AUD

AMERICAN UNIVERSITY IN DUBAI

STUDENT HANDBOOK
2018 – 2019

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The statements and policies set forth in this Handbook (effective September 2018) 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.

WELCOME TO THE AMERICAN UNIVERSITY IN DUBAI

Fall 2018

Dear Students,

Welcome to the 2018-2019 academic year at the American University in Dubai. In support of AUD's Mission, the Office of Student Services strives to provide quality services, programs, and resources designed to enrich the co-curricular lives of students. The staff is committed to enhancing and addressing the holistic needs and development of students through athletics, counseling, housing, and student activities. Please visit our offices to learn more about our services, programs and activities. We will be ready to share our experiences and resources with you and look forward to learning more about you and your interests outside the classroom.

Your college years are extremely valuable to the many years ahead. The greatest benefit to you begins by getting involved in campus life. This is a crucial time to gain independence and autonomy, experience personal growth, and explore your life goals. The staff of Student Services has a wealth of knowledge, and resources designed to help you reach your academic, personal, and professional goals. Our programs, events, facilities, and student clubs are carefully designed to supplement your academic pursuits while providing opportunities for leadership development. Whether you chose to take advantage of AUD's abundance of co-curricular activities is up to you.

As you begin your studies at AUD, it is important for you to understand your obligations as a student and member of the AUD community. The *AUD Student Handbook* is a portal to understanding our policies, procedures, rules, and regulations. Students are obligated to understand, interpret, and uphold the policies outlined in the *Handbook*. AUD holds students responsible for their actions, including failure to comply with community standards and requirements. Therefore, the more students understand about AUD policies and procedures, the greater their educational experience will be.

For questions or guidance regarding academic concerns, please refer to the *AUD Undergraduate Catalog* or the *AUD Graduate Catalog*. Should you have any additional questions about the *Handbook* or the programs, events, and services offered by the Office of Student Services, please do not hesitate to contact us directly via email, phone, or office visit.

On behalf of the staff of Student Services, welcome to AUD. We look forward to working with you to make your AUD experience a successful and rewarding journey.

Warm regards,

Dr. Robin E. Anke
Dean of Student Services

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/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 Division 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, and stay in touch with the AUD Student Government Association, ext. 450.

- If you are a resident student:
  - Register your car with the 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.

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 2017-2018 averaged 2,200 students. In Spring 2018, over one hundred nationalities were represented in the AUD student body.

AUD offers both undergraduate and graduate degrees and Certificates in Middle Eastern Studies and Professional Teaching.

School	Program	Degree	Major, Track or Emphasis
Architecture, Art and Design	Architecture	B.Arch.	-
	Interior Design	B.F.A.	Integrated Computational Design
	Visual Communication	B.F.A.	Advertising, Digital Media, Graphic Design, Studio Art
Arts and Sciences	International Studies	B.A.I.S.	Middle Eastern Studies, Cultural Studies, International Relations
	Psychology	B.A.	-
	Middle Eastern Studies	Certificate	-
Business Administration	Business Administration	B.B.A.	Accounting, Economics, Finance, Management, Marketing, Advertising and Integrated Marketing Communications
		M.B.A.	General, Finance, Management, Marketing
Mohammed Bin Rashid School for Communication	Communication and Information Studies	B.C.I.S.	Digital Production and Storytelling, Journalism
		M.A.*	
Education	Education	M.Ed.	Elementary, Secondary
	Professional Teaching	Certificate	-
Engineering	Civil Engineering	B.S.C.E.	-
	Computer Engineering	B.S.Comp.E.	-
	Electrical Engineering	B.S.E.E.	-
	Mechanical Engineering	B.S.M.E.	-
	Construction Management	M.S.C.M.	-

Degree in Leadership and Innovation in Contemporary Media

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 courses designed to develop university-level English language skills in students requiring additional language study before commencing university.

The university's faculty members 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 Dubai Media City.

Accreditation, Licensure and Substantial Equivalency

- The American University in Dubai is officially licensed by the UAE Ministry of Education–Higher Education Affairs (MOE-HEA). The MOE-HEA has accredited the university's <u>undergraduate</u> programs in Architecture, Business Administration, Communication and Information Studies, Engineering, International Studies, Psychology, Interior Design and Visual Communication and <u>graduate</u> programs in Business Administration, Construction Management, Education, and Leadership and Innovation in Contemporary Media, in addition to Certificate programs in Middle Eastern Studies (undergraduate) and Professional Teaching (graduate).
  U.A.E. Ministry: PO Box 45133, Abu Dhabi, U.A.E.; tel.: +971-2-642-7772

- AUD is permitted by the Knowledge and Human Development Authority (KHDA). KHDA: Block 8, Academic City, P.O. Box 500008, Dubai, U.A.E.. tel.: +971-4-3640000

- AUD is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor's and Master's degrees (see http://www.sacscoc.org). Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call +1-404-679-4500 exclusively for matters specific to the accreditation of the American University in Dubai. Inquiries about AUD regarding topics such as admissions, tuition, educational programs, etc., should be addressed directly to AUD and not to SACSCOC.

- Authorized under the Nonpublic Postsecondary Educational Institutions Act of 1990. *NPEC: 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305; tel.: +1-770-414-3300*

- The School of Business Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB International).
  AACSB: 777 South Harbour Island Boulevard, Suite 750, Tampa, Florida 33602 USA, tel: +1-813-769-6500

- 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 Advertising and Integrated Marketing Communications
  - Master of Business Administration (M.B.A.), with concentrations in Finance, Management and Marketing
  IACBE: PO Box 3960, Olathe, Kansas 66063 USA; tel.: +1-913-631-3009

- The university's undergraduate majors in Advertising and Integrated Marketing Communications and Advertising 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, Electrical, and Mechanical Engineering programs of AUD's School of Engineering are accredited by the Engineering Accreditation Commission of ABET. http://www.abet.org/ *ABET: 415 N. Charles St., Baltimore, MD 21201, tel.: +1-410-347-7700*

- The Bachelor of Communication and Information Studies (B.C.I.S.) program, with majors in Digital Production and Storytelling and Journalism is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC). *ACEJMC: Stauffer-Flint Hall, 1435 Jayhawk Blvd. Lawrence, KS 66045- 7575; tel.: +1-785-864-3973.*

- The Interior Design program leading to the Bachelor of Fine Arts is accredited by the Council for Interior Design Accreditation (CIDA), www.accredit-id.org *CIDA: 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014; tel.: +1-616 458 0400*

- The National Association of Schools of Art and Design (NASAD) has granted AUD's Bachelor of Fine Arts (B.F.A.), with majors in Advertising, Digital Media, Graphic Design and Studio Art; and Bachelor of Fine Arts (B.F.A.) in Interior Design the designation of *substantial equivalency* with accredited programs in the United States.
  NASAD: 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248; tel: +1-703-437-0700; http://www.nasad.arts-accredit.org

- National Architectural Accrediting Board (NAAB)
  In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree. The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program expects to achieve initial accreditation within six years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

The American University in Dubai, Department of Architecture, School of Architecture Art and Design is in candidacy for accreditation of the following NAAB-accredited degree program: B.Arch. (166 undergraduate credits)

- Initial Candidacy Granted: 2014
- Continuation of Candidacy Granted: 2016
- Next Visit for Initial Accreditation: 2018

Mission, Philosophy, Goals, Vision and Values

Mission

The Mission of the American University in Dubai is to serve as a culturally diverse learning community committed to the pursuit of knowledge through excellence in teaching and scholarly and creative endeavor, leading to students' academic, personal and professional success, as well as the advancement of society.

Statement of Philosophy

The Philosophy of The American University in Dubai is derived directly from its Mission. In its essence, AUD is a learning community. This is most noticeably manifested in the aspirations of two principal constituencies – students and faculty. Students seek to learn through the acquisition of knowledge and skill. Exposure to human, cultural and experiential diversity plays a crucial role in this acquisition process. Many avenues are open to faculty for learning, including their own scholarly and creative activity. Contributing to knowledge via this activity helps faculty fulfill their most important commitment; that is, imparting knowledge to the students they teach and mentor.

It is expected that as learners committed to continuous improvement, students – following graduation – will be successful in fulfilling their personal and professional objectives; and that faculty – through the on-going processes of study and knowledge advancement – will contribute to and develop expertise in their disciplines and become ever more effective teachers.

All strive to become better thinkers. The university is confident that the appropriate exercise of its Philosophy, reflecting an innate drive towards academic excellence, constitutes its most significant contribution to the shaping of a better world.

Purpose-Related Goals of the University

In support of its Philosophy and Mission, AUD's Goals, Vision and Values are as follows:

- 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 as teachers and contributors to knowledge in and practice of their disciplines;
- 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;
- Selective diversification in program portfolio;
- The liberal arts as the wider context for life-long learning and professional readiness;
- Ever more "American" in terms of the total educational experience;
- Strengthened integration with local community (university as an intellectual, pedagogical and socio-cultural reference point);
- Embracing the expansion of physical resources and technological application as opportunities for cutting edge delivery of its academic programs and services.

Values

There are ten (10) 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.

Collaboration – AUD values teamwork and outreach as a means of deriving superior solutions.

Innovation – AUD values innovation as reflected in knowledge creation, creative expression and continuous improvement.

Best practice – AUD recognizes the worth added to its policies and operations by best practice in American higher education.

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 presence of American and American-trained faculty members 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 members who combine scholarship and pedagogy 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. The university maintain that in its 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 when 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. Students must 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 cultures and religions 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 Honor 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 almost every 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 encouraged to aspire to become great communicators – orally and in writing.

Group Work/Teamwork
AUD encourages group, offering students opportunities to work in a variety of situations. Students are reminded to read the AUD Honor Code, 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. 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, or working part-time. Extracurricular involvement will also have an added advantage, because 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. 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 careers. Most employers welcome and think highly of students whose 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 with the Career Services Division.

AUD TIMELINE

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

Jan, 1995	Mr. Elias Bou Saab moves to Dubai and establishes AUD
Fall, 1995	Opening Enrollment of 165
Jan, 1996	Addition of MBA program
Dec, 1996	SACSCOC accreditation
Jan, 1997	IAA Accreditation (advertising programs)
Jun, 1997	Dr. Lance de Masi becomes President/Chief Academic Officer
Mar, 1998	Georgia Nonpublic Postsecondary Educational Commission (NPEC) issues degree-granting rights
Jun, 1998	First Commencement Exercises – James Baker, Keynote Speaker
Jan, 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 AUD Campus
Apr, 2001	SACSCOC Substantive Change Prospectus (School of Engineering)
Jun, 2002	Fifth Commencement Exercises – Bill Clinton, Keynote Speaker
Fall, 2002	First Engineering student admitted
Nov, 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
Dec, 2003	SACSCOC reaffirms AUD accreditation
Jun, 2004	Dr. Jihad Nader appointed Provost/Chief Academic Officer
May, 2005	Ministry completes accreditation of all AUD programs
Dec, 2006	Re-licensure by UAE Ministry of Education
Sept, 2007	AUD opens School of Communication
Dec, 2007	AUD becomes the first and only institution of higher learning outside the US and Latin America to receive SACSCOC independent accreditation
Mar, 2008	Inaugural Harvard-AUD student exchange
May, 2008	Revised Mission/Purpose-related Goals ratified
Jun, 2008	Naming of Mohammed Bin Rashid School for Communication
Sept, 2008	Engineering programs (Civil, Computer, and Electrical) receive ABET accreditation

Sept, 2009	B.Arch. program (five year) launched
	Revised Arts and Sciences Core takes effect
	First Certificate program launched – Middle Eastern Studies
Sept, 2011	The School of Arts and Sciences is formed with the Bachelor of Arts in International Studies (B.A.I.S.) launched as its first degree program
Jan, 2012	ID, VC, and Architecture departments form in a new School of Architecture, Art and Design
Oct, 2012	ABET accredits Mechanical Engineering program
Dec, 2012	Granted SACSCOC Reaffirmation (ten-year re-accreditation)
July, 2013	Ministry renews AUD license for five years
May, 2014	First B.A.I.S., B.Arch., M.Ed. and M.S.C.M. degrees granted
May, 2015	ACEJMC accredits B.C.I.S. program
April, 2016	CIDA accredits B.F.A. in Interior Design program
March, 2017	AUD unveils revised *Mission and Statement of Philosophy*
May, 2017	AUD holds its 20th Commencement Exercises
May, 2017	Visual Communication and Interior Design programs receive NASAD substantial equivalency
Nov, 2017	AACSB accredits School of Business Administration
Dec, 2017	UAE Ministry of Education - Higher Education Affairs accredits the Bacheolor of Arts in Psychology program
Sept, 2018	UAE Ministry of Education - Higher Education Affairs accredits the Executive Master of Business Administration (EMBA) program
Spring, 2018	Enrollment 2,129

AUD 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 members 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 Bachelor's 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, Robert Gibbs, Dennis Kucinich, Arianna Huffington and Antonio Villaraigosa, Gordon Brown, Sara Ganim, Jimmy Wales and most recently Donald J. Trump Jr.

AUD Gala Dinner/Awards Ceremony

Held in spring of each academic year, the AUD Gala Dinner is a formal event that honors AUD graduates as well as other students, faculty and staff. A series of esteemed awards, including the President's Awards, Departmental Awards, and Student Services Awards, are granted based on nominations from the AUD community.

Orientation

Each year the Office of Student Services organizes a series of orientation to allow new AUD students to connect with the orientation leaders, as well as the AUD community at-large. These events are designed to foster a sense of community and encourage new students to get involved in campus life.

International Night

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

U.A.E. National Day

Each November, all members of the AUD community are invited to join in a celebration of Emirati culture during National Day festivities, which are coordinated and hosted by AUD's Emirati students.

Student Forum

The AUD Student Forum is designed, executed, and managed by the AUD Student Government Association (SGA), under the guidance of the Student Activities division. The Forum is held during the Spring semester and is a means by which the university collects student feedback about AUD issues. A general survey is conducted by the SGA, which reviews all issues related to campus life, i.e. sports, residence halls, student activities, general academic issues, and general non-academic/administrative issues. The Director of Institutional Effectiveness provides the SGA members with the results of the Student Satisfaction Survey. These results are combined with the results from the SGA survey and both are used to create a presentation for the Student Forum.

STUDENT RIGHTS AND RESPONSIBILITIES

AUD believes all students should have equal access to all of its 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 outline a system designed to safeguard and protect the rights, safety, and property of all members of 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 university. Any recognized student organization, after receiving approval for 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 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 Coordinators, 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, personal expressions and other announcements need to be approved by the Student Services Office prior to being posted. Unauthorized postings or posters in unapproved locations (see Campus Posting Policy) will be removed. 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 in 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 through the *AUD Online Student Complaint System*.

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 or her education records, including grades, records of attendance and other information. Parents can access their student's education records only if the student has signed a *Disclosure Form* which can be found in the Registrar's Office or on the web page.

- Parents are not entitled to inspect and review financial records of their students, unless they have prior consent if the student is a dependent as defined by U.A.E. Law. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined by U.A.E. Law.

- 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 and 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 fully stating the reason for the requested change. 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 and 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 and 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(s) awarded. If a student does not want some or all of the directory information to be released to third parties without his or her consent, the student must present such a request in writing to the Registrar's Office 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. 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 University's Grievance Officer or the UAE Ministry of Education in Dubai: Phone +971-4-2994100, Email *ccc.moe@moe.gov.ae* (MOE Call Center)

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, Associate Deans, Chairs, Provost and Chief Academic Officer, or President.

Intellectual Property

AUD seeks to maintain an environment that encourages the generation of new knowledge by its university personnel. Thus, the following section is intended to be a guideline of patent and copyright matters that are of interest to university personnel. The term "university personnel" will henceforth be used to denote faculty, staff, students and person in a "visiting appointment" position. The policy is designed 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 or 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 university personnel 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; and
- If the university grants paid release time for a project to be completed.

If such conditions occur, an agreement will be signed between the President and Provost and 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

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 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* must be signed for any commissioned work. The Communications Office must 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 the waiver, once signed, is also to be sent to the Communications Office.

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 review 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 have the right to see their graded final examination papers and should be allowed to exercise this right. This should be done in the instructor's presence, and the student should return the paper to the instructor after reviewing it.
- *A note on grade appeals:* Students have the right to appeal a grade within one month following the assignment of the grade. 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 previously. 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.

AUD Councils

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

Conduct

To investigate suspected violations of the AUD Code of Conduct, 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
- Two current Student Government Association representatives (students must have completed three 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, Associate 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)
- One current Student Government Association representatives (students must have completed 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 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 all members of the AUD community.

Conduct Integrity

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

AUD Dress Code Policy

The American University in Dubai, in accordance with the laws of the U.A.E., adheres to specific guidelines regarding appropriate attire. As a result, students are expected to respect themselves and others by dressing properly while on campus. Inappropriate attire will not be tolerated and violations are subject to disciplinary action.

Inappropriate attire is defined as, but not limited to:
- Tight or revealing clothing;
- Short shorts and micro-skirts;
- Cleavage-baring tops or dresses;
- Sagging jeans or jeans with suggestive holes or markings;
- T-shirts with inappropriate logos or language; and
- Midriff-baring, open-back or halter tops.

Procedure

Those responsible for the enforcement of the Dress Code Policy are: the Security Supervisor and security staff, and the Office of Student Services. If students, faculty or staff determine that a student is in violation of the Dress Code Policy, they may report the information to the Office of Student Services.

A **four-step system** is in place for dealing with students who violate the Dress Code Policy.

1. Students who are deemed to be in violation of the Dress Code will be stopped by security staff. At that time, students must present their student ID for verification purposes, and must report immediately to the Office of Student Services. *Students who refuse to or fail to present their ID to security staff and report to the Office of Student Services will be subject to disciplinary action, possibly including removal from campus and refusal of re-entry until all requirements are met.*
2. The Dean of Student Services or designated Student Services staff will notify the student of the violation while re-iterating the Dress Code Policy. Students may be required to leave campus at any time as deemed appropriate by the Office of Student Services. *Students will not be eligible to return to campus until he or she is wearing appropriate attire.*
3. **First-time violator's** name(s), ID number and date of violation will be entered into the Dress Code Database Management System.
4. **Repeat violators** will be subject to disciplinary action in accordance with the Violations of Conduct.

AUD Smoking Policy

It is common knowledge that exposure to second-hand smoke and the use of tobacco products are significant health hazards. In order to maintain a healthy environment at AUD and to promote the prevention of illness and encourage students, staff and faculty to lead a healthy lifestyle, a smoke-free campus policy has been put in place to reduce the use of tobacco products on campus. The objectives of this policy are to reduce the number of smokers on campus and to support those who wish to stop smoking; discourage freshmen students from starting the habit as university students and to raise awareness on the dangers of smoking.

"Tobacco products" include but are not limited to any lighted cigarette, cigar, pipe, midwakh, dokha, bidi, electronic cigarette or any other smoking device, along with any form of smokeless or spit tobacco such as dip, chew, or snuff.

Each and every member of the AUD community is responsible for maintaining this policy.

Procedure

Those responsible for the application of the policy are the Security Supervisor and Security Staff, Office of Student Services, and Human Resources Office.

Three isolated areas on campus have been designated for smokers, equipped with benches and ashtrays: behind the School of Architecture, Art and Design building, behind the School of Business Administration building, and adjacent to the School of Engineering building.

A three-step system is in place for AUD students, faculty and staff members caught smoking outside these designated areas.

AUD Students
1. **First time violators**: the student's AUD ID card will be confiscated. The student will need to meet with the Dean of Student Services to discuss the violation and collect the ID card. A Disciplinary Written Warning, which will include the student(s) name(s), ID number and date of violation, will be placed in the student's file.
2. **Repeat violators** will be subject to disciplinary action as determined by the Dean of Student Services, in consultation with the President.

AUD Staff and Faculty
- First time and second time violators: the employee will receive a verbal warning from the Human Resources Office.
- Third time violators: a third violation will be factored into the employee's annual performance evaluation.

Use of AUD Social Media Channels

With social media, the AUD community grows beyond the walls of the university. AUD's Facebook®, Twitter®, LinkedIn®, Instagram®, and YouTube® profiles have been created to share news and events about the university and its community. It is important that we remain respectful of the environment in which we are in, mindful of other people and constructive in our day-to-day postings. The following guidelines will keep AUD's social media profiles up to standard.

Posting comments: While feedback and criticism are always welcome, they need to be constructive. No political, religious, racist, commercial, sexual, alcohol and tobacco-related or potentially offensive content may be posted on AUD's social media profiles. Material deemed offensive by the administrators will immediately be deleted, and the student will be blocked from future access.

Advertising and Promotions (Anti-Spam): Some promotions and advertising pertaining to the AUD Community may be welcome but requires the administrators' approval. Abuse on AUD's social media profiles will be considered as spam and dealt with accordingly. Advertising and promotions deemed as spam by the administrators will immediately be deleted and the person and/or company will be blocked from future access.

The full policy is available online at AUD's website www.aud.edu

Terms and Conditions – Permissions and Waivers

- The usage and placement of AUD marks, name, images and/or any other university-related content shall not be reproduced, republished, redistributed, sold, licensed, manipulated, transferred, digitally transmitted, or copied in whole, or in part, in any manner, or by way of any media production, to any individual, or corporate entity, without the prior written consent of the AUD Communications Office and payment of the appropriate royalty for reuse, should the latter be deemed necessary by the university's Administration.
- *AUD marks are not to be shared with an external party without prior approval from the Communications Office*. Requests for permission to reproduce AUD marks, name, photographic materials, and/or any university-related content, should be addressed to the Communications Office at communications@aud.edu. The *AUD Content Terms of Use Form* must be signed.
- All university publications, online and print, including but not restricted to catalogs, leaflets, brochures, banners, posters, newsletters, handbooks and the likes are to be reviewed, approved, and processed through the Communications Office. Student-led events related artwork is coordinated and approved by the Office of Student Services.
- Requests for permission to film on campus should also be addressed to the Communications Office at communications@aud.edu. The *AUD Filming on Campus Authorization Form* must be signed.
- AUD Students (current or alumni) or freelance designers commissioned to develop material for the university must sign the *AUD Related Artwork Material Property Waiver Form*.
- Speakers invited on campus to give lectures or workshops are to be approved by the Provost and Chief Academic Officer's Office. The *Guest Speaker Approval Form* must be signed by the Office of the Provost and Chief Academic Officer, for the booking to be approved through the Events Calendar.

As a rule of thumb, the following need to be coordinated and approved by the Communications Office:
- Use of AUD marks including the AUD logo, school logos, etc.
- Press releases involving AUD, produced by external parties
- Advertising, Public Relations and Media Relations requirements

- Changes in content on the AUD Website
- Announcements on AUD Social Media Channels
- Changes to AUD Publications (print and online)
- AUD Promotional Items/gifts (for use of AUD marks and choice of items)
- AUD Stationary (business cards, office name tags, letterheads, envelops, bags, etc.)

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 impedes the educational process is deemed 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 (unless special permission is granted from the Dean of Student Services), which includes, but not limited to: campus visits, attending classes, participating in teaching/learning activities, using campus living in student housing, and/or participating in student clubs, activities, and athletics. Exceptions are only at the approval 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 or her duties 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 withholds /fails to provide required information in connection with admission to AUD or status at AUD; or
- 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 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 from persons under false pretenses;
- obtains the property of another person or the university by misrepresentation or deceptive means;
- enters or uses the facilities or property of another person or the university without consent or authorization;
- breaches of one of AUD's policies governing the computer network; or
- litters on 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, firearms, explosives, weapons, unregistered fireworks, 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; or
- uses, possesses, distributes, sells, or is under the influence of alcohol, 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/campus of sexually suggestive behavior, objects, pictures, drawings, or cartoons;
- a display in the university facility/campus 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 he or she has been the subject of harassment or if any student is aware of or witnesses a situation that he or she 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. All students are responsible for helping the university ensure that all types of harassment are prevented.

Violations of Conduct

Standard List of Conduct Violations with Accompanying Disciplinary Actions

Adjudication and 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 determine that the conduct violation warrants dismissal or the calling of a Conduct Council. The following summarizes possible violations and the options for disciplinary action by the Dean of Student Services (in consultation with the President) or the Conduct Council.

Conduct Violation	Possible Disciplinary Action(s)
Inappropriate Conduct on Campus – Level 1	Disciplinary Written Warning Disciplinary Probation
Inappropriate Conduct on Campus – Level 2	Disciplinary Written Warning Disciplinary Probation Suspension Dismissal
Inappropriate Conduct off Campus – Level 1	Disciplinary Written Warning Disciplinary Probation

Inappropriate Conduct off Campus – Level 2	Disciplinary Written Warning Disciplinary Probation Suspension Dismissal
Public Display of Affection – Level 1	Disciplinary Written Warning Disciplinary Probation
Public Display of Affection – Level 2	Suspension Dismissal
Inappropriate class behavior	Disciplinary Written Warning Disciplinary Probation Suspension Dismissal
Vandalism	Disciplinary Written Warning Disciplinary Probation Replacement or Reimbursement Suspension Dismissal
Dress Code Violation	Disciplinary Written Warning Disciplinary Probation Dismissal
Smoking Violation	Disciplinary Written Warning Disciplinary Probation Dismissal
Theft	Dismissal
Forgery	Dismissal
Possession of Alcohol or Drugs on Campus	Dismissal
Gambling	Dismissal

Notes

Inappropriate Conduct on Campus Level 1: Behavior 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 that is extreme in nature, offensive and violate universal practices, laws, beliefs, and expectations of university student conduct. This includes "public" (i.e., anywhere on campus) displays of affection.

Inappropriate Conduct off Campus Level 1: Behavior that violates U.A.E. norms, practices, laws, beliefs and expectations of personal conduct. This includes at athletic tournaments, AUD sponsored activities, workshops, etc.

Inappropriate Conduct off Campus Level 2: Behavior that is extreme in nature, offensive and violate universal practices, laws, beliefs, and expectations of university student conduct. This includes at athletic tournaments, AUD sponsored activities, workshops, etc.

Listing of Penalties

Verbal Warning: 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 or she has been given the opportunity to conduct him or herself in a more appropriate manner and that any further violation will result in additional disciplinary action. A record of the reprimand will be placed in the student's file in the office of the Dean of Student Services.

Written Warning: An official written statement to a student indicating that his or her behavior is of such a nature that further disciplinary action may be necessary. A written warning becomes a permanent part of a student's academic record.

Disciplinary Probation: Requires a student to be closely monitored for a certain period of time. Any further violation of the *Code of Conduct* during this time period will result in a more severe penalty, which may include dismissal from the university.

Restitution (Reimbursement or Replacement): Damage to university property may require a student to pay actual repair or replacement costs. Failure to pay will result in a 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 prohibit him or her from obtaining a transcript until he or she reimburses the university the costs of the damage.

Suspension: Requires a student to be separated from the university for a specific period of time and may include certain conditions that must be completed before the student is eligible to return.

Dismissal: Constitutes permanent removal from the university, without the possibility of readmission.

The Dean of Student Services, after consultation with other administrators within the university, reserves the right to recommend other forms of disciplinary action that are appropriate for the violation. Any disciplinary action recommended by the Dean of Student Services is effective immediately unless otherwise stipulated. Such actions may include:

Campus Access Restriction: Depending upon the severity of the case and the assigned penalty, students may be restricted from accessing campus resources, which includes but is not limited to: campus events, campus facilities,

Volunteer Work: A student may be required to complete a certain number of service hours on campus, commensurate with the initial penalty. This will be negotiated, approved, and monitored by the Dean of Student Services in consultation with offices/departments in need of volunteers.

Campus Housing: Students residing on campus may be subject to losing their housing privileges for a specified period of time, or permanently depending upon the nature of the case and the assigned penalty.

Students may consult with the Dean of Student Services for additional clarification or explanation of *AUD's Code of Conduct*.

Students who do not complete volunteer service or other disciplinary requirements in a timely fashion will be put on *Conduct Registration Hold* until they complete the requirements. In addition, they may be subject to further disciplinary action for failure to comply.

Conduct Proceedings
The Dean of Student Services is responsible for implementing the *AUD Code of Student Conduct.* As such, the Dean will review, investigate, and, in some instances, adjudicate alleged violations of student conduct with the primary aim of creating a conducive learning environment for students while protecting all members of the campus community.

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 may be subject to the university's Conduct Council.

Notification to Students
Upon receipt of a complaint from faculty, staff, or students or an official incident report from security, the Dean of Student Services will notify the accused student(s) of the alleged charges, via email. ***Notification to a student's AUD email address of record is considered official.***

Students will be informed of the alleged violation(s) of the *Code of Student Conduct* and they must respond by contacting the Dean of Student Services within 48 hours following issuance of the official notification. Students will then be required to meet with the Dean of Student Services or appear before the Conduct Council.

Failure to respond to the official notification from the Dean of Student Services will automatically disqualify students from providing personal testimony regarding their alleged violations. Additionally, failure to respond will be considered an act of non-compliance, which may result in further disciplinary action.

<u>Note:</u> Students who are not enrolled during the notification period will be placed on conduct registration hold and will be unable to register for courses until the alleged offenses have been processed.

Conduct Council

The Conduct Council is comprised of faculty, administrative staff, and students. It investigates alleged breaches of the *AUD Code of Conduct*, determines culpability, and prescribes penalties, if any. 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 behavior into acceptable behavior.

Convening of a Conduct Council hearing

The Dean of Student Services will investigate and gather evidence relevant to the alleged violation. Based upon the investigation, the Dean of Student Services or his or her designee decides whether the evidence warrants further action through a Conduct Council or standard disciplinary sanction.

Conduct Council Hearing

1. The Dean of Student Services or his or her designee will convene the Council and notify the student(s) in writing. Information will be provided regarding the alleged violation, and the date, time, and place of the Conduct Council hearing.

2. At the start of each Conduct Council, the Chair (the Dean of Student Services) will inform all members of the confidentiality of the case and their obligation to maintain discretion at all times unless in direct communication with other Council members.

3. The Chair will present a short overview of the case. The overview should contain all information and evidence pertinent to the case including: video footage, a written complaint, security report, and any other physical evidence. The Council may request experts from the university community if the evidence is too technical or difficult for the Council to interpret.

4. The suspected student(s) must appear for the scheduled hearing unless he or she has completed the ***Waiver of the Right to Appear Before Conduct or Honor Council***. If the student encounters an unforeseen emergency, he or she must present acceptable documentation to support the emergency. If a student chooses to waive his or her rights to appear before the council, the outcome of the case may be determined by the Council **or** the Dean of Student Services, in consultation with the President.

5. Waiver forms may be obtained from the Office of Student Services.

6. The Council may call witnesses if members feel 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 the responsibility to truthfully provide information related to the case.

7. As needed, the Council will question the suspected violator(s) and witnesses involved with the case.

Findings of the Conduct Council

Following the testimony provided by the suspected violator and witnesses, the council will deliberate and come to a decision regarding the case. The decision will include any recommended disciplinary sanctions and special conditions. All council members will vote to reach a final agreement. The Chair will compose a letter to the suspected violator informing him or her of the council's decision and any additional recommendations. This letter may be shared with the members of the Conduct Council, the President, the Director of Central Services, the Registrar, the Housing Manager (if the student(s) housing is affected by the decision), and the Chief Financial Officer (if the decision involves any financial matters).

All letters will be kept in students' permanent file in the Registrar's Office.

Conduct Appeal

Students who wish to appeal the decision of the Conduct Council have 72 hours (three working days)* from receipt of the decision letter to complete their appeal. All appeals must be submitted electronically to the President.

The granting of appeals is rare. Appeals may be granted if the Conduct Council penalty was inappropriate based upon the severity of the violation, new evidence becomes available, the case was mishandled, and/or a decision was made without the testimony of the suspected violator(s) in the case of a documented emergency.

The President will respond to students' appeals 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 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 the decision.

Holidays and extended periods during which the university is closed (such as Eid holiday, the year-end break between semesters, and Spring break) may delay the above process at all levels: Meeting with the Dean, Conduct Council hearing and appeal. In such cases, the process will resume as soon as possible upon reopening of the university and return of all university personnel involved in administration of this process.

AUD Surveys

A number of surveys have been designed and are administered periodically to gather student input and opinion about AUD. 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 to assess the impact of the AUD degree on their career

Career Fair Survey- administered every year to employers and student participants in the career fair, designed to gauge satisfaction with the event

Completion Survey – required of all graduating students, which asks 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 offices/services are assessed:
- Admissions
- Central Services
- Auxiliary Services
- Bookstore
- Communications
  - Marketing Communications
  - External Affairs
- Finance
- Complaints and Grievance Process
- Health Center
- Information Technology Services
- Institutional Effectiveness
- Library
- Registrar
- Student Retention and Success
  - Academic Advising
  - Career Services
  - Academic Support
- Student Services

Orientation Survey – designed to assess all aspects of the new student orientation program.

Residential Student Satisfaction Survey – administered twice yearly to all Housing students to assess aspects of residential 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 to assess why they are leaving the university.

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 being challenged and applies in situations which 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.

People of Determination/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 disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of a relevant program, benefit, or service provided by AUD. (See pp. 67-70 for people of determination-related information.)

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 stated 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.

Health Insurance

Private health insurance covering care in the U.A.E. is mandatory for all AUD-sponsored students. 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.

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 and online) to the Health Center. ***A physician must endorse this Form.***

All health information is confidential. Only the following staff members have access (as needed): President, Executive Vice President, Provost and Chief Academic Officer, and Dean of Student Services. 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 their parents/guardians.

Campus Security/Crime and Safety

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 visitor badges, which they display when they are on campus. IDs are returned when visitors leave the university and turn in the visitor badges.

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 residence hall 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 Director of the Health Center in cooperation with Central Services will inform registered people of determination 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 04-318 3130. 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 04-318 3122. If the Director of Central Services is unavailable, the incident should be reported to the Security Supervisor 04-318 3502;
- If the incident occurs after working hours, it should be reported to the Security Supervisor 04-318 3502 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.

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 04-318 3500**. A security guard will get in touch with the appropriate authority or university staff member for appropriate action.

- 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 clam, and follow proper procedures;

The Director of the Health Center in cooperation with Central Services will inform registered people of determination of procedures, which apply specifically to them.

Emergency Procedures for Safe Use of Laboratories

- Never work alone in any laboratory or workshop where there are potential hazards.
- For dealing with minor injuries, use the first aid kits which are available in all laboratories and workshops throughout the University.
- For minor injuries, during normal working hours, contact the Health Center on Ext. 200, Room A116. If this attempt is unsuccessful, contact the University Security on Ext. 502.
- If help is not available within the University, do not delay. Call 999.

*When dealing with hazardous materials, please read the Safety Guidelines and Regulations in each school's workshop.

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 School of Architecture, Art and Design, or 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 School of Architecture, Art and Design, or 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.

School of Architecture, Art and Design

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 or the main students' car park.

School of Architecture, Art and Design 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 Architecture, Art and Design Glass House

Individuals should use any of the two main entrances or any of the four fire exit doors 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 or the main students' car park.

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 staircases located in the Food Court or next to the Gymnasium; also they can use the main staircase 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 first floor. Those on the second floor should use the main staircases on the right and left sides of the building. Those on floors 3-4 should use the staircase exits to the ground floor. Everyone 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

Campus mail is for the benefit of resident students only. Mail for resident students is distributed via the security officers in the entrance gates to the residence halls. Resident students are encouraged to collect their mail regularly. All other AUD students should obtain an outside post office box for their mail needs.

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, these include:

- The AUD website and mobile app, under the *Upcoming Events* section;
- The AUD Student Services online calendar https://sscalendar.wordpress.com, and the AUD Student Events mobile app or online here http://audevents.com/;
- The electronic notice board located outside the Registrar's Office (for current information about course schedules, academic updates, and important AUD events);
- The TV screens in the buildings;
- The bulletin boards throughout the campus; and
- AUD's social media channels (Facebook®, Twitter® and Instagram®).

Campus Posting Policy

All items posted on Student Services bulletin boards must be approved, stamped, and dated by the Office of Student Services. Postings in violation of any of the rules and regulations regarding postings will be removed. The events, jobs, etc. must in some way benefit the university or AUD 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, Associate 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 Office of Student Services
- 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 post 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
- Trees

Other Types of Advertising: *(Contact Student Activities Coordinators for Information).*
- Electronic Notice Board
- Stand up banners
- Press releases
- Information tables (located in several locations on campus)

Policy Governing Student Computing and Network Resources Use
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.

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 a person's 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 of access to 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:

- Notebook computers can be connected to the university's wireless network. Students shall not 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, BitTorrent, 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 must 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," 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. 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

Wireless Internet service is available throughout jousting areas, including resident rooms, lounges, dining rooms and study rooms. 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. The university recommends students install and use a personal firewall.

School of Architecture, Art and Design Student Laptop Policy

The School of Architecture, Art, and Design at AUD acknowledges laptop computers have become an integral part of the commercial industries related to the programs offered by the School. To advance computing skills required to enter and succeed in today's competitive job market, School learning objectives require all students to own a laptop by the time they begin their second year. This will greatly enhance the learning process and will address instances of limited availability of or access to AUD-supplied computers and software.

Specialized software demands of these career fields require laptops, which must meet or exceed the hardware, software, and accessories specified in the respective department checklists that follow. Policy specifications will be updated on a regular basis matching industry changes. Students will not be required to purchase new laptops when specifications change if they already have a laptop meeting previous specifications. Students are expected to use their laptops when no desktop is available in the School's facilities.

To best provide options for students to purchase laptops, the School of Architecture, Art and Design provides several solutions. Students may purchase directly from recommended vendors who offer educational prices. In addition, the School works with the university's IT Services Office and local vendors to offer several hardware options, which can be purchased with the assistance of AUD for deeper discounts. Software used by most programs in the School are available free of charge or at educational discounts to students directly from vendors or may be preinstalled through the local vendor's option.

Recommended Laptop Specifications: Architecture and Interior Design Students

All Architecture or Interior Design students should look at purchasing a mobile workstation. Students use free Autodesk applications for their work and the options depending on budget vary. The below specs represent value and performance. For all options please check https://knowledge.autodesk.com/support/building-design-suite/troubleshooting/caas/sfdcarticles/sfdcarticles/System-requirements-for-Autodesk-Building-Design-Suite-2017.html

Use this tool to find recommended system hardware or graphics hardware and drivers as well:
http://usa.autodesk.com/adsk/servlet/syscert?id=18844534&siteID=123112

- Dell mobile workstations: http://www.dell.com/us/business/p/precision-laptops
- HP mobile workstations: http://www8.hp.com/us/en/workstations/workstation-ultrabooks.html
- Lenovo mobile workstations: http://shop.lenovo.com/us/en/laptops/thinkpad/p-series/
- MACs are not recommended even if running a dual operating system as most Autodesk applications tend to be slow on MACs.

* As of March 2018

Accessories
- USB thumb drive (16GB)
- USB storage hard drive (1TB)
- (Optional) 22" widescreen LCD to connect to your laptop + wireless keyboard and mouse

Recommended Laptop Specifications: Visual Communication (Art) Students

Laptop Specs (based on early March 2017 current offerings; refurbished or used computers meeting specs may be acceptable)

- 15-inch Apple Mac Book Pro (13 inch or smaller screens not recommended for Advertising, Digital Media or Graphic Design majors)
- 2.6GHz quad-core Intel Core i7 processor, Turbo Boost up to 3.5GHz (MacBook Pro)
- 16GB 1600MHz memory Mac OS 10.12.0
- 512GB PCIe-based SSD

Optional

- G-Tech 1TB G-DRIVE 7200rpm mobile Thunderbolt/USB 3.0 Hard Drive
- 64GB SD Card Class 10 (at least 45Mb/s)
- Total estimated cost is AED 9,500 to AED12,412
- Apple Educational Online Store

Accessories

- USB thumb drive (8-16GB)

Software Used in the School of Architecture, Art and Design

Software Used by All Students

- Microsoft Office
- Adobe Creative Cloud
- Virus & Spyware Protection
- Personal Firewall

Software Used by Architecture and Interior Design Students

- Some Adobe CS components (Adobe Acrobat, Photoshop, InDesign, Illustrator, Dreamweaver, Bridge, and Flash)
- Autodesk Applications 2015 &2016. Free and renewable AUD student licenses. Please go to http://www.autodesk.com/education/home to register using your AUD email.
- V-Ray for 3D Studio MAX
- McNeel Rhinoceros 5.0
- McNeel Grasshopper
- Relux
- Google Earth
- Google SketchUp

Software Used by Art (Visual Communication) Students

- Adobe CC (all Majors)
- iWork (Digital Media Majors) free on all new laptops
- Final Cut Pro X (Digital Media Majors)
- DaVinci Resolve Lite (Digital Media Majors) free and paid
- Fusion (Digital Media Majors) free & paid
- iBooks Author (Digital Media Majors) free
- Logic Pro X (Digital Media Majors)
- Ableton Live Suite (Digital Media Majors)
- MAX (Digital Media Majors)
- Arduino (Digital Media Majors)
- iAD Producer (Digital Media Majors) Free
- Tumlet Hype (Digital Media Majors)
- Maxon Cinema 4D (Digital Media Majors)

Survey Administration Policy

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 are 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 members of 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; or
- 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, Associate Dean, Chair or his or 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, Associate Dean or Chair or administrative unit head depending on the purpose of the survey.

Once approval is obtained from the Dean, Associate Dean, 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 overall 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 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 Director of Institutional Effectiveness will review the presented information and will seek approval from the Provost and Chief Academic Officer and the President. The IE Director contacts 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 Director of Central Services:
- 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 Director of Central Services reviews 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 Director of Central Services will inform the individual/organization.
- If access to the AUD community is approved, the Director of Central Services forwards the request to the IE Director who will review the survey instrument and will determine if it complies with IRB procedures.
- The IE Director consults with the President for final approval.
- After all approvals are secured, the Director of Central Services ommunications will contact the requester with the final decision.

Responsibility of Survey Administrators
All university survey results (raw data or summary) must be submitted to the Institutional Effectiveness Office. The name and contact information for the principal investigator must 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 the 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 about how results of internal surveys are used to inform and shape university policy, please contact the Institutional Effectiveness Office on the following ied@aud.edu.

Email Addresses
AUD provides each student with an AUD email account. The email account is firstname.lastname@mymail.aud.edu. To access email students should type 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.

Online Student Complaint System
The application complaints.aud.edu is accessible through the AUD website under the My AUD Portal section. The Student Complaint System is designed to provide feedback to problems/issues raised by AUD students.

Procedure

It is advised that students should first directly communicate with the person/department with whom they have a complaint. If the students still wish to formalize the complaint with the relevant academic or administrative head, they log into the Student Complaint System application complaints.aud.edu available under the My AUD Portal section on the AUD website www.aud.edu/myaud/index.asp.

Once a complaint is submitted, the academic or administrative head receives a notification email prompting him or her to log into the application and follow up on the complaint. Students will receive an update on the status of their complaint via email within five working days. If feedback is not received within this timeframe, students are requested to follow up with the Office of Institutional Effectiveness.

The Student Complaint System is not to be used for grade or academic standing appeals.

In the event that the stated procedure does not yield reasonable outcomes, students may consult the Grievance Officer by following the AUD Grievance Process described below.

AUD Grievance Process
This process applies to all members of the AUD community. Specifically, it applies to all academic grievances, including those related to academic freedom, as well as to those related to administrative, interpersonal and other non-academic issues.

Grievance Officer
The Grievance Officer facilitates the resolution of grievances within the AUD community through the Grievance Process as outlined below. The Grievance Officer 04-318 3150, offers confidential, informal, independent, and neutral dispute resolution services by providing mediation, information, advice, or 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 complaint; 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 or she submits 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 or she has a concern/complaint;
    - a suggested remedy.
- The Grievance Officer then contacts the respective Dean, Associate Dean or Chair (academic issues), Office Director (non-academic issues), or Supervisor (as appropriate) and provides him or her with the information regarding the complaint;
- The Dean, Associate Dean or Chair (academic issues), Office Director (non-academic issues) or Supervisor (as appropriate) will then begin an investigation of the complaint;
- The Dean, Associate Dean or Chair (academic issues), Office Director (non-academic issues) or Supervisor (as appropriate) will provide a report reflecting the findings of the investigation 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 and Chief Academic Officer (academic issues), Dean of Student Services (non-academic issues), or respective Senior Supervisor;
- The Grievance Officer *in consultation* with the Provost and Chief Academic Officer (academic issues), Dean of Student Services (non-academic student issues) or Senior Supervisor (staff issues), will summarize the decision and rationale in writing *within ten working days* to the grievant, the respondent, and the Dean, Associate Dean or Chair (academic issues), Office Director (non-academic issues) or Supervisor.
    - Appropriate action will be taken by the Dean, Associate Dean or Chair (academic issues), Office 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 is provided to the Grievance Officer within *five working days*.

If at any time during this process, input is not provided within the stated timeframe, the Grievance Officer collaborates 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.
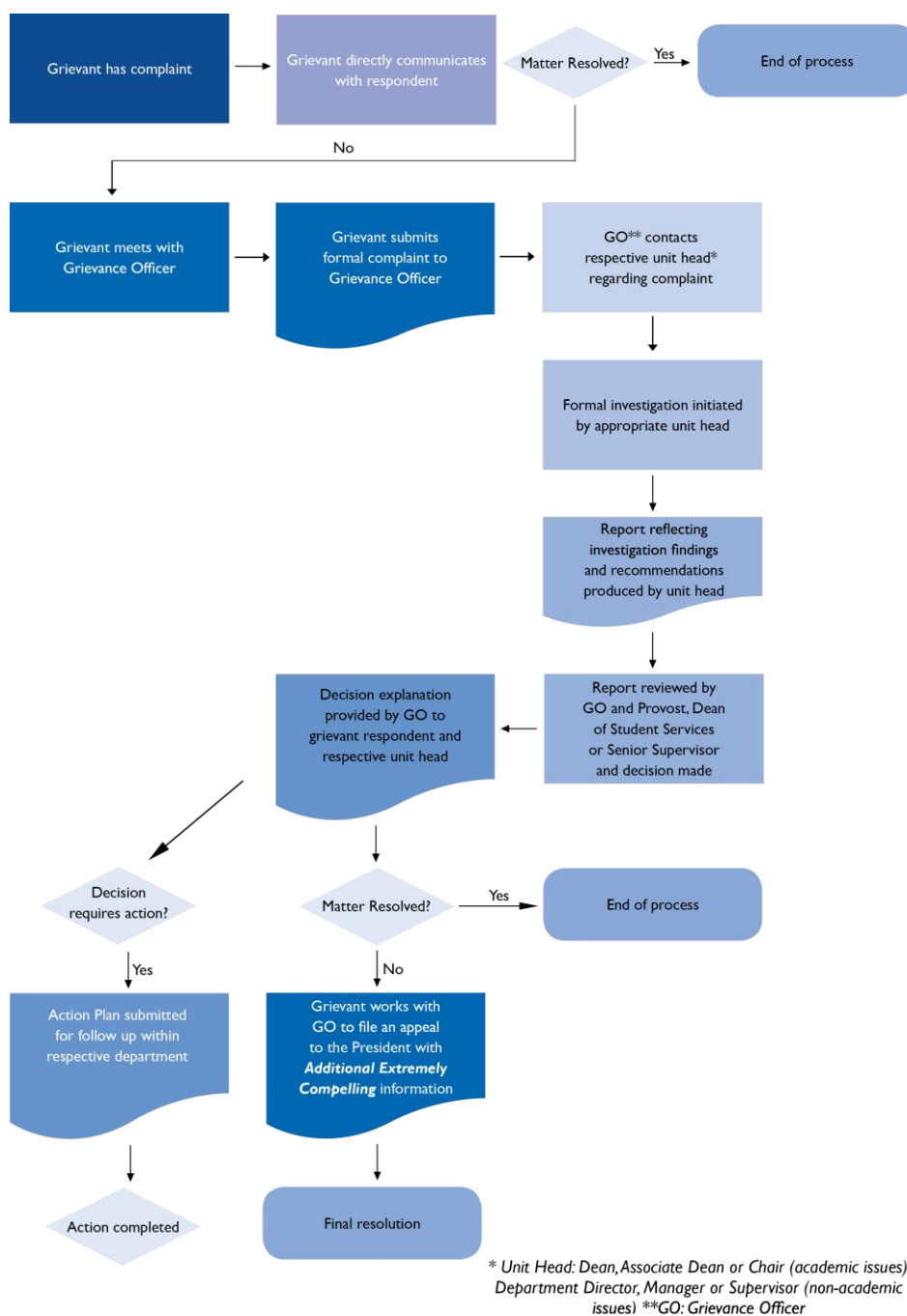
Grievance Appeal Process

In the event that the previously stated 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, Associate Dean or Chair, Office Director or Supervisor have received written notification of the action.
- The initial decision can only be overturned by the President if *additional extremely compelling information* is deemed relevant to the case outcome.

Note

Georgia resident students have the right to appeal the final decision to the Nonpublic Postsecondary Education Commission (NPEC) at: 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305; tel.: +1-770-414-3300; website: www.gnpec.georgia.gov

Grievance Process Flow Chart

Grievant has complaint → Grievant directly communicates with respondent → Matter Resolved? → Yes → End of process

No ↓

Grievant meets with Grievance Officer → Grievant submits formal complaint to Grievance Officer → GO** contacts respective unit head* regarding complaint ↓

Formal investigation initiated by appropriate unit head ↓

Report reflecting investigation findings and recommendations produced by unit head ↓

Decision explanation provided by GO to grievant respondent and respective unit head ← Report reviewed by GO and Provost, Dean of Student Services or Senior Supervisor and decision made

Decision requires action? | Matter Resolved? → Yes → End of process

Yes ↓ | No ↓

Action Plan submitted for follow up within respective department | Grievant works with GO to file an appeal to the President with **Additional Extremely Compelling** information

Action completed | Final resolution

*Unit Head: Dean, Associate Dean or Chair (academic issues), Department Director, Manager or Supervisor (non-academic issues) **GO: Grievance Officer

Identification Cards

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

If the ID card is lost, stolen, or mutilated, there will be a replacement charge of AED200.

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 Security Officers 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:
- Students are required to pay a refundable deposit of AED 200;
- Lockers will be assigned for the duration of a 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 credits 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 300;
- 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 or her locker, he or she must return the key to the Facilities Manager. The AED 200 deposit will be refunded at that time;
- Some oversize lockers are available for students studying Interior Design.

Address Change

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

Name Change

Students' names are recorded as they are listed in their passport upon enrollment to the university.

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 or drinking in public during the daylight hours and fully abide by AUD's Dress Code. This means that there is *no smoking* 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.

Food and Beverages

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 university premises . 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. Any student who drives recklessly through the university parking lot and/or campus is 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 maintaining a permanent record of the work students did while enrolled.

Telephones

Emergency Calls

Administrative staff who 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 members with regards to the use of 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 private areas.

Use of Telephone/Fax

Other than certain phones designated 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 and stationary 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 must contact the Student Activities Coordinators for approval. The Student Activities Coordinators, the Dean of Student Services, the Facilities Manager, and the Director of Central Services approve all requests. *The Communications Office 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 on Saturday's, holidays, or after 10 p.m. must contact their faculty club sponsor, instructor, the Student Activities Coordinators or the Athletics Coordinator. The faculty or staff member will provide a list of the names of those students involved and schedule 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 Office should be contacted in order 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 with the Dean of Student Services before seeking campus access. Failure to do so will result in denied access and possible further disciplinary action.

Building Security

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

STUDENT SERVICES

The Office of Student Services plays a vital role in the campus community. The Office has five divisions: Dean's office, Athletics, Counseling, Housing, and Student Activities.

Mission

The Office of Student Services, in support of the university's mission, provides a wealth of resources, facilities, events, and programs designed to encourage and enhance the holistic development of AUD's diverse student population, with careful and intentional consideration for opportunities existing outside of the classroom.

Goals

- Support and uphold the mission and values of the institution;
- Provide services that will empower students to become actively involved in campus life, while enhancing the student's knowledge;
- Increase students' confidence, self-discipline, character, and courage through experiential learning opportunities.

Dean of Student Services

The Dean's Office, in the person of the Dean of Student Services, helps students interpret, clarify and understand university policies and procedures, and receives and addresses student complaints, suggestions, and concerns. 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.

Associate Dean of Student Services

The Associate Dean assists in providing strategic leadership and overall management to all the divisions within the Student Services Office, developing and implementing programs and services that support education, engagement of our students and impacting the growth of the Office. One of the main responsibilities of the Associate Dean is to oversee the Student Activities Division and all its activities including, but not limited to events, clubs, orientation, incoming visiting students, and Student Government Association (SGA), while committing to student advocacy by encouraging excellence and learning outside of the classroom, greatly influencing and expanding the students' worldview.

Athletics

The AUD Athletics Division promotes and strengthens individuals' leadership, teamwork, and collaboration skills through a wide range of athletic opportunities, including sports team competitions, intramurals, drop-in sports, and fitness-related activities.

For the highly competitive student-athlete who is interested in competing against other 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. Our competition sport teams are men's and women's basketball, women's volleyball, men's and women's soccer and men's and women's swimming.

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

Counseling

The AUD Counseling Division provides professional and confidential counseling services to students in a warm and empathetic environment. This private service helps students overcome personal difficulties that may interfere with or hinder their academic success, and their personal/professional development. Some common issues that bring students to the counselor include adjusting to university life, time management issues, lack of motivation, confusion about life or career goals, identity and self-esteem concerns, relationship conflicts, eating issues, addictions, anxiety, depression or dealing with grief and loss. The Personal Counselor's role is to assess students' concerns and challenges in order to provide support and guidance. The personal counselor also works with people of determination (see pp. 69-70 for People of Determination information).

Student Counseling Services

The purpose of this policy is to establish the guidelines that govern 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 the Personal Counselor. The Personal Counselor's role is to make an assessment and provide support and guidance for students experiencing personal problems.

Eligibility: Counseling services are available to both undergraduate and graduate students. There is no fee required for students to utilize this service. During a session with the counselor, students can talk about the problems they are facing, explore related thoughts, feelings and understand their personal resources.

Confidentiality: All communication between a student and a counselor is confidential. The confidentiality of the counseling sessions is protected by the counselor's code of ethics of the APA (American Psychological Association). All student records are kept under an encrypted and password protected online counseling 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 and Chief Academic Officer, Dean of Student Services, Health Center Director and Housing Manager (for resident 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 are 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 by their code of ethics to break their confidentiality and inform the Dean of Student Services and inform a parent or guardian of the student.

Access: Students are encouraged to walk in or make an appointment with the Personal Counselor to discuss their concerns. Contact can also be made through email or phone or by going to the Administrative Assistant for Student Services and booking an appointment. The Counselor's office is C231.

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 one hour in length with subsequent sessions lasting thirty (30) minutes.

Referrals: The Personal Counselor provides referrals to other qualified, certified, and experienced mental health professionals equipped to aid students with psychological problems, learning disabilities, and/or other serious issues. A list of referrals is also available to students who wish to receive 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 after the student signs an *Informed Consent Form*.

Seminars: Throughout each semester, the Personal Counselor also offers seminars and workshops on mental health education and awareness. These are designed to help students identify, understand and respond to general mental health issues.

Housing

The AUD Student Housing Division provides residential students with a safe and well-maintained living and learning environment that supports individual progress and provides quality services and programming. The residence halls are designed to establish a sense of community coupled with responsible and independent shared living.

AUD student housing consists of four residence halls, two for males and two for females. The male and female halls are totally segregated. On the ground floor of each hall 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 the student housing. It is the responsibility of students to abide by these rules at all times.

The Housing Manager oversees the housing division, handles room assignments, 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. A female and male Housing Controler are available in the residence halls to arrange for maintenance, logistics and cleaning services. A number of important rules and regulations govern the student housing. The *AUD Housing Handbook* contains all housing information and policies.

Resident Assistants are student leaders who work in both the residence halls and the Housing office. They report directly to the Housing Manager and assist with various duties. These duties include, but are not limited to receiving maintenance requests, recording complaints, answering questions, administering the student housing satisfaction survey, and conducting tours for prospective students and their parents. In addition, Resident Assistants report any violations of housing rules, damage to facilities and suggestions for improvements in the residence halls. Resident Assistants, working in close collaboration with the Housing Manager and Student Activities Coordinators, plan and host various housing activities and programs. All second through fourth year students are eligible to apply for this student leadership opportunity. Applications are available through the Office of Student Services.

General Housing Meetings
General housing meetings are held once per semester for all of AUD's housing residents. All residents have the opportunity to freely voice their concerns and ask questions. The Housing Manager and Resident Assistants facilitate the meetings.

Student Activities
The AUD Student Activities Division creates an inclusive community, in which students engage in a variety of social, cultural, intellectual, and leadership programs and activities. This community is developed through governance, club involvement, and civic engagement/service opportunities.

Involvement in student activities at university is an important component of student life. AUD's American educational philosophy emphasizes 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, are essential for the holistic development of university students. The Division of Student Activities aims to create and offer those opportunities for AUD students. The Student Activities Coordinator, 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, and music nights.

AUD-sponsored activities introduce students to many of the diverse social and cultural events held in local cities. 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 Student Activities Coordinators.

Student Services Programs

Orientation
All incoming undergraduate students are required to participate in orientation activities. During orientation, Student Orientation Leaders acquaint students with the campus environment, 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 discussions . AUD distinguishes itself with a unique student orientation program orchestrated by AUD Student Orientation Leaders. All first through third year students are eligible to apply for this student leadership opportunity. Applications are available through the Office of Student Services.

AUD SPORTS

AUD Sports Teams

- Men's Basketball
- Men's Soccer
- Men's Tennis
- Men's Volleyball
- Women's Basketball
- Women's Soccer
- Women's Tennis
- Women's Volleyball
- Men's and Women's Swimming

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, because 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. Sports 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. Athletics clubs that have been organized in the past include the bowling club, the pool club, the women's cricket club, the martial arts club, the table-tennis club, and the rugby club.

Drop-in Sports

AUD athletic and recreation facilities with the exception of the housing 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 operating hours can be obtained from the Athletics Coordinator.

Intramural Sports

Intramural sports at AUD are organized 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 and Chief Academic Officer in consultation with the Athletics Manager will determine if the tournament deserves official excused absence status (usually accepted tournaments including 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 classes 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 Manager before 4:00 p.m. the next school day following the

excused absence. The list should include the student's classes that were missed, the athlete's name, date and time of the game, location of game, and the coach's signature.

- The Athletics Manager will forward the verified list to the Provost and Chief Academic Officer.
- The Provost and 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 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

Involvement in student organizations provides the opportunity to make new friends and 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. 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 Division of Student Activities. Each 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. 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 four 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 in conjunction with the Division 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 Coordinators and placed in appropriate locations around campus. Please see *Campus Posting Procedures*.

Student Clubs/Organizations

All AUD students have the right to be a member of any organization. For a full listing of student clubs/organizations, please refer to the Student Services section of the AUD website.

Cultural Clubs

The AUD community is incredibly diverse. With over 100 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.

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 the public at large.

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, and have a little fun along the way.

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 members of each department.

Chapters/Associations

Students may also form clubs or organizations directly with the Administrative Offices at AUD (referred to as **"Chapters"** or **"Associations"**) in which they would complement the mission and goals of the respective offices. Such organizations are overseen by the Administrative Office initiating this effort, with an allocated budget through that office, and hence do not receive a budget from the Student Services Office. This organization will serve as a member of the student services club community at large, but will not follow the Clubs and Organization guidelines listed in this section, but will follow a special club application form (that will also include a submission of its constitution and club guidelines), to be approved by the Administrative Office in charge, and is then reviewed and

approved by the Dean of Student Services and the President of AUD respectively, before its final formation. It is part of the duties of the Administrative Offices to report all activities of the club to the Student Activities Coordinator on a semester basis to help keep the Student Services Office up to date on all student's activities across campus. For questions about the formation of such organizations please stop by and visit the Student Activities Coordinator for further guidance.

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 Student Activities Coordinators.

When applying to create a new club, students must adhere to the following guidelines:
- Insure that the purposes, principles, and policies of the club/organization are consistent with the general philosophies and principles of The American University in Dubai
- Ascertain that the membership in the club/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 (fulfilling the President, Vice-Presidemt, Secretary and Treasurer roles)
- Have a committed Club 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 Division of Student Activities
- Insure that the policies and actions of the club/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 Coordinators
- Obtain written approval for recognition for the club from the Dean of Student Services and President of the university
- The Student Activities Coordinators, the Dean of Students Services, 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
- Late requests for club renewal or formation will be accepted but the budget allocated for the club will be effective the following semester. Late requests will be accepted only by the end of the first month of each semester.
- All club officers must be in good academic standing with a CGPA of 2.0 or above
- The Student Activities Coordinators will apply the three-point warning system (refer to p. 64) if club officers do not fulfill their duties
- If a Student Club has not been active for one semester, it will be placed on probation. If the Student Club has not been active for one year or two semesters, it will be disbanded
- All clubs/organizations are overseen by the Student Government Association (SGA)

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 (4) officers (President, Vice-President, Secretary, and Treasurer)
- Organize a minimum of two (2) events per semester;
- Organize at least one (1) collaborative event with another student club per year;
- Keep a current Club Advisor informed about the club's activities;
- Elect new officers every fall, elections should be held in September;
- Submit monthly financial statements to the Student Activities Coordinators and Club 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 end of the current semester and/the club president leaves the position. Expense claims cannot be carried forward to the following semester.
- An annual *Club Renewal Form* should be submitted to the Division of Student Activities (in April) and include the list of new officers and signature of the Club Advisor.

Club Officers Suggested Titles and Responsibilities

President
- Must be in good academic standing (2.0 or above)
- 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, expectations, and ensuring 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 each semester during their term;
- Must report to the Student Activities Coordinators regularly (at least twice per semester) through email or in person with activity plans, updates, etc.;
- Must communicate regularly with the 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 Coordinators and Club 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 in good academic standing (2.0 or above)
- Must be a student who will serve in his or her position for a full academic year (two semesters);
- Must be willing to serve as President if the Presidential position should ever become vacant;
- Must be a student who was voted into his or her position;
- Must assist the President in his or her duties and responsibilities;
- If the Vice-President wishes to resign, a one-month notice must be received by the Club President and Student Activities Coordinators in writing, then elections must be held to fill the vacancy.
- If the club officers have a complaint against the President, the VP should pursue the three-point warning system (p. 64).

Secretary
- Must be in good academic standing (2.0 or above)
- Must be a student who will serve in his or her position for a full academic year (two semesters);
- Must send the Student Activities Coordinators and the Club 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 Coordinators and Club Advisor of meetings at least 2 days before the actual date so that all who are interested may attend;
- Must send the Student Activities Coordinators and the Club 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 Coordinators 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 Student Activities Coordinators in writing, then elections must be held to fill the new position.

PR Officer/Treasurer
- Must be in good academic standing (2.0 or above)
- Must be a student who will serve in his or her position for a full academic year (two semesters);
- Must be creative;
- Must be reliable and responsible for all club funds and monetary issues, and must submit to the Student Activities Coordinator updated spreadsheets showing the event type, date, expense and balance;
- Must approve all expenses in advance of any event (minimum of two weeks in advance) with the Student Activities Coordinator;
- Must issue a monthly report concerning club activities sent to other club officers and club members through email and meetings;
- Must copy the Student Activities Coordinators 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 Student Activities Coordinators in writing, then elections must be held to fill the vacancy.

Please note the university will only recognize those groups that are registered with the Student Activities Coordinators.

Club Websites

The AUD website has a webpage for clubs, in which their information and the events are posted. These should be kept updated by the club by contacting the Student Activities Coordinators.

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:
- Developing a club's external website has to be approved by the Office of Marketing Communications.
- Content approval rests with the Dean of Student Services.
- No academic information should be included. Instead, there should be links to the AUD website.
- The content should contain 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 Division of Student Activities, must be completed to reinstate disbanded clubs.

Club Elections

Regulations and guidelines for club elections are listed:
- Officers for each club will be chosen through democratic elections.
- The Student Activities Coordinators 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 vacant officer positions.
- The Student Activities Coordinators must be informed of the intention of a club to hold elections.
- Election date, time, and location must be given to the Student Activities Coordinators and the Club Advisor at least two weeks in advance.
- Elections must be publicized *at least a week in advance* in the following ways: 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 during the first ten minutes of the actual election meeting.
- At the election, voting will be conducted through a survey, counted by the Club Advisor and/or the Student Activities Coordinators. Abstaining is allowed. Telephone or verbal votes do not count; voters must be present at the meeting or email their vote to the Student Activities Coordinators *before* the meeting.
- A club *must have at least four officers* (President, Vice President, Secretary, and Treasurer) to be active at AUD.
- 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 existence.
- The Club Advisor or Student Activities Coordinators 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 or officers are chosen in unfair processes, this must be reported to the Student Activities Coordinators and Club Advisor so as to take measures to rectify the situation.

After Elections
- All contact information (name, email, mobile number, student ID number and position) of the club's new officers should be sent to the Student Activities Coordinators and the Club Advisor.
- The newly elected President and Vice-President are required to present a semester plan (activities) with the Student Activities Coordinators 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 Coordinators and the Club 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 Coordinators 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 Coordinators of meetings and provide a copy of the meeting minutes to the Coordinators within two weeks of a meeting. Clubs or student organizations may plan an event by submitting an *Event Request Form* found on the AUD website. Applications will be reviewed by the Student Activities Coordinators and any other designees, as necessary.

Important note: Before approval is granted, clubs cannot advertise the event or proceed with expenditures related to the event.

Due to the time required 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 roundtable discussions): a minimum of one week before the event.
- Standard events (examples are exhibitions, guest speakers, and social events on campus): a minimum of two weeks before the event.
- Open/special/charity events (examples are concerts on AUD premises, any events open to the public: a minimum of three months before the event.

Procedures for Club Events and Activities

Prior to an event, as detailed above, clubs must submit the *Event Request Form* to the Division 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 Offices Communications and Central Services.

All invitations to guest speakers for various events and activities (classes, conferences, seminars, workshops, etc.) require prior approval from the Provost and Chief Academic Officer and the Communications Office, both for reasons related to the U.A.E. Ministry of Education – Higher Education Affairs regulations and for maintaining internal records on activities and events.

After the event, clubs should submit the *Event Report Form*, available from the Division of Student Activities. At the end of the academic year, the club must submit an Annual Report to the Division of Student Activities. This information is needed in order to establish a record of the event's success and identify areas of improvement, which will help establish club integrity and history at AUD.

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

All club forms should be submitted electronically by a student club officer and submitted to the Student Activities Coordinators by email, or in person. All the previously mentioned forms are available on the website.

Security Guard Policy

The Office of Central Services and the Office of Student Services work together to ensure that events are safe and entertaining. The security guard policy is nonnegotiable. 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 Coordinators. Clubs may be required to obtain additional security guards for their event depending on the type of event and projected attendance. The Office of Central Services maintains rate charges for security guards. The Student Activities Coordinators work in cooperation with the Office of Central Services which will finalize all security arrangements. Club leaders must provide complete information regarding the event.

How to Plan a Student Event

When planning a student event, club members must:
- Meet with the Student Activities Coordinators to discuss the event idea.
- If the event seems feasible and it is in accordance with AUD Rules and Regulations, complete the *Event Request Form* electronically and within the timelines detailed previously.
- The Student Activities Coordinators will request equipment, space and obtain approval for the event.
- Following approval, clubs are encouraged to promote the event in the following ways:

- o Flyers/posters around campus
  - The flyers/posters must be approved and stamped by the Office of Student Services or the Student Activities Coordinators.
  - The flyers/posters must be posted on areas and billboards that are specifically designated for students' notices.
  - 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.
  - o On the AUD website by submitting a soft copy of the flyer/poster to the Student Activities Coordinators who will then coordinate with the Director of Communications
  - o A table can be set up outside the cafeteria where club members can tell people about the event and/or sell tickets, when applicable.
  - o Through other clubs
  - o A showcase may be created in the School of Architecture, Art and Design, or the School of Business Administration academic buildings to promote the event.
  - o Think outside of the box and be creative in your marketing! All marketing ideas must be approved through the Student Activities Coordinators.
  - o All requests for press coverage must be communicated to the Student Activities Coordinators who will coordinate with the Office of Communications.
- After the event, complete an *Event Report Form* and submit it in to the Student Activities Coordinators within one week of the event's occurrence.

Club Advisors

Advisors have important roles 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, increases 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; 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 in the club members;
- Attend club elections during the Spring semester, and attend the first meeting of the club after the 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 Coordinators 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 the Club Advisor and the Student Activities Coordinators 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 Coordinators;
- 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 the club's faculty/staff advisor, the Student Activities Coordinators 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 Division of Student Activities of the intention to change the advisor.
- Send a written explanation of the intention and the rationale behind the decision to the Student Activities Coordinators.
- Once the proposed change is approved, the new Club Advisor should meet with the Student Activities Coordinator in order to become informed of the club's activities and nature.

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

AUD Student Leadership

AUD is pleased to offer a number of leadership groups for students. Through these leadership groups, AUD students can develop their leadership, management, and public relations skills through programs and trainings provided by the Student Activities office under the Student Services department.

Student Orientation Leaders (OLs)

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 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 Health Educators (PHEs)

Peer Health Educators are 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.

Resident Assistants (RAs)

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

Sports Team Captain

A sports team captain is a student leader that promotes sportsmanship and leads their team to success and recognition through motivation to always play better while constantly increasing the chances of competing and bonding successfully. This leader has the desire to lead by example, has a passionate belief in team spirit, has the ability to handle conflicts and works well under pressure; this leader is someone who is fair, professional and responsible towards his team members and superiors, and most importantly someone who is knowledgeable of the rules of the games and policy and procedures overall at AUD.

AUD Annual Gala Dinner/Awards Ceremony

The Annual Gala Dinner and Award Ceremony are held in the spring of each academic year. This special occasion recognizes students, who have exceptional achievements and contributions to the AUD community.

There are three categories of awards: those nominated by the School Deans (Undergraduate Program and Major Awards), those nominated by the Administration, Faculty and Staff, and those selected by the President.

Program and Major Awards

These are awarded to students who have achieved the highest CGPA in those undergraduate programs and majors for which such awards have been created.

Criteria for Nomination

- Completion of all degree requirements.
- Highest CGPA in the program or major.
- Satisfaction of eligibility criteria (non-breach of Honor or Conduct Code; other criteria set by the school offering the program or major).
- Criteria specific to the department

Student Leadership Awards

These are awarded to students who have demonstrated outstanding leadership on campus by bringing students together, creating and implementing activities/events, and/or developing and directing special projects/initiatives.

Criteria for Nomination

- Evidence of leadership in a variety of university contexts.
- Well-rounded student, both academically and socially.

Community Service Awards

These are awarded to students who have actively and consistently dedicated their time to engage in volunteer and other service opportunities throughout the academic year. This may include extensive and intensive work on a special project/initiative.

Criteria for Nomination

- Evidence of consistent engagement in a campaign, community organization, volunteer experience and/or significant involvement on a special project/initiative.

Student Government Association Award(s)

These are awarded to active member(s) of the SGA who have made significant contributions to the organization and AUD student body throughout the academic year.

Criteria for Nomination

- SGA officer or representative for a full academic year.
- Fulfillment and compliance with GPA requirements and position responsibilities.
- Demonstrated evidence of active involvement and participation within the AUD community beyond the scope of their SGA position.

Outstanding Student Club

This is awarded to the student club that executes a variety of successful events above and beyond the minimum requirements of Student Activities.

Criteria for Nomination

- Demonstrated evidence of strong communication with campus partners (i.e. club officers, faculty advisor, staff/faculty, outside constituents).
- Demonstrated evidence of event planning, organization, promotion, and execution.
- Engaging the student body at large with the aim of attracting and involving a diverse group of students throughout the year.
- Ongoing, visible presence at AUD.

Outstanding Event of the Year

This is awarded for an exceptional, student-created and executed activity on campus.

Criteria for Nomination

- Brings internal and/or external recognition to AUD.
- Demonstrated evidence of full student participation-planning, organization, promotion, and execution of the event.
- Demonstrated ability to strive and advance beyond unforeseen obstacles and challenges.

AUD Ambassador Awards

These are awarded to students who have brought honor to the University through their first-place achievement in competitions and projects/initiatives in the community.

Criteria for Nomination
- Involvement in community competition or project.
- Brings recognition to AUD through their involvement in the project as measured by awards won/media coverage.

President's Awards

Student Excellence

These are awarded to student(s) who have excelled at AUD through academics and leadership, as well as participation in several university activities, emulating AUD's values and philosophy.

Criteria for Nomination
- Academic excellence (GPA above 3.0).
- Evidence of leadership and participation in several AUD activities, events, sports.
- Service to the university and the community.
- Positioned for personal and professional success.

Additionally, the following President's Awards are given at the university Graduation Dinner attended by faculty and staff:

Teaching Excellence

Awarded to faculty member(s) who have excelled in teaching.

Criteria for Nomination
- Demonstrated pedagogical effectiveness.
- Maintenance of high academic standards.
- Outside the classroom mentorship.

Institutional Effectiveness

Awarded annually to a faculty or staff member for a superlative contribution to AUD's institutional effectiveness initiatives.

Criteria for Nomination
- Outstanding IE-related achievement (e.g., assessment, continuous improvement, strategic planning,
- learning outcomes).
- Organizational impact.
- Serving to make IE user-friendly and an opportunity for collaboration (as opposed to conflict).

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.

Criteria for Nomination
- Excellence as determined by job profile.
- Personification of AUD's values.
- Impact by significantly furthering the institutional agenda.
- Enhancement of AUD's image to its various constituencies (internal and external).
- Foreseen legacy.

AUD Annual Athletics Dinner/Awards Ceremony

The Annual Athletics Dinner and Award Ceremony is held in the spring of each academic year. This special occasion recognizes student athletes who have made exceptional contributions to the AUD community.

Outstanding Male and Female Athlete of the Year

These are awarded to one male and one female student-athlete who demonstrates athletic leadership by regularly contributing and adding value to the team while capturing the spirit of AUD athletics (e.g., sportsmanship, leadership, teamwork, and overall spirit.)

Criteria for Selection

- Superior athletic ability.
- A strong motivator with a positive attitude.
- Excellent sportsmanship and teamwork.
- Commitment and dedication by consistently attending practices and games.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) serves as a liaison between university administration 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 SGA. 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. 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. All students at AUD are eligible for membership in SGA, however, only full-time students with a minimum CGPA of 2.5 can hold a SGA office. Specialized committees are created to focus on particular tasks. Regularly scheduled meetings are held throughout the academic year. The primary SGA responsibilities include: representing students' interests to the AUD administration, supporting the Student Activities Coordinators in the running of campus activities, assuming financial responsibility for SGA funds and financial records, operating the SGA Bookstore, and promote the AUD Honor and Conduct Codes.

In appreciation of their voluntary role as being student leaders at AUD, students are nominated to take part in the **Student Leadership Training Program** that takes place throughout each academic year. This program targets existing student leaders with the purpose of empowering and shaping them to become future leaders not only at AUD, but also at their communities and vocations later on.

Leaders are required to attend a one-hour training session per month throughout the entire academic year and will receive a certificate of completion by the AUD President and the Dean of Student Services upon the achievement of the Leadership Program.

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; and
- To serve a model of 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. The 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 or more depending on the position and have the required CGPA and proven leadership experience are eligible to run for office. Elections are held each Spring semester. Members-at-large may join 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 in the current semester for at least twelve semester hours or four courses at the undergraduate level;
- Must have and maintain a cumulative GPA of 2.5 or higher. If their GPA falls under 2.5 in a semester, failure to raise their GPA after one semester will result in dismissal from 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 with the Student Activities Coordinators;
- Must submit an updated CV and photo to the Student Activities Coordinators;
- Must complete interviews with the Student Activities Coordinators and the Associate Dean/Dean of Student Services;
- Must attach a list of 20 students who support their nomination;
- Term served is for one academic year only.

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. If their GPA fall under 2.5 in a semester, Ffailure to raise their GPA after one semester will result in dismissal from office;
- Must submit an updated CV and photo to the Student Activities Coordinators;
- Must commit to be in attendance for the Fall and Spring semesters of the elected term of office;
- Must complete the SGA officer application form available with the Student Activities Coordinators;
- Term served is for two-years, renewable with assessment following an interview process with Student Activities Coordinators and Associate Dean of Student Services

*All officers have to schedule office hours with the Student Activities Coordinator throughout the full year during their term of office.

Members-at-Large
- May join at any time; and
- Must be in good Academic standing.

Departmental Representatives
- Nominated by the leadership team of each school, or the president of respective student chapters within that school (if they exist)
- Appointed by a majority vote of the Governing Board from a pool of volunteers to serve one full academic term;
- No more than one representative will be selected from each academic unit or department;
- Must commit to be in attendance for the Fall and Spring semesters of their elected term of office;
- Must be in good academic standing.

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

Candidate Rights and Responsibilities

Applying for Office
- The candidate must complete the application form.
- Candidates can only apply for only one position.
- Each candidate must successfully complete an interview with the Associate Dean and Dean of Student Services. At the discretion of the Associate Dean and Dean of Student Services, the candidate may be asked to defer/decline their application.
- 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. 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. Elections can also be held through a survey format.

- Only approved A4 flyers and posters (*see Campus Posting Policy*) can be displayed during the campaign. All campaigning ideas should be reviewed with 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 voting will not be given to the public.
- The voting results will be announced the next business day after the elections are held.
- 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 positive reviews of his or her performance by the Student Activities Coordinators.
- The Student Activities Coordinators review the student records of candidates to verify the students meet the required GPA standards.

Campaign Conduct

Appropriate campaign conduct is required to ensure fair and impartial elections. 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 reasonable 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 a 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 the election. All campaign material must be removed by the candidate within three school days after the conclusion of the election by the candidate. Any candidate found to be 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 campaign

Voting Procedures

- Voting in all elections is electronically and open to all current enrolled full- and part-time AUD students.
- Each student is allowed to vote only once.
- The Student Activities Coordinators or their designee verifies the student status of each voter.
- Voting starts after one week of campaigning and lasts for two full days (8:00 a.m. – 5:00 p.m.) to ensure that all AUD students have the opportunity to vote.

Disputes and Violations

- The Student Activities Coordinator (SAC) 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 Student Activities Coordinators in an attempt to negotiate a fair settlement of the dispute. Failing this, either candidate may lodge a formal written complaint with the Student Activities Coordinator.
- The Student Activities Coordinator 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 SAC will issue a written notice to both parties, stating the time and place of the hearing.
- At the time the SAC 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 SAC.
- If, after a hearing, the SAC determines 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 a duration of time to be set by the SAC and/or remove a candidate from the race.

- Any willful violation of an SAC decision, ruling, or order by a candidate is sufficient grounds to disqualify that candidate from the race.
- All decisions and rulings by the SAC are issued in writing.
- Any decision by the SAC may be appealed to the Dean of Student Services within 24 hours after the decision has been conveyed.

Elections are held every Spring semester and President/Vice President officers serve one full year, all other officers can serve two years upon successful assessment at the end of each academic 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 with the remainder of the SGA the appointment of new members;
- Delegates duties to SGA officers and members-at-large;
- Oversees the performance of other officers, representatives, and members-at-large;
- Schedules business meetings, club leader's meetings, and additional meetings;
- Attends a weekly meeting with the Student Activities Coordinators;
- 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, Associate Deans or Chairs at the end of each semester to voice concerns of students with regard to a particular department;
- Ensures the productive operation of the SGA; and
- Supports SGA in events and activities.

Vice President
- Serves as the Chief Administrative Officer in the absence of the President;
- Delegates work to, and oversees the performance of the Public Relations 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;
- Insures that effective communication is occurring within the SGA; and
- Supports SGA events and activities;
- In charge of ensuring all officers are abiding by the *Student Handbook* and the SGA *Handbook*.

Media
- Creates innovative posters, teasers, tickets, and other promotional material for SGA events and activities;
- Uses creativity and thinks "outside the box" for potential upcoming events and campaigns;
- Has experience in graphic design and poster making computer programs;
- Informs the media of all SGA activities (through the AUD Student Activities Coordinators and the Marketing Communications Manager); and
- Supports SGA in events and activities;
- Is present at SGA events to take photos;
- Works closely with the Public Relations Officer in the marketing of student events on and off campus;
- Collaborates with the AUD Student Activities Coordinators and the Marketing Manager to select best photos for press coverage of all SGA events;
- Provides the Secretary and the Student Activities Coordinators with soft copies of all event photos.

Public Relations
- Works as a key member of the SGA marketing team responsible for the identification and solicitation of event sponsors;
- Works closely with the Media Officer in the marketing of student events on and off campus;
- Collaborates with the AUD Student Activities Coordinators 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;
- Initiates new contacts with marketing/PR contacts and services that may be interested in sponsoring AUD student events;
- Provides the Secretary and the Student Activities Coordinators with soft copies of all written communication between the SGA and external organizations; and
- Supports SGA in management of events and activities.

Secretary
- Sends the Student Activities Coordinators a list of SGA officers' and representatives' contact information (names, emails, phone numbers) and maintains the list throughout the academic year;
- Schedules meetings and ensures officers' attendance at all meetings;
- Maintains the minutes of all meetings and distributes them to all SGA members and advisors no later than two business days after the meeting;
- Keeps track of all SGA activities;
- Archives all SGA documents;
- Records attendance at meetings and office hours;
- Creates correspondence when needed; and
- Supports SGA in events and activities.

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 Student Activities Coordinators;
- Works with the SGA team in creating updated records of the earnings and expenses of the Student Government Association; and
- Supports SGA in events and activities.

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 President only to work in the bookstore during the week in their absence;
- 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
- 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 Presidand Student Activities Coordinators; And
- Supports SGA in events and activities.

Departmental Representatives
- Inform and advise the President of issues affecting students in each academic unit or department;
- Schedule and arrange for Departmental Forums as necessary with the advice and consent of the SGA Governing Board;
- Assist in developing and promoting the SGA and all SGA activities; and
- Aid in coordinating special events.

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;

Staff Advisors
The direct supervisors of the Student Government Association are the Student Activities Coordinators. The Dean of Student Services provides guidance and advice to the SGA Advisor/Student Activities Coordinators.

The Student Activities Coordinators
- 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; and
- 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 SGA team. Part of the responsibility of being an officer of the SGA is adhering to the duties of the position and to the rules and regulations of the university in general and to the SGA in particular.

Attendance at meetings and at 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 Student Activities Coordinator. Failure to obtain prior approval will result in a formal warning by the Student Activities Coordinator 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.

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 or her responsibilities as defined in the relevant job profile. Those who fail to fulfill their responsibilities and obligations are given warnings by the Student Activities Coordinators according to the following system:

First Warning
The president of the SGA/club would have a verbal warning with the officer. If the problem continues then a second warning will take place.

Second Warning
A written warning is issued via email to the student's and/or Student Club Advisor through the AUD email address. Probation will be in effect.

Third Warning
The officer is dismissed in writing from the position and may be considered for a member-at-large position. Dismissal is approved by both the Student Activities Coordinators and the Dean of Student Services. Warnings are sent via email to the student's AUD email address, and via postal mail to the student's official address on file in the Registrar's Office.

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(s) and the SGA Vice President. The letter must be submitted two weeks prior to the actual date of resignation. All other resignations must be submitted in writing to the SGA President with copies to the Student Activities Coordinator 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), an election to fill the positions 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 reelection 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 for the remainder of the term and seek approval of the appointee by a majority vote of the official SGA officers and representatives (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 status 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-phase 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 Student Activities Coordinators will 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 are 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 Division of Student Activities, and with the approval of the Dean of Student Services.

SGA officers may be removed from office for violations of AUD's Honor and Conduct Codes, and Housing Rules. Procedures for Honor and Conduct Councils are outlined in this *Handbook*.

A full description of AUD's Housing 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.

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

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 provides a means for collecting student feedback about issues at AUD. These include general academic issues that are not specific to a certain department and general nonacademic issues. General surveys, which review all issues, related to sports, residence halls, student activities, general academic issues, and general non-academic issues are also distributed prior to the forum. 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 presentation for the AUD Student Forum.

Student Forum Procedures
1. Several weeks in advance of the Forum, SGA members distribute a survey that is designed to elicit information regarding student perception of AUD academic and non-academic issues.
2. A general advertising campaign is conducted to create an awareness of the Student Forum among the student body. Advertising is varied and include posters, flyers, handouts, notices in electronic newsletters, and informational brochures. 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 AUD Student Forum, the SGA members meet with the Director of Institutional Effectiveness to review the results of the annual AUD Student Surveys. Following this meeting, an SGA officer prepares a presentation of the survey results for the Senior Administration.
4. The presentation is shared with the Student Activities Coordinators, and a meeting is scheduled with the Senior Administration.

5. The responses of the Administration to the issues raised in the survey are gathered at that meeting and via email following the meeting. These responses are included in the PowerPoint presentation shown at the Forum.
6. The PowerPoint presentation is created by two assigned SGA members and shared with the Student Activities Coordinators one week prior to the Forum. The Student Activities Coordinators will share the presentation with the Dean of Student Services and the Senior Administration prior to the Forum.
7. The SGA Officers and Representatives begin the AUD Student Forum with an overview of the issues that are of concern to the students. The presentation will feature the responses provided by the Senior Administration prior to the Forum. Following this presentation, the President, Provost and Chief Academic Officer, and Executive Vice President, will respond to open questions.
8. The Student Activities Coordinators takes minutes of each forum. These minutes are shared with the AUD community following the forum.

Article 11 – Student Bookstore

The SGA Bookstore is a place for students who wish to buy and sell their used textbooks. The Bookstore Manager maintains a database, which includes all listings of books and also tracks purchases. The Bookstore hours 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 Coordinators.

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 by SGA by-laws of several American universities.

STUDENT PUBLICATIONS

MBRSCPOST

The mission of the online magazine is to inform and engage the larger AUD community and to serve as public forum for topics of interest to all. The focus of the MBRSC Post is issues related to campus life, the AUD educational experience and the local and international arts, culture and media scene. The MBRSC Post is published in both English and Arabic editions. It is produced by the MBRSC Journalism students while being overseen by the Journalism professors.

HEALTH CENTER

Mission

The mission of the AUD Health Center is to provide general care and health supervision of all currently enrolled students, faculty, and staff and to promote the prevention of illness and the well-being of students, staff, and faculty.

The AUD Health Center promotes, improves, and maintains a healthy campus environment by providing accessible, high-quality care, health supervision, and educational programs, which encourages students, faculty, and staff to preserve their overall well-being.

Goals

- To promote the prevention of illness and the well-being of students and staff;
- To identify and contribute to health education programs for students and staff;
- To provide advice, information, and guidance to the university community on health matters through the use of multi-media communications, in addition to face-to-face dialogue with specialists who participate in health days;
- To support students with medical conditions (accommodations for people of determination);
- To create needs-based workshops for students.

Health Services

Health services are available 24 hours a day. The Health Center is open weekdays from 8:00 a.m. – 8:00 p.m. (during Summer I and II from 8:00 a.m. to 5:00 p.m.). After working hours, and during weekends, emergency health services are provided by staff nurses who reside on campus and are on call. For any medical emergency, student should call the **UNIVERSITY HOTLINE: 04-3183 500**. The security guard informs the nurse on duty. Two first aid rooms, located in both the female and male housing, are equipped to provide emergency treatment for housing students after working hours. *First Aid Guides* are posted in all residence hall rooms, the library, adjunct rooms, the main reception, at all the security guard locations, and in all the engineering laboratories.

Health services are available for the entire AUD community: students, faculty, staff, and families living on campus. Services include treatment for minor health emergencies and conditions, dispensing medication providing individuals with medical referrals, and offering information on health-related issues. Preventive medicine is also emphasized at AUD.

The Health Center promotes health awareness and education programs throughout the academic year including but not limited to: nutrition and eating disorders, blood drives, drugs and narcotics awareness, sexually transmitted illnesses, anxiety and stress management, smoking, skincare, health hazards, vision disorders, and other topics based on student's needs.

Newly enrolled students are required to complete and submit a *Health History Form,* endorsed by a licensed physician, to the Health Center. If students fail to comply with this requirement, they will be placed on registration hold for the subsequent semester. For the best care, students should make sure that their health records are current and up-to-date for the AUD Health Center.

Enrolled students with medical problems or disabilities, who may require care or restriction of their campus activities, must submit to the Health Center Director an up-to-date medical report from their family physician describing their conditions, restrictions, and special requirements.

AUD offers a private health insurance plan for students who do not have any medical coverage; details and information related to the insurance are available on the AUD website.

All health-related documents, reports, and information are kept confidential in the AUD Health Center.
Student's health information is not released to those not involved in the student's immediate care without his or her written permission. Students may complete the *Authorization for Disclosure of Health History Information Form* for information sharing as necessary. Student's health forms are included in the *AUD Application for Admission*, and may be printed from the AUD website, or collected from the AUD Health Center.

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

AUD Health Center does not provide excuses for missed class attendance.

People of Determination

People of Determination Support Services
The American University in Dubai is committed to providing reasonable accommodations and equal access to university programs and activities for people of determination with documented disabilities. A reasonable accommodation is one that is consistent with academic standards of the university and does not require substantial course or program alteration. The Health Center welcomes and encourages students with disabilities to identify themselves and to seek access to needed accommodations.

To ensure that accommodations are provided in a timely fashion, AUD strongly encourages students to submit their requests well in advance of the start of any coursework for which the accommodation is requested.

Accommodations for People of Determination
Academic support accommodations that are provided to people of determination based on their condition's limitations and specialist's recommendations.

People of determination can suffer from a physical, mental, or learning impairment/condition or disability that affects his/her lifestyle, limits one or more major life activities, and requires special accommodations.
• Physical conditions like: Diabetes, Heart problems, Epilepsy, Cancer, and others.
• Mental conditions like: Anxiety, Depression, Asperger's Syndrome and others.
• Learning disorders like: ADD/ADHD, Dyslexia, and Dyscalculia.

Accommodation Request Process for People of Determination
In order to request an accommodation, students must take the following actions:
1. Disclose his/her special condition via the *Student Health History Form;*
2. Provide the AUD Health Center with a medical report of his/her condition, signed by a doctor. In situations regarding students with psychological issues, a copy of any mental health reports will be given to the Personal Counselor;
3. Meet with the Health Center Director, and the Personal Counselor (for mental-health related cases) to evaluate his/her needs and level of support required, if any;
4. Sign the People of Determination Form following the intake and assessment completed by the above-mentioned staff, to ensure that he/she understands the services being provided and the notification process as it relates to the academic units. This includes providing students with guidelines regarding the confidential nature of their file(s);
5. A copy of the People of Determination Request Form will be emailed to students' instructors, and additional copies will remain in the Health Center and with the Personal Counselor. After receiving this form, the instructor should meet with the student privately to discuss applying these accommodations. The instructor can discuss any concerns about applying these accommodations with the Health Center Director or the Personal Counselor;
6. If a student has been diagnosed with a condition after admission to AUD, the student may request assistance at any time, and will be required to follow the procedures as outlined above.

In cases where students have missed classes, a midterm, or an exam, the student must provide a medical note from a doctor/hospital, which will be verified and approved by the Health Center Director or the Personal Counselor (for mental cases). The instructor will be notified by the above-mentioned staff member(s), as needed.

Confidentiality
The student is not obligated to disclose their condition or present any medical documentation or absence note to the instructor as these are considered confidential information privy to the Heath Director and Personal Counselor. The Health Center Director will notify the student's professors informing them of the legitimate medical documentation.

All medical files remain confidential with the exception of relevant faculty and staff being informed if they are expected to provide accommodations or if emergency treatment may be required.

The medical documentation does not excuse the student from class. Final decision on how to proceed remains at the instructor's discretion.

STUDENT RETENTION AND SUCCESS OFFICE

Mission

The mission of the Office of Student Retention and Success is to assist students in achieving their goals as AUD degree candidates and graduates. Hence, the Office focuses on enhancing academic viability and status and on job placement and career advancement. Academic advising and support, career services and alumni relations are the vehicles through which the Office achieves its goals.

Goals

- To provide responsive advising and support services that equip students for academic success;
- To assist students in the choice of a career, the identification of employment opportunities, and the process of securing recruitment within their chosen field;
- To foster a sense of community among enrolled students and graduates, leading to an active alumni network, which in turn, favors life-long career advancement and contribution to the university; and
- To guide and support students throughout their education journey to ensure that their academic progress is a successful one meanwhile instilling in them the values required for their continued success.

Academic Advising

The AUD Academic Advising Division (AAD), located in Admin 109, provides advising services to students. The AAD assists students 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. Policies governing academic advising and required approvals are found on pp. 77-78.

Mission

The Academic Advising Division 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 Division'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 AAD 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 AAD.

Academic Support

The Division of Academic Support enriches the educational, intellectual, and personal growth of AUD's diverse student population by assisting them in developing skills and strategies to effectively respond to academic challenges. These support programs will help students achieve academic success and embrace life-long learning habits.

The Division of Academic Support offers a range of services to help students develop their own educational goals and succeed in their chosen program of study. The Associate Director of Student Retention and Success conducts these academic support services and they include individualized academic counseling, and access to tutoring and peer

tutoring, workshops among other. The Office of Student Retention and Success 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 seek Academic Support?
- If you are on Academic Probation or returning from Academic Suspension;
- If you are having difficulties with a course; and need a tutor;
- If you have any physical or learning disabilities;
- If you need clarification on policies such as grade appeal, graduation requirements, probation and suspension.

How can the Associate Director of Student Retention and Success help me?
- By helping you identify your challenges and 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 time-management, study habits, test-taking, and other life skills;
- By coordinating academic accommodations for people of determination to assist them in adapting to university life; and
- By providing accurate information regarding academic requirements as well as clarifying the university's academic policies.

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 Office of Student Retention and Success for information on upcoming workshops. Information on such events will be shared with students on a semester basis through our Office's newsletter.

Tutoring/Peer Tutoring
The Office of Student Retention and Success 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 members 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 Academic Support Division.

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.

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 or Alumni Portal.

Career Services

The AUD Career Services Division assists students and alumni to successfully explore and prepare for rewarding and meaningful careers. These services will allow students and alumni to develop and maintain a competitive advantage in the emerging employment market.

Career counselors ensure that students successfully bridge the transition from university life to work life through equipping them with career guidance, interview tactics, job search skills, marketplace readiness preparation, and a network of employment opportunities.

Students are strongly encouraged to register with Career Services during their first academic year and work closely with a career advisor to develop their career plan in parallel with their studies. Early exposure to the work environment is also encouraged, as it solidifies students' academic commitment and allows a better understanding of the relationship between the classroom and the marketplace.

The Career Services Division 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 workshops and on campus events, students, graduates and employers are brought together to ensure that AUD's talent is employed by the market's leaders. The annual Career Fair is the epitome of the division's efforts in achieving student and employer networking.

Career Counseling Process

Career counseling sessions and workshops are provided to all students and alumni. However, students need to register with Career Services in advance, in order to gain access to counseling, career resources, employer events and job vacancies.

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. The Career Services Division in collaboration with academic departments ensures that an adequate number of quality internship opportunities are available for selection by students. Students can view a list of AUD internship affiliated partners under the Student Services webpage or contact a career advisor. Students participating in internships can complement their classroom experience and earn credits toward their degree in an approved off-campus employer that provides practical learning in a professional setting.

Senior year students are eligible for accredited internships after completing course work and other minimum requirements as specified by their School/Department.

Internships may be completed in any of the academic semesters including Summer I and Summer II. *Before students can register and start their internship, the Dean, Associate 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, Associate 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.*

Upon completion of the internship program, students must submit a work report to the faculty internship advisor as per the Department's requirements. Additionally, the host company supervisor must submit to the faculty internship advisor a written evaluation of the student's internship performance. A final Pass (P) or Fail (F) grade is assigned by the allocated faculty internship advisor.

Students can learn more about the internship program by visiting the Career Services Division or downloading the *Internship Program Manual* at the Student Retention and Success webpage.

Professional Development Series

The Career Services Division offers several opportunities for students to network with employers and gain a perspective on various careers and fields. Industry professionals are invited to offer on-campus presentations related to corporate life, professional career preparation and industry trends. In an effort to equip students with marketplace knowledge and life skills that extend beyond the classroom, Career Services offers several workshops such as CV Building, Job Hunting Strategies, Interview Preparation, Internship Experience and many more.

The Entrepreneurship Association (TEA) at AUD

The Entrepreneurship Association at AUD, which works to promote the concept and spirit of entrepreneurship among students and alumni. It works on providing a platform that assists young entrepreneurs who aim to start their own business or in other ways, bring their ideas to life. It also seeks to link and connect experienced entrepreneurs and industry leaders to members of the association, drawing the interest of investors as individuals or as investment corporations.

The association's main purpose is to help members achieve the business and professional career goals through the interactive contacts of the Communications Office, with a long-term goal for TEA to be a regional hub for Young Entrepreneurs in the U.A.E. and GCC. A series of events have already taken place at AUD, bringing industry leaders in contact with the association 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 association, contact the Communications Office.

OFFICE OF INSTITUTIONAL ADVANCEMENT AND DEVELOPMENT (OIAD)

Mission

Headed up by the Vice President for Institutional Advancement and Development, the OIAD plays a leadership role in advancing the university's mission, goals and strategic priorities by establishing, strengthening and sustaining relationships with AUD's external constituencies, and by devising and overseeing the implementation of strategies that cover a wide range of development activities internal to AUD.

OIAD Scope and Functions

New programs

Leading the process of identifying opportunities for the development of new academic programs and other offerings that meet existing and emerging learning needs

Professional accreditation

Management and oversight of the processes that aim at maintenance of existing professional accreditations and timely completion of accreditation work in progress; identification of opportunities for expansion of professional accreditation

Rankings

Management and enhancement of AUD's institutional and program-specific rankings through relationship-building with leading ranking organizations

Executive programs

Repositioning, redesigning, relaunching and managing AUD's Center for Executive Programs and Professional Services (CEPPS)

University representation

Relationship building and representation of AUD to the wider academic community and to corporate and public sector partners and stakeholders locally, regionally and internationally

Outreach

Development of strategies and guidelines for a wide range of outreach activities for implementation by the academic and administrative units; hosting partner institutions, corporations and government agencies at events that focus on advancement of society

Endowment

Development and activation of AUD's Endowment Fund and pursuit of other external funding endeavors

Communications and Publications

Editorial (linguistic) oversight of all institutional communications and publications in both soft and hard formats

ACADEMIC INFORMATION AND POLICIES

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 – Undergraduate & Graduate

Fall/Spring Semesters						Summer Sessions	
Sunday/Tuesday/Thursday		Monday/Wednesday				Sunday/Tuesday Monday/Wednesday	
Period	Time	Period	Time			Period	Time
1	8:00 – 8:50	1	8:00 – 9:15			1	8:30 – 10:50
2	9:00 – 9:50	2	9:30 – 10:45			2	11:00 – 1:20
3	10:00 – 10:50	3	11:00 – 12:15			Common Break	1:20 – 2:00
4	11:00 – 11:50	Common Break	12:15 – 1:30			3	2:00 – 4:20
5	12:00 – 12:50	4	1:30 – 2:45			4	4:30 – 6:50
Common Break	1:00 – 2:00	5	3:00 – 4:15			Graduate	7:00 – 9:30
6	2:00 – 2:50	6	4:30 – 5:45				
7	3:00 – 3:50	7	6:00 – 7:15				
8	4:00 – 4:50	8	7:30 – 8:45				
9	5:00 – 5:50	Graduate*	7:00 – 9:30				
10	6:00 – 6:50						
11	7:00 – 7:50						
Graduate*	7:00 – 9:30						

* Graduate classes meet one day per week (10 min break per 1 hour of class contact time)

Kindly note that during the summer sessions, for undergraduate and M.B.A. courses only, there are three additional compulsory classes on alternative Thursdays for all classes.

Facility Schedule
Hours are subject to change with notice.

Saturday - Thursday
All academic buildings, The Center	7:30 a.m. to Midnight
Administration building	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 5:00 p.m. Sunday-Thursday. Library hours are posted outside the library, in the library section of this publication 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 . 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, 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 members adhere to this rule.

Unless approved by the President, Executive Vice President, or the Communications Office, 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 Student Retention and Success Office. However, Engineering students are advised and must obtain prior approval from their Academic Advisor throughout their residency at AUD. Moreover, students returning from suspension are to be advised and should receive prior approval from the Office of Student Retention and Success throughout their residency at AUD, irrespective of the CGPA attained subsequent to their return from suspension.

A student who has earned greater than 60 credit hours is assigned a faculty member who acts as his or her advisor. With the exception of candidates in Engineering, upon completion of 60 credit hours, students no longer need to obtain an Advisor's approval in order to register.

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;
- earn 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; and
- 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 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.

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 090, MATH 100;
- are appealing prerequisites and co-requisites; or
- 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.

Types of Hold

Hold	Office
Registration	Registrar's
Failed Foundation Courses	Registrar's
CGPA<2.0	Academic Support – ext. 581
Admissions	Admissions
Health History Form	Health Center – ext. 200
Passport	Visa Office – ext. 128
AAD Hold	Academic Advisors
Financial Hold	Finance Office
Library Fines Hold	Library – ext. 184

Official Student Schedule

Students are advised that their official schedule is that recorded by the Registrar at the end of Drop/Add. To make sure that they have completed the online registration and/or drop/add properly, students should print a copy of the schedule from the AUD website or via direct link schedule.aud.edu

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, Associate 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, Associate Dean or Chair of any and all cases of academic dishonesty and violations of the Honor Code."*

Definitions

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 or her responsibility to report this immediately to the instructor or relevant Dean, Associate 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 or 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: 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 or her work. Plagiarism takes many forms and includes the following:

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

<u>Original version</u>: *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 considered 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 it 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 academic information from applications and other university documents have also violated the *AUD Honor Code.*

Administration of the University's Academic Integrity Policy
The university uses a two-level process for reviewing suspected violations of academic integrity. The first level is the *Dean of the school* in which the violation is suspected to have been committed. The second level is the *University Honor Council (UHC)*.

The Provost and Chief Academic Officer oversees all aspects of administration of the university's academic integrity policy; both of the preceding levels are answerable directly to the Provost and Chief Academic Officer on all matters pertaining to this process.

I. Review and Decision at the School Dean Level
   A. 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 Dean of the school in which the violation is suspected to have been committed, in writing.
   B. If the suspected violation occurs at the end of a semester or summer term when final grades are due for submission to the Registrar's Office, a grade of "Incomplete" will be assigned in the course in which the violation is suspected to have occurred. The "Incomplete" will remain on the student's record until the investigation is completed and a final decision is reached on the case.
   C. The Dean carries out the initial investigation of the suspected violation in consultation with the instructor of the course and with the Registrar, to determine if there are previous guilty verdicts for breaches of academic integrity in the student's record.
   D. Based on this investigation, the Dean of the academic unit offering the course decides whether the evidence warrants further action. If no further action is warranted, the case is dismissed. In this case, if the suspected

offense occurred at the end of a semester or summer term and a grade of "Incomplete" was submitted pending completion of the investigation (per I. B above), the final course grade, free of any penalty, will immediately be communicated in writing to the Registrar's Office to replace the "Incomplete."

E. If further action is warranted, the Dean of the academic unit offering the course determines which of the two following courses of action is appropriate: *(1) school level decision* on guilt/innocence and penalty in case guilt is established, or *(2) referral to the UHC*.

F. As a rule, decisions on violations involving graded work that is worth not more than 10% of the course grade are made at the school level, i.e., by the Dean. All other offenses will be referred directly to the UHC.

G. An appropriate penalty, commensurate with the offense, will be applied from the menu below (Section VI). In this case, the final course grade specified in the penalty will immediately be communicated in writing to the Registrar's Office. This grade will replace the "Incomplete" grade if the latter grade was assigned earlier pending completion of the investigation (per I. B above).

H. Regardless of the weight of the graded work involved, the offense will count as a *first offense*.

I. Regardless of the weight of the graded work involved, a *second offense* will always be referred by the school Dean directly to the UHC.

J. Regardless of the weight of the graded work involved, an offense which potentially constitutes a legal infringement or an act punishable by law will always be referred by the school Dean directly to the UHC with a memorandum (copied to the Provost and Chief Academic Officer) describing the actions that might constitute a legal offense. Examples of such actions include but are not limited to the following:
   1. Theft
   2. Breaking and entering
   3. Gaining unauthorized access to exams and other materials or documents in hard copy or on an electronic device through hacking, deception, stealing passwords, or by any other means
   4. Making available, leaking, spreading, sharing or otherwise providing unauthorized access to exams and other materials, documents or information
   5. Impersonation (taking an exam under the name of another student by presenting the other student's ID; both the impersonator and the impersonated student will be considered accomplices in the offense)
   6. Falsification or forgery of documents
   7. Providing or receiving benefits (monetary and other) for any of the above actions or for other similar actions

K. Within two working days, the Dean must inform the student, in writing, of the violation of the Honor Code, of the verdict reached, and the penalty. The letter to the student must be dated and signed and a copy must be sent to the course instructor, the Registrar (for filing in the student's file), the Dean of the student's school, and the Provost and Chief Academic Officer.

L. Before the decided penalty against the student for violation of the Honor Code becomes final, the student is entitled to appeal the Dean's verdict and penalty within three working days*. In this case, the student will address his/her appeal in writing (signed and dated) to the UHC Chair. The school Dean will then refer the case in writing, with all documentation, evidence and the basis for the Dean's verdict and penalty, to the UHC.

M. If a student chooses to appeal the Dean's verdict and penalty to the UHC (per I.L above), the UHC's decision will be final and not subject to further appeal to higher levels.

II. Review and Decision by the UHC

A. The UHC is a body of academics, administrators, and student representatives whose functions are (1) to examine all suspected violations of the Honor Code that are referred to it by school Deans (including cases referred to the UHC by a school Dean as a result of a student appeal (I.J above), or because the case is a potential second offense (I.H above), (2) to reach reasoned decisions on the innocence or guilt of students involved in such suspected violations, and (3) to decide appropriate disciplinary measures for students found guilty of violating the Honor Code.
   1. The UHC is answerable directly to the Provost and Chief Academic Officer.
   2. The UHC will serve for a two year-term.
   3. The Chair of the UHC will be a school Dean appointed by the Provost and Chief Academic Officer for a two-year term.

B. Besides the Chair, the UHC will consist of eight representatives:
   1. one academic member from each of the five schools other than the school whose Dean chairs the UHC will be selected by the UHC Chair in consultation with the other school Deans (these members must have been in AUD's employ for at least one full academic year),
   2. one member from Student Services (Dean of Student Services or designate), and

3. two Student Government Association (SGA) representatives 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.

C. For each of the UHC members including the Chair, an alternate member will be designated in order to avoid delays in case of inability of regular members to attend.

III. UHC Procedures

A. Upon receiving a case of a suspected academic integrity violation from a school Dean, the UHC Chair notifies, by letter, the student(s) suspected of committing the violation of the date, time and place of the UHC's meeting. The student should be instructed to collect the letter from the office of the UHC Chair.

B. If, during the investigation, the student admits committing the breach of academic integrity, the UHC Chair will have the student sign a written admission. The UHC will decide an appropriate penalty from the menu below (Section VI) based on the available evidence and the student's written admission. The final course grade specified in the penalty will immediately be communicated in writing to the Registrar's Office and will replace the "Incomplete" grade if the latter grade was assigned earlier pending completion of the investigation (per I. B above).

C. The UHC 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.

D. Within two working days*, from the date of the UHC decision, the UHC Chair must inform the student(s) involved in writing of the alleged violation of the Honor Code, of the verdict reached, and penalties decided by the UHC if a guilty verdict was reached. The letter to the student(s) must be dated and signed by the UHC Chair, and copies must be sent to the Provost and Chief Academic Officer and to the Registrar for replacing the "Incomplete" (if such a grade was assigned earlier - I. B above) with either the final course grade specified in the penalty (for guilty verdict) or with the final course grade free of any penalty (for a not guilty verdict), and for filing in the student file(s) and to the Provost and Chief Academic Officer.

E. Before any penalty decided against the student(s) for violation of the Honor Code, the student(s) is/are entitled to appeal the Honor Council's verdict and penalty in writing (signed and dated) to the Provost and Chief Academic Officer within three working days* from the date the UCC letter was sent to the student(s).

F. The Provost and Chief Academic Officer will respond to the appeal in writing. A copy of the Provost and Chief Academic Officer's dated and signed response to the student(s) will be sent to the UHC Chair, the school Dean, the course instructor and the Registrar.

G. The Provost and Chief Academic Officer has the right to overturn the UHC's verdict and/or penalty. In such exceptional cases, the Provost and Chief Academic Officer will inform the UHC Chair in writing of the decision to overturn the verdict and/or penalty and the reasons behind this decision.

H. 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.

I. A student can waive the right to appear before the Honor 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 the Provost and Chief Academic Officer.

IV. The UHC Hearing

A. At the start of each UHC hearing, the Chair informs all members of the confidentiality of the case and their obligation to uphold complete confidentiality throughout the university community.

B. The UHC 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 UHC may request the assistance of experts from the university community if the evidence is too technical or difficult for UHC members to comprehend.

C. The suspected student must appear at the scheduled hearing unless he or she has completed a *Waiver of the Right to Appear Before Conduct or Honor Council*. If the student encounters an unforeseen emergency, he or she must present acceptable documentation supporting the emergency or the absence.

D. The UHC 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.

E. At the start of the hearing, the UHC Chair asks the suspected violator if he or she understands the suspected violation and how he or she wishes to plead. All evidence will be shared with the suspected violator.

F. The UHC then questions the suspected violator and witnesses involved with the case.

G. Following the testimony provided by the suspected violator and witnesses, the UHC 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 UHC will vote on both guilt/innocence and the sanction/punishment. Voting will be by secret ballot and members are required not to disclose how they voted to anyone (including other UHC members) during and after the meeting.

H. The UHC Chair will then compose a letter to the accused student informing him or her of the UHC decision regarding guilt or innocence and the penalty in case of guilt. This letter will be shared with all UHC members to ensure accuracy and proper wording. If approved by the UHC, the signed and dated letter will be sent to the student with copies to UHC members, the instructor of the course in which the violation took or was suspected to have taken place, the Registrar for replacing any "Incomplete" assigned earlier with either the final course grade specified in the penalty (for guilty verdict) or with the final course grade free of an penalty (for a not guilty verdict), and for filing in the student's permanent file, the Chief Financial Officer (if needed, should the student be dismissed), the Housing Manager (if the student is dismissed and if he or she resides in the residence halls), and the Provost and Chief Academic Officer.

V. The Appeal Process

A. Students who believe they have a valid basis to appeal the decision of the UHC have three working days from the receipt of the decision letter to appeal the decision. All appeals must be made in writing to the Office of the Provost and Chief Academic Officer.

B. Granting of appeals is exceptional. Appeals may be granted if the UHC penalty was inappropriate (based on the 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.

C. If the UHC decision is overturned and the appeal is granted by the Provost and Chief Academic Officer, a new letter indicating the new decision will be sent to the student and copied to the UHC members, the instructor of the course in which the violation took or was suspected to have taken place, the President, the Registrar and, if appropriate, the Chief Financial Officer and the Housing Manager.

D. If the appeal is denied by the Provost and Chief Academic Officer, the student may appeal to the President within three working days from the date of the Provost and Chief Academic Officer's letter.

VI. Penalties for Academic Integrity Violations

A. Following careful consideration at the school Dean level (I.F above) or deliberation at the UHC level (III.D above), a penalty commensurate with the seriousness of the offense and the degree of student culpability will be determined from the menu below:
   1. Zero on the graded work involved in the offense (normally applied to offenses reviewed at the school Dean level, although more severe penalties may not be ruled out)
   2. A grade of F in the course
   3. A grade of F in the course plus suspension in the academic term following the term in which the offense was committed
   4. A grade of F in the course in which the offense was committed, immediate withdrawal from all courses in which the student is enrolled, and immediate dismissal from the university (dismissal is subject to ratification by the Provost and Chief Academic Officer before going into effect)

B. The penalty for second-time offenses can never be less than VI.A.3 above.

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

D. The university reserves the right to inform the appropriate authorities and pursue legal avenues which may result in prosecuting students found guilty of committing acts that constitute legal infringements punishable by law (examples of which are listed in I.J above).

E. The university also reserves the right to inform the appropriate authorities and pursue legal avenues which may result in prosecuting other members of the AUD community as well as external parties who aid, abet or participate in breaches of academic integrity that constitute legal infringements or acts punishable by law. Such cases must be referred promptly to the Provost and Chief Academic Officer with all relevant information. A separate (non-UHC) investigation process will be conducted by the Provost and Chief Academic Officer and appropriate actions and remedies will be decided.

Students in need of clarification of the university's Academic Integrity Policy may consult the Dean or Associate Dean of their School or their Department Chair.

**Holidays and extended periods during which the university is closed (such as Eid holiday, the year-end break between semesters, and Spring break) may delay the above process at all levels: School Dean, UHC and appeal. In such cases, the process will resume as soon as possible upon reopening of the university and return of all university personnel involved in administration of this process.*

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 COMP 103, COMP 110 or ENGG 140. (Engineering Majors are not required to substitute any course if they have been exempted from COMP 101.)*

Tutoring 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 090, 100, 101, 200, 110, 210, and 220) the opportunity to receive assistance in their efforts to be successful in these courses. The Center operates on a walk-in basis . There is no need to make an appointment. The tutors who staff the Center are 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 (unless otherwise specified).

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, etc.).

Engineering Tutor Center

The Engineering Tutoring Center at AUD provides pre-Engineering and Engineering students enrolled in physics and programming courses (PYHS 201, PHYS202, COMP180, EECE250) with the assistance they need to excel in these courses. The center aims to help students attain the outcomes required in terms of problem solving, experimentation, and algorithm development. Tutoring is provided by senior students who have extensive experience in these topics, as well as Engineering instructors.

Speaking Skills Center

The Speaking Skills Center (SSC) welcomes any student to walk in and work one-to-one with a peer tutor on their oral communication skills. Students choose what they want to improve on and the tutor guides them through exercises, discussions, or practicing their full presentation for feedback. The SSC remedies various student issues (e.g. anxiety) while aiding faculty (e.g. instructional assistance). Tutors are overseen by AUD's Professor of Oral Rhetoric, and they are trained with an inventory of methods to assist students.

Student Attendance (Undergraduate Students)

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 is 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. The Provost in consultation with 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.

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

Student Attendance and Class Participation (Graduate Students)

At the graduate level, classroom activities and the learning process in general can be greatly enriched through the active participation of students. It is therefore expected that students will contribute continually to the learning outcomes of the program by attending all class sessions and bringing their diverse professional backgrounds to bear on the lectures, discussions, presentations, and other classroom activities.

While attendance will be taken at the start of each class session, it is not attendance per se, but the amount and quality of class participation that may, at the discretion of the instructor, be included in the evaluation plan and final grade determination for the course. The weight assigned to class participation may vary depending on the subject matter and nature of each course, but will not exceed 15% of the final grade. Instructors will state their policy on class participation in their course syllabi, including the weight assigned to class participation in the final grade determination.

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, Associate Dean or Chair;
- The student seeking further recourse related to a grade received should make an appointment with the Provost and Chief Academic Officer. The Provost and 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 and Chief Academic Officer, the Dean, Associate 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 and Chief Academic Officer for review.

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

Periodic Evaluation of Academic Standing (Undergraduate Students)

All students must maintain satisfactory academic performance in order to remain enrolled at AUD. Academic standing is evaluated periodically by measuring each student's cumulative Grade Point Average (CGPA). Students are expected to meet minimum CGPA requirements in order for their academic performance to be considered satisfactory. ***Undergraduate students are required to maintain a minimum CGPA of 2.0 throughout their enrollment in order to be in good academic standing.*** A student's CGPA will be reviewed at the end of each academic term after grades have been posted to determine whether the student is in good academic standing.

If a student changes his or her program or major, the grades received in the former program or major continue to be calculated as part of the student's CGPA.

Academic Warning and Academic Probation

- A student will be placed on Academic Warning at the end of the first academic term in which his or her CGPA falls below 2.0.
- At the end of the next academic term, the student is removed from Academic Warning and returned to good academic standing if he or she achieves a CGPA of 2.0 or higher.
- If at the end of the next academic term, immediately following placement on Academic Warning, the student's CGPA remains below 2.0, he or she will be placed on Academic Probation.
- Once a student is placed on Academic Probation, he or she has one academic term to achieve good academic standing. A student who, at the end of one academic term on Academic Probation, raises his or her CGPA to 2.0 or higher is removed from Academic Probation and returned to good academic standing.
- Students are notified of placement on Academic Warning and Academic Probation in writing.

Conditions Applicable to Students on Academic Warning and Academic Probation

- Students on Academic Warning and Academic Probation must consult with the Academic Support Division prior to selecting their courses for the next academic term and must obtain their academic advisor's approval to register, course load limitation may be applied.
- As long as a student remains on Academic Warning or Academic Probation, his/her performance will continue to be reviewed by the Associate Director of Student Retention and Success and the Academic Advising Coordinator to encourage academic growth and result in improved academic standing.
- Students on Academic Probation must give priority to repeating all required failed courses, and are advised to repeat other courses in which they obtained failing or low grades.

Academic Suspension

- If a student's CGPA, at the end of one academic term on Academic Probation, is still below 2.00, he or she is placed on Academic Suspension from the university for the next academic term.
- Students are notified of placement on Academic Suspension in writing.

Readmission from Academic Suspension

Students placed on Academic Suspension may be granted readmission to the university if they apply for readmission at the end of their suspension period. See the section below on the Academic Appeals Process.

Students granted readmission from Academic Suspension will be placed on Academic Probation. The course load for these students will be not less than 9 credit hours and not more than 13 credit hours per semester, and must be 3 credit hours in Summer terms. A student's Dean, Associate Dean or Chair may set other appropriate conditions and expectations regarding courses to be taken and academic performance upon readmission. The university may set other appropriate conditions.

Removal of Academic Probation for Students Readmitted from Academic Suspension

Students returning from Academic Suspension are readmitted on Academic Probation. They are expected to achieve good academic standing by attaining a CGPA of 2.0 or higher, upon attempting a minimum of 24 credit hours following readmission. Academic Probation will be removed at the end of the academic term in which this result is achieved.

Academic Dismissal

A readmitted student will be dismissed from the university if, upon attempting a minimum of 24 credit hours following his or her readmission from Academic Suspension, the student fails to achieve a CGPA of 2.0 or higher. A readmitted student will also be dismissed from the university if, ***at the end of any academic term*** after removal of Academic Probation, the student's CGPA once again drops below 2.0.

The Academic Appeals Process

Appeals of Academic Suspension and Academic Dismissal

A student may appeal to have a suspension or dismissal ***reversed***. This ***appeal*** must be filed on-line (http://registrar.aud.edu/) by the date reflected on the Academic Calendar.

Denied appeals of suspension result in a period of forced absence from the university. ***Following this absence (suspension),*** the student may request to return to the university. This ***request*** must be filed on-line by the date reflected on the Academic Calendar.

Applications for Readmission from Academic Suspension

Students may apply online http://registrar.aud.edu/) by the date reflected on the Academic Calendar. The student should attach a letter detailing his or her activities during the suspension period and should explain why the student believes his/her academic performance will improve in the future. Other required documentation should be provided online.

Although students who are academically suspended from AUD often choose to take courses at other institutions to improve areas of weakness or to indicate seriousness of continued academic pursuits, they will under no circumstances receive transfer credits for those courses upon their readmission to AUD.

Processing Timeline for Academic Appeals

- Last day to submit the *Academic Standing Appeal* online is ***seven (7) days before the beginning of classes***. See *Academic Calendar*.
  - Students whose appeals have been denied by the Provost and Chief Academic Officer, may appeal online to the President. Last day to appeal a suspension or dismissal to the President is the ***first day of classes***.

Periodic Evaluation of Academic Standing (Graduate Students)

All students must maintain satisfactory academic performance in order to remain enrolled at AUD. Academic standing is evaluated periodically by measuring each student's cumulative Grade Point Average (CGPA). Students are expected to meet minimum CGPA requirements in order for their academic performance to be considered satisfactory. ***Graduate students are required to maintain a minimum CGPA of 3.0 throughout their***

enrollment in order to be in good academic standing. A student's CGPA will be reviewed at the end of each academic term after grades have been posted to determine whether the student is in good academic standing. Students admitted to an AUD graduate program on probation must attain a CGPA of 3.0 or higher at the end of their first term in the program.

Limits on Grades

1. Limits on Grades of C or C+
Grades of C and C+ are considered Minimally Acceptable for the purpose of passing a course. No more than two grades of C and/or C+ will count toward completion of the degree requirements. A student who earns C and/or C+ in three core course must repeat one of these courses and secure a grade of B- or higher in order to satisfy the degree completion requirements. A student who earns a third grade of C or C+ in an elective course may either repeat the elective or take another elective instead.

2. Limits on Grades of F
A student who receives a grade of F will be placed on Academic Probation. The course in which an F is earned must be retaken the next term the course is offered. ***A student who receives a second F grade will be subject to dismissal from the graduate program.***

3. Limit on Repeated Courses
A graduate student may not repeat more than three courses. Within this limit, the same course may only be repeated once. All failed courses must be repeated. ***Failure in the same course twice will result in terminating the student's enrollment in the graduate program.***

4. Limit on Ws
Students who withdraw from a course receive a grade of W. Students may receive no more than three W grades.

Academic Probation
In its review following the end of each semester or term, the program's Graduate Academic Committee will identify cases of noncompliance with the above standards and place the following students on academic probation:
- Students whose CGPA has fallen below 3.0.
- Students who have earned a first grade of F in a course.

The Graduate Academic Committee will inform each student placed on probation, in writing, of the specific conditions required for reversion to good academic standing. In all cases, students on academic probation (other than those admitted on probation) must maintain a term GPA of 3.0 or higher until they revert to good academic standing. If a student fails to maintain a minimum term GPA of 3.0 or higher in any subsequent semester, the student will be dismissed from the graduate program.

Conditions Applicable to Students on Academic Probation
Students on Academic Probation must consult with the Program Director prior to selecting their courses and obtaining their academic advisor's approval to register.

Appeal of Termination
A student who has been terminated from the graduate program may be readmitted by filing an appeal to the Program Director, within fifteen days of notification. The School housing the program will reach a decision upon critically assessing the student's academic performance, his or her overall contributions to the classroom learning environment, and his or her prospect for successfully completing the program. The School's decision must be ratified by the Provost and Chief Academic Officer, and will be communicated by the School to the student in writing within five days from receiving the appeal. If the appeal is denied, the student has the right to submit a final appeal of the decision to the President within three days from notification of the denial. The President's decision will be final and will be advised to the student in writing within three days from receiving the appeal.

Scholarships for In-School Students
Scholarships may cover either 25%, 50% or 100% of tuition (for one academic year or one academic year and one summer session). 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" (i.e., completed all but 30-32 credit hours) 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. 91) 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 or 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, Associate Dean or Chair and Provost and 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 AED600 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 or her diploma has been provided.

Participation in Annual Graduation Ceremony
The American University in Dubai holds its Commencement Exercises once a year following the Spring semester.

Undergraduate Candidates
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 (6 credits)* remaining for completion of their degree requirements (including courses required for minors, if any) 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 online), 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 school awards or for recognition of graduation honors (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. 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.

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

Time Limit for Completion of Undergraduate Degree Programs
All course work and other requirements for baccalaureate degrees must be completed no later than **ten calendar years** from the date of initial admission to the program. Study terms and inactive terms, during which the student was not registered in any courses, will all be counted in determining adherence to this time limit.

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.

Course Abroad Seminars

An exciting opportunity exists for students at AUD to earn academic credit toward their degree by participating in university-sponsored courses abroad. Previously offered under the name International Study Tour, course abroad destinations have included New York, Paris, Milan and Florence. **A student may only receive credit (three hours) toward graduation for one course abroad seminar**. In order to register for a second course abroad, a student must obtain the written approval of the Dean of the School of Arts and Sciences. Academic credit will be granted and a grade assigned for the second course abroad, but not in fulfillment of degree requirements.

Withdrawals from course abroad seminars are not permitted. Courses abroad are used by students to fulfill General Elective requirements and carry the code CABR. Professional Elective credit for courses abroad may be granted subject to assessment and approval by the head of the academic unit in which the student is enrolled and the Provost and Chief Academic Officer, if the travel itinerary, the assignments and learning outcomes sufficiently justify granting Professional Elective credit.

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

Students taking courses abroad are evaluated by a letter grade.

COMMUNICATIONS OFFICE

Mission

The Mission of the Office of Communications, consisting of the divisions of Marketing Communications and External Affairs, is to build awareness, create identity and foster relationships for AUD among the university's key constituencies. Traditional and leading edge media, as well as other forms of outreach, are used for this purpose. Communications activity, in both form and substance, is consistent with AUD's mission and has a role in its accomplishment. The Office operates at the local, regional and global levels.

Goals

- To increase AUD''s brand awareness in the UAE and internationally to it's key audience and stakeholders: current and prospective students; current and prospective faculty and staff; government entities; employers; alumni; schools and other institutions of higher learning; accrediting bodies);

- To inform its multiple target audiences of news and updates relevant to their interest: Internal and external events happening on campus, key achievements, student and faculty success stories, exclusive activities and workshops, new programs and courses that serve to enhance AUD's Mission and Purpose-related goals;

- To engage key stakeholders on an on-going basis through these activities, events and programs.

Collaborative Relationships

The American University in Dubai maintains a series of collaborative relationships with universities, government entities, and corporations in the private and public sector. These relationships aim to service the interests of students and faculty, bringing to campus an exchange of thought leadership and knowledge, as well as allowing students to engage with industry and government leaders, 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 partnerships and signed agreements with the following institutions of higher learning, covering various spheres of collaboration, including curricular consultancy, opportunities for professional development, as well as providing the AUD community opportunities for student/faculty study abroad and exchange programs:

- ***American Business School - Paris***, part of IGS Group, Paris, France http://www.absparis.org/en/ - student exchange for the undergraduate level in Business Administration
- ***AL-Maktoum College of Higher Education*** (Dundee, Scotland), www.almcollege.org.uk/ - for more information, please, visit the fice
- ***Embry-Riddle Aeronautical University*** – Daytona Beach, Florida, www.erau.edu – Student Exchange for the undergraduate level in Engineering
- ***Florida International University*** – Miami, Florida (www.fiu.edu) – student exchange for undergraduate level in: Business Administration, Communications and Information Studies (Journalism), Engineering, Information Technology, Visual Communications (Advertising);
- ***Frankfurt School of Finance and Management (FSFM) (Frankfurt, Germany)*** - www.frankfurt-school.de - study abroad opportunities in Business Administration
- ***Georgia Tech, Atlanta Georgia*** www.gatech.edu – student exchange for the undergraduate level in Engineering;
- ***International University in Geneva, Geneva, Switzerland*** www.iun.ch – student exchange for the undergraduate level in Business Administration, and Communication and Information Studies
- ***Regent's University London*** – London, UK, www.regents.ac.uk – Student exchange for the undergraduate level in Business Administration, Communications and Information Studies and International Studies.
- ***Sciences Po - L'Institut D'Études Politiques (IEP) de Paris, Paris, France*** www.sciencespo.fr – student exchange for undergraduate level courses relating to: Economics, History, European Affairs, International Affairs, Language, Law, Political Science and Sociology.
- ***UC Berkeley, University of California (Berkeley, California, USA)*** http://studyabroad.berkeley.edu/summerabroad - summer programs, outbound for our students only
- ***UCI University of California, Irvine (Irvine, California, United States)*** – http://summer.uci.edu/ (summer programs, outbound for our students only)

- ***Università Commerciale Luigi Bocconi, Milan, Italy*** www.unibocconi.eu – student/faculty exchange for the undergraduate level in Business Administration
- ***University at Albany, State University of New York, Albany, New York (Albany, New York)*** www.albany.edu - student exchange for undergraduate level in: Business Administration, Communication and Information Studies, and Computer and Information
- ***University of St. Gallen, St. Gallen, Switzerland*** www.unisg.ch – student exchange for the undergraduate level in Business Administration
- ***Universidad Europea de Madrid, Madrid, Spain*** http://universidadeuropea.es/en/– student exchange for undergraduate level in: Architecture, Business Administration International Studies, Communication and Information Studies, Interior Design, Visual Communication and Engineering

Students wishing to participate in a study abroad or exchange program must meet all the requirements, as well as receive authorization from their Dean, Associate Dean or Chair and apply through the Communications office. Students/faculty must consult and obtain authorization from their Dean, Associate Dean or Chair and apply through Communications Office.

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

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 online and in the *Undergraduate Catalog*.

Study Abroad Programs at AUD

Middle Eastern Certificate Program

The Middle Eastern Studies Certificate is an 18-credit hour program designed to furnish students with knowledge and understanding of the history and evolution of the Middle East and North Africa. The courses offer an insight into various cultural, social, political, and regional aspects of MENA, thereby giving students a firm grounding to pursue employment in the region. The MEST Certificate is tailored to meet the needs of those studying and pursuing careers in the region as well as those outside of the region looking to develop their awareness of Middle Eastern culture.

For students outside the region (Study Abroad, etc.), the MEST Certificate offers the unique opportunity to develop their interest in and understanding of Middle Eastern culture by living in Dubai while earning credit at an American-accredited university.

For more information please contact the Communications Office at communications@aud.edu

The AUD Semester in Dubai Program
A program designed to provide students with a snapshot of the Middle East through the study of language, history and culture – with specific attention accorded to Dubai, a modern city-state whose economic progress and broad-scale success has captured the imagination of the world. Students will live and study on the AUD campus where over 100 nationalities are represented and will benefit from the integration of co-curricular activities with traditional classroom instruction. Professors and professionals join forces in providing students with a true-to-life exposure to the Middle East that is rewarding, both intellectually and in terms of personal development.

For more information please contact the Communications Office at communications@aud.edu

Conferences and Events

It is the role of the Communications Office to identify conferences and events that will help increase awareness of AUD's visibility and that are beneficial to our students who will serve as AUD Ambassadors, as well as our community at large. Opportunities such as exchange conferences/conferences, course abroad opportunities, guest speakers, lectures, competition opportunities, and among many others; below are a few listed opportunities. The

Communications Office is also tasked with leading and planning its own initiatives that aim to support the university as a brand and an institution.

AUD's School Sports Challenge (SSC)

AUD celebrated its seventh edition (7th 6th) of the SSC which was held on our premises on **Friday February 23rd, 2018**, under the Patronage of H.H. Sheikh Ahmed Bin Mohammed Bin Rashid Al Maktoum President of the National Olympics Committee in the U.A.E., and in partnership with High Five Events. The multi-sport event brings together over 1500 high school students on AUD's premises to compete on friendly sports games.

Through this challenge, AUD aims to create and encourage interaction among students from various schools, backgrounds and communities, while motivating student athletes by offering them the opportunity to compete in our major annual sports event. In line with the vision of H.H. Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the U.A.E. and Ruler of Dubai, regarding youth's creating horizons in sports, AUD acknowledges the importance of athletics in the life of young people and its invaluable contribution to "whole person" development. It takes more than a scholastic achievement to develop into a productive member of a progressive society. The beyond-academics approach in a multicultural setting plays a critical role in this development by instilling values like sportsmanship, discipline, responsibility, self-confidence, among other qualities.

For more information please contact the Communications Office at communications@aud.edu

Al Maktoum College of Higher Education Summer Academic Training Programme

The American University in Dubai has sent four high achieving U.A.E. national students to partake in the Summer Academic Training Programme at Al-Maktoum College of Higher Education in Dundee, Scotland, for the fourth consecutive year. H.H. Sheikh Hamdan Bin Rashid Al Maktoum is the patron and sponsor of the independent and international research-led college which was established in 2001 and with which AUD has had an ongoing relationship since 2013.

The Summer Academic Programme, which is intended for female students from Arab and Islamic countries, took place last summer in July 2018. The Summer School is a unique first-hand experience that allows students to immerse themselves into an exciting cultural exchange program. It is intended to help students achieve global awareness within the international and multicultural ethos of the Al-Maktoum College, with the aim of preparing the women as potential future leaders of their country. The program is made up of lectures, seminars, class discussions and debates and also involves study trips and activities, which are related to the theme of the program. Each week, over the four-week period, students covered units including *Civilizational Dialogue, Scottish History and Culture, Leadership and Management,* and *Women and Scottish Politics*.

The program aims to provide students with an introduction to Scotland, its history, culture and people through a mixture of classes, talks, and visits. In addition, it involves an intense educational experience in the areas of multiculturalism, and cultural engagement through pro-actively engaging students with another culture and its people.

Clinton Scholars at CGI U

The Clinton Global Initiative University (CGI U), based on the successful model of the Clinton Global Initiative www.clintonglobalinitiative.org, was launched in 2007 and is hosted by President William Jefferson Clinton every year bringing together students, national youth organizations, and university officials to discuss global challenges, while joining hands as they take real, concrete steps towards solving.

In 2017, for the tenyh year in a row, AUD was the only educational institution from the Middle East to participate in CGI U's annual meeting held at UC Berkeley. Members of the AUD Communications Office, along with Clinton Scholar alumni students, joined thousands of students from around the world, each with their own commitment in mind, but working together to learn about the different steps to "making a difference."

For further information on this event and to learn more about the AUD International Aid Society, and their many initiatives, contact the Communications Office.

Harvard College in Asia Program (HCAP)

The American University in Dubai (AUD) has partnered for the ninth year with the *Harvard College in Asia Program (HCAP)*. In 2018, AUD ambassadors from various nationalities joined students from premier academic institutions in Bangkok, Beijing, Cambridge, Dubai, Hong Kong, Istanbul, Jiangyin, Kuala Lumpur, Mumbai, New Delhi, Seoul, Singapore, Taipei, and Tokyo along with delegates from Harvard University, to attend HCAP's conference

themed engaging students in open exchange of opinions and ideas. The conference consists of two phases, allowing students to participate in an exchange conference lasting one week in each of Boston and Dubai. The objective of the conferences is to create unique, global, and holistic experiences that address the same issues with a variety of different approaches. (AUD is the only university from the Middle East Region participating in these conferences.)

The conference consists of a well-rounded interactive program aimed at challenging the delegates academically, socially and culturally. This program includes lectures from professors and industry leaders/practitioners with panel discussions, as well as visits to medical schools in both regions, all-important elements of the HCAP academic experience. For further information on this event and to learn more about HCAP, please contact the Communications Office.

Harvard Model Congress (HMCD)

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 planned and participated in are: AUDMUN's second Annual Conference at AUD, Harvard Model Congress Dubai (HMCD), hosted for three years at AUD in partnership with AUDMUN, UC Berkley Model United Nations Conference XVIII (UCBMUN), Columbia Model United Nations in New York (CMUNNY). 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 Student Services Office or the Communications Office.

The Omnium Global Executive MBA Program – University of Toronto

For the second year AUD hosted and co-organized The Omnium Global Executive MBA Program-Rottman School of Management where professionals come to the program from around the world, meeting for two-week teaching modules and project work in North America, South America, East Asia, Europe, South Asia and the Middle East. Graduates emerge with the skills to lead in an increasingly globalized business environment, a new network of international contacts, and invaluable insights on how to advance their career.

The Middle East version, took place at AUD with participants consisting of 40 business people who live and work globally, with about a third coming from Europe, a third from North America, and the last third from anywhere in the world. Their average age would be 37-38 years, with on average 12-13 years of work experience.
This program will take place at AUD every Spring, and is an opportunity of our faculty to benefit from and a networking opportunity for our MBA student; To learn more about please contact External Affairs .

Social Media

The Communications Office maintains all of AUD's social media channels including:

Facebook   AUDubai
Twitter   AUDubai
LinkedIn   american-university-in-dubai
YouTube   AUDChannel
Instagram   audubai

The Events Calendar

Marcom is in charge of the Events Calendar, an online system developed for booking meetings and events on campus. All faculty and staff can access the calendar. Student-led events are booked through the Student Activities Coordinators. The Events Calendar can be accesses online.

OTHER AUD SERVICES

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 on the 2nd floor of the C building.

AUD Library

The Library at the American University in Dubai provides a collection of print, multimedia and online digital resources to support the university's teaching and research objectives..

AUD's Library has access to over 300,000 print and e-books focusing on the university's programs in international studies, business, communication and information studies, engineering, architecture, visual communication, and interior design, and arts and sciences (including Middle Eastern studies). Subscriptions to over 100 print and online journals, newspapers and magazines provide an extensive and 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 members to conduct thorough research on nearly any topic. The library catalog, e-books and most databases are available both on and off campus, providing 24/7 access to information resources.

The Library has 56 computers in three computer labs and the reference area and is linked to the campus-wireless network. 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 library professionals, technologically astute, and always willing to help.

When students need to find information, prepare assignments, or complete research projects, the AUD Library provides the following services:
- reference and citation support;
- individualized instruction on databases and other library resources;
- workshops on individual databases;
- instructional sessions on information sources, how to choose the most appropriate resource, and how to use resources most effectively.
- The print and online resources the library provides include:
  - a collection of over 300,000 print books and e-books;
  - Over 100 current journals/magazines/newspapers in print and digital format and access to additional full-text journal articles and citations online;
  - online access 24/7 to journal articles, ebooks, the Library catalog, and 36 online databases ;
  - computer labs with 48 PC's and the latest software to search the web and prepare assignments;
  - both wired and wireless laptop connectivity;
  - study tables and carrels;
  - study rooms for group work; and
  - photocopying, scanning and networked printing (both color and black and white).

Library Item	Loan Period
Books	3 weeks
Magazines and journals	1 week
DVDs and Videos	1 week
iPad	7 days
Internet cables and plugs	1 day (24-hrs)
Study Room keys	2 hours
Reserves	As requested by faculty member

Students must show their AUD ID card for all Library services: borrowing or renewing items, paying fines, reserving study rooms and getting forms signed. Library iPads have a detailed loan policy that students must review before check out.

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.

Library Hours and Contact

Fall and Spring Semesters
Sunday – Wednesday   8:00 a.m. to 11:00 p.m.
Thursday   8:00 a.m. to 7:00 p.m.
Friday   1:00 p.m. to 10:00 p.m.
Saturday   1:00 p.m. to 10:00 p.m.

Public Holidays   Closed
Opening hours are extended during exam periods.

During semester-breaks and Summer I & II
Check the library hours posted online and outside the Library entrance.

Library Phone Number: (04) 399 9000 ext. 183/direct line (04) 318 3183
Library Email: circulation@aud.edu

Online Databases
The online databases are accessed through the Library webpage. Databases include:

Academic Search Complete: A comprehensive scholarly, multi-disciplinary full-text database, with more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals.

Access Science: McGraw-Hill Encyclopedia of Science & Technology and the McGraw-Hill Dictionary of Scientific & Technical Terms.

ACM Digital Library: Full text collection of all ACM publications, including journals, conference proceedings, technical magazines, newsletters and books.

ASCE Library: Provides online access to a collection of civil engineering content from the *American Society of Civil Engineers'* journals, conference proceedings, e-books and standards.

Business Source Ultimate: Provides full text for more than 3,000 journals, including peer-reviewed titles in all aspects of business, including marketing, management, MIS, POM, accounting, finance and economics.

Business Insights: Updates on market research, business data analysis and market insights.

Communication & Mass Media Complete: Includes full-text access, indexing and abstracting, to journals in communication, mass media, and other closely-related fields.

CQ Researcher: covers articles representing both sides of current political and social issues.

EIKON: Thomson Reuters business intelligence platform that provides access to news, data, and analytics.

Emerald Insight: Covers 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 and book reviews, conference information, interviews, and profiles.

Emerging Markets Case Studies Collection: An online collection of peer-reviewed teaching cases focusing on business decision making and management development through key emerging markets.

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

Euromonitor (Passport): covers demographic, economic, and marketing statistics with political, economic, and lifestyle indicators for North America and Asia-Pacific countries.

Gale Reference Center: Access to a wide range of full-text titles, indexes, and abstracts from prestigious general-interest sources, including journals, magazines, newspaper articles, primary sources, almanacs, encyclopedias, dictionaries, and other subject specific reference books.

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

KNOVEL: Elsevier platform that provides eBooks, process and design information, best practice insights, interactive graphs and tables, material and substance properties data, and equations and formulations for the engineering disciplines.

LexisNexis Academic: Full-text access to newspapers, magazines, journals and 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.

Sage Business Cases: This database includes more than 1000 cases and facilitates application of topic understanding to data analysis in order for students to grasp real-world examples from the leading businesses in the world.

Taylor & Francis (Social Science & Humanities): Provides access to articles in Taylor & Francis (includes Routledge) journals in the social science and humanities.

WARC: Provides intelligence for the marketing, advertising, media and research communities worldwide, drawing from international sources.

E-book collections include ProQuest and Ebsco ebook collections, and in addition, collections from JSTOR, and the Royal Institute of British Architects.

Other databases include *image databases,* ImageQuest, ArtStore; digital film streaming, Kanopy; and reference databases, *Educators Reference Complete, Encyclopedia of Islam*, *Britannica Academic*, Oxford English Dictionary Online, *Dictionary of Literary Biography.*

Usernames and passwords are provided at the Circulation Desks if needed for a particular database. Students should present their AUD ID. Most databases can also be accessed off campus.

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 2,000, in addition to a refundable AED 3,000 visa security deposit. This deposit is refunded once the sponsorship has been cancelled within the time frame set by the university.

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 3,000 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, mandatory 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.

Students sponsored by AUD for a student resident visa, who fail to comply with the AUD visa regulations, or who exit the country without going through the proper channels and cancellation procedures will not be entitled to re-apply for an AUD-sponsored residence visa. Accordingly, the students will forfeit their Passport Security Deposit.

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 burkhah (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 and faculty housing or administrative complex. Specifically, 15 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.

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.

Advanced technology supports all aspects of campus operations; most appropriately, the delivery of the university's academic programs. Specifically, eight computer labs with both IBM and Macintosh hardware form the basis for instruction in information systems and business administration. 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.

The **School of Architecture, Art and Design (SAA&D)** is composed respectively of the Architecture, Interior Design and Visual Communication departments. The school occupies one of the main academic buildings on campus (Building A) in addition to some freestanding structures that have been added in order to accommodate the continuing growth of the school (building A Annex, the Glass House and three portable cabins). Overall, the school is comprised of 21 main learning spaces. Building A consists of two floors with 17 spaces.

The Departments of Architecture and Interior Design share the following facilities and resources: four PC Digital Studios, 19–24 PC CAD/BIM workstations per digital studio, and four large format scanners. Software in these studios includes Autodesk AutoCAD / Revit / 3D Studio MAX, Adobe Creative Suite, Final Cut Pro, and Cinema 4D. A continuously open PC Lounge with 24 PC CAD/BIM workstations, software includes: Autodesk Auto CAD / Revit / 3D Studio MAX, Adobe Creative Suite, Final Cut Pro, and Cinema 4D. The shared Model and Furniture Making workshop includes two Drill Presses, one Flat Table Saw, Mitre Saw, Scroll Saw, and Flat Bed Table Wood Saw. The Model and Furniture Making workshop also comes with the following hand held equipment: Jigsaws, Marble Cutter, Grinder, Drills, Cordless Drill, Electric Polisher, Sander, Electric Shear, Router, Electric Spray Paint, Heat Gun,

Electric Planner, Magnesium Gun, Chop Saw, and Circular Saw. The school also has a Fabrication Lab which includes one Small Laser Cutter, one Large Laser Cutter, and one 3D Printer. The Printing Center has two A3 size color printers, two Xerox® 7800GX, one Xerox® 7760GX, three HP® large format plotters, one Epson® 9900 large format photography printer. The Design Center within SAA&D administers Autodesk Professional Certification Exams for students & practicing professionals and serves as a resource for internships, research, and outreach.

The Department of Visual Communication has the following facilities and resources: iMac lab, 20 iMacs, one Scanner, one Wacom Cintiq 27HD, 75in display with Apple TV and sound system, Pro Software including Adobe CC, Ableton Live Suite, Max, Arduino, DaVinci Resolve, Fusion, iAd Producer, Xcode and Cinema 4D. The Digital Media classroom has 12 Apple Thunderbolt Display Laptop Stations, 75in display with Apple TV and BOSE surround sound system. In the Advertising classroom, 75in display with Apple TV. The Graphic Design classroom has 75in display with Apple TV on a cart. There are two Studio classrooms, one set up for drawing and one for 3D. There are five New Media Suites (each is suite up for full 4k editing, color grading, motion graphics, animation, sound design and interactive. There are also Four Full Spec Mac Pro & 1 iMac, three UHD monitors, each Suite has duel Apple Thunderbolt monitors, Pro Condenser Microphones in each Suite, Midi controllers and keyboards in each suite, Audio interface in each suite, 12TB storage array's in each suite, one Wacom Cintiq 27HD. Software includes Adobe CC, Apple Pro Apps, Ableton Live Suite, Max, Arduino, DaVinci Resolve, Fusion, Hype, iAd Producer, Xcode and Cinema 4D. 24hr reservation card access and iBeacon technology. The Department of Visual Communication also has the following resources: a multi-use studio space with photo/video remote backdrop, a Jib, a strobe and continuous lighting. The Film photography lab has enlargers, sinks, booths and dryer racks for developing and printing traditional and alternative process chemical B&W photography. The Printmaking lab has a printing press for etching, mono printing, linocuts, etc. It also has printing tables, drying racks, an industrial paper shearer, and washers for screen printing. The Visual Communication Resource Centre has a full time staff member dedicated to providing support with the following: new media suites, various professional video, sound, and photography equipment.

The A-Glass House includes workspaces used by the architecture department as well as a large open space which is used by all departments for critiques, exhibitions, workshops and guest lectures. The A-Annex Building hosts courses from all three departments, and interior design uses two spaces. There is a typical studio space with large tables, projectors and pin up space and a large studio-computer lab space. There are three port-a-cabins which function as workshop spaces for all three departments. The model making workshop has large tables for studio courses as well as a properly vented spray booth. The lighting/furniture lab is a classroom space with additional materials to support courses in lighting and furniture. The third workshop is staffed by a lab technician. This space houses a Universal Laser Cutter Machine ILS.

School of Arts and Sciences (SOAS) classes are held in thirty-six different classrooms throughout the campus. All of the classrooms in which arts and sciences classes are taught are equipped with a white board, a front desk and chair, a desktop computer and monitor and a projector. In order to facilitate use of the projector during class, all faculty have access to clickers. In many of the classrooms, the desks are "moveable" to facilitate group work among the students. The only "specialty" classroom is E408, the physics lab. There are ten workstations, with two chairs and a desktop and monitor. Arts and sciences students have access to four computer labs. Students also have access to all general use computer labs throughout the campus. All computers in all computer labs are equipped with Microsoft Windows and are linked to the AUD network.

The school of arts and sciences operates the academic support center, which provides free academic assistance in mathematics and on students' writing assignments as well as a speaking skills center. The center is located in room E 116, on the ground floor of the E-Building.

The Mohammed Bin Rashid School for Communication (MBRSC) provides its students in Digital Production/Storytelling and Journalism programs with facilities to assist them in the completion of their tasks/projects. The School houses a fully equipped, soundproof TV studio and control room with three cameras, lighting, vision and audio mixers, lighting console and a multi-viewer screen. For other assignments, students have access to full camera kits including HD cameras, lighting and sound equipment. For post-production work, the School provides its students with two Mac Computer Labs (total 36 stations) and six individual editing suites that run Avid™ editing software. A CISCO TelePresence™ 3210 resides in MBRSC's Global Classroom and serves as a high-technology medium for lectures. MBRSC also houses a 36-seat Screening Room equipped with a high-definition projector and surround sound system.

AUD's **School of Business** (Building B) provides its students with 12 regular classrooms, three computer labs, four theater style classrooms, a student lounge, a conference room and a stock trading room. The regular classrooms vary in size and their capacity can accommodate anything from 20 up to 70 students.

The stock trading room includes large screens and trading terminals for students to simulate stock trading.

The three computer labs house more than 90 computers and are equipped with educational and professional business software including STATA, SPSS, SIMUL8, V.I.S.A., ISI ResearchSoft, Minitab 17, QM for Windows, Weka, Palisade DecisionTools Suite 6.2, IBM SPSS Statistics 24, Microsoft Visio Professional 2016, Microsoft Project MUI (English) 2016, and EndNote 8, Microsoft Office Professional plus 2016, Adobe Reader, Windows Movie Maker, Vision, Mirroring 360.

In addition, all classrooms and computer labs in the business school are equipped with an Instructor PC (HP EliteDesk 800 G1 SFF) connected to a ceiling-mounted projector as well as audio speakers.

The AUD-IBM Center of Excellence for Smarter Logistics has a physical address. Projects do not need to be in the supply chain field, as logistics overlaps with several fields. The room serves several objectives, hence its versatile design. It can be set as a board room with 18 seats, a venue for concurrent break-out sessions in separate groups of three teams (six people each) and a classroom conducive for group discussions or even formal lectures (if needed). All these configurations can be made on-demand in a few minutes. From a technology perspective, the room is connected to IBM Cloud and has access to the majority of IBM tools and services (normally available for special education partners). Cloud connectivity remains work-in-progress. The most important aspect is having access to IBM talent and labs for collaborations on mutual projects. Faculty are encouraged to use the center as a means to inspire professional collaborations with other entities in the IBM ecosystem (e.g., clients, universities, labs, etc.)

Moreover students and faculty have access to several fully equipped additional lecture rooms outside Building B. The Auditorium (capacity 900), Room C 227 (capacity 120) and E 421 (capacity 190) for example are available to host conferences, high profile guest lectures and workshops.

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 variables speed drives. The Civil Engineering Labs are equipped with concrete and steel testing equipment, theodolites and total stations for field surveying, environmental water and air quality measurement and water treatment systems, and material and geotechnical equipment for specific gravity, hardness, toughness, soil classification, compaction, permeability, consolidation, direct shear and triaxial testing. The Mechanical Engineering Labs house heat and mass exchange units, material microstructure characterization equipment, a number of 3D printers for rapid prototyping, two CNC machines, and a fully-equipped engineering shop. The Civil and Mechanical Labs also house an Instron Universal Testing Machine, as well as multiple workstations for fluid dynamics and hydraulic experiments.

The **School of Education**, located on the second floor of Building E, the close proximity of classrooms, faculty offices and an education innovation lab provides dedicated space wherein students and faculty meet, study, teach and learn together. The physical space known as the school of education includes the education innovation lab; office, coordinator for clinical partnerships and research support; office, administrative assistant; and, four faculty offices. A generous education reading library of books and resources related to coursework and research is distributed among the three main faculty offices.

The education innovation lab is located in Building E-203 and covers approximately 570 square feet. Opened in September 2017, it is designed as a space for creativity, collaboration, conversation, and problem-solving, as well as socratic teaching and learning. Thus, all furniture and equipment can be easily moved or reconfigured to suit multiple purposes. At present, the lab consists of one main desk with a PC connected to a ceiling projector, a stationary white board across the front wall, a bookcase, six tables, 18 chairs, four flip charts and one 55' flat screen TV with

an Apple TV connection—all on wheels. A bank of ten iPads are also available for student use. In addition, an interactive promethean board was installed in November, 2017.

FINANCIAL INFORMATION

Tuition and Fees*

University institutional policy requires all students to pay tuition and fees in advance. A student whose account is delinquent will not be allowed to register for the subsequent semester until the balance owed is paid in full.

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. In the recent past, when implemented, tuition increases have been in the range of the 4-5% per annum. Any future hikes in tuition, if any, are expected to be within this range.

Study Abroad Program (SAP) students receiving financial aid may be allowed a tuition deferment based upon the anticipated receipt of funds. This is granted solely at the discretion of AUD, based on the official notice of approval from the granting or lending agency.

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

* Inclusive of 5% VAT where applicable.

Undergraduate Programs

Fall and Spring Semesters
Tuition (less than 12 credit hours)	AED 3,885 per credit
Tuition (12 to 16 credit hours)	AED 44,887.50 per semester
Tuition overload (over 16 cr. hours)	AED 2,992.50 per credit
Services Fee	AED 315 per semester

Summer Sessions
Tuition	AED 3,885 per credit
Services Fee	AED 210 per session

Graduate Programs
M.A. in LICM Tuition	AED 4,095 per credit
M.B.A. Tuition	AED 4,095 per credit
M.Ed. Tuition	AED 3,885 per credit
M.S.C.M. Tuition	AED 4,095 per credit
Professional Teaching Certificate	AED 3,885 per credit
Additional Modules, if required	AED 2,625 per module

Intensive English Language Program (IELP)

Fall and Spring Semesters
Tuition	AED 29,400 per semester
Services Fee	AED 315 per semester

Summer Sessions
Tuition	AED 21,000 per session
Services Fee	AED 210 per session

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$ 14,987

of which US$274 is refundable at the end of the semester if no housing damage has occurred

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 (15 credits and above in Fall and Spring), the overload tuition rate per credit for the academic year is applicable and will be charged at the time of withdrawal;
    - If a student is enrolled full-time (12 to 14 credits in Fall and Spring), the rate per credit is calculated by dividing the tuition charged by the number of registered credits and will be charged at the time of withdrawal;
    - If a student is enrolled part-time (less than 12 credits in Fall and Spring), the part-time tuition rate per credit for the academic year will be charged at the time of withdrawal.

        In the summer sessions, the student will be charged the full tuition for the course(s) from which he or she withdraws.

- If a **graduate student** on scholarship exceeds the two-course limit for withdrawals, he or she will be charged the full tuition for the course(s) from which he or she withdraws.

Scholarships appearing in the AUD Undergraduate and Graduate Catalogs.

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 offspring (sibling) after the first in Fall and Spring semesters only. 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.*

Applicable during Fall and Spring semesters only

Health Insurance for AUD-sponsored students

Private health insurance covering care in the U.A.E. is mandatory for all AUD-sponsored students. In order to meet this requirement by enrolling in the AUD-sponsored health insurance plan, students are charged a non-refundable fee as per the below schedule:

***Health Insurance Fees* (Inclusive of VAT 5%)**
Student joining beginning of:
Fall Semester (covering September, 2018 – August, 2019): AED 2,000.25
Spring Semester (covering January, 2019 – August, 2019): AED 1,386.00
Summer I Term (covering May, 2019 – August, 2019): AED 735.00

Health insurance fees are payable at the time of visa application and renewed annually on September 1 for each consecutive year.

AUD non-sponsored students are required to have and maintain private health insurance covering all UAE care on a continual basis while enrolled and are responsible for all charges related to their medical care. They can join the AUD-sponsored health insurance plan at the beginning of each semester subject to approval from the insurance company.

Visiting Students Health Insurance Requirements
Visiting students are required to provide evidence of valid private health insurance applicable in the UAE, during the Admissions process.

Visiting students requiring AUD residence visa must enroll in the AUD-sponsored health insurance plan as part of the visa process.

Students are charged a non-refundable fee as per the below schedule:

Fall or Spring Semester: AED1,000 - US$274 per semester

Summer Session: AED735 - US$201 per session

* Fees are subject to change

Explanation of Fees and Expenses

Application Processing Fee
A non-refundable application processing fee of AED 420 must accompany the Application for Admission.

Reservation Deposit
A reservation deposit (non-refundable) of AED5,000 (for undergraduate applicants) and AED2,000 (for graduate applicants), which is fully applied toward tuition, is required upon acceptance for admission (provisional or other).

Entrance Exam Fee
Math and English Exam Fee   AED 315 (non-refundable)
Computer Proficiency Exam Fee   AED 150 (non-refundable)

Late Registration Fee
A late registration fee of AED 1,050 will be charged for those registering after the final advising and registration date set for the semester (see *AUD Academic Calendar*).

Services Fee
Services Fee are designated for labs and activities, for undergraduate and IELP students.

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 600 will be billed to students earning degrees.

Middle Eastern Studies Certificate Fee
A non-refundable fee of AED 300 will be billed to students to cover processing and production of the Middle Eastern Studies Certificate.

Part-Time Undergraduate Students
An undergraduate student taking less than 12 credit hours per semester is considered part-time. The fee per 1 credit hour is AED 3,885.

Housing (Optional)
Accommodation is provided by semester for those who wish student housing. The nonrefundable 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 AED5,700 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 residence halls. This is payable according to the following schedule:

Semester	Deadline
Spring 2019	November 5, 2018
Summer I 2019	April 11, 2019
Summer II 2019	May 30, 2019
Fall 2019	March 19, 2019

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 housing 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 2,000. Passport deposit of AED 3,000 is refundable *only upon cancellation of visa.*

Students sponsored by AUD for a student resident visa, who fail to comply with the AUD visa regulations, or who exit the country without going through the proper channels and cancellation procedures will not be entitled to re-apply for an AUD-sponsored residence visa. Accordingly, the students will forfeit their Passport Security Deposit.

*Additional fees may apply, check with the Visa Officer (Emirates ID, blood test, cancellation, etc.)

Course Abroad (Optional)

AUD Course Abroad Seminars are scheduled annually. The fee, which is determined annually, covers round-trip transportation and hotel accommodations. Students are responsible for their meals. Students may earn three 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 Methods

Tuition and fees are due upon registration, unless a student is registering online, in which case the deadline for payment established by the Finance Office must be respected.

Students can pay for tuition and other fees by **cash**, **check** drawn on a UAE banks, **bank transfer** or through **Credit Card**.

Cash

Students can pay cash in UAE dirham at the CASH machine located in front of the finance office, Administration building or at any branch of Al Ansari Exchange in the UAE.

Bank Transfer

Payable to the "American University in Dubai", Account number: 1000351229, IBAN number AE470230000001000351229 at the Commercial Bank of Dubai, Dubai Head Office, and swift code: CBDUAEADDXB.
Please Include student name and I.D. number on the payment details.

Checks

Payments can be made through checks drawn on any bank operating in the UAE and payable to "American University in Dubai. Students who submit non-negotiable checks will be charged AED 300 non-refundable administrative fee and will henceforth be required to make future payments in the form of cash or bank transfer.

Credit Card

Existing students

Payment is made online by logging in to the Student Portal with AUD user ID and password. Online card payment is accepted with **no service charge or additional cost.**

New students and guardians

Payment can be made online by using a secure payment link sent by the finance office. Kindly communicate with finance@aud.edu

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, graduation/completion letters and certifications will not be issued for students who have not met their financial obligations.

Refunds

All refund requests will be processed within 30 days and are done in the form of checks or wire transfers. Refunds are governed by the following regulations:

(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 Drop/Add*	100%
Until the end of the second week**	50%
Until the end of 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 end of Drop/Add***	100%
After Drop/Add	0%

(2) Tuition (IELP)

Schedule	Refund
Until the end of Drop/Add	100%
After Drop/Add	0%

(3) Housing Fees and Charges

The one-time, housing security deposit is refundable at the end of the semester if no housing damage has occurred.

The housing reservation fee is non-refundable and nontransferable unless the student's application for admission is rejected or the student cancels their admission (including conditional) one month prior to the start of the semester for which he or she has paid.

For new students in the first semester of attendance 100% refund with the exception of the reservation and enrollment deposit of AED 5,000 (for undergraduate) and AED 2,000 (for graduate) which is nonrefundable.
** 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.

ACADEMIC CALENDAR 2018-2019

FALL SEMESTER 2018

August 26+	LD: Appeal for reversal of summer II suspension or dismissal
August 26+	LD: Request for return from suspension
August 30	Arrival of residence hall students
September 1*	LD: advising and registration
September 2	Classes begin
September 2-6	Drop/Add
September 8	Student/Parent Orientation
September 11**	Islamic New Year
November 8	Last day for withdrawal from classes
November 20**	Prophet's Birthday
November 30	UAE Commemoration Day (tentative)
December 2	UAE National Day
December 13	Last day of classes
December 16	Final exams begin
December 20	Semester ends

SPRING SEMESTER 2019

January 6+	LD: appeal for reversal of fall suspension or dismissal
January 6+	LD: request for return from suspension
January 10	Arrival of residence hall students
January 12*	LD: advising and registration
January 13	Classes begin
January 13-17	Drop/Add
January 19	Student/Parent Orientation
March 10-14	Spring break
March 21	Last day for withdrawal from classes
April 3**	Al Israa Wal Miraj
April 25	Last day of classes
April 28	Final exams begin
May 2	Semester ends

SUMMER I SESSION 2019

May 5+	LD: appeal for reversal of spring suspension or dismissal
May 5+	LD: request for return from suspension
May 9	Arrival of residence hall students
May 9	LD: advising and registration
May 12	Commencement
May 13	Classes begin
May 13-15	Drop/add
June 5-6**	Eid Al Fitr
June 13	Last day for withdrawal from classes
June 25	Last day of classes
June 26	Final exams begin
June 27	Session ends

SUMMER II SESSION 2019

June 23+	LD: appeal for reversal of summer I suspension or dismissal
June 23+	LD: Request for return from suspension
June 27	LD: advising and registration
June 30	Arrival of residence hall students
July 1	Classes begin
July 1-3	Drop/add
August 1	Last day for withdrawal from classes
August 11-12**	Eid Al Adha
August 13	Last day of classes
August 14	Final exams begin
August 15	Session ends

LD: Last Day

+ For Undergraduates only
* Normal working day for all faculty and staff
**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.

AUD ORGANIZATIONAL CHART

AUD | AMERICAN UNIVERSITY IN DUBAI

Governing Board

President

Vice President for IAD

Executive Vice President

Provost and Chief Academic Officer

Manager OTP

Manager OIAD

CEPPS

Finance
HR
IT Services

Admissions
Central Services
Comm.
Marcom

External Affairs

Academic Advising
Academic Support
Alumni Relations
Career Services

Student Retention and Success

Registrar

Student Affairs

Health Center
IE
Athletics
Counseling
Student Housing
Student Activities

Library Services

SBA
SoEd
SoEngr.

Civil Eng.
Elec. & Comp. Eng.
Mechanical Eng.

MBRSC
SAA&D
SAS
CfEP

EMBA Dev. Unit

Architecture
Interior Design
Visual Comm.

LEGEND

Provost	Provost and Chief Academic Officer
OTP	Office of the President
IAD	Institutional Advancement and Development
SBA	School of Business Administration
MBRSC	Mohammed Bin Rashid School for Communication
SoEngr.	School of Engineering
Elec. & Comp.	Electrical and Computer
Eng.	Engineering
EMBA Dev. Unit	Executive Master of Business Administration Development Unit
SoEd.	School of Education
SAS	School of Arts and Sciences
SAA&D	School of Architecture, Art and Design
Comm.	Communication
IE	Institutional Effectiveness
CfEP	Center for English Proficiency
CEPPS	Center for Executive Programs and Professional Services
HR	Human Resources
Marcom	Marketing Communications

Last updated December 2018

USEFUL TIPS

Informational Handouts

Academic Exclusion	Associate Director of Student Retention and Success
Academic Probation	Associate Director of Student Retention and Success
Academic Skills (various handouts)	Associate Director of Student Retention and Success
Blood Test Procedures	Health Center Director
Event Planning Guidelines	Student Activities Coordinators
Event Sponsorship Guidelines	Student Activities Coordinators
The Grade Appeal Process	Associate Director of Student Retention and Success
Interview Skills Kit	Career Services Manager
Orientation Leader Application Pack	Dean of Student Services
Peer Tutor Application Pack	Associate Director of Student Retention and Success
Resident Assistant Application Pack	Housing Manager
Résumé Creation Kit	Career Services Manager
Tutoring Informational Handout Student	Support Manager

Where Do I Go For?

Academic Concerns	Academic Advisor
Academic Probation/Exclusion	Registrar/Associate Director of Student Retention and Success/Chair
Academic Support	Associate Director of Student Retention and Success
Alumni	External Affairs
Audits	Registrar's Office
Bus Schedule	Facilities/Housing Divisions
Drop/Add	Registrar's Office
Career Advice	Career Services
Clubs/Events	Student Activities
Complaints	Grievance Officer
Completion Survey	Registrar's Office
Copy Cards	Library
Counseling	Counselor
Crime Reports	Dean of Student Services
Email Address	Registrar
Emergencies	Security Office/Dean of Student Services
Fee Payments	Finance Office
Grade Reports	Registrar's Office
Grade Questions	Instructor (first)
Graduation Policies	Registrar
Graduation Procedures	Registrar
Health	Health Center
Health History Forms	Health Center
Health Insurance	Health Center
Housing	Housing Division
Incompletes	Registrar's Office
Insurance	Health Center
Jobs	Career Services Division
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
Residence Halls	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 Coordinators
Procedures	Registrar's Office
Program Change	Registrar's Office
Registration	Registrar's Office
Scholarships	Admissions Office
People of Determination	Health Center
Student Activities	Student Activities Coordinators
Ten Tips for Job Hunting in a Recession	Career Services Manager
Transcripts	Registrar's Office
Tutoring	Associate Director of Student Retention and Success
Visas	Central Services

IMPORTANT CONTACTS

AUD Main Number	+ 971 4 399 9000
Academic Support and People of Determination	+ 971 4 318 3581
Admissions	+ 971 4 318 3171 >75
Career Services Manager	+ 971 4 318 3582
Communications	+971 4 318 3107-8
Dean of Student Services	+971 4 318 3130
Director of Student Retention and Success	+971 4 318 3580
Director of Central Services	+ 971 4 318 3122
External Affairs	+ 971 4 318 3138
Facilities Manager	+ 971 4 318 3123
Financial Services	+ 971 4 318 3151
Health Center	+ 971 4 318 3200
Marketing Communications	+ 971 4 318 3109
Personal Counselor	+ 971 4 318 3417
Registrar's Office	+ 971 4 318 3191-92
Security Office	+ 971 4 318 3500
Student Activities Coordinators	+ 971 4 318 3135-6
Student Housing	
Male Residence Halls	+ 971 4 318 3510
Female Residence Halls	+ 971 4 318 3520
Student Housing Manager	+ 971 4 318 3133
Student Services	+ 971 4 318 3134

The full directory is available online at the AUD website www.aud.edu

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