing students' interests to the AUD administration, supporting the Coordinator of Student Activities in the running of campus activities, assuming financial responsibility for SGA funds and financial records, running the SGA Bookstore, and striving to uphold and promote the AUD Honor Code. All students at AUD are eligible for membership.

sga by-laws

article 1 – organization and name . The organization is and shall be operated as a voluntary, non-profit, and non-incorporated association under the policies of The American University in Dubai. Its name is and shall be The American University in Dubai Student Government Association.

article 2 – purpose

- To serve as a liaison between the student body and the administration; cultivating friendships and cooperation among the students, faculty and staff, thereby fostering unity in diversity and the rejection of intolerance;
- To promote the general welfare of the students; to encourage personal responsibility, loyalty, and a high sense of honor; and to further the principles upon which the university was founded and continues to operate;
- To actively promote and participate in student activities, service projects, and

- other special events that arise;
- To help in the comprehensive development of AUD students;
- To represent the student body of The American University in Dubai by providing a forum for expression, discussion, and action concerning student rights, privileges, and opinions;
- To uphold the highest standards of personal integrity and honor throughout the university community by serving as the leadership of the student body.

article 3 – membership . All students enrolled at The American University in Dubai are invited and encouraged to be involved, as SGA is the voice of the student body. Membership shall not be refused to any student on the basis of race, national or ethnic origin, gender, age, disability, or creed.

article 4 – election procedure . All students enrolled at The American University in Dubai for a minimum of two semesters and who have the required GPA and proven leadership experience are eligible to run for office. Elections are held each Spring Semester for SGA Officers and Representatives. Members-at-large may apply throughout the year. No elections will be necessary if only one (1) slate of officers presents themselves.

qualifications for obtaining and holding office

President and Vice President

- Must be enrolled for at least twelve semester hours or four courses at the undergraduate level;
- Must have and maintain a cumulative GPA of 3.0 or higher. Failure to raise their GPA after one semester will result in dismissal from office;
- Must have been in residence at AUD for two semesters (note two summer sessions equal one semester) including the semester that they are running for office;
- Must commit to be in attendance for Summer I, Fall and Spring Semesters of their elected term of office;
- Must have proven leadership experience at AUD;
- Must complete the SGA officer application form available from Coordinator of Student Activities;
- Must submit an updated CV and photo to the Student Activities Coordinator;
- Must complete interviews with the Student Activities Coordinator and the Dean of Student Services;
- Must attach a list of 20 students who support their nomination.

Other Officers

- Must be enrolled for at least twelve semester hours or four courses at the undergraduate level;
- Must hold and maintain a cumulative GPA of 2.5 or higher. Failure to raise their GPA after one semester will result in dismissal from office;
- Must submit an updated CV and photo to the Student Activities Coordinator;
- Must have been in residence at AUD for two semesters (note two summer sessions equal one semester) including the semester that they are running for office;
- Must commit to be in attendance for the Fall and Spring Semesters of their elected term of office;
- Must complete the SGA officer application form available from the Coordinator of Student Activities;

Members-at-Large/Assistants

- May join at any time;
- Must not be on Academic Probation.

Elections

The Elections rules and procedures, from registering to run for a position to the rules of campaigning, are as follows:

candidate rights and responsibilities

Filing for Office

- A list of a minimum of 20 signatures of students who support a student wishing to run for an SGA position must be turned into Student Services by the deadline specified by the Student Activities Coordinator.
- The candidate must complete the registration form, prepared by the Elections Committee chaired by the Coordinator of Student Activities and a group of chosen members which includes SGA members and other students. The form includes the candidate's intention to run for office, the specific position which the candidate is seeking, and the candidate agrees to abide by the campaign rules and decisions of the Elections Committee.
- Candidates may only apply for one position.
- A campaign speech should be prepared (lasting a maximum of two minutes) and be delivered during a time and a location determined by the Student Activities Coordinator and the current SGA. Candidates should be prepared to participate in an open debate session with other candidates, the date and time of which will

be determined by the Office of Student Services.

- Only flyers and posters (approved and stamped by the Administrative assistant at Student Services, see Campus Posting Policy) can be displayed during the campaign. All campaigning ideas should be emailed to the Student Activities Coordinator prior to the designated campaigning days for approval.
- Only currently enrolled students with a valid AUD Student ID will be allowed to vote.
- The actual results of the scores will not be given to the public.
- The voting results will be announced the next business day after the elections are complete.
- Candidates running for the positions of President and Vice President must have a GPA of 3.0 or above.
- Candidates running for any other officer position (Treasurer/Secretary, Events Coordinator, Public Relations Officer, Media Officer, or Bookstore Manager) must have a GPA of 2.5 or above.
- Candidates who meet all the requirements and whose applications are completed and accepted will be informed by phone or email within 24 hours after receipt of their application.
- No former SGA officer or member who was dismissed or resigned may run for elections.
- Any returning SGA officer running for another year must have received an SGA award as proof of his/her fulfillment of responsibilities as a leader for the previous year.
- Any Election Committee member running for office must immediately resign his/her position from the committee.
- The Coordinator of Student Activities reviews the student records of candidates to verify the required GPA. The SGA Advisor/Coordinator of Student Activities reviews the performance, participation, and GPA of the SGA officers, representatives, and members-at-large each semester.

campaign conduct . The election code is designed to ensure fair and impartial elections. Any candidate found to be deliberately in violation of these codes shall be subject to sanctions by the Elections Committee. Sanctions may include, but are not limited to, temporary or permanent suspension from campaigning and, in some cases, removal from the race. All candidates and their agents will refrain from making deceptive or misleading statements during their candidacy. Candidates and their agents will also refrain from any act reasonably calculated to be libelous or to compromise the rights of any student, faculty, or staff member of the organization.

Candidates are responsible for the campaign conduct of their agents. All campaign material must bear the Student Services stamp. Items to be bulk-copied should receive the stamp before copying. Certain items may be exempt from this rule upon approval of the Elections Committee. Campaigning via posters, flyers, speeches, etc. will take place seven days prior to voting. All campaign material must be removed within three school days after the conclusion of the election by the candidate.

voting procedures

- Voting in all elections will be by secret ballot and open to all full and part-time AUD students.
- Improperly marked ballots are voided.
- Each student is allowed to vote only once.
- Each voter must show his/her student ID and have his/her student ID number ready to verify his/her status as a current AUD student.
- The Coordinator of Student Activities and his/her designees verify the student status of each voter.
- Voting starts after one week of campaigning and lasts for two full days (9:00 a.m. – 6:00 p.m.) to ensure that all AUD students have the opportunity to vote.
- Neutral administrators or faculty may be present at the time the Elections Committee opens the ballot box and during the official count.

disputes and violations

- The Elections Committee has the discretionary power to determine and impose penalties specified earlier for any violation of the election code.
- Any person or organization that is injured by a candidate's actions must notify the Coordinator of Student Activities in the attempt to negotiate a fair settlement of the dispute. Failing this, either party may lodge a formal written complaint with the Elections Committee.
- The Elections Committee may dismiss a complaint without a hearing under the following circumstances:
 - The complaint is not filed within three class days after the dispute arose.
 - The complaint lacks jurisdiction on the subject or party involved.
 - No relief for the grievance can be granted. The complaint is ill founded.
 - The person filing the complaint has not suffered and is not likely to suffer from the action in question.
 - No adequate attempt has been made by either of the parties to settle the dispute.
- If a hearing is warranted, the Elections Committee will issue a written notice to

both parties, stating the time and place of the hearing.

- At the time the Elections Committee issues notice of the hearing, it may also issue a temporary order that remains in effect until a decision is reached in the hearing, or until rescinded by the Elections Committee.
- If the Elections Committee determines after a hearing that the election code has been violated by a candidate or the candidate's agents, it may suspend the candidate or candidate's agents from part or all of their campaign activities for duration of time to be set by the Elections Committee and/or remove a candidate from the race.
- Any willful violation of an Elections Committee decision, ruling, or order by a candidate will be sufficient grounds to disqualify that candidate from the race.
- All decisions and rulings by the Elections Committee will be issued in writing.
- Any decision by the Elections Committee may be appealed to the Administration within 24 hours after the decision has been conveyed.

If there are new students who would like to join the SGA, the following procedures are applied:

- Position openings are determined; if there is an opening in one of the four key officer positions, a re-election is held.
- Applications for other positions are reviewed by the Coordinator of Student Activities, then by the elected officers.
- Interviews are conducted with potential candidates and elected SGA officers.
- The SGA Governing Board selects students for the position by majority vote.
- All candidates are informed of the decision.

Elections are held every Spring Semester and officers serve one full year. The SGA meetings are open to all students.

article 5 – governing board duties and responsibilities president

- Serves as the primary spokesperson for the SGA;
- Facilitates the appointment of new members with the remainder of the SGA;
- Delegates duties to SGA officers and members-at-large;
- Oversees the performance of other Officers, Representatives, and Members-at-Large;
- Schedules business meetings, Club leaders meetings, and additional events as needed;
- Schedules and attends a weekly meeting with Coordinator of Student Activities;

- Compiles the annual SGA report which includes the Treasurer's Report, Activities Report, and successes and challenges that SGA members faced during the year;
- Meets with Deans or Chairs at the end of each semester to voice concerns of students with regard to the particular department;
- Ensures the productive operation of the SGA.
- Supports the rest of the SGA in events and activities as required.

vice president

- Serves as the Chief Administrative Officer in the absence of the President;
- Delegates work to, and oversees the performance of, the PR and Media Officers;
- Serves as the Judicial Affairs Representative and contact (therefore, responsible for assembling student and SGA representatives for various Councils at AUD – Honor, Conduct, etc.);
- Assists the President of the SGA in ensuring the successful operation of the SGA;
- Oversees the Bookstore Manager's performance;
- Delegates work and oversees the performance of the External Affairs Representative;
- Insures that effective communication is occurring within the SGA;
- Organizes and arranges SGA Retreat (annual/per semester);
- Supports the rest of the SGA in events and activities where need be.

media officer

- Responsible for creating innovative posters, teasers, tickets, and other promotional material for SGA events and activities;
- Uses creativity and thinks “outside the box” for possible upcoming events and campaigns;
- Has experience in graphic design/poster making computer programs;
- Informs the media of all SGA activities (through the AUD Student Activities Coordinator and the Marketing Communications Manager);
- Supports the rest of the SGA in events and activities as required.

public relations officer

- Works closely with the Media Officer in the marketing of student events on and off campus;
- Collaborates with the AUD Student Activities Coordinator and the Marketing Communications Manager to ensure press coverage of all SGA events;
- Establishes and maintains contact with SGA sponsors and companies;

- Creates and keeps record of sponsorship proposals;
- Continually makes new contacts with marketing/PR contacts and services that may be interested in sponsoring AUD student events;
- Provides the Secretary and the Student Activities Coordinator with a soft copy of all written communication between the SGA and external companies;
- Supports the rest of the SGA in events and activities as required.

secretary

- Sends the Student Activities Coordinator and the Faculty Staff Advisor a list of Club Officers' contact information (names, emails, phone numbers) and keeps this list current throughout the academic year;
- Schedules meetings and ensures Officers' attendance at all meetings;
- Maintains the minutes of all meetings and distributes them 2 business days after the meeting to all SGA members and advisor;
- Logs all SGA activities;
- Files and archives all SGA documents;
- Records attendance at meetings and office hours;
- Creates correspondence when needed;
- Supports the rest of the SGA in events and activities as required.

treasurer

- Works as a key member of the SGA marketing team responsible for the identification and solicitation of event sponsors;
- Maintains all financial records of the SGA;
- Submits the Semester Treasurer's Report which includes a briefing of the SGA's financial status to the SGA President and Coordinator of Student Activities;
- Works with the Treasury Committee in creating updated records of the earnings and expenses of the Student Government Association and Clubs;
- Supports the rest of the SGA in events and activities as required.

bookstore manager

- Maintains a smooth and effective operation of the SGA Bookstore;
- Maintains the balance of the bookstore, allotting petty cash at the beginning of the day and depositing money in Finance at the end of the day;
- Keeps track of all books that enter and leave the bookstore;
- Appoints trustworthy volunteers to work in the bookstore during the week;
- Creates regular meetings with Bookstore volunteers in order to facilitate communication and report to the SGA on progress;

- Creates flyers and posts updated list of books for sale (AUD Electronic Newsletter, Marketplace Bulletin Board);
- Schedules hours of the bookstore and ensures that volunteers are staffing bookstore during all posted hours;
- Maintains contact with students who wish to buy and/or sell books;
- Updates SGA team on bookstore news monthly at SGA meetings;
- Provides a soft copy report on the bookstore profits/accounts at the end of every semester to the President and Coordinator of Student Activities.

members-at-large (recruited volunteers)

- Assist in developing and promoting the SGA and all SGA activities;
- Aid in coordinating special events;
- Support the day-to-day operations of the SGA such as the running of the SGA Bookstore;
- Volunteers may have the opportunity to advance to vacant SGA positions during the year;
- Committees for specific issues or subject areas of AUD (events, judiciary issues, etc.) will be comprised of members-at-large and at least one SGA officer that heads the committee and regularly summarizes the committees' progress at SGA meetings.

staff advisors . The direct supervisor of the Student Government Association is the Coordinator of Student Activities. The Dean of Student Services provides guidance and advice to the SGA Advisor/Coordinator of Student Activities.

The Coordinator of Student Activities:

- Provides guidance and direction for the SGA;
- Encourages campus participation in student government;
- Advises the SGA on upcoming events and activities;
- Oversees the SGA yearly elections;
- Ensures that all officers are following the rules and regulations of the organization and issues warnings as required.

article 6 – requirements for remaining in sga good standing as an officer .

SGA members are bound to their responsibilities as defined by their job profile and their commitment to work as part of the Student Government Association team. Part of the responsibility of being an officer of the SGA is adhering to the duties of one's position and to the rules and regulations of the university in general and to the SGA in particular.

Attendance at meetings and throughout all SGA events is mandatory. In exceptional cases, non-attendance at a meeting may be permitted based on a case-by-case emergency basis, but prior notification is required and is subject to approval from the SGA Advisor. Failure to obtain prior approval will result in a formal warning by the SGA advisor as part of the three point warning system. Two tardy attendances (lateness to meetings or events) are regarded as one absence.

SGA officers who fail to fulfill their responsibilities will also be given a warning according to the system in place

All SGA officers must be enrolled as full-time students at AUD throughout the academic year (Fall and Spring Semesters) and must remain in good academic standing throughout their office term.

If an officer's GPA falls below the established guidelines they will be removed from their official position by Executive Order and may be considered for a Member-at-Large position.

article 7 – warnings . The SGA works on a three point annual warning system. Each officer is expected to follow the rules of the Association and to abide by his/her responsibilities as defined in the relevant job profile. Those who fail to fulfill their responsibilities and obligations will be given warnings by the Coordinator of Student Activities according to the following system:

- | | |
|----------------|--|
| First warning | A verbal warning is issued. Signature of the officer confirms receipt. |
| Second warning | A written warning is issued via electronic mail/email to the student's AUD email address. Probation will be in effect. |
| Third warning | The officer will be dismissed in writing from the position and may be considered for a Member-at-large position. Dismissal must be approved by both the Student Activities Coordinator and the Dean of Student Services. Warnings must be sent via electronic mail to the student's AUD email address, and via postal mail to the student's official address on file with the Registrar. |

Please note that three warnings result in termination and a forfeiture of SGA recognition

article 8 – resignation . The SGA President upon wishing to resign from office must submit a letter of resignation to the SGA Advisor (Coordinator of Student Activities) and the SGA Vice President. The letter should be submitted two weeks prior to the actual date of resignation. All other resignations must be in writing and submitted to the SGA President with copies to the SGA Advisor and Coordinator of Student Activities, at least one week in prior to the actual date of resignation. If there is an opening in one of the key officer positions (this includes the positions of President and Vice President), a re-election will be held within two weeks after the resignation. The Vice President will stand in as the President of the SGA between the former President’s time of resignation or dismissal and the re-election time.

If an individual, who holds an SGA position other than the President or Vice President, resigns, the remaining officers will appoint an individual to serve in the vacant position and seek approval of the decision by a majority vote of the official SGA members (not including Members-at-large). If a decision cannot be reached, the position will be opened to the general student body, and a campaign will be conducted.

Any SGA member resigning from a position cannot be considered for another elected position. Resigning members may only assume the post of Member-at-large and may not participate as a candidate in any future elections.

article 9 – removal from office. SGA members may be removed from office according to the three point warning system. As noted in Articles 6 and 7, warnings are issued for a variety of reasons that may include unexcused absences from official SGA meetings, non-performance and/or non-participation in SGA events.

The Coordinator of Student Activities will then officially communicate the removal decision to the SGA President or Vice President, who should promptly call for an extraordinary meeting of the SGA remaining members to ratify the “Removal from Office” decision.

Two thirds of the SGA membership vote is required for ratification of the removal decision. Written notification will be sent to the party in question within 24 hours of the SGA extraordinary meeting.

Members may also be removed by Executive Order, from the Office of Student

Activities, and upon approval of the Dean of Student Services.

SGA members may be removed from office for violations of AUD's Honor and Conduct Codes, and Dorm Rules. Procedures for Honor and Conduct Councils are outlined on pp. 32, 142.

A full description of AUD's Dorm Rules and the violation points system is included in the AUD Housing Brochure. Should students be dismissed from AUD Housing for conduct, they will also be removed from their SGA office. Appeal processes for both Honor and Conduct Council decisions will also be followed.

Members can also be removed by Executive Order if their GPA falls below the minimum required level outlined in their position requirements.

If a key officer (President or Vice President) is removed from office, a re-election will be held within two weeks after the resignation. If any other officer is removed from office (not the President or Vice President), the remaining members will appoint an individual to serve in the vacant position and seek approval the decision by a majority vote. If a decision can not be reached, the position will be opened to the general student body; and a campaign will take place.

article 10 – annual student forum . The AUD Student Forum is designed, executed and managed by the AUD Student Government Association. The AUD Student Forum is traditionally held during the Spring Semester. The Student Forum is a means of collecting student feedback about issues and topics at AUD. These include general academic issues that are not specific to a certain department and general non-academic issues that do not include sports and dormitory issues. Departmental surveys are conducted by the SGA Departmental Representatives. If warranted, a separate meeting/forum will be held with the Dean or Chair. General surveys, which review all issues; related to sports, dorms, student activities, general academic issues, and general non-academic issues are also distributed. The Director of Institutional Effectiveness provides the SGA members with results of the AUD Student Survey. These results are coupled with the results from the SGA surveys and together are used to create the PowerPoint presentations for the department forums and General Student Forum.

student forum procedures

1. Several weeks in advance of the Forum, SGA members distribute surveys that have been designed to elicit information regarding student perception of AUD academic and non-academic issues.
2. At this time, a general advertising campaign is conducted to create an awareness of the Student Forum among the student body at large. Advertising should be varied and include posters, flyers, handouts, notices in electronic newsletters, informational brochures and other forms of advertising. It is the responsibility of the SGA to ensure that all members of the campus community are invited and to solicit student participation.
3. Two weeks before the Student Forum, the SGA members, who are facilitating the Forum, meet with the Director of Institutional Effectiveness to review the results of the yearly AUD Student Surveys. Following this meeting, an SGA officer prepares a presentation of the survey results for the Administration.
4. The presentation is then shared with the Coordinator of Student Activities, and a meeting is scheduled with the Administration.
5. The responses of the Administration to the issues raised in the survey will be gathered at that meeting and via email following the meeting. These responses will be included in the PowerPoint™ presentation shown at the Forum.
6. The PowerPoint™ presentation will then be created by two assigned SGA members and shared with the Student Activities Coordinator one week prior to the Forum. The Student Activities Coordinator will share the presentation with the Dean of Student Services and the Administration prior to the Forum.
7. The General Student Forum begins with an overview by the SGA representatives of the issues that are of concern to the students. The presentation will feature the responses provided by the Administration prior to the Forum. Following this presentation, the President, Provost/Chief Academic Officer, and Executive Vice President, will respond to an open question-and-answer session.
8. The Student Activities Coordinator (Advisor to the SGA) takes minutes of each forum. These minutes are shared with the individuals named above following the forum.

article 11 – student bookstore . The SGA Bookstore is the place for students who wish to buy and sell their used textbooks. The Bookstore maintains a database, which includes all listings of books and also tracks purchases. The Bookstore has set timings which are posted outside the SGA Office. Books are reasonably priced according to their condition. The SGA Bookstore Manager operates and oversees the running of the bookstore. The Bookstore Manager may be contacted through the Student Activities Coordinator.

All students leaving books at the SGA Bookstore for sale are required to collect any unsold material within one year's time. Failure to do so will result in loss of the materials, and no monetary reimbursement will be provided.

** These By-Laws have been adapted and inspired from SGA By-Laws of several American universities chosen for their depth and relevance.*

(*student publications*)

MBRSCPOST

The online magazine and bulletin board produced by MBRSC students. The purpose is to inform and entertain the larger AUD community and to serve as public forum for topics of interest to all. The current focus of the MBRSC Post is on issues related to campus life, the educational experience at AUD, and the local arts, culture and media scene.

THE JOIST

Publication that outlines news, events, and professional issues relevant to Civil Engineering.

IEEE

Publication that outlines news, events, and professional issues relevant to Computer and Electrical Engineering.

(*academic information and policies*)

introduction

AUD *Catalogs* are comprehensive in their treatment of academic information, policy, curriculum and degree requirements. It is the student's obligation to become familiar with the relevant sections of these publications. In the interest of awareness and understanding, information and several key policies are repeated (and in some cases, expanded upon) in this *Handbook*.

class schedules

fall/spring semesters

Sunday/Tuesday/Thursday Class Schedule
(Undergraduate + Graduate)*

| period | time |
|---------------|---------------|
| 1 | 8:00 – 8:50 |
| 2 | 9:00 – 9:50 |
| 3 | 10:00 – 10:50 |
| 4 | 11:00 – 11:50 |
| 5 | 12:00 – 12:50 |
| common break | 1:00 – 2:00 |
| 6 | 2:00 – 2:50 |
| 7 | 3:00 – 3:50 |
| 8 | 4:00 – 4:50 |
| 9 | 5:00 – 5:50 |
| 10 | 6:00 – 6:50 |
| 11 | 7:00 – 7:50 |
| graduate | 7:00 – 9:45 |

Monday/Wednesday Class Schedule
(Undergraduate + Graduate)*

| Period | time |
|---------------|---------------|
| 1 | 8:00 – 9:15 |
| 2 | 9:30 – 10:45 |
| 3 | 11:00 – 12:15 |
| common break | 12:15 – 1:30 |
| 4 | 1:30 – 2:45 |
| 5 | 3:00 – 4:15 |
| 6 | 4:30 – 5:45 |
| 7 | 6:00 – 7:15 |
| 8 | 7:30 – 8:45 |
| graduate | 7:00 – 9:45 |

summer session i & ii

Sunday/Tuesday and Monday/
Wednesday

| Period | time |
|---------------|--------------|
| 1 | 8:30 – 10:50 |
| 2 | 11:00 – 1:20 |
| common break | 1:20 – 2:00 |
| 3 | 2:00 – 4:20 |
| 4 | 4:30 – 6:50 |
| 5 | 7:00 – 9:20 |

* Graduate classes meet 1 day per week (15 min break).

Kindly note that during the Summer Sessions, there are three additional compulsory classes on alternative Thursday's for Sunday/Tuesday and Monday/Wednesday classes.

facility schedule

Hours are subject to change with notice.

Saturday - Thursday

| | |
|---|--|
| All academic buildings, The Center Administration | 7:30 a.m. to Midnight 7:30 a.m. to 11:00 p.m. |
|---|--|

Friday

| | |
|---------------|-------------------------|
| All buildings | 2:00 p.m. to 10:00 p.m. |
|---------------|-------------------------|

Administrative offices close at 6:00 p.m. Sunday-Thursday. Library hours are posted outside the library and in the library section of this publication.

Library hours are posted outside the Library and online.

learning environment preservation

All AUD faculty, staff, and students are expected to create and maintain a learning environment committed to an effective learning process. Any behavior and/or events determined to be detrimental to success in any AUD-related academic pursuit, at any location where the AUD learning process takes place, are prohibited. This includes, but is not limited to, the conduction of unauthorized tours of AUD facilities; bringing unauthorized visitors, e.g., children, friends, or other family members, to the campus or any location where the AUD learning process takes place; and usage of cell phones, pagers, radios, or radio headsets, especially in the campus library, classrooms, team rooms or any location where the AUD learning process takes place. Specifically, cellular phones and beepers must be turned off during class. A warning is issued for the first failure to respect the rights of classmates. A second failure to follow this rule may result in a penalty to the student, and this penalty is at the discretion of the instructor. AUD requests that all faculty adhere to this rule.

Unless approved by the President, Executive Vice President, or the Marketing Communications Department, unauthorized visitors are not permitted in AUD classrooms, team rooms, studios, non-instructional areas, or any location where the AUD learning process takes place.

Authorized visitors, those visitors approved by the President or delegate, are not allowed past the designated reception area without an official escort. It is the responsibility of AUD faculty, staff, and students to meet their authorized visitors in the designated reception area at a prearranged time. No authorized visitors are to be left unsupervised by their escorts at any location where the AUD learning process takes place, including, but not limited to, libraries, cafes, or lounges. Disciplinary action may be taken should a violation of this provision occur.

AUD is not responsible or liable for injuries or harm caused by the intrusion of unauthorized **or** unsupervised visitors on AUD campus facilities, at official AUD functions, or at any location where the AUD learning process takes place.

academic advising/registration

Students receive advising and are registered for their first term at AUD by an Admissions Coordinator.

During subsequent terms (up to the completion of 60 credit hours), undergraduate students receive advising and obtain authorization to register from an Academic Advisor housed in the AUD Academic Advising Center (AAC). A student who has earned greater than 60 credit hours is assigned a faculty member who acts as his/her advisor. With the exception of candidates in Engineering, Computer and Information Technology and Computer Science, upon completion of 60 credit hours, students no longer need to obtain an Advisor's signature in order to register. (Engineering, Computer and Information Technology and Computer Science students must obtain a signature from their AAC Advisor throughout their residency at AUD.)

Beyond 60 credit hours, each student is assigned a faculty member who acts as Academic Advisor. Students are encouraged to maintain close contact with their Advisor during their time at AUD. Advisors provide them with information and perspective related to academic policy and concerns, specific course-related problems/issues and other academic or professionally related matters.

Nonetheless, students are expected to assume responsibility for program planning and course selection since ultimately the responsibility for fulfilling degree requirements rests squarely with the student. They are required to become intimately familiar with the various program requirements and necessary requisite coursework and sequencing.

The basic tasks of the university's academic advising program are to help students identify and achieve their academic goals and to become self-directed learners and decision-makers. An Advisor should:

- help the student navigate the academic and administrative processes and programs of the university;
- aid the student in understanding standards and requirements and offer a perspective on the likelihood of success in certain areas of study;
- engage the student in discussions on educational and career objectives and how they relate to current or expected courses of study;
- assist the student in formulating a course of study after giving advice about courses;
- serve as a contact for referral to other campus resources;

A student should:

- be proactive and search out information needed for course scheduling, program planning, and successful completion of all graduation requirements;
- gather academic and career information needed to be successful;
- learn about the policies, procedures, and rules of AUD;
- come to advising sessions well prepared with questions and relevant materials and forms;
- listen carefully and follow procedures;
- ask questions and monitor their own academic progress;
- initiate contact with their advisor as needed.

Responsibility for advising Graduate students rests with the Graduate Program Director or designate.

advising and registration operational plan

AUD undergraduates with less than 60 credit hours (Undecided students; B.A.I.S., B.B.A., B.C.I.S., B.Arch., and B.F.A. candidates) and candidates for the B.S.C.I.T., B.S.C.S. and Civil, Computer, Electrical and Mechanical Engineering degrees – regardless of credit hours completed – are automatically placed on Advising Hold at the beginning of each term to ensure that they meet with their academic advisors.

Students are required to clear all holds, including the Advising Hold, in order to have access to online registration. Once they meet their advisors and discuss their course options, the hold will be removed by the AAC. Other types of holds may prevent a student from registering (online). When all holds have been cleared, students will be eligible to enroll in their courses online.

types of hold

| | |
|---------------------------|----------------------------|
| Hold | Department |
| Registration | Registrar's |
| Failed Foundation Courses | Registrar's |
| CGPA<2.0 | Student Support – ext. 137 |
| Admissions | Admissions |
| Health History Form | Health Center – ext. 200 |
| Passport | Visa Office – ext. 128 |
| AAC Hold | Academic Advisors |
| Financial Hold | Finance Office |
| Library Fines Hold | Library – ext. 184 |

students not eligible for online registration . Online registration is available to all AUD students except in the following cases which require manual paper-based registration; students who

- have an existing hold;
- have failed a developmental course – i.e., UNIV 100, ENGL 100, MATH 098, MATH 099;
- have a CGPA < 2.0;
- are appealing prerequisites and corequisites;
- are petitioning for course overloads.

Students are reminded that regardless of the mode of registration, they assume full responsibility for fulfillment of their degree requirements.

academic advising center

The AUD Academic Advising Center (AAC), located in Admin 109, provides advising **services to students who have completed fewer than 60 credit hours**. The AAC assists each student in adopting a program of study and creating an individual program of study document. Prior to the beginning of each term, these students are required to meet with the Advisor to whom they are assigned in order to review the status of their degree progress, to discuss university policies and departmental requirements, and to select courses. **An Advisor's signature is required in order for these students to register.**

mission . The Academic Advising Center aims to enhance each student's university experience. This is accomplished through the assessment and monitoring of and

response to student needs by providing services that result in student development and academic success.

goals . In accordance with our statement and AUD's vision of promoting student learning and development, the Center's goals are to:

- Impart accurate, judicious and timely information on AUD policies, academic programs, and campus resources;
- Form educational advising partnerships with advisees and encourage the shared responsibility of academic decisions with advisors;
- Contribute to the student's personal development and effective decision-making skills; and
- Evaluate and re-assess the AAC services to better serve the advisees' needs and enhance their educational experience at AUD.

outcomes

- Students will read and accurately interpret AUD policies and academic program requirements and will recognize campus resources.
- Students will value the advising partnership and select an appropriate course sequence accordingly.
- Students will understand how their academic performance impacts their individual progress towards graduation.
- Prospective graduates will acknowledge the academic guidance provided by the AAC.

official student schedule

Students are advised that their official schedule is that recorded by the Registrar at the end of Drop/Add. Students may view this schedule on the AUD Student Portal.

academic integrity

academic honesty . At AUD, students are expected to demonstrate academic integrity by completing their own work, assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. Submission of work from another person, whether it is

from printed sources or someone other than the student; previously graded papers; papers submitted without proper source citation; or submitting the same paper to multiple courses without the approval of all instructors involved can result in a failing grade or be reported to the Dean or Chair for appropriate sanction or disciplinary actions. All students are expected to maintain the standards as set forth in the Code of Student Conduct and Statement on Academic Honesty.

aud honor code pledge . The administration, faculty and student government of AUD believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. With the freedom to pursue an AUD degree comes the obligation to abide by the rules of the AUD Honor Code. All members of the AUD academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the university, which includes reporting incidents that violate the Statement on Academic Honesty. To this end, all students are asked to sign and adhere to an honor pledge that reads as follows:

“As a student of The American University in Dubai, I pledge that all tests taken by me and that all work submitted by me will be original and solely the results of my own efforts. Furthermore, as a student and member of the academic community of The American University in Dubai, I am bound to uphold standards of personal integrity and honesty and to accept my personal, academic and professional responsibilities in the community.

Specifically, I pledge:

- ***to adhere to the university’s policy on cheating and plagiarism;***
- ***not to lie or steal in my university undertakings;***
- ***not to evade the truth or deceive;***
- ***to inform the appropriate faculty member and Dean or Chair of any and all cases of academic dishonesty and violations of the Honor Code.”***

definitions

cheating . Cheating is using or attempting to use unauthorized materials, information, or study aids in any academic exercise. It includes the following:

- For both in-class and out-of-class academic exercises, using books, notes, materials, calculators, CD ROMs, Internet, Intranet, WWW or communication or collaboration with others which has not been authorized by the instructor.
 - *Examples include but are not limited to the following: mobile phones, tape recorders, texts, friends, relatives, tutors and others.*
- Having someone else take an examination in your place.
- During an examination, copying from another student's examination paper, facilitating other students' copying, or allowing another student to copy from one's own paper.
- Presenting or handing in a paper, sketch, artwork, project, take-home exam, costume, photographs or any other work written, prepared or completed in full or even in part by someone else.
- Unauthorized access to or use of examinations, tests or quizzes.
 - *If a student inadvertently sees an exam, it is his/her responsibility to report this immediately to the instructor or relevant Dean or Chair.*
- Fabrication - Intentional and unauthorized falsification or invention of any information or citation in an academic exercise; for example, listing sources that were not used in the academic exercise
 - *Making up the names of books, page numbers, data, charts, tables, etc.*
- Using an essay, paper, artwork, sketch, etc. for one course to satisfy the requirements of another without the permission of the instructors involved. This includes repeating the same course and handing in work completed during the previous unsuccessful attempt. (If a student wishes to use a previously completed assignment as a starting point for additional research and development, he/she must receive the approval of both instructors and provide them with a copy of the original assignment.)
- Handing in the same assignment simultaneously in two or more courses without the full knowledge and approval of all instructors involved.

plagiarism . Plagiarism is the use of someone else's ideas, words, projects, artwork, phrasing, sentence structure or other work without properly acknowledging the ownership (source) of the property (item). Plagiarism is dishonest because it misrepresents the work of someone else as one's own.

***It is intellectual theft as it robs someone else of credit for his/her work.
Plagiarism takes many forms and includes the following:***

- Using someone else's words without putting these words in quotation marks.

Original version: *On this small planet where the actions of people across the globe have a profound influence on our daily lives and our futures, we must understand something about the lives of people across oceans and the way they view the world, if we are to successfully interact with them. This is the mission of anthropology: to understand the differences and similarities, the understanding, expectations, and desires of peoples living in a wide variety of conditions, circumstances and environments.*

Student version: *As the world is such a small place our lives and futures are heavily influenced by what others do. Therefore, we must understand something about the lives of people across oceans and the way they view the world, if we are to successfully interact with them (McCaffrey and Marcus i).*

Why is this plagiarism? The student has copied the underlined text word-for-word from the original text. As the copied text has not been placed in quotation marks, the text has been stolen. Even though the student has cited the source, that is, indicated in brackets the authors of the source, the student is still guilty of plagiarism.

- Using unique, original ideas, phrases, sentences, paragraphs, etc. from a single source or a variety of sources such as a text, journal, web page, electronic source, design, artwork etc. in one's work without citing (all) the source(s).

Original version: *Everyone knows that we live in a global world. Today, children with inexpensive personal computers send and receive messages across the globe in seconds using technology that was once only available to scientists and statesmen. Native people in the most remote villages in the high mountains of South America gather around a village television set to watch [MTV] and the X-files. Colombian peasants without running water in their homes watch CNBC financial news to decide when to sell their coffee harvest, while high school janitors in Little Rock, Arkansas, keep track of the Singapore stock market to decide when they can retire.*

Student version: *We live in a shrinking world in which children can communicate with others around the world using computer technology that is much cheaper now than it*

was several decades ago. In addition, people in remote areas increasingly have access to information from far-flung corners of the globe. For example, South Americans in isolated mountain villages watch MTV and X-files on a communal television set, while Colombian peasants, with no access to running water, tune in to CNBC financial news before they sell their coffee beans.

Why is this plagiarism? The student has clearly used the ideas and thoughts of McCaffrey and Marcus. Even though the ideas and thoughts have been put into the student's own words, the source of the ideas has not been given to the reader. Therefore, the student is guilty of plagiarism.

Original idea: *The Pet Rock* – This was an original idea that was marketed in the United States in the 1970s. Basically, for those who could not tolerate live pets, an alternative was a “pet rock” that could be treated like a pet. Strange, but true.

Why is this plagiarism? If today one were to claim the same idea as one's own, this would be plagiarism of an original idea.

Taking a design from a piece of a web page or artwork and only changing the colors.

Why is this plagiarism? The design was original; it does not matter that the colors were changed. It is still the property of someone else. It is very important that students exercise extreme caution in using original ideas which belong to someone else. These should never be disguised as one's own thinking and proper credit should be given to the originator by citing sources.

- Unacceptable paraphrasing: Paraphrasing means putting someone else's thoughts into one's own words. “One's own words” means exactly that: the words one uses to express the ideas in any passage should be very different from the original and the sentence structure in any passage should be very different from the sentence structure of the original.

Original version: *World War II fundamentally reoriented anthropology towards its origins as a world science. The war moved people around the globe on an unprecedented scale. Fought on every continent, the war linked previously ignored sections of the globe through new military communications networks, supply lines, and political interdependencies. The seemingly timeless and isolated tribes and village communities that anthropologists had studied before the wars were now permanently*

transformed. After the war, when anthropologists returned to the field sites of the colonial worlds, they found everywhere the direct effects of outside forces: whole villages wiped away by advancing armies, abandoned military hardware, electric generators for field stations... international bankers and U.S. and U.N. advisers attempting to organize the reconstruction and still unresolved conflicts generated by the war.

Student version: *The advent of WWII moved anthropology back into the realm of world sciences. People were displaced on a massive scale by the war which was fought on every continent. The war also linked previously ignored sections of the globe through new military communications networks, supply lines, and political interdependencies. Many rural inhabitants that anthropologists had studied before the wars were now permanently transformed. After World War II anthropologists went back to areas that had been colonized. They found whole villages wiped away by advancing armies, abandoned military hardware, electric generators for field stations. In addition, international bankers and advisers were trying to rebuild the communities and sort out still unresolved conflicts generated by the war (McCaffrey and Marcus xiii).*

Why is this plagiarism? This attempt to paraphrase is not acceptable, as the student has not changed enough words. The underlined text shows that the student has kept most of the language and sentence structure of the original, and has used no quotation marks. The underlined text is therefore plagiarized. The citation (authors' names and page number in brackets) is correct, but this does not compensate for the unacceptable paraphrasing.

The following paraphrase is acceptable (i.e., does not constitute plagiarism). It expresses the ideas of the original, but in the student's own words. The sentence structure of the original has also been changed. Finally, the source of the ideas has been cited at the end.

Student version: *The WW II profoundly changed anthropology, taking it back to its roots as a world science. On the one hand, the war-displaced people on every continent like never before. On the other hand, new military communication networks, supply lines and connected previously isolated communities around the world. In all, the war permanently changed the lives of tribes and villagers that had been untouched by time. At the end of the war anthropologists who returned to colonized areas found total devastation after the war including villages that had been completely destroyed, and*

military hardware and power generators that had been left deserted. In addition, they found international financiers and American and United Nations personnel trying to rebuild communities and resolve the war related conflicts (McCaffrey and Marcus xiii).

Even when students seek to summarize the main points of any passage(s), they should take care to use their own words; that is, the summary must differ considerably from the original in terms of both vocabulary and sentence structure.

Every attempt has been made to ensure that the definitions above and accompanying examples are comprehensive. ***However, students should understand that examples of cheating and plagiarism other than those listed above are equally unlawful. Any form of plagiarism or cheating, as well as any other form of academic dishonesty, is in violation of the AUD Honor Code and hence in breach of the university's desired standard of integrity.***

(The original text used in the examples above is reprinted with the kind permission of Dr. A Marcus, editor of [Anthropology for a Small Planet: Culture and Community in a Global Environment](#).)

other forms of academic dishonesty . Students who have falsified or omitted 40 from applications and other university documents have also violated the AUD Honor Code.

administration of the honor system

All members of the AUD community have the obligation to eliminate conditions that could lead to violations of the AUD Honor Code.

- Students should be fully prepared for all assignments, quizzes, exams and academic assessments.
- Students should take appropriate measures to ensure that other students do not cheat from them. This includes protecting their work and not putting their papers in a position where they can be observed by others.
- Students should not support or agree with cheating by other students.
- Students should refuse to assist other students who may ask them to engage in cheating and/or acts of dishonesty.
- Students should always seek clarification of the Honor Code through their professors, Deans, Chairs, the Provost/Chief Academic Officer, and the Dean of Student Services.

Instructors should provide definitive examples of how the Honor Code operates in each and every assignment and/or academic exercise. If the instructor does not provide specific instructions, students must understand that all work should be their own and that they must not collaborate with others.

Instructors should be especially vigilant during exams and academic exercises. This includes maintaining an ongoing presence in the room and having students deposit all mobile phones, pagers, and other non-test related materials at the front of the classroom.

honor council

The Honor Council is a body of academics and student representatives whose functions are:

- to examine all suspected violations of the Honor Code that are brought before it;
- to reach reasoned decisions on the innocence or guilt of students involved in such suspected violations; and
- to decide appropriate disciplinary measures for students found guilty of violating the Honor Code.

An Honor Council is composed of the following:

chair . The Dean of the School or the Chair of the department offering the course in which the violation of the Honor Code is suspected to have taken place.

faculty members appointed by the chair

- One full-time faculty member from the academic unit offering the course
- One full-time faculty member from another academic unit

department of student services representative . The Dean of Student Services or a full-time student services officer designated by the Dean.

student representatives

- The President of the Student Government Association or an SGA officer designated by the President.
- Another student representative selected by the President of the SGA from the student body at large, who must have completed at least three semesters of full-time study at AUD and must not be currently registered in the same section

of the course in which the violation of the Honor Code is suspected to have occurred.

- + For non-academic Honor Council violations, the Chair is the Dean of Student Services, and the Provost/Chief Academic Officer serves as a member of the Council.

honor council procedures

- A faculty member, staff member or student who has reason to believe that a violation of the Honor Code has been committed by one or more students must notify the appropriate academic unit's Dean or Chair in writing.
- The Dean or Chair carries out the initial investigation of the suspected violation in consultation with the instructor of the course and (where appropriate) with the Dean or Chair of the academic unit in which the student suspected of committing the violation is registered. The Provost/Chief Academic Officer is informed that the investigation has been initiated.
- Based on this investigation, the Dean or Chair of the academic unit offering the course decides whether the evidence warrants further action through convening an Honor Council and notifies the Provost/Chief Academic Officer of the decision in writing.
- The Dean or Chair then selects two faculty members to serve on the Honor Council. The Dean or Chair also informs the SGA Judicial Affairs Representative who contacts the student representatives.
- The Dean or Chair notifies in writing the student(s) suspected of committing the violation of the date, time and place of the Honor Council's meeting. It is advised that the Dean or Chair compose the letter to the student in hard copy format. The student should be instructed to collect the letter from the office of the Dean or Chair.
- If, during the investigation, the student admits committing the breach of academic integrity, the Dean or Chair will have the student sign a written admission. The Honor Council will decide an appropriate penalty based on the available evidence and the student's written admission.
- The Honor Council proceedings will include interviewing the student(s) involved and, if required, calling witnesses to testify, as well as conducting a follow-up investigation prior to reaching a decision.
- The Honor Council must inform the student(s) involved in writing of the alleged violation of the Honor Code, of the verdict reached, and disciplinary measures

decided by the Honor Council. The letter to the student(s) must be dated and signed by the Chair of the Honor Council, and a copy must be sent to the Provost/Chief Academic Officer.

- Before any final disciplinary action may be taken against the student(s) for violation of the Honor Code, the student(s) is/are entitled to have 72 hours to appeal the Honor Council's verdict to the Provost/Chief Academic Officer.
- The Provost/Chief Academic Officer will respond to the appeal in writing. A copy of the Chief Academic Officer's dated and signed response to the student(s) will be sent to the Chair of the Honor Council.
- The Provost/Chief Academic Officer has the right to overturn the Honor Council's verdict. In such exceptional cases, the Provost/Chief Academic Officer will inform the Chair of the Honor Council in writing of the decision to overturn the verdict and the reasons behind this decision.
- A final appeal may be made to the President of the university. The Grievance Officer is available to guide the student through this stage of the appeal process.
- A student can waive the right to appear before the Honor or Conduct Council. The student should complete a *Waiver of the Right to Appear Before Conduct or Honor Council* available through the Dean of Student Services and the Provost/Chief Academic Officer.

honor council hearing

- At the start of each Honor Council, the Chair informs all members of the confidentiality of the case and their obligation to uphold complete confidentiality throughout the university community.
- The Chair presents a short overview of the case. The overview should contain all information and evidence pertinent to the case including evidence such as papers, exams, videotapes, photos, etc. The Council may request experts from the university community in the case that the evidence is too technical or difficult for the Council to comprehend.
- The suspected student must appear at the scheduled hearing unless he/she has completed a ***Waiver of the Right to Appear Before Conduct or Honor Council***. If the student encounters an unforeseen emergency, he/she must present acceptable documentation supporting the emergency or the absence.
- The Council may also call in witnesses if it is felt that their presence and testimony will provide information pertinent to the case. Character witnesses are not permitted nor are friends or family members of the suspected violator.
- At the start of the Council, the Chair asks the suspected violator if he/she understands the suspected violation and how he/she wishes to plead. All

evidence will be shared with the suspected violator.

- The Council then questions the suspected violator and witnesses involved with the case.
- Following the testimony provided by the suspected violator and witnesses, the Council will deliberate and come to a conclusion regarding the case. The conclusion will also include a recommendation of a suitable sanction/punishment. All members of the Council will vote on both guilt/innocence and the sanction/punishment.
- The Chair will then compose a letter to the accused student informing him or her of the decision of the Honor Council and their recommendation. This letter will be shared with all faculty/administrative members of the Council to ensure accuracy and proper wording. If approved by the Council, the letter will be sent to the student with copies to members of the Honor Council, the instructor of the course in which the violation took place, the Provost/Chief Academic Officer, the President, the Registrar, the Chief Financial Officer (if needed, should the student be dismissed), and the Housing Manager (if the student is dismissed and if he/she resides in the dormitories.)
- A copy of the letter will be kept in the student's permanent file in the Registrar's Office.

the appeal process

- Students desiring to appeal the decision of the Honor Council have 72 hours from the receipt of the decision letter to appeal the decision. All appeals must be made in writing to the Office of the Provost/Chief Academic Officer.
- Granting of appeals is exceptional. Appeals may be granted if the Honor Council penalty was inappropriate [based on penalties below], if new evidence becomes available, if the case was mishandled, and/or if a decision was made without the testimony of the suspected violator in the case of a documented emergency.
- If the decision of the Honor Council is overturned by the Provost/Chief Academic Officer, a new letter indicating the new decision will be sent to those who served on the Honor Council, the instructor of the course in which the violation took place, the President, the Registrar and the Chief Financial Officer (if appropriate).

penalties for academic integrity violations

first-time offense . Following deliberation, the Honor Council will determine a penalty commensurate with the seriousness of the offense and the degree of student culpability. ***This penalty may be as severe as dismissal from the university.***

second-time offense . The sanction for second-time offenders of the AUD Honor Code is ***dismissal*** from The American University in Dubai. A student who is found guilty will be immediately withdrawn from all courses for which he/she is registered and assigned a grade of F in the course in which the violation occurred. Dismissal from the university must be ratified in writing by the Chief Academic Officer before going into effect.

Students who aid in someone else's cheating or plagiarism are equally at fault and will be sanctioned accordingly.

Students in need of clarification of the university's Policy on Academic Integrity may consult the Dean of Student Services. All other academic staff – faculty/Deans or Chairs – may also be of assistance, particularly as students seek to apply the principles of this Policy to their specific discipline/program of study.

computer proficiency examination

Students who believe that on the basis of computer proficiency acquired prior to joining university they should be exempt from taking COMP 101 may sit for the AUD Computer Proficiency Examination. ***If exempted, the student will be required to substitute COMP 101 with a course in the Social Sciences. (Engineering Majors are not required to substitute any course if they have been exempted from COMP 101.)***

academic support

Academic support services include: individualized academic support counseling, access to tutoring and peer-tutoring, workshops and disability support services. These services are available in the Office of Student Services through the Student Support Manager.

academic support services

Through the Math Tutor Center and the Writing Center, AUD provides valuable and complementary services for members of its community.

math tutor center

The Math Tutor Center provides students enrolled in mathematics courses (including Math 098, 099, 111, 160, 191, 210, and 220) the opportunity to receive assistance in their efforts to be successful in these courses. The Center operates as a walk-in service. There is no need to make an appointment. The tutors who staff the Center include students who have demonstrated an excellent ability to understand mathematics as well as an ability to help others understand. Additionally, there are several full-time and adjunct faculty members who also help to staff the Center. Students are encouraged to utilize the Center as often as needed. The Center operates throughout the semester (except for the first week of classes and the week of final exams) and is open Sunday through Thursday.

writing center

The American University in Dubai offers the services of a Writing Center where all members of the AUD community (students/staff/faculty) can receive one-to-one assistance on writing tasks. Students can receive assistance on assignments at various stages of the process of completion. Assistance is provided by full- and part-time instructors on writing tasks in any discipline with a focus on developing overall academic writing skills. Throughout each semester, Writing Center staff offer workshops for all AUD members on various topics related to writing (i.e., sentence combining, in-text documentation).

student attendance

Students are expected to be in class for all scheduled class periods (including makeup classes). All matters related to student absences (making up work missed, tests missed, etc.) are specified in the course syllabus. Because the university believes that attendance in classes is an indispensable part of the learning experience, the

following rules regulate attendance and grading:

- There is no difference between excused and unexcused absences. An absence is an absence;
- ***Excessive absence, defined by the equivalent of two weeks (semester) or one week (summer session), may lower the student's class participation grade.*** The degree to which the class participation grade is lowered is at the discretion of the instructor, as clearly defined in the course syllabus;
- Absences are counted from the first day of the term.
- Students are expected to be in class on time.

The instructor will be responsible for denoting the attendance policy (including tardiness) and including guidelines for assessing class participation on the class syllabus. The policy for handing in assignments late is determined by the instructor and is stated on the class syllabus.

At the discretion of the Office of Academic Affairs, absences incurred due to participation in AUD-sponsored activities or sports tournaments may not figure in the calculation of a student's total absences. Students must complete an *Absence Notification Form* at least **two weeks** prior to the actual absence. This form is available from the Student Activities Coordinator. Prior authorization by the Office of Academic Affairs is required.

Any student who is experiencing psychological distress and is unable to attend his/her scheduled classes must first see the AUD Counselor. The Counselor will carefully assess the student's psychological state. Should the Counselor determine the student is unable to attend classes, the Counselor will immediately contact the Provost/Chief Academic Officer and inform him of the student's condition. Respecting the confidentiality policy of counseling services, the Counselor will only disclose the minimal information needed to explain the situation. The Provost/Chief Academic Officer will authorize any absences, if any, from the course. (The student retains the options of withdrawing or seeking an Incomplete.)

faculty delays

There may be times when an instructor is delayed for class. The Administration requires that students wait 15 minutes after the scheduled beginning of the class

for the instructor to appear. Should the instructor not appear within this 15-minute waiting period, the class is considered cancelled. Classes, which are cancelled due to instructor delay, will be made up.

grade appeal

Questions and concerns about grades often the result from misunderstandings about grading practices and expected standards. Direct communication between instructors and students usually clear up these misunderstandings. In some cases, however, a grade appeal is warranted.

Students have the right to appeal a grade and request a reconsideration of the assigned grade; however, they must provide sufficient, tangible evidence to support their request for a re-examination of the assigned grade. Reasons for reconsideration of a grade appeal may include:

- Miscalculation of marks;
- Misgrading of a paper, project or exam;
- Application of an evaluation or grading system which was not specified in the course syllabus;
- A departure from the instructor's previously announced standards;
- Assignment of a grade on some basis other than the student's performance in the course;
- **Demonstrable** evidence of discrimination or prejudice in the assignment of the grade;
- Arbitrary assignment of grade (lack of consistent and equitable standards for grading).

Grade Appeals will be dismissed if:

- Allegations by the student do not indicate erratic grading;
- The basis of the disagreement is with the instructor's particular grading standards;
- The appeal is not submitted within the given one month period subsequent to the issuance of the grade.

Students should follow the steps listed below to clarify any questions about a particular grade or the instructor's grading policy:

- The student should make an appointment with the appropriate instructor when

there is any question about a particular grade or the instructor's grading policy. Students in the Study Abroad Program (SAP) may contact the instructor via telephone or email;

- The student seeking additional clarification related to grading should make an appointment with the appropriate Dean or Chair;
- The student seeking further recourse related to a grade received should make an appointment with the Provost/Chief Academic Officer. The Provost/Chief Academic Officer will discuss the questions raised with the instructor, give the student a perspective regarding the grade and review the mechanism for appeal. The Grievance Officer is available to guide the student through the appeal process;
- The student may request a Grade Appeal Council to review the matter. Composition/operations of the Council parallel those of the Honor Council;
- In the event that the grade in question is received in a course taught by the Provost/Chief Academic Officer, the Dean or Chair will discuss the matter with the President, give the student a perspective regarding the grade and review the mechanism for appeal. All grade appeals must be submitted within one month subsequent to issuance of the grade;
- If a student chooses to appeal a decision beyond the Grade Appeal Council decision, all documentation can be submitted to the Provost/Chief Academic Officer for review.

Additional information/documentation on the grade appeal process can be obtained at the Office of the Provost/Chief Academic Officer.

scholarships for in-school students

Scholarships will cover either 50% or 100% of tuition. Books, fees, housing, etc. are not covered by in-school scholarships.

Only two (2) scholarships per school or program will be in effect at any given time (e.g., the School of Business Administration has two scholarships, the School of Engineering has two scholarships).

eligibility criteria* . Students must:

- have achieved "senior status" in their degree program.
- have a minimum CGPA of 3.5
- not have committed any Conduct Code violations.

** Individual academic units may add additional criteria*

procedure

1. Applications must be submitted during the student's junior year (before the end of the Spring semester.)
2. An application packet must be submitted to the Scholarship Committee of the academic unit housing the student's degree program.

Application packets must include:

- Cover sheet
 - Letter of application
 - Letters of recommendation from faculty (2)
 - AUD transcript (unofficial)
 - Statement of Need to be considered as a basis for awarding of the scholarship
 - evidence of change in financial status of fee-paying agent
3. The Scholarship Committee meets to review application packets.
 4. The Scholarship Committee interviews highest ranking candidates.
 5. The Scholarship Committee forwards to the Academic Unit Head a list of approved candidates and their application packets.
 6. Academic Unit Head forwards list of approved candidates and their application packets to the Office of the Executive Vice President for final approval of awarding of scholarship(s).

general education exit examination

As part of its assessment of student acquisition of general education competencies, The American University in Dubai administers *General Education Entrance and Exit Examinations* to entering freshmen and graduating seniors, respectively. ***Sitting for these Examinations is mandatory.***

The ***General Education Exit Examination*** is administered twice yearly -- once in each of the Fall and Spring semesters. The dates for these Examinations are announced within the first two weeks of the semester. Students completing degree requirements in either of the Summer sessions should sit for the Examination scheduled in the Spring semester.

Fulfillment of a student's request for a diploma will not be finalized until the Director of Institutional Effectiveness (see p. 151) confirms that the student has taken the General Education Exit Examination

graduation/diploma

A student may not request a diploma any earlier than the scheduled date of graduation. An Intent to Graduate Form must be completed and returned to the Registrar's Office prior the end of the student's final semester. Failure to complete the Intent to Graduate Form by the specified date may result in either a delay in receiving the diploma or an additional charge.

Diplomas are available for personal pick-up by students at the Registrar's Office. A student who prefers an alternative for collecting or receiving his/her diploma should consult the Registrar's Office. (For purposes of graduation verification, the university can provide a letter [stamped] to the student until their diploma is issued.)

graduation modalities

In order to qualify for graduation, students must meet the following eligibility requirements:

Academic

- Minimum CGPA of 2.0 (3.0 in the case of M.B.A. candidates);
- Clearance by their Dean or Chair and Provost/Chief Academic Officer that all program requirements have been met;
- Separately, only those students who complete the last 30 credit hours at AUD are eligible to be awarded an AUD degree.

Administrative

- Clearance by the Student Financial Affairs Officer for all financial aid requirements and financial obligations (including AED 500 Diploma Processing Fee);
- Clearance by the Library for all financial obligations (if applicable);
- Clearance by Central Services if the student is on a university-sponsored visa.

Diploma

- Clearance by the Director of Institutional Effectiveness that the student (undergraduates only) has taken the **General Education Exit Examination**;
- Taking the **Completion Survey** (administered online);

AUD will award degrees at the end of the academic semester or summer session. A student may not request a diploma any earlier than the scheduled graduation date. For the purposes of graduation verification, the university will provide a letter (stamped) to the student until his/her diploma has been provided.

participation in annual graduation ceremony

(undergraduate candidates)

The American University in Dubai holds its Commencement Exercises once a year following the Spring semester. In order to be eligible to participate, candidates for ***undergraduate*** degrees:

1. must be in good academic standing (cumulative GPA of 2.0 or higher) as of the end of the ***Spring*** semester; and
2. must have not ***more than two courses*** remaining for completion of their degree requirements by the end of the ***Spring*** semester preceding the graduation ceremony; and
3. must complete and sign an application form for participation in the graduation ceremony (available in the Registrar's Office), which includes a commitment to take their remaining courses and complete their degree requirements as soon as those remaining courses are offered.

Students who are approved for participation in the graduation ceremony before completing all degree requirements, as described above, are not eligible for departmental awards or for recognition of outstanding academic achievement (Summa Cum Laude, Magna Cum Laude, Cum Laude) at the graduation ceremony. However, these designations will be reflected on transcripts and diplomas if they are justified by the students' CGPA upon completion of all degree requirements.

(graduate candidates)

In order to be eligible to participate, graduate degree candidates:

1. must be in good academic standing (cumulative GPA of 3.0 or higher) as of the end of the ***Spring*** semester; and
2. must have ***not more than one course (3 credits, including Thesis or Internship)*** remaining for completion of their degree requirements by the end of the ***Spring*** semester preceding the graduation ceremony; and
3. must complete the remaining course not later than the Fall semester of the

same academic year; **OR** (in the case of a Thesis) must have an approved Thesis Proposal with a completion timeline and an assigned Thesis Advisor; **OR** (in the case of an Internship) must have written confirmation of an approved Internship to be completed not later than the Fall semester of the same calendar year); and

4. (4) must complete and sign an application form for participation in the graduation ceremony (available in the Registrar's Office), which includes a commitment to take their remaining course and complete their degree requirements as soon as that remaining course is offered (not later than the Fall semester of the same calendar year, including Internships), **OR**, in the case of Theses, within the time limit for completion as governed by graduate program policy.

M.B.A. students who are approved for participation in the graduation ceremony before completing all degree requirements, as described above, are not eligible for the M.B.A. Award.

online access to grades

All AUD students have the capability to access their grades online through the student portal. This practice is highly encouraged at AUD. Students should contact the Registrar's Office on how to access the student portal.

special programs

study tours . One of the exciting opportunities for students at AUD is the opportunity to earn academic credit toward their degree while traveling on university-sponsored study tours. In the past, study tours have included New York, Paris, Milan and Florence. ***A student may only receive credit (three hours) towards graduation for one study tour.*** In order to register for a second study tour, a student must obtain the written approval of the Study Tour Advisor. Academic credit will be granted and a grade assigned for the second tour, but not in fulfillment of degree requirements.

Withdrawals from study tours are not permitted. Study tours are used by students to fulfill General Elective requirements and carry the following course codes: NYST 275 (New York) and ITST 275 (International). Professional Elective credit for study tours may be granted subject to assessment and approval by the head of the academic unit in which the student is enrolled, if activities included in the tour itinerary and the assignments included in the course syllabus for the tour sufficiently justify granting Professional Elective credit.

Should students majoring in a given discipline wish to take a study tour specific to that discipline, the Office of the Provost will, on the recommendation of the head of the academic unit housing that discipline, consider authorizing such a tour to fulfill Professional Elective requirements. In such cases, the course discipline-specific code will be used (e.g., BUSI, VICD, IDES).

Study Tours are graded on a Pass (P or P+)/Fail (F) basis.

cultural tours . The Division of Student Activities organizes non-credit cultural trips. These are great opportunities for AUD students to broaden their horizons by visiting new countries and learn about other cultures while having FUN with fellow AUD students. Past trips have included winter trips to France, Austria and Switzerland. Further information about AUD cultural trips can be obtained from the Coordinator of Student Activities. Students participating in study and cultural tours will be required to abide by rules and regulations established for the trip, the AUD waiver of liability, and the AUD Disclaimer to Parents.

(**external relations office**)

mission

The Mission of the External Relations Office is to build and sustain enduring relationships between the university and its alumni and with academic, corporate and government entities that will help increase visibility and awareness of AUD while ultimately benefiting members of the university community, most notably the students and faculty.

purpose

The External Relations Office aims to establish and manage local, regional and international relations, alumni relations and special projects/events that will help further increase the visibility and awareness of AUD's programs and activities while fostering intercultural understanding among its students and preparing them for the global community.

goals

- To establish relationships locally, regionally, and internationally with different entities and to build programs such as student exchange/study abroad programs, internships, and scholarships;
- To ensure recruitment and participation of students in study abroad and exchange programs;
- To organize workshops, conferences, and activities to cultivate and maintain AUD's relationship with its students and external partners;
- To identify external events/activities/conferences beneficial to our students/faculty while encouraging them to take part and serve as AUD Ambassadors;
- To properly implement an action plan for increasing awareness of AUD's External Relations Office by liaising with respective departments at AUD;
- To establish a solid Alumni Association through varied activities and programs.

collaborative relationships

The American University in Dubai maintains a series of collaborative relationships with universities, government entities, and corporations in the private sector. These relationships are designed to service the interests of students and faculty, in addition

to helping to fulfill those dimensions of the university's Mission and Purpose-related Goals that deal with service to AUD's constituencies.

The university has signed agreements with the following institutions of higher learning, which among other collaborative measures, provide opportunities for student/faculty exchange:

- **Florida International University, Miami, Florida** (www.fiu.edu) – student exchange for undergraduate level in: Business Administration, Communications and Information Studies (Journalism), Engineering, Computer and Information Technology, Visual Communications (Advertising);
- **Georgia Tech, Atlanta Georgia** (www.gatech.edu) – student/faculty in Engineering;
- **International University in Geneva, Geneva, Switzerland** (www.iun.ch) –student/faculty exchange in Business Administration and Media and Communications;
- **Siena Heights University, Siena Heights, Michigan** (www.sienaheights.edu) - student exchange for undergraduate level in: Business Administration, Communication and Information Studies (Journalism), Information Technology, Visual Communications;
- **Università Commerciale Luigi Bocconi, Milan, Italy** (www.unibocconi.eu) – student/faculty exchange in Business Administration;
- **University at Albany, State University of New York** (Albany, New York) (www.albany.edu) - student exchange for undergraduate level in: Business Administration, Communication and Information Studies, and Information Technology;
- **University of St. Gallen, St. Gallen, Switzerland** (www.unisg.ch) – student/faculty exchange in Business Administration.

To avail themselves of such opportunities, students/faculty must consult and obtain authorization from their Dean or Chair and make application through the External Relations Office.

In addition, AUD has signed agreements with the following institutions:

- **Florida International University Middle Eastern Studies** – Miami, Florida; (www.fiu.edu)
- **The University of Southern California School of Cinematic Arts** – Los Angeles, California (www.usc.edu)

Please refer to the *Undergraduate Catalog* for eligibility requirements for participation in student foreign exchange.

The provisions of these Agreements cover various spheres of collaboration, including curricular consultancy and opportunities for professional development and faculty/student exchange.

Students wishing to spend a **term (i.e., semester or summer session[s])** abroad at one of the universities listed above may seek authorization to do so with the intention of transferring up to 15 credit semester hours or equivalent. If students wish to study abroad with other universities (subject to AUD approval), they are also allowed to transfer up to 15 credit semester hours or equivalent. Students should familiarize themselves with AUD's Transfer Credit Policy available in the *Undergraduate Catalog*.

aud alumni association

The AUD Alumni Association (AUDAA) is the student's link to the university after graduation. The Association extends the AUD community beyond graduation, forging a lifelong bond with the university.

The purpose of the Association is to promote excellence in all aspects of its alumni, establish a relationship between each graduate and the university, promote communication amongst graduates and the community, and to create a powerful professional network.

To learn more about the Alumni benefits, Alumni events and ways to give back to the AUD community, contact audalumni@aud.edu or check the AUD webpage .

the aud model united nations – preparing students to global community

Among the many clubs at AUD is the recently established AUD Model United Nations Organization (AUDMUN), committed to the pursuit of understanding of the United Nations and international diplomacy through the means of Model United Nations conferences, encouraging active debate, conflict resolution, negotiation, compromise and the expansion of worldly knowledge. In line with the AUD's educational philosophy of stressing a well-rounded student experience and encouraging global understanding by providing an atmosphere of cultural diversity and opportunities for an international education, AUDMUN partakes in at least two international conferences a year to further develop their skills in areas such as teamwork, persuasive writing, debating and negotiation.

Recent conferences that AUDMUN participated in are: The National Model United Nations Conference held in Washington, D.C. (NMUNDC), operated by the National Collegiate Conference Association in partnership with the Osgood Center for International Studies. In addition to the 43rd session of the University of Pennsylvania Model United Nations Conference (UPMUNC) as well as Bucharest International Students Model United Nations (BISMUN) conference, among others.

For further information on MUN events and to learn more about AUDMUN, please contact the External Relations Office.

entrepreneurship club at aud

The External Relations Office recently launched the Entrepreneurship Club at AUD which works to promote the concept and spirit of entrepreneurship amongst students and alumni. It works on providing a platform that assists young entrepreneurs who aim to start their own business; or bring their ideas to life. It also seeks to link & connect experienced entrepreneurs and industry leaders to members of the club, draw the interest of investors as individuals or as investment corporations.

The club's main purpose is to help make the business and professional career goals for its members realize through the interactive contacts of the External Relations

Office. A series of event took place already at AUD bringing industry leaders in contact with the club members and the AUD community as a whole. In line with its mission, ERO hopes to organize many more workshops, conferences, and activities locally, regionally and internationally to further enrich and maintain AUD's relationship with its students/alumni and its external partners; For further information on entrepreneurship events and to learn more about this club, please contact the External Relations Office.

(*marketing communications department*)

mission

The Mission of the Marketing Communications Department is to develop and maintain AUD's image and build brand awareness with all stakeholders in the global marketplace, by integrating the department's main responsibilities - including marketing management, public relations, media relations, and event management - with the mission of the university, while serving the interests of the faculty, staff, students, alumni, the Dubai community and beyond.

purpose

The Marketing Communications Department works with the academic and administrative departments at AUD, as well as with external bodies, to position the university as a leading institution of higher learning in the Gulf. Specifically, the Department manages AUD's marketing communications efforts in order to enhance awareness of the university's academic and extracurricular programs and events as a means of leveraging AUD's institutional image.

goals

- To manage and maintain AUD's corporate image;
- To maintain and increase awareness of AUD's programs (academic and non-academic) and events by liaising with its internal and external communities and cultivating media relationships;
- To attract, organize and host academic, cultural and artistic events that further AUD's educational mission;
- To identify opportunities for advertising, sponsorships and participations in exhibitions/conferences for AUD by working with academic and administrative departments to assess and prioritize publicity needs;
- Manage the website to meet AUD's public relations, marketing, and educational goals.

(*other aud services*)

aud bus service

AUD provides free bus service for dormitory students. Buses transport students to area shopping centers, food stores, and recreation centers.

The Department of Central Services publishes bus schedules every semester. Schedules are available from the Department of Central Services and the Housing Office.

aud cafeteria/food court

AUD has a buffet-style cafeteria, managed by one of the largest catering companies in Dubai. Breakfast, lunch, and dinner are served. This cafeteria service is complemented by the offerings of several other outlets in the AUD Food Court.

aud library

The Library at the American University in Dubai provides books, magazines, DVD/ videos, and online databases to enrich the university's educational program.

AUD's Library has approximately 104,000 print and e-books focusing on the university's programs in international studies, business, communication and information studies, engineering, computer and information technology, computer science, architecture, visual communication, and interior design, and arts and sciences (including middle eastern studies). Subscriptions to 340 magazines, journals and newspapers provide an extensive yet varied collection of current periodical literature. In addition, the library provides access to a rich collection of full-text, web-based databases containing articles from thousands of academic journals, magazines, and international newspapers. These resources enable students and faculty to conduct thorough research on nearly any topic. The library catalog, e-books and most of the databases are available both on and off campus providing 24/7 access to information resources.

The Library has 59 computers in 3 computer labs and the reference area. A wireless network is also available. One workstation is equipped to meet the needs of the visually-impaired. All computers provide high-speed networked access. Scanners,

networked printers (color and black and white), and a photocopier are available. These tools and the rich resources of the Library collection assist students with their research, preparation of assignments, and the creation of quality presentations.

The Library staff reflects AUD's commitment to students. Librarians and library assistants are professional, technologically astute, and always willing to help.

When students need to seek knowledge, find information, prepare assignments, or complete research projects, the AUD Library provides the following services:

- reference support;
- individualized instruction on databases and other library resources;
- frequent workshops on individual databases;
- class sessions on information sources, how to choose the most appropriate resource, and how to use resources most effectively.

The print and electronic resources the library provides include:

- a collection of over 104,000 print books and e-books;
- 340 journals/magazines/newspapers in print and access to additional full-text journal articles and citations online;
- online access 24/7 to journal articles, the Library catalog, 63 databases plus various electronic resources;
- computer labs with 48 PC's to search the web and prepare assignments;
- both wired and wireless laptop connectivity;
- video and DVD facilities;
- study tables and carrels;
- study rooms for group work; and
- photocopying, scanning and networked printing (both color and black and white).

| <i>library item</i> | <i>loan period</i> | <i>overdue fine</i> |
|---------------------------|---|---|
| Books | 3 weeks | AED 1 per day |
| Magazines and journals | 2 days | AED 1 per day |
| DVDs and Videos | 1 week | AED 5 per day |
| Internet cables and plugs | 1 day (24-hrs) | AED 1 per day |
| Calculators | 1 day (24-hrs) | AED 5 per day |
| Study Room keys | 2 hours | AED 5 per hour |
| Reserves | In-Library (4 hrs), or Out-of-Library (2 hrs, 24 hrs or 48 hrs) | AED 5 per day (or per hour, depending on type of Reserve) |

All fines must be paid and cleared from student accounts before students can continue to use their account. Fines must be paid and overdue books returned before students can register for classes for the coming semester. Students are responsible for lost or damaged items.

Students must show their AUD ID card for all Library services: borrowing or renewing items, paying fines, purchasing print and photocopy credits, reserving study rooms and getting forms signed.

library hours

Fall and Spring Semesters

| | |
|--------------------|--------------------------|
| Sunday – Wednesday | 8:00 a.m. to 11:00 p.m. |
| Thursday | 8:00 a.m. to 9:00 p.m. |
| Friday | 3:00 p.m. to 7:00 p.m. |
| Saturday | 12:00 noon to 11:00 p.m. |
| Public Holidays | Closed |

Closing is extended on Friday during exams.

During semester-breaks and Summer I & II

Check the library hours posted on the Library webpage <http://aud.edu/library/hours>.
asp and outside the Library entrance.

Library Phone Number: (04) 399 9000 ext. 183/direct line (04) 318 3183

Library Email: library@aud.edu

The online databases are accessed through the Library webpage under **Resources** www.aud.edu/library/resources.asp.

Databases include:

Academic Search Premier a multi-disciplinary database for more than 4,500 journals, with full text for more than 3,700 peer-reviewed titles; PDF backfiles to 1975 are for over one hundred journals.

Access Science contains information from the 10th edition of the McGraw-Hill Encyclopedia of Science & Technology and the McGraw-Hill Dictionary of Scientific & Technical Terms.

ACM Digital Library provides full text of every article ever published by ACM; content includes journals, magazines, transaction, proceedings, newsletters, publications by affiliates and special interest groups, oral history interviews and author profiles.

ASPP (IEEE) provides full text access to technical literature in electrical engineering, computer science, and electronics.

Business Source Complete (BSC) provides full text for more than 3,000 journals, including full text for more than 1,100 peer-reviewed titles in all aspects of business, including marketing, management, MIS, POM, accounting, finance and economics.

Communication & Mass Media Complete provides full-text access to 326 journals in communication, mass media, and other closely-related fields, plus indexing and abstracts for 640 additional titles.

CQ Researcher provides access to articles representing both sides of current political and social issues. On-campus access only.

Datamonitor's MarketLine contains industry profiles offering standardized market data and competitive analysis, company profiles for 50,000 public and private companies, Base Drivers Database featuring key macro-economic, social, demographic and industry statistics for 215 countries plus live feed of news, comment and analysis

Emerald provides access to information on management and engineering including more than 75,000 full text articles and 200,000 reviews from management journals; also available are case studies, literature reviews and book reviews, conference information, interviews, and profiles. On-campus access only.

EIU Country Reports (GCC Region) and ***EIU Viewswire (MENA Region)*** provides analysis and forecasts on individual countries and on six key industries.

ERIC Plus Text contains Resources in Education (research reports, curriculum and teaching guides, conference papers, and books) and Current Index to Journals in Education (775 periodicals) and the full text ERIC Digest Records.

JSTOR a full-text, interdisciplinary archive that includes over one thousand leading academic journals in humanities, social sciences, and sciences, monographs and other materials.

LIRN a portal providing access to 44 databases covering a wide-range of subjects from ABI/Inform and Legal Trac to the Literature Resource Center.

Online Research Library (ASCE) covers technical information for the civil engineering profession — 31 journals print and online; the online journal archive has over 46,000 articles dating back to 1983.

Lexis Nexis provides full-text access to 350+ newspapers, 300+ magazines and journals, 600+ newsletters, TV and radio network broadcast transcripts, campus news (including the *Chronicle of Higher Education*), wire services, polls and surveys plus non-English news sources.

Project Muse provides full-text, user-friendly access to a comprehensive selection of humanities and social sciences journals.

Proquest Dissertation Abstracts provides citations and abstracts for doctoral dissertations and master's theses. On-campus access only.

Reuters Business Insights gives up-to-date reports on market research, business data analysis and market insights. On-campus access only.

Vault contains world-wide company profiles, industry career guides, career topic guides, job search and interview advice, company recruiting videos, sample CVs, and a host of other job-planning tools.

E-book Collections include **eLibrary**, **Ebrary**, **SafariTech**, **Oxford Reference Online**, and **Grove Art Online**.

Username and passwords are provided at the Circulation Desks if needed for a particular database. Students need to present their AUD ID.

visa information

Students who are accepted and enrolled on a full-time basis can be sponsored by AUD for a student resident visa. The current fee is AED 1,000, plus a refundable AED 2,000 visa security deposit. This is refundable once the sponsorship has been cancelled.

The university keeps the residence visa active for three months after the date of graduation to give students the opportunity to find employment and transfer their visas. Students should report to the Office of the Visa Officer at the end of this three month period to satisfy the requirements for cancelling the visa. Please note that the university will take the necessary legal action against students who fail to report within this period. In such cases, the student will forfeit the AED 2,000 security deposit.

Passports are kept on file in the office of the Visa Officer. If needed, students who are not on hold may check out their passport.

Complete information regarding visa sponsorship is available from the Director of Central Services or the Visa Officer (ADM 120).

In order to facilitate the Residence Visa procedure, required blood tests are organized through the AUD Health Center. More information about the health tests is available from the Director of Central Services, the Visa Officer, and the AUD Health Center.

(*about aud campus/city*)

Rich in Islamic tradition and supported by oil and tourism revenue, Dubai is a modern city rooted in centuries of Arab culture and values. Since the formation of the United Arab Emirates in 1971, Dubai has emerged as a Middle Eastern hub for multinational businesses and a playground for sport enthusiasts. Skyscrapers tower above traditional mosques and women in burkha (traditional head and face covering worn by Muslim women) share city sidewalks with business executives. The “Pearl of the Gulf” combines the bustle of a busy port city and international business center with a reverence for Muslim tradition to create a city abundant with opportunities.

Arabic is the official language of the United Arab Emirates, but English is also used widely in business and casual conversation. With a blend of the traditional and modern, as well as a high level of respect for various customs and religions, Dubai is a favorable destination.

Several excellent guidebooks are published about Dubai and the United Arab Emirates. Additionally, comprehensive web sites highlight events, activities, sports, shopping, and businesses.

The campus of The American University in Dubai is the material expression of the university’s mission and character. Two words come to mind in describing this campus – American and world-class: “American” because of its sobriety and Jeffersonian architectural rigor, “world-class” because of the notable quality of the physical plant and accompanying facilities.

Indeed, the facilities that comprise the multi-edifice campus are nothing less than impressive, whether they be found in the **academic wings, Student Center, student and faculty housing or administrative complex**. Specifically, 14 buildings dot the campus today, a Student Center, housing indoor sports facilities, food court, 50 offices and 20 classrooms/labs in addition to several other amenities being the latest addition.

Advanced technology supports all aspects of campus operations; most appropriately, the delivery of the university’s academic programs. Specifically, 15 computer labs with both IBM and Macintosh hardware form the basis for instruction in IT, business administration and the applied arts. Two **language laboratories** serve to enhance teaching effectiveness in the university’s intensive/academic English courses. The **Blackboard™ system** is deployed to provide instructional support in all courses

offered by the university, and students can access it from any location in the world where there is Internet connectivity.

AUD's School of Engineering houses several labs. The physics lab is equipped with Pasco equipment for conducting a broad range of experiments in motion dynamics, electricity and magnetism. The engineering computer labs house over 100 PC's, equipped with educational and professional engineering software including MatLab, Maple, PSPICE, AutoDesk, Primavera, GeoSuite, ETABS, SAFE, SAP2000, and Heastad Methods software.

The Electrical and Computer Engineering Labs comprise 14 stations with complete sets of oscilloscopes, digital multimeters, triple DC power supplies, logic analyzers, function generators, operational amplifiers, and semiconductor curve tracers.

The labs are also equipped with educational equipment for electric power systems including DC motors, 3-phase motors, transformers, induction motors, and variable speed drives.

The Civil Engineering Labs are equipped with an Instron Universal Testing Machine, a concrete crusher, and materials and geotechnical equipment for specific gravity, hardness, toughness, soil classification, compaction, permeability, consolidation, direct shear and triaxial testing. The labs also house multiple workstations for fluid dynamics and hydraulic experiments, as well as theodolites, and Total Stations for field surveying.

The accomplishment of AUD's objective to deliver a genuinely American education is facilitated by the sports facilities (soccer field, outdoor track, tennis/volleyball/basketball courts, swimming pool) and other space that provide students with the opportunity to engage in extracurricular activities which constitute student life on a typical US-based campus. A 900-seat auditorium serves as a venue for student assemblies, conferences, and cultural events. A Student Center, housing indoor sports facilities, was inaugurated in September, 2008. A central indoor stadium is designed so that it can be dismantled into two independent courts used for indoor football, handball, basketball or volleyball. This stadium has a capacity of 2,500 spectators, in addition to an outdoor spectator's gallery that faces the soccer field and accommodates a public of 300. Separately, there are two squash playgrounds and a 1,600-square feet gymnasium for males and females and an aerobics/dancing/music room.

(*aud information* }

tuition, fees and expenses 2011-2012

(The standard academic year is comprised of the Fall [September] and Spring [January] semesters. There are two Summer sessions [May and July].)

The university evaluates institutional tuition and fee rates in the second semester of each academic year, and rates may be subject to change at the beginning of the following academic year.

undergraduate programs

Fall and Spring Semesters

| | |
|---|-------------------------|
| Tuition (less than 12 credit hours) | AED 3,000 per credit |
| Tuition (12 to 16 credit hours) | AED 34,500 per semester |
| Tuition Overload (over 16 credit hours) | AED 2,300 per credit |

Summer Sessions

| | |
|--|------------------------|
| Tuition (less than 7 credit hours) | AED 3,000 per credit |
| Tuition (7 to 9 credit hours) | AED 20,700 per session |
| Tuition Overload (over 9 credit hours) | AED 2,300 per credit |

withdrawal penalty (scholarship students)*

If an undergraduate student on scholarship exceeds the two-course limit for withdrawals, the following financial penalty will apply for each term the student withdraws from an additional course:

- If a student is enrolled full-time (12 to 16 credits in Fall and Spring or 7 to 9 credits in Summer), the full-time tuition rate per credit for the academic year is applicable and will be charged at the time of withdrawal;
- If a student is enrolled part-time (less than 12 credits in Fall and Spring or less than 7 in Summer), the part-time tuition rate per credit for the academic year will be charged at the time of withdrawal.

If a graduate student on scholarship exceeds the two-course limit for withdrawals, he/she will be charged the full tuition for the course(s) from which he/she withdraws.

* Scholarships appearing in the 2011-2012 AUD Undergraduate Catalog.

graduate program

| | |
|--------------------------|------------|
| Tuition (3 credit hours) | AED 9,600 |
| Tuition (6 credit hours) | AED 19,200 |
| Tuition (9 credit hours) | AED 28,800 |

Foundation Modules, if required:

| | |
|--------------------|-----------|
| 1. Micro-Economics | AED 2,000 |
| 2. Accounting | AED 2,000 |
| 3. Finance | AED 2,000 |
| 4. Statistics | AED 1,500 |

intensive english language program

fall and spring semesters

| | |
|---------|-------------------------|
| Tuition | AED 28,000 per semester |
|---------|-------------------------|

summer sessions

| | |
|---------|------------------------|
| Tuition | AED 20,000 per session |
|---------|------------------------|

services fee*

| | |
|--|---|
| Services Fee for Undergraduate and IELP students | AED 100 per semester (AED 50 per summer session) |
|--|---|

**designated for labs and activities*

family tuition waiver

For families who have more than one son/daughter **enrolled simultaneously** at AUD as full-time undergraduates, a tuition remission of 25% is given to each off spring (sibling) after the first. Students who qualify for this waiver must, upon registration, complete a form available at the Finance Office. Scholarship students are not eligible for a *Family Tuition Waiver*.

study abroad program in middle eastern studies

[Includes tuition and fees for 5 classes (15 hours), housing and some classroom-related activities]

Tuition and Fees US\$ 12,082 (of which US\$274 is refundable at the end of the semester if no dorm damage has occurred).

explanation of fees and expenses

application processing fee . A non-refundable application processing fee of AED 200 must accompany the *Application for Admission*.

reservation deposit . A reservation deposit (non-refundable) of AED 5,000, which is fully applied toward tuition, is required upon acceptance for admission (provisional or other). Due to the high number of applicants, students are requested to pay this deposit within two months of the start of the term of entry. No application will be accepted after this date without the reservation deposit. ***The reservation deposit is non-refundable unless the application is rejected by the Admissions Office.***

entrance exam fee . AED 300 (non-refundable)

late registration fee . A late registration fee of AED 1,000 will be charged for those registering after the final advising and registration date set for the semester (see University and Academic Calendars).

books . Students are responsible for buying their own books. Book expense is not included in the tuition.

graduation processing fee . A non-refundable diploma fee of AED 500 will be billed to students earning degrees.

middle eastern studies certificate fee . A non-refundable fee of AED 200 will be billed to students to cover production of the Middle Eastern Studies Certificate.

part-time students . A student taking less than 12 credit hours per semester is considered part-time. The fee per 1 credit hour is AED 3,000.

health insurance (mandatory) . A fee of AED 1,000 per year is mandatory for Health Insurance. Students showing proof of having their own private health insurance plan will be exempted.

housing (optional) . Accommodation is provided by semester for those who wish student housing. The non-refundable housing fees per semester are:

AED 8,500 (shared) AED 12,500* (single). A one-time, refundable security deposit of AED 1,000 is required. This one-time security deposit is payable with the student's first housing payment. Housing charges are subject to change.

In the summer sessions, housing fees are AED 5,700 for a shared room and AED 8,500 for a single room*.

* *Single rooms are not available and will not be guaranteed at all. In the event that there are cancellations and there is availability of rooms, applications for single rooms will be considered.*

A housing reservation fee of AED 2,500 is required to reserve a place in the dormitories. This is payable according to the following schedule:

| Semester | Deadline |
|-----------------|-------------------|
| Fall, 2011 | May 25, 2011 |
| Spring, 2012 | November 15, 2011 |
| Summer I, 2012 | March 25, 2012 |
| Summer II, 2012 | May 20, 2012 |
| Fall, 2012 | May 27, 2012 |

The balance of the student housing fee must be paid in full one month before the beginning of the semester or summer session. Failure to pay the housing fee in full may result in the cancellation of the dorm reservation. *In such cases, the housing reservation fee will not be refunded.*

student residence visa (optional) . Only full-time students are eligible. Visa fee, AED 1,000. Passport deposit of AED 2,000 is refundable only upon cancellation of visa.

study tours (optional) . AUD Study Tours are scheduled annually. The fee, which is determined annually, covers roundtrip transportation and hotel accommodations.

Students are responsible for their meals. Students may earn 3 hours of academic credit upon satisfactory completion of requirements set by the trip instructor. Previous Study Tour locations have included New York, Paris, Milan and Florence.

payment policies . Tuition and fees are due upon registration, unless a student is registering online, in which case the deadline for payment established by the Registrar's Office must be respected.

Students can pay by cash, check, and bank drafts at the AUD branch of the Commercial Bank of Dubai. Credit Card payments may be made at the AUD Finance Office subject to a handling fee of roughly 1.5 %.

Tuition and fees may also be paid by bank transfer and credit card by filling the authorization form below:

Bank Transfer: Payable to the "American University in Dubai", account number 1000351229 at the Commercial Bank of Dubai, Dubai Head Office, swift code: CBDUAEADDXB. Include student name and I.D.# on the payment details.

Credit card paid via written authorization: by filling out the following information and faxing this sheet to AUD Finance Office +971-4-3994566. Only Visa and Master Cards are accepted and will carry an additional handling fee of 2.0 % of the total amount paid.

A student not physically present in Dubai who wishes to pay by credit card will be required to fill-out a form containing the following information:

I authorize The American University in Dubai to charge an amount of AED plus handling fees as stated above to my credit card details mentioned below.

Name:
Signature:
Credit Card Type (Visa, Mastercard): Expiry Dte:.....
Credit Card Number:
U.A.E. Tel. No.(.....) Other Tel. No.(.....).....
Fax No. (.....) Date:.....
Student Name:.....I.D. #:.....
Payment details:.....

Students who submit non-negotiable checks will be charged an AED 200 non-refundable administrative fee and will henceforth be required to make future payments in the form of cash or bank transfer.

outstanding balances . A student cannot register until all outstanding balances are cleared. Payments will be credited toward outstanding balances before being applied to current registration charges. Transcripts, grades, diploma and certifications will not be issued for students who have not met their financial obligations.

refund policy

Refunds are governed by the following regulations and will be processed within 30 days of request:

(1) tuition (except ielp) . In the event that a student withdraws or is dismissed from all classes during the term, refunds of tuition and fees will be calculated according to the following schedule:

| Schedule | Refund |
|--------------------------|---------------|
| During the first week* | 75% |
| During the second week** | 50% |
| During the third week | 25% |
| After the third week | 0% |

In the event that a student withdraws from partial classes during the term, refunds will be calculated according to the following schedule:

| Schedule | Refund |
|------------------------------|---------------|
| Until the end of Drop/Add*** | 100% |
| After Drop/Add | 0% |

* 100% for new students in the first semester of attendance with the exception of the reservation and enrollment deposit of AED 5,000 which is non-refundable.

** Sunday-Thursday

*** The refund amount will be a credit to the student's account and carried forward to the following semester. Non-returning students will receive a refund within 30 days of submitting a request form. Check the AUD Academic Calendar for dates of Drop/Add.

(2) tuition (ielp)

Schedule

Until the end of Drop/Add
After Drop/Add

Refund

75%
0%

(3) housing fees and charges . The one-time, housing security deposit is refundable at the end of the semester if no dorm damage has occurred. The housing reservation fee is non-refundable and non-transferable unless the student's application for admission is rejected or the student cancels his/her admission one month prior to the start of the semester for which he/she has paid.

Note: AUD has a Refund Policy specific to legal residents of the U.S. State of Georgia. This Policy has been written to be in compliance with Standard Nine of Georgia's Minimum Standards and Criteria for NPEC Institutions. The existence of this Policy is announced during Student Orientation and referenced at the time of exit from AUD (during the account settlement process) of any Georgia resident who requests a refund. A copy of this Policy is available in the Finance Office, the Registrar's, and the office of the Director of Institutional Effectiveness.

(academic calendar }

FALL SEMESTER 2011

| | |
|--------------------------------|--|
| August 28 | <i>Last Day to Submit Academic Standing Appeal Form to Student Support Manager +</i> |
| August 30 - September 1 | <i>Eid Al Fitr</i> |
| September 3 | <i>Arrival of Dorm Students</i> |
| September 3*-4 | <i>Final Days for Advising and Registration</i> |
| September 4 | <i>Student Orientation</i> |
| September 5 | <i>Last Day to Appeal a Suspension or Dismissal to the President +</i> |
| September 5 | <i>Classes Begin</i> |
| September 5-8 | <i>Drop/Add</i> |
| November 3 | <i>Last Day for Withdrawal from Classes</i> |
| November 6-7-8 | <i>Eid Al Adha</i> |
| November 26 | <i>Islamic New Year</i> |
| December 2 | <i>National Day</i> |
| December 11 | <i>Last Day of Classes</i> |
| December 12-13 | <i>Study or Make-up Days</i> |
| December 14 | <i>Final Exams Begin</i> |
| December 19 | <i>Semester Ends</i> |

+ For Undergraduates only.

* Normal working day for all faculty and staff

SPRING SEMESTER 2012

| | |
|---------------------|--|
| January 2 | <i>Last Day to Submit Academic Standing Appeal Form to Student Support Manager +</i> |
| January 5 | <i>Arrival of Dorm Students</i> |
| January 7*-8 | <i>Final Days for Advising and Registration</i> |
| January 8 | <i>Student Orientation</i> |
| January 9 | <i>Last Day to Appeal a Suspension or Dismissal to the President +</i> |
| January 9 | <i>Classes Begin</i> |
| January 9-12 | <i>Drop/Add</i> |
| February 4 | <i>Prophet's Birthday</i> |
| March 1 | <i>Last Day for Withdrawal from Classes</i> |
| March 4-8 | <i>Spring Break</i> |
| April 18 | <i>Last Day of Classes</i> |
| April 19 | <i>Study or Make-up Day</i> |
| April 22 | <i>Final Exams Begin</i> |
| April 26 | <i>Semester Ends</i> |

+ For Undergraduates only.

* Normal working day for all faculty and staff

SUMMER I SESSION 2012

| | |
|----------------|--|
| May 1 | <i>Last Day to Submit Academic Standing Appeal Form to Student Support Manager +</i> |
| May 3 | <i>Arrival of Dorm Students</i> |
| May 3 | <i>Final Day for Advising and Registration</i> |
| May 6 | <i>Last Day to Appeal a Suspension or Dismissal to the President +</i> |
| May 6 | <i>Classes Begin</i> |
| May 6-8 | <i>Drop/Add</i> |
| May 10 | <i>Commencement</i> |
| May 31 | <i>Last Day for Withdrawal from Classes</i> |
| June 16 | <i>Al Israa Wal Miraj</i> |
| June 18 | <i>Last Day of Classes</i> |
| June 19 | <i>Final Exams Begin</i> |
| June 21 | <i>Session Ends</i> |

+ For Undergraduates only.

SUMMER II SESSION 2012

| | |
|---------------------|--|
| June 26 | <i>Last Day to Submit Academic Standing Appeal Form to Student Support Manager +</i> |
| June 28 | <i>Arrival of Dorm Students</i> |
| June 28 | <i>Final Day for Advising and Registration</i> |
| July 1 | <i>Last Day to Appeal a Suspension or Dismissal to the President +</i> |
| July 1 | <i>Classes Begin</i> |
| July 1-3 | <i>Drop/Add</i> |
| July 26 | <i>Last Day for Withdrawal from Classes</i> |
| August 13 | <i>Last Day of Classes</i> |
| August 14 | <i>Final Exams Begin</i> |
| August 16 | <i>Session Ends</i> |
| August 19-20 | <i>Eid Al Fitr</i> |

+ For Undergraduates only.

N.B. All Islamic Lunar Holidays for the private sector will be fixed per announcement by the relevant Ministry.

Placement exam dates and registration procedures are available each term from the Admissions Office.

(*administration and staff*)

The administration of The American University in Dubai endeavors to fulfill the university's mission in terms of both academic excellence and attention to the student as an "individual". Operatively, this entails the enforcement of academic policies and procedures, the availability of staff for counseling and advisement, the support of extra-curricular activities that develop the "whole person" and a general sense of fairness in all dealings.

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(*aud informational* }
handouts }

informational handouts

Academic Exclusion
Academic Probation
Academic Skills (various handouts)
Blood Test Procedures
Event Planning Guidelines
Event Sponsorship Guidelines
The Grade Appeal Process
Interview Skills Kit
Orientation Leader Application Pack
Peer Tutor Application Pack
Resident Assistant Application Pack
Resumé Creation (functional
and chronological) Kit
Tutoring Informational Handout

Student Support Manager
Student Support Manager
Student Support Manager
Health Center Director
Student Activities Coordinator
Student Activities Coordinator
Student Support Manager
Career Services Manager
Dean of Student Services
Student Support Manager
Housing Manager

Career Services Manager
Student Support Manager

where do i go for?

Academic Concerns
Academic Probation/Exclusion
Academic Support
Alumni
Audits
Bus Schedule
Drop/Add
Career Advice
Clubs/Events
Complaints
Completion Survey
Copy Cards
Counseling
Crime Reports
Email Address
Emergencies
Fee Payments
Grade Reports
Grade Questions

Academic Advisor
Registrar/Student Support Manager/Chair
Student Support Manager
External Relations
Registrar's Office
Facilities/Housing Offices
Registrar's Office
Career Services
Student Activities
Grievance Officer
Registrar's Office
Library
Counselor
Dean of Student Services
Registrar
Security Office/Dean of Student Services
Finance Office
Registrar's Office
Instructor (first)

| | |
|---|---------------------------------------|
| Graduation Policies | Registrar |
| Graduation Procedures | Registrar |
| Health | Health Center |
| Health History Forms | Health Center |
| Health Insurance | Health Center |
| Housing | Housing Office |
| Incompletes | Registrar's Office |
| Insurance | University Health Center |
| Jobs | Career Services Office |
| Lab Facilities | Program Specific |
| Leave of Absence | Registrar's Office |
| Leadership Programs | Dean of Student Services |
| Lockers | Facilities Office |
| Lost and Found | Reception |
| Incomplete Request | Registrar's Office |
| ID Cards | Registrar's Office |
| Mail | |
| Dorm Students | Housing Security Office |
| Other Students | Student Services |
| Messages | Reception |
| Name/Address Change | Registrar's Office |
| Parking | Central Services |
| Placement Tests | Admissions Office |
| Procedure for Charity Inclusion in Events | Student Activities Coordinator |
| Procedures | Registrar's Office |
| Program Change | Registrar's Office |
| Registration | Registrar's Office |
| Scholarships | Admissions Office |
| Special Needs | Student Support Manager/Health Center |
| Student Activities | Student Activities Coordinator |
| Ten Tips for Job Hunting in a Recession | Career services Manager |
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