AUD
AMERICAN UNIVERSITY IN DUBAI

PARENT HANDBOOK
2019-2020

Table of Contents

The university reserves the right to adjust, adapt, or change policies and procedures as deemed necessary.

The Handbook is for use by parents of AUD's undergraduate students.

A MESSAGE FROM THE PRESIDENT

Fall, 2019

Dear Parents,

This fall the American University in Dubai begins its 25th academic year. Since its auspicious beginning the university has experienced tremendous growth and success. Students, faculty and staff have all contributed to this achievement.

Fundamental to our past successes and fundamental to our future achievement is the support of AUD's parents.

The objective of this *Parent Handbook* is to help you understand AUD as a reflection of the American system of higher education. Its pages contain valuable information and insight that will make you more effective in supporting your son or daughter. It represents our effort to strengthen the partnership between you and the institution with the hope of further ensuring the educational success of your AUD student.

The American University in Dubai is deeply committed to offering its students a genuinely unique American educational experience, one that fosters and promotes critical thinking skills and the preparation for a global economy.

AUD strives to be American not only in name but also in substance. This requires an uncompromising commitment to academic excellence and consideration for the student as a "whole person." Supporting this objective is the fact that since 1996 AUD has been accredited by one of the best regional accrediting commissions in the United States.

Our objective has numerous implications for how the university conducts its affairs, particularly in the area of academic policy. This *Handbook* helps explain the how's and why's of our philosophy and procedures and enlists your participation in the educational process.

It is a personal pleasure for me to welcome you to the AUD family. I wish your son or daughter immense success and look forward to collaborating with you in this exciting and significant educational undertaking.

Dr. David A. Schmidt
President

WELCOME

Fall, 2019

Dear Parents,

We are honored and excited that your son or daughter are now part of the AUD family. The Office of Student Affairs is committed to providing a variety of services and resources to support, guide and develop our students throughout their journey at the university making sure that when they graduate they are ready to immerse into the real world and start building a successful career. We encourage you to read this *Handbook* carefully, as it is designed to address your questions and concerns and provide you with an overview of the services and programs available to you and our student. It also offers some helpful tips to give you a better understanding of the expectations and responsibilities our students will amass during their studies at AUD.

At the American University in Dubai, we strongly believe that a successful student, university partnership coupled with supportive and guiding parents is the key to a successful academic, personal and professional journey. AUD strongly believes that well informed and supportive parents are shareholders in contributing to students' success. Our students need your encouragement as they embark on this challenging new phase of their lives. In addition, they need your support and understanding as they explore their independence, gain self-confidence and maturity, and establish autonomy while experiencing personal, intellectual, and social growth.

The adjustment from high school to university can be exciting and demanding for both parents and students. The Office of Student Affairs gives careful consideration and attention to the potential anxieties, fears, and challenges parents and students may endure. We address this at the earliest stages of acculturation during parent and student orientation and continue with our student-centered approach and focus in: Athletics, Academic Support and Advising, Career Services, Personal Counseling, Alumni Relations, Housing, and Student Activities.

AUD prides itself on being a university that provides a personalized experience and carters for the specials needs of each and every student in order to provide them with the right supports that renders their journey a successful one. Thank you for trusting us and for granting us the opportunity to provide a holistic and rewarding educational experience for your daughter or son. We will work diligently to make both your experience and our students' experience positive and fulfilling. Please do not hesitate to contact us should you have any questions and concerns. We are available and ready to help you and your daughter/son make the most of the AUD experience.

Sincerely,

Mrs. Sara Lopez Montero
Dean of Student Affairs

ACCREDITATION, LICENSURE AND SUBSTANTIAL EQUIVALENCY

- The American University in Dubai is officially licensed by the UAE Ministry of Education (MOE). The MOE 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 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.

American University in Dubai, School of Architecture Art and Design offers the following NAAB-accredited degree programs:
B. Arch. (166 undergraduate credits)
Next accreditation visit: 2021

- o   The Final Decision Letter from NAAB (2018)
- o   The Most Recent APR (2018)
- o   The Final Edition of the Most Recent VTR (2018)

ABOUT THE AMERICAN UNIVERSITY IN DUBAI

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 Mission and Philosophy, AUD's Goals 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 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.

ACADEMIC CALENDAR 2019-2020

FALL SEMESTER 2019

August 25+	LD: Appeal for reversal of summer II suspension or dismissal
August 25+	LD: Request for return from suspension
August 29	Arrival of residence hall students
August 29+	Student/Parent Orientation
August 31*	LD: advising and registration
September 1**	Islamic New Year
September 2	Classes begin
September 2-5	Drop/Add
November 7	Last day for withdrawal from classes
December 1	UAE Commemoration Day (tentative)
December 2	UAE National Day
December 12	Last day of classes
December 15	Final exams begin
December 19	Semester ends

SPRING SEMESTER 2020

January 5+	LD: appeal for reversal of fall suspension or dismissal
January 5+	LD: request for return from suspension
January 9	Arrival of residence hall students
January 11*	LD: advising and registration
January 12	Student/Parent Orientation
January 12	Classes begin
January 12-16	Drop/Add
March 8-12	Spring break
March 19	Last day for withdrawal from classes
April 23	Last day of classes
April 26	Final exams begin
April 30	Semester ends

SUMMER I SESSION 2020

May 3+	LD: appeal for reversal of spring suspension or dismissal
May 3+	LD: request for return from suspension
May 7	Arrival of residence hall students
May 7	LD: advising and registration
May 10	Commencement
May 11	Classes begin
May 11-13	Drop/add
May 24-25**	Eid Al Fitr
June 11	Last day for withdrawal from classes
June 23	Last day of classes
June 24	Final exams begin
June 25	Session ends

SUMMER II SESSION 2020

June 21+	LD: appeal for reversal of summer I suspension or dismissal
June 21+	LD: Request for return from suspension
June 25	LD: advising and registration
June 28	Arrival of residence hall students
June 29	Classes begin
June 29-July 1	Drop/add
July 30	Last day for withdrawal from classes
July 30-August 2**	Eid Al Adha
August 11	Last day of classes
August 12	Final exams begin
August 13	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.

TIMETABLE OF CLASSES/HOURS OF OPERATION

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 (Ten-minute break per one hour of class session)

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 courses.

EMBA

Fall/Spring Semesters				Summer I Semester
Thursday		Friday and Saturday		
Session	Time*	Session	Time*	Year One
1	4:00 p.m.– 6:00 p.m.	1	8:30 a.m.–12:00 p.m.	Global Study Immersion: 5-day international study tour
Common Break	6:00 p.m. –7:00 p.m.	Common Break	12:00 p.m.–1:30 p.m.	Year Two
2	7:00 p.m. –9:00 p.m.	2	1:30 p.m.– 6:00 p.m.	One Elective Course: as per Fall & Spring Schedule

*15-minute breaks during sessions
Classes take place on average once per month

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.

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.

Key Dates in AUD's History

Jan, 1995	Mr. Elias Bou Saab moves to Dubai and establishes The American University in Dubai
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 UAE 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 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 join to form a new school of Architecture, Art and Design
Dec, 2012	Granted SACSCOC Reaffirmation (ten-year re-accreditation)
Oct, 2012	ABET accredits Mechanical Engineering program
July, 2013	Ministry renews AUD license
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 Bachelor of Arts in Psychology program
Sept, 2018	UAE Ministry of Education - Higher Education Affairs accredits the Executive Master of Business Administration (EMBA) program
April, 2019	NAAB accredits B.Arch. program
Spring, 2019	Enrollment 1,928

WHY A PARENT HANDBOOK?

This *Handbook* is a resource that will help you support and encourage your student as you work with them to help them take full advantage of their AUD university experience. It offers essential information and suggestions for you, the parents, so that you can more fully participate in the educational journey upon which your student have embarked.

Opportunities for Partnership with AUD

There are several guidelines that can often enable the successful parenting of a university student.

Understand as much as you can about AUD: recognize where your student can go for help; comprehend what their student rights are; internalize the daily stresses and decisions that your student encounter and understand what it means to have an American university education.

Realize that an American university education is unique: the demands and burdens are sometimes "all-consuming" as more emphasis is placed on the individual. Attending university is like holding a fulltime job; it involves individual and group projects that demand creativity, dedication and hard work.

Question and engage your student in frequent conversations about their classes, coursework, projects, etc.: actively listen to their concerns and ask them questions about their experiences. Honest inquiries, communication, and discussion will do much to further the parent-college student relationship. Offer suggestions and solutions if requested. Call them frequently and send emails. If they live in the residence halls, send them letters or cards. The communication will show your student that you care.

Encourage your student to face and accept their academic and extra-curricular responsibilities: they ultimately have to answer for their choices and performance so help them understand the importance of being conscientious.

Promise to actively support, encourage, nurture, question and listen to your student: they continue to need your help in order to grow into professionally mature young adults.

Realize that your student will have "down days," times when they are reflecting on frustrating situations at school or perhaps the challenge of a tough assignment*: give them time; they will share when they are ready.

Provide an environment conducive to learning and study: study environments usually are quiet, free of distractions, secluded, and in one specific location. All study materials should be readily accessible to the student.

Support your student unconditionally in times of success and disappointment: They may get a grade that is below average, but that doesn't mean that this grade is a reflection of future course performance. Learn to separate the behavior from the person. Short-term behavior may have little to do with long-term potential. Failing is not the same as being a failure.

Don't ask your student if they are homesick*: the first few weeks of school are packed with activities that include meeting new people, getting used to a new environment, understanding the expectations of several instructors, and using campus resources. In most cases, your student will be able to escape the frustration and loneliness of homesickness.

Expect change but not too much: your student will begin to change during their university years. It's natural, inevitable, and can be both inspiring and beautiful. Remember your student are still the same people you sent away to school. Maturation is a slow process. The key to accepting change is to be patient. University can effect changes in social, career, and personal behavior. You cannot stop change, but you can accept it.

Trust your student: making the transition to young adulthood is very difficult. Trust that you have instilled in your student good values that will transcend into good and intelligent choices.

Support the university experience*: be positive and proud that your student is attending AUD, one of the best universities in the region.

A TIME FOR TRANSITION

The discussion of the "student transition" from high school to university is prevalent in the literature on the first year university experience. It is less often that we hear of the "parent transition" or the "family transition." As parents, have you given thought to what changes might occur within your family unit as a result of someone starting university? For each student who starts university the transition is different and the transition for the family or parents is different for each student.

How will the dynamics of the family change? For some, transition will occur easily and naturally; for others it will be difficult. Give your family time to adjust to the modifications.

Remember that this is also a transition time for your son or daughter. Many students have never been away from home in an independent setting. Having a roommate is a new experience for those who have never shared a room. In addition to coursework demands, students are experiencing new challenges socially, academically, personally and professionally.

There are a number of other issues such as time management and the need to develop or refine studying, writing, and reading habits. Time management is one of the major areas that first year students need to master in order to be successful at university and beyond. Finding time to participate in student activities, events, athletics, and academics is possible with good time management skills.

Choosing a major can also be challenging and stressful. Some students change their majors more than once during their university career. Students should select majors and careers that best fit their interests, abilities, and their future expectations.

Being patient, honest and keeping the lines of communication open is essential for success for parents as well as students.

While we cannot do away with the effects of transition in our lives, there are many ways in which we can help alleviate the stresses related to transition for ourselves and those we care about:
- View transition as normal and desirable, and remember that we grow best through change;
- Be supportive of all undergoing the transition process and seek support from others;
- Commit yourselves to being sensitive to what others are experiencing;
- Attempt to prepare for the transition by talking with family members;
- Feel comfortable in your new role as a parent of a university student; be appreciative of the adult-to-adult relationship that is developing with your children.

Major Differences Between High School and (American) University

Students and parents alike must realize that the demands of the typical (American) university are quite different from those of most high schools. Frequently, the more pronounced differences are:

	High School	University
Student Population	Students are basically from similar social and economic backgrounds.	Students are from a greater variety of social, cultural, religious and economic backgrounds.
Teacher/Student Contact	Closer and more frequent contact, mostly 5 times/week. Students and parents receive progress reports regularly.	Classes are held two or three times per week, students need to seek out faculty for advice. Instructors do not necessarily contact students who are absent and/or not performing.
Course Content	Information stems mostly from textbooks. Less information is presented during a longer period of time.	There are various teaching styles and expectations including lecture, lecture and discussion, group-based learning, projects and the use of outside resources, in addition to textbooks. Information covered in one semester/term of university often equals what is presented over a longer period of time in high school; university course material is presented at a faster pace.
Competition/ Grades	Academic competition is not as strong, less effort often required for high grades. Grades for all classes are often based on similar criteria and are distributed to both students and parents.	Grades are performance-based according to specific criteria established by each instructor in addition to general university criteria. Academic competition is very strong. Students need to work extremely hard for high grades. Grade reports are given less often and only to students.
Dependence	Reliance on parents, teachers, and counselors for advice and guidelines/rules. Course schedules are determined for students.	Students must rely on themselves. Students are responsible for their own decisions, meeting instructor deadlines, learning to manage free time and creating class schedules.
Motivation	Parents, family, and teachers motivate students to achieve greater heights.	Self-motivation is the norm.
Distractions	School controls distractions.	Time and environmental management is dependent on students. Distractions are everywhere and each student must learn how to control these distractions.
Freedom	Freedom is limited and controlled. Parents help students in times of crisis.	Students have more freedom. Students must accept responsibility for their own actions and be self-reliant.
Campus Involvement	It is easier to be involved in group activities. Teachers organize group activities and clubs.	There are over 65 clubs and numerous activities your student can be involved in, but they have to take the first step to become involved. Co-curricular activities are an important part of a well-rounded education.

Adapted from Helping Your First-Year College Student Succeed, A Guide for Parents by Richard H. Mullendore and Cathie Hatch, published by the National Orientation Directors Association and the National Resource Center for The First-Year Experience and Students in Transition, 2000.

WHAT MAKES AUD AMERICAN?

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

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

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

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

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

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

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

The Honor Code
An honor system is standard practice in all respected American universities. Thus, cheating on tests, plagiarizing (presenting another's ideas as your own) and turning in assignments completed by others are all prohibited. (See section on Honor Code.) Violation of the Code can result in failure of a courses 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 rather than just accumulating facts. Students are taught to assess critically a situation or problem and develop a solution. Learning involves experimenting with new ideas and synthesizing material. Application of knowledge is more important than memorization.

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

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

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

Student-Instructor Relationships
Students are encouraged to develop professional relationships with their instructors and meet with them during office hours for clarifications or to discuss concerns. Instructors have high expectations of students, and students should strive to meet these expectations. Instructors at AUD go to great lengths to help students do this. A deep concern on the part of instructors for student welfare and a sense of responsibility on the part of students make for a dynamic environment where learning takes place.

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

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

ESSENTIALS FOR PARENTS

Commonly Used Academic Terms

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 resolved by the student and the instructor. ***There is no difference between excused and unexcused absences. An absence is an absence.*** The equivalent of two weeks of absence (semester) is allowed for each course without penalty. This is reduced to one week in the Summer.

Beyond those permitted, absences 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 on the course syllabus.

Absences are counted from the first day of the term.

Periodic Evaluation of Academic Standing
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 Unit prior to selecting their courses for the next academic term and must obtain their academic advisor's approval to register.
- As long as a student remains on Academic Warning or Academic Probation, his/her performance will continue to be reviewed by the Dean of Student Affairs and the senior academic Advisor and support coordinator who will guide and support the student in order to achieve academic growth reflected 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 completing the minimum 24 credit hours 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/ for readmission to the university upon completion of their Academic Suspension period. This request must be filed on-line 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**.

Audit (Au)
No credit is given for audit (AU) classes, nor is the grade included in the student's academic average. Students must receive written permission from the Dean, Associate Dean or Chair to audit a class, or classes, prior to the first day of the semester. Instructor approval may be required for some courses.

Class and Semester Schedules
AUD operates on a semester system. The academic year is comprised of two 15-week semesters plus a 16th week for study/make-up classes and final examinations, and two 7-week summer terms. The average course load during the academic year consists of five 3-credit courses (two to three courses during the summer sessions).

Common Break
Unique to AUD is a "Common Break"- a period of time each class day during which no classes are scheduled. This break period offers the students the opportunity to meet with advisors, attend campus events, go to the library, use the computer labs. There is a common break every day for all students.

Program/Major

Per AUD nomenclature, "major" means a specialization within a program. Hence, Business Administration, Communication and Information Studies, International Studies, Architecture, Visual Communication, and Interior Design are programs. Advertising and Integrated Marketing Communications, Finance and Management are examples of majors within the Business Administration program. AUD's School of Engineering offers four-degree programs: Civil, Computer, Electrical, and Mechanical Engineering. The number of credit hours required by each program is clearly stated online and in the appropriate sections of the *AUD Undergraduate Catalog*. Optional majors where applicable are also listed, together with the required credit hours for each.

Academic Minors

An undergraduate minor is a cluster of courses taken in a field of study outside the student's major. The minor consists of a minimum of 15 credit hours of coursework beyond the requirements of the major and is intended to broaden the student's knowledge beyond the immediate field of study. Minors offered by the various academic units are listed online and in the appropriate sections of the *AUD Undergraduate Catalog*.

Credit

A number assigned to indicate the weight of classes depending on the hours of class time per week. Most classes at AUD are three credit hours. Classes with more than three credits usually include a studio session or class laboratory.

Dean's Honor List

Each semester, the Dean's Honor List recognizes those full-time undergraduate students who exhibit exemplary academic work by earning a GPA of 3.67 or above. It is an honor for students to achieve recognition through the Dean's List. This distinction remains with them throughout life. There are no Dean's Honor Lists in Summer.

Drop/Add

Students may make schedule changes without penalty during each term's Drop/Add period. Only those students with less than 60 credit hours and Engineering and Computer and Information Technology students must obtain their advisor's signature to drop/add a course. Drop/Add is not allowed outside this period.

GPA (Grade Point Average)

A mathematical formula that converts students' letter grades and credit hours into a numerical average on a four-point scale with A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7. C+= 2.3, C=2.0, C- = 1.7, D+ = 1.3 D=1.0. There is no credit earned for F. The GPA is the sum of the grade multiplied by the credit hour divided by the total number of credit hours.

Example:

A	4.0	ENGL 101	3 credits
C+	2.3	BUSI 101	3 credits
B	3.0	MATH 200	3 credits
C-	1.7	COMP 101	3 credits
P	0	UNIV 100	0 credits

3 x 4.0 = 12   3 x 2.7 = 8.1
3 x 3.0 = 9.0   3 x 1.7 = 5.1
0 x 0 = nil   Total = 34.2
Sum of credit hours = 12
GPA = 2.85

Incomplete (I)

An incomplete (I) is issued no sooner than the last two (2) weeks of the semester to a student who has satisfactorily completed a substantial portion of the course work, but ***for non-academic reasons beyond the student's control***, he or she is unable to meet the full course requirements on time. The course instructor issues the grade, subject to approval by the Dean, Associate Dean or Chair, and the Provost and Chief Academic Officer. The incomplete course work must be completed by the end of the subsequent semester/summer session. If the student does not complete the work within the stipulated time, the incomplete is changed automatically to the grade of F. An incomplete must be processed at the time of the concession (e.g., authorized suspension of attendance, accepted tardiness/non-completion of assignments, etc.). ***The university does not grant incompletes retroactively. Students should apply for an incomplete through the online system (registrar.aud.edu)***

Make-Up Classes

Make-up classes are scheduled at other times agreed upon by the instructor and all the students. The instructor will announce make-up classes at least one week prior to their scheduling. *These are compulsory classes that students are expected to attend.*

Mid-Semester Reports

The university informs the student at mid-term when his or her grade in any course is less than C. This is done in person by the instructor; and the report provides reasons for the poor performance as determined by the instructor.

Repeat

Courses repeated during a student's program of study due to non-satisfactory grades will be denoted by a (*) after the student has repeated the class.

Syllabi

Faculty members distribute a course plan or syllabus at the beginning of each semester. The syllabus contains information on topics, assignments, due dates, quiz and exam dates, grading and absence policies and information on how to contact the course instructor.

Withdrawal (W)

A student is allowed to withdraw officially from a course no later than the end of the ninth week of the semester (end of the fourth week in a summer session). The W is calculated in Satisfactory Academic Progress but is not calculated in the CGPA. *Students are not permitted to withdraw after this deadline.*

W is used to denote withdrawal of students in the case of dismissal by Conduct Council.

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 Office of Student Affairs. 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 Affairs 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 Advisors 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 professionally related development. *Nonetheless, students are expected to assume responsibility for program planning and course selection since ultimately the responsibility for fulfilling degree requirements rests squarely with the student. They are required to become intimately familiar with the various program requirements and necessary requisite coursework and sequencing.*

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

An Advisor should:
- Help the student navigate the academic and administrative processes and programs of the university;
- Aid the student in understanding standards and requirements and offer a perspective on the likelihood of success in certain areas of study;
- Engage the student in discussions on educational and career objectives and how they relate to current or expected courses of study;
- Assist the student in formulating a course of study after giving advice about courses;
- Serve as a contact for referral to other campus resources.

A student should:

- Be proactive and search out information needed for course scheduling, program planning, and successful completion of all graduation requirements;
- Gather academic and career information needed to be successful;
- Learn about the policies, procedures, and rules of AUD;
- Come to advising sessions well prepared with questions and relevant materials and forms;
- Listen carefully and follow procedures;
- Ask questions and monitor their own academic progress;
- Initiate contact with their advisor once per term.

Grading System

Grade reports are issued to students at the completion of each semester/term. Grades are based on the quality of work as demonstrated by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a three credit course with a grade of B would earn nine quality points [credit value of course (3) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Letter Code	Description	Credits earned	Included in Credits attempted	CGPA	Quality Points
A	Excellent	Yes	Yes	Yes	4.00
A-	Very good	Yes	Yes	Yes	3.70
B+	Good	Yes	Yes	Yes	3.30
B	Good	Yes	Yes	Yes	3.00
B-	Good	Yes	Yes	Yes	2.70
C+	Satisfactory	Yes	Yes	Yes	2.30
C	Average	Yes	Yes	Yes	2.00
C-	Below Average	Yes	Yes	Yes	1.70
D+	Poor	Yes	Yes	Yes	1.30
D	Poor	Yes	Yes	Yes	1.00
F	Failing	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	N/A
AU	Audit	No	No	No	N/A
P+	Passing with Distinction	Yes	Yes	No	N/A
P	Passing	Yes	Yes	No	N/A
GRADE**	Repeat	No	Yes	No	N/A
TC	Transfer	Yes	No	No	N/A
IP	In Progress	No	No	No	n/a
W	Withdrawal	No	Yes	No	N/A

All IELP courses and developmental Math courses (090/100) are graded P+*, P* and F*, with P* as the lowest passing grade. It is also the lowest passing grade in ENGL 100. Internships and study tours are graded on a P+, P and F scale.

Honor Code

The administration, faculty and student government of AUD believe strongly in the Academic Policies and Procedures 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. 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 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 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 my Department of any and all cases of academic dishonesty and violations of the Honor Code."**

AUD has a strong set of rules that govern all academic integrity issues. These are outlined in full in the *AUD Undergraduate Catalog* and *AUD Student Handbook*. Parents are advised to familiarize themselves with these rules. Described below are some of the key points.

Academic integrity is the production of academic work devoid of fraud and deception.
Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise. (Please note the examples of clarification that are provided in the *AUD Student Handbook*).

Plagiarism is the use of another's ideas, words, projects, artwork, phrasing, sentence structure or other work without completely and 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 another of the credit for his or her work. (Please refer to the *AUD Student Handbook* for clarification.)

Penalties for students engaging in the above can be as serious as dismissal from AUD. However, students are entitled to an Honor Council hearing to determine the extent and seriousness of guilt and prescribe appropriate disciplinary action.

AUD has a campus-wide campaign that educates students on the dangers of plagiarism, cheating, and academic dishonesty. This includes a full program offered throughout the university's curricula. In addition, informative materials on academic dishonesty issues are available in the library, on web sites, and in Student Services.

Non-Academic Matters

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 as per the below schedule:

Health Insurance Fees* (Inclusive of VAT 5%)
Student joining beginning of:
Fall Semester (covering September 2019 – August 2020): AED 2,400
Spring Semester (covering January 2020 – August 2020): AED 1,700
Summer I Term (covering May 2020 – August 2020): AED 900

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: AED1,200 - US$329 per semester
Summer Session: AED900 - US$247 per session

* Fees are subject to change

Housing

AUD maintains four residences: two for females and two for males. Further details regarding the rules, expectations, and availability of housing can be obtained from the *AUD Housing Handbook* or directly from the Housing Manager.

Policy on Alcohol

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

Students are responsible for the content of all luggage, bags, purses, and parcels they bring or try to bring onto the campus (including Housing). Claimed ignorance of contents is an invalid excuse. Attempts to keep alcoholic beverages temporarily in AUD Housing results in dismissal from the housing.

Provisions for Students with Disabilities

It is the policy of AUD to provide program accessibility and reasonable accommodations for persons defined as having a disability. For more information on People of Determination, please refer to page 34 of the *Parent Handbook*.

Safety

AUD is committed to providing a safe and secure environment conducive to learning. This includes respectful treatment of all employees, faculty and students. AUD does not tolerate any physical, sexual, or verbal harassment of any kind. Personal safety is also a major concern. Crimes at AUD are minimal and there are security guards posted throughout the campus 24 hours a day, seven days a week to maintain a secure environment. Students must maintain this atmosphere through actions including driving carefully and respectfully while on campus. 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 a problem. For emergency situations, students are asked to call the **University Hotline: 04-3183 500**. A security guard will get in touch with the appropriate authority or university staff member for appropriate action.

Smoke-Free Campus

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 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.

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

Three isolated areas on campus have been designated for smokers, equipped with benches and ashtrays. A three point warning system is in place for AUD students, faculty and staff members caught smoking outside these designated areas. (See *AUD Student Handbook* for details).

Student Conduct

Students are expected to conduct themselves with an exemplary level of maturity. All AUD faculty, staff, and students are expected to create and maintain a learning environment committed to an effective learning process. Any behavior or events considered detrimental to the success of any AUD class or the learning environment are prohibited. Specific rules that outline acceptable student conduct along with the penalties for violations of these rules are published in the *AUD Student Handbook*.

Dress Code

The American University in Dubai, in accordance with the laws of the UAE, 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 mini-skirts;
- Low-cut, cleavage-baring tops or dresses;
- Sagging jeans or jeans with holes;

- T-shirts with inappropriate logos or language;
- Midriff-baring, open-back or halter tops.

Use of AUD Social Media Channels

With social media, the AUD Community grows beyond the walls of the university to include the whole world. 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.

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.

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

Student Affairs Programs

Orientation

All new students are required to participate in orientation activities and their parents/guardians are strongly encouraged to attend. During orientation, student orientation leaders acquaint students and parents with the campus environment and the city of Dubai; explain policies and procedures; explain AUD's Honor Code, and conduct a variety of activities to introduce the students to the university experience. Further orientation takes place throughout the year through student activities, which may include seminars, workshops, tours and informal discussion sessions. AUD distinguishes itself with a unique student orientation program that is planned and orchestrated by AUD Student Orientation Leaders. All second through fourth year students are eligible to apply for this student leadership opportunity. Applications are available through the Office of Student Affairs.

Classroom Visits

The Dean of Student Affairs or the Senior Academic Advisor and Support Coordinator, the Career Services Manager, and the Personal Counselor are available for classroom presentations on topics of interest and concern to students. The Dean of Student Affairs or the Senior Academic Advisor and Support Coordinator addresses academic support concerns; the Career Services Manager makes presentations on résumé writing and job interviewing techniques; and the Personal Counselor offers explanations about various mental health issues and what to expect when meeting with various mental health professionals.

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 Dean of Student Affairs facilitate the meetings. Suggestions made at these meetings are taken into consideration when future changes are considered.

Student Guidance

The Offices of Academic Affairs, and Student Affairs are responsible for student guidance. Academic advisement is provided by Academic Advisors, the Deans, Associate Deans or Chairs and full-time faculty who answer questions concerning the student's individual curriculum, and his or her major. The Office of Student Affairs provides personal guidance and supervises all aspects of career development, including individual and group career counseling and placement. Referral is made to external agencies when necessary.

Academic and Professional Support Programs

Academic Support Workshops

Workshops on topics of concern to all students are offered every 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 Senior Academic Advisor and Support Coordinator for information on upcoming workshops. Informational brochures on the above topics are also available for students.

Professional Development Series

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

Health Workshops and Conferences

The Health Center Director organizes lectures and workshops designed to increase health awareness among AUD students and to educate them on issues such as breast cancer, skin disorder, smoking, and drugs and narcotics.

Common Areas of Concern for New Students

Homesickness

Most students experience some degree of homesickness, particularly during the first semester/term of university. Keeping in touch with your children through email, phone or regular mail helps. There are some things that may hinder a student's ability to make the adjustment:

- Some students tend to go home too often in order to combat feelings of loneliness; this is not always best as it prevents the student from forming relationships with others on campus.
- Some students always prefer to study alone; this can hinder the students' ability to form a support group within their major.

Be supportive and encourage your student to get to know the campus and others in class and in the housing. Promote involvement in student activities, clubs, organizations, and volunteer work offered on campus.

Change of Pace

First year students sometimes have problems adjusting to the pace of the semester/term system. Regular academic terms are only 10 weeks in length. It is important that your children keep up with their assignments and coursework and not fall behind. Time management is very important and provides strategies and options for making the most effective use of time and avoiding procrastination.

Grading

Grading is often an area of difficulty for first year students. In high school, some students were often able to earn B's and A's with minimal preparation and studying. They may find this is not the case in university and get disappointed. Encourage them to study "smart."

Cramming

Cramming and studying the day before for an exam or assessment may have been enough to do well in high school. This behavior usually does not work at the university level. Coursework builds upon itself and requires an understanding and application of concepts and not simply memorization for the quiz or assessment. In some high school settings, students are rewarded for mere effort; at AUD, reward occurs when proficiency and mastery takes place. "Not getting the same grades as high school" is a difficult concept for students. Many students feel demoralized. Students need to understand that "cramming" or studying the night before no longer works.

Adaptation

It is important that parents stress the concept of mastery rather than grades. Neither students nor parents should panic during the first year when students are not performing as well as they did in high school. There are multiple reasons such as adapting to different teaching styles, grading expectations, larger classes, and less individualized attention.

Accountability

University faculty members do expect accountability from students. Students must be responsible. No longer are parents and teachers continually looking over the students' shoulders reminding them to attend class, hand in

assignments, and study, review, and manage coursework. Some students are able to do this easily; others have a more difficult time. Parents should not be afraid to ask students how classes are going.

Competition
Students often come to AUD having excelled in high school. Many students are accustomed to being the best or the brightest in class. Some students forget that at AUD they are among a group of the best and the brightest – sometimes the competition, be it real or perceived, is difficult to accept. Parents should encourage their children to do their best. It is important that students focus on their individual goals and not overly compete with others.

Knowing when to Approach Instructors
Students need to understand that the instructor can provide clarification for assignments, grading policies, and course expectations. It is the student's individual responsibility to seek out and make appointments with their instructors when needed. Parents should encourage their children to seek help when they first need it.

Understanding Campus Resources
Students also need to understand what other resources are available to them. Understanding where and when to seek help is important. Parents should make sure that students are aware of the many resources that AUD has to offer. These are further explained at the end of this publication.

Students Living Locally
Living locally presents a different set of challenges for students and their families. Students are faced with the task of balancing home, possibly work, class schedules, studying demands, family responsibilities, group projects, and a sense of growing independence. Students, who live locally, often feel caught between the home and school. Parents should encourage their student to develop a sense of belonging to the university by becoming involved in student activities, athletics, and events. Creating a balance between the responsibilities at home and the academic world of the university is important.

Stressful Periods for Students

Certain times of the academic year will be more stressful and difficult than others. During these times, parents should plan on providing additional support and encouragement. These are some of the typical feelings university students have during their first year. Of course, not all students experience these feelings.

FALL SEMESTER	
October	Newness of university begins to wear off; students start to feel pressure of course expectations.
	Homesickness.
November	Academic pressures mount due to procrastination, difficulty of work and unfamiliarity with best study techniques.
	Anxiety increases as final exams approach and papers are due.
	Midterm workload pressures followed by sense of failure or accomplishment.
December	Final exam pressures put many students in a state of panic, there is pressure to catch up on work and prepare for exams.
	Impending pressure to get everything completed before winter break.
	Added pressure of approaching travel.
SPRING SEMESTER	
January	Some students suffer periods of homesickness; others are happy to be back at school.
	Satisfaction and/or disappointment with fall semester grades.
	Students contemplate their majors or possibly changing majors or schools.
February	Academic pressures mount as a result of midterm exams.
	Papers and projects begin accumulating.
April/May	Students easily get behind on projects and papers.
	Final exam anxiety.
	End of semester pressure.
	Sadness over leaving new friends and returning home for the summer.
	Beginning of realization of how college influences life.
	In addition, students may feel stress over missing family celebrations and traditions.

CAMPUS RESOURCES

Throughout this publication, reference has been made to the numerous challenges students face during their years at university. AUD is pleased to provide many campus resources and offices designed to help students meet the challenges of AUD university life.

ADMISSIONS
Director of Admissions
Mrs. Carol A. Maalouf
Phone: +971 4 399 9000 ext. 170, +971 4 318 3170
Email: cmaalouf@aud.edu

AUD Admissions is the welcoming first stop for all potential AUD students and their families. AUD Admissions facilitates the admission process by providing AUD applications, view books and other AUD materials. Admissions also answers all admission related questions and queries, administers required English and Math institutional placement exams, conducts campus tours, evaluates transcripts of incoming first year students and transfer students, and clarifies specific AUD departmental entrance requirements.

CENTRAL SERVICES
Director of Central Services
Mr. Elie Sawaya
Phone: +971 4 399 9000 ext. 122, +971 4 318 3122
Email: esawaya@aud.edu

The Central Services Office is committed to providing physical resources that support the mission, programs, purposes and activities of the university. Central Services also provides entrance visas for those students from abroad who are on university sponsorship and also facilitates the residency visa processes for these students. Central Services oversees the AUD Bus Service and is in charge of AUD Security.

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 AED2,000, plus a refundable AED3,000 visa security deposit. This is refundable 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 AED3,000 security deposit.

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

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

In order to facilitate the Residence Visa procedure, required blood tests take place 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.

FINANCE
Chief Financial Officer
Mrs. Maya Amiouny
Phone: +971 4 399 9000 ext. 150, +971 4 318 3150
Email: mamiouny@aud.edu

The Finance Office maintains all records related to students' financial matters. It is here that students pay all student fees including tuition, housing, visa, transcript and diploma. Finance also maintains individual student financial accounts

reflecting all fees that have been charged, all payments and any balances due. Upon request, students may obtain complete printouts of their AUD financial history from the Finance Office.

Payment policies (including Refund) are contained in the *AUD Undergraduate Catalog* and the university website (www.aud.edu).

INFORMATION TECHNOLOGY SERVICES
IT Help Desk
Phone: +971 4 399 9000 ext. 480, +971 4 318 3480
Email: ithelpdesk@aud.edu

The American University in Dubai provides information technology resources to faculty, staff and students. Information Technology Services is responsible for the installation and maintenance of all university-owned computer systems. IT Services works with each faculty and department to recommend computer solutions that will enhance the student's learning experience.

LIBRARY
Director of Library Services
Ms. Elizabeth Thompson
Phone: +971 4 399 9000 ext. 180, +971 4 318 3180
Email: ethompson@aud.edu

The AUD Library provides access to over 300,000 print and e-books, over 100 print journals, magazines, and 50 online databases, offering access to full-text journals, magazines and international newspapers. The collection focuses on the university's programs: International Studies, Business, Communication and Information Studies, Engineering, Architecture, Visual Communication, and Interior Design. The collection includes resources to support the Liberal Arts component of programs and a fiction collection to encourage leisure reading in English and Arabic.

Librarians are available to help students find identify and document resources for their assignments. The library is open until 11:00 p.m. on weeknights and is also open on weekends during the term. Students receive resource and research skills instruction through course-related instruction sessions and through individualized assistance.

The library's IT network infrastructure provides 56 computers in three separate computers laboratories, including four networked printers, a photocopier, and wireless access. The library is centrally located, easily accessible, and provides quiet and collaborative learning spaces to suit student reading, research and learning needs. Four group study rooms are available for collaborative project work. A Writing Center staffed by English department faculty, provides further assignment support for students on site. Access to the library's electronic resources is available both on and off campus and resources are indexed on a single search platform available on the library's website.

Additional information about the Library and its resources is available on the AUD Library webpage www.aud.edu/library and in the *AUD Student Handbook*.

REGISTRAR'S OFFICE
Registrar
Mrs. Matilda Jabbour
Phone: +971 4 399 9000 ext. 190, +971 4 318 3190
Email: mjabbour@aud.edu

The Registrar's Office supports AUD's academic initiatives by fulfilling the following functions:
- maintaining student academic information; insure the integrity, accuracy and security of all academic records of current and former students;
- maintaining up-to-date class schedules, final exam schedules, and managing efficient use of classrooms;
- serving as the central office for implementing curricular updates;
- conducting and managing the process of registration;
- monitoring and reporting on student satisfactory academic progress and academic eligibility such as degree completion, probations and suspensions, Dean's Honor list and graduation rolls;
- coordinating and issuing official enrollment and academic certifications as required by students, such as proof of enrollment letters, ID cards, transcripts and diplomas;
- posting of transfer credits for new and in-school transfers;

- monitoring and updating student grades and degree audits;
- furnishing data for advising, instruction and policy development;
- organizing commencement exercises, generating and monitoring participants' eligibility list and confirming awarding of degrees.

OFFICE OF STUDENT AFFAIRS
Dean of Student Affairs
Mrs. Sara L. Montero
Phone: +971 4 399 9000 ext. 580, +971 4 318 3580
Email: slmontero@aud.edu

The Dean of Student Affairs personally provides guidance and support for students as they explore, understand, and adjust to university life. The Dean, in support of AUD's Mission, manages all divisions of Student Affairs, which are dedicated to enhancing the academic, personal, and professional development of students.

Maintaining an open-door policy, the Dean is available to meet with students and parents as needed or upon request. In compliance with university policies and procedures, the Dean also helps students to interpret, clarify, understand, and resolve their legitimate concerns and complaints. In addition, the Dean serves on all Honor, Conduct, and Grade Appeal Councils as outlined in the AUD *Student Handbook*.

The mission of the Office of Student Affairs is to support the university's mission by providing students diverse resources, facilities, events, and extracurricular programs that contribute to their academic, personal and professional development.

Goals for the new office of Student Affairs reflecting its new structure and mission;
- To develop and deliver extracurricular programs, events and activities designed to cultivate the students' humanistic outlook, social and leadership skills and cultural understanding.
- To guide and support students in their academic and professional journey so that they can successfully graduate and embark on a prosperous career path.
- To foster a sense of community among enrolled students and graduates leading to an active alumni network that positively reflects AUD's qualities and values within their respective communities.
- To collaborate with all university constituents in devising a plan to further enhance and support student retention.

Academic Advising
Academic Advising – Senior Coordinator
Ms. Cherine Chehab
Phone: +971 4 399 9000 ext. 585, +971 4 318 3585
Email: cchehab@aud.edu

Senior Academic Advisor
Ms. Miriam Khalil
Phone: +9714 399 9000 ext. 586, +97143183586

Academic Advisor
Ms. Salma Halawa
Phone: +9714 399 9000 ext. 584, +97143183584

The AUD Academic Advising Unit (AAU) provides advising services to students. An Advisor's approval is required in order for these students to register. The AAU 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.

Academic Support
Academic and Advising Support Senior Coordinator
Mrs. Trayle Kulshan
Phone: +971 4 399 9000 ext., +971 4 318 3581
Email: tkulshan@aud.edu

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

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

Alumni Relations
Alumni Relations Coordinator
Ms. Hazar Ahmed
Phone: +971 4 399 9000 ext. 590, +971 4 318 3590
Email: hahmed@aud.edu; audalumni@aud.edu

The AUD Alumni Association extends the AUD culture and community beyond the university. Upon graduation students are encouraged to join the AUD Alumni Association (AUDAA). This exclusive organization puts graduates in touch with other AUD alumni, building a long-lasting network of peers. Membership enables alumni to participate in numerous events, continued professional development and social interaction opportunities.

Athletics Manager
Mr. Joseph Nohra
Phone: +971 4 399 9000, ext. 420, +971 4 318 3420
Email: jnohra@aud.edu

The AUD Athletics Division provides an active outlet for all students, faculty, and staff. The AUD athletic program offers multiple opportunities to "get involved".

For the highly competitive student-athlete who is interested in competing against universities from the UAE 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.

Students who are unable to commit to the mandatory training that is involved with playing on an intercollegiate team may choose to participate in the AUD Intramural Program.

The Athletics Manager offers guidance and support to students who want to organize new sports activities or who want to start athletic clubs.

AUD Athletics also has a drop-in program for all students who are interested in staying fit.

Athletics facilities include a 400-meter track, a 25-meter pool, a soccer pitch, three tennis courts and two basketball/volleyball courts that are open to all in the AUD community when official games and practices are not scheduled. The AUD housing also have two fully equipped student gyms available for housing students. Athletic equipment is available for loan from the Athletic Office.

A central indoor stadium is designed so that it can be dismantled into two independent courts and used for indoor football, basketball or volleyball. This stadium has a capacity of 2,500 spectators, in addition to an outdoor spectator 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.

Career Services
Career Services Manager
Ms. Cynthia Samaha; Phone: 04-318 3582; Email: csamaha@aud.edu
Career Services Manager

Career Services Coordinator
Ms. Hira Kamal Akbar; Phone: 04-318 3132; Email: hakbar@aud.edu
Email: careerservices@aud.edu

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

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

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

Personal Counseling
Personal Counselor
Phone: +971 4 399 9000, ext. 138, +971 4 318 3138

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

That is why AUD offers one-on-one personal counseling services. The Personal Counselor's role is to assess the problem and provide support and guidance for students experiencing personal problems. The confidentiality of the counseling sessions is protected by the counselor's code of ethics. Students can talk about the problems they are facing, explore related thoughts, feelings and understand their personal resources. For some students, one conversation is all they need to make things better, while others may return for several appointments. The Personal Counselor provides referrals to qualified, certified, and experienced counselors, psychologists, psychiatrists, and therapists equipped to aid students with psychological problems, learning disabilities, and/or other serious issues. This list of referrals is also available to students who wish to obtain external counseling.

Counseling Services also offer seminars and work-shops on mental health detection and prevention. These are designed to help students identify, understand and respond to general mental health issues. AUD's personal counselor is a qualified clinical psychotherapist. Services are available for all AUD students.

The Personal Counselor also works with students with people of determination.

Student Housing
Housing Manager
Ms. Rayya Al Barazi
Phone: +971 4 399 9000 ext. 133, +971 4 318 3133
Email: ralbarazi@aud.edu

The Housing Division is dedicated to providing safe, clean, and comfortable housing for students who live on campus. The Housing Manager, assisted by two Housing Controllers and eight Resident Student Assistants, manages the division.

AUD student housing consists of four residential buildings, two for males and two for females. The male and female residence halls are totally segregated. On the ground floor of each building there is a fully equipped kitchen, a student

lounge, a laundry room, and a TV room. AUD has clear guidelines for what constitutes inappropriate behavior in student housing. It is the responsibility of students to abide by these rules at all times.

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

Resident Assistants work in both the residence halls and the Housing Division. 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, making appointments for the Housing Manager and conducting tours for prospective students and their parents. In addition, Resident Assistants report any violations of housing rules, damage to housing, maintenance needs and suggestions for improvements in the housing. Resident Assistants, working in close collaboration with the Housing Manager and Student Activities Coordinator, plan and host various housing activities and programs. Any housing student interested in applying for a Resident Assistant position should contact the Housing Manager.

Student Activities
Student Activities Coordinator
Mr. Islam Darwish
Phone: +971 4 399 9000 ext. 583, +971 4 318 3583
Email: idarwish@aud.edu

Involvement in student activities at university is an important component of student life. AUD's American educational philosophy stresses a well-rounded student experience. Through participation in clubs and organizations, students not only become involved in university life, but also strengthen their socialization, teambuilding, 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 an essential part of the holistic development of a university student. The Student Activities Division aims to create and offer those opportunities for AUD students.

The Student Activities Coordinators, with assistance from the Student Government Association, create and plan numerous activities for students throughout the year. These activities, designed to be social and cultural, include desert safaris, dhow trips, beach parties, guest lectures, dinners, international celebrations, plays, music nights and other events. AUD-sponsored activities introduce students to many of the diverse social and cultural events held in each city. A calendar of events is available on the university's website (www.aud.edu). Any student having an idea for a student activity should contact the Student Activities Coordinators.

HEALTH CENTER
Health Center Director
Mrs. Nelly Halabi, R.N.
Phone: +971 4 399 9000 ext. 200, +971 4 318 3200
Email: nhalabi@aud.edu

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.

Health Services
Health services are available 24 hours a day. The Health Center is open weekdays from 8:00 a.m. to 8:00 p.m. (during Summer II term from 8:00 p.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, classrooms, the library, adjunct rooms, the main

reception, at all the security guard locations, and in all the engineering laboratories. All studios and laboratories are equipped with First Aid Kit in addition to information necessary to assess and treat minor emergencies.

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.

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

Health Awareness and Education
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.

Health History and Insurance
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.

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 are 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 *Special Accommodations Request 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. Meet with the Health Center Director or Personal Counselor to assess any academic support needed in terms of course load and course combination
6. A copy of the *Special Accommodations 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;
7. 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.

Student refusing to benefit from the services/facilities provided through the *Special Accommodations Request Form (SARF)* or wish to discontinue their application during their academic stay, he/she must sign the *Special Accommodations (SA) Waiver Form* in the presence of the Health Center Director and Personal Counselor.

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.

All communications between Health Center staff and patient is confidential, however, the Health Center Director is obliged to break confidentiality in these situations: if at risk of self-harm, at risk of harming someone else, or court order to release information.

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

AUD Organizational Chart

AUD | AMERICAN UNIVERSITY IN DUBAI

Last updated October 2019

Governing Board

President

Executive Vice President

Provost and Chief Academic Officer

Manager OTP

CEPPS

Finance
HR
IT Services

Admissions
Central Services
Comm.

Registrar
Student Affairs
Student Retention and Success

Academic Advising
Academic Support
Alumni Relations
Career Services

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
SBA	School of Business Administration
MBRSC	Mohammed Bin Rashid School for Communication
SoEngr.	School of Engineering
Elec. & Comp.	Electrical and Computer Engineering
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

FREQUENTLY ASKED QUESTIONS

Academic

1. What happens if my student is undecided about his or her major?

Students must declare a major by the end of their second (Sophomore) year Students entering the university without a major are assigned an Arts and Sciences instructor as their Advisor. The Advisor, together with the Offices of Student Affairs and Academic Affairs, is available to provide counseling so that the student can make an "informed decision" concerning his or her major.

2. What can I do to help my student with their courses?

Parents can help their young adult in numerous ways. Simply lending an open ear performs a wonderfully supportive function. Discussion and dialogue often lead to opportunities for a parent to provide guidance, insight, motivation and generally positive thinking. Helping students develop a framework for confronting their own problems is the greatest contribution a parent can make. Of course, if a parent is an engineer, help with mathematics may go further than support/encouragement; so, too, in the case of medical doctors "helping" their children with biology. But even in these cases, the emphasis should never be on "fishing" on behalf of the student, but rather in teaching the student "how to fish". Moreover, please encourage the student to tap into the various resources the university does offer. Students facing difficulties in their courses can obtain a peer tutor who can help them understand the material of the course, and can attend related workshops that can highlight ways of taking notes and studying that can also assist. Such support is available at the Academic Support Unit.

3. My student is getting low grades in their classes. What can I do?

Usually, the best source of opinion regarding performance (good/bad) is the student. In the case of low grades, parents should question students for their perspective on the matter. Should such a discussion prove unfruitful, parents are free to make an appointment with the Senior Academic Advisor and Support Coordinator. When provided sufficient time and with the appropriate sign offs, this assistance can secure information, which may be of help in shedding light on the reasons for non-performance. The Mid-term Reports issued to students, on file in the Registrar's office, provide reasons why the assessment of performance as of mid-term is lower than C. The Dean of Student Affairs is another source of support.

4. Can I get a copy of my student's grades?

Within one week following the end of term, grades are mailed to an address specified by the student. Parents are not provided with a copy of student records unless the student has signed the *Consent to Release "Education Records" form*.

5. Are parents notified if their student is having academic problems or not attending classes?

Students doing less than C work in any given course are formally notified at the 4th and 9th week of every Fall and Spring Semester by an early and mid-term alert system filled by the course instructor. Parents should consult their young adult for information regarding their performance and attendance habits.

6. How many hours per week should my student study?

Attendance at university is pretty much a full-time endeavor. Students should normally study two hours for every hour spent in class. This means that a student who takes 15 credit hours (i.e., spends 15 hrs/wk in class) should spend approximately an additional 30 hours in out-of-class study. Of course, these numbers may vary depending on the individual student and the specific nature/requirements of the courses studied in any given term.

7. How many courses should my student take per term?

Any student admitted to AUD has the ability to successfully complete five courses (15 credit hours) per semester. Students experiencing academic difficulty should consider reducing this load until the difficulties are resolved.

8. What expectations do faculty have of my student?

Faculty members look for a sense of responsibility in all AUD students. This includes attending class, preparing assignments and turning work in on time. Faculty value hard work and class involvement and will never fault a student for asking questions. Faculty members place a high value on initiative and a general sense of curiosity.

9. What should my student expect of the faculty?

The AUD faculty members are committed to teaching excellence. They are also friendly and highly accessible and will generally take the time to "over-explain" material/regulations to students (often outside class). The faculty do, however, set high standards and go to great pains to treat students fairly. That often means that they are very reluctant to grant favors/make exceptions and appreciate a "business-like" attitude on the part of students. Faculty are available during posted office hours, adhere to the grading protocol and other policies described in their syllabus, answer students' questions and concerns, announce make-up classes one week in advance and return graded assignments, tests and quizzes in a timely fashion.

10. My student did very well in high school, but is doing poorly at AUD. Why?

The requirements for doing well at AUD may be very different from the "success factors" in high school. Standards at AUD are high; and the faculty look for creativity, independent and critical thinking, expressiveness and genuine commitment to excellence. Reviewing the sections of this *Handbook* on the uniqueness of American education and grading will help you guide your children in their search for superior performance.

11. What are the most common study problems for first-year students?

First year students often encounter several study problems:
- They often study too little or studying last minute, grossly underestimating the amount of effort required to obtain grades in line with their expectations;
- Students may have trouble determining which material is important and which is less so. Consulting professors early on in a course can help address this;
- General organization, concentration/focus and note-taking skills are often lacking.

The Division of Student Retention and Success is available to assist students with these and other academic challenge areas.

12. Under what conditions can my student be dismissed from AUD?

A student will be dismissed from the university if within 24 attempted credit hours after being readmitted from his or her Academic Suspension, the student fails to achieve a CGPA of 2.0 or higher. Or if the student attempts any course for 3 times and fails to pass it, this also could lead to dismissal from the university.

Career Services

Your student just started college but doesn't have a clear idea as to what they want to major in, let alone choose a career. Don't worry! This is not unusual; as very few young people really know what direction their future will take them, at this point in their lives. The best that we can hope for is that they know their likes, dislikes, strengths and weaknesses.

Choosing a career is an on-going process students need to undertake. It starts by assessing ones skills, interests and abilities; exploring majors; experimenting with possible career options through internships; and finally, as best as possible, matching ones interests, abilities and technical know-how with the right career path.

1. What can the Career Services Office do for your student?

Career Services offers career guidance, places students in professional internships and full-time employment upon degree completion. The Career Services Manager and career coordinator are always available for individual guidance.

In addition, at regular intervals, a series of professional development workshops for CV Writing, Job Search Skills, Internships and Interviewing Skills are offered for students.

2. What can a student do to prepare for a successful career?

The first step in the career planning process is to conduct a deep self-exploration where, with the assistance of a career advisor, students can identify their personality traits, interests, skills and values. Secondly, through counseling, students reflect these qualities on a CV. A CV should project a serious, professional image and also provide employers with the opportunity to consider a fresh graduate based on their accomplishments and potential, rather than on their age and professional experience.

Finally, students should actively use their four years at AUD to develop a "record of achievement" which will be evaluated by employers and graduate schools as they move beyond university. In addition to academic achievements, it is also important to develop relevant work experience, and actively participate in campus activities as this represents a

well-rounded person who has gained academic, professional and social skills needed to succeed in the professional arena.

3. Does a student need to work and go to school?
Not always, but there are benefits in gaining some work experience. Class work will become more meaningful and relevant. Employers' first questions are often in respect to work experience. To get the job of one's choice, it may not be enough to simply have earned a degree. Employers are more impressed with CVs that reflects graduates who have taken advantage of all opportunities availed to them to broaden their exposure. Upon graduation, students who have a certain degree of work history are more competitive in career placement. If this is not possible, active participation in the many clubs and organizations on campus develops students' organizational and leadership skills factors that rank highly among potential employers.

4. What if a student is not able to work many hours?
Many students are only able to commit to a few hours a week. The key is to maintain a healthy balance between one's studies, work and extra-curricular activities. Some students work only weekends, others work in the afternoon and evenings, while others volunteer. Regardless of the schedule, each student must determine how much time and effort they can realistically commit to, as once they are involved they are expected to fulfill their commitment, whether it is for paid employment, volunteer services, or an extracurricular activity.

5. Is "volunteer work" viewed as real work experience?
Absolutely! Employers view this as a demonstration of a high level of commitment. When recruiting for a career position, employers are less concerned with income history, they are more concerned with what the student has learned and accomplished.

6. Does the job have to be in the student's field of study?
Ideally, a job in one's major would provide professional substance. However, employers value all types of work experience and realize that diverse experiences contribute to the development of a well-rounded person.

7. What are employers looking for in a fresh graduate?
In addition to their academic background, some of the most common criteria are: a high GPA, a positive attitude and mindset, confidence, initiative, good communication and interpersonal skills, creativity, an effective team player, and finally a "can do" outlook.

8. When should a student start looking for a job?
During a student's first year (freshman) at AUD, they should use their time to adjust to campus life and determine which extra-curricular activities they would like to join. Ideally, they should also begin building their CV, so that by the time they are near graduation, they would have developed a competitive career portfolio.

During their second year (sophomore) they should either become more actively involved in on-campus organizations or seek part-time employment and/or volunteering, or both if they can manage it. Moreover, they should attend more of the Career related workshops and seminar to gain career related knowledge and network with leading professionals from the market.

During their third year (junior) they should begin applying for internships to gain meaningful professional experience in their field of study. Internships will also allow students to earn credit if they have met the requirements of their department. . Moreover, they should attend more of the Career related workshops and seminar to gain career related knowledge and network with leading professionals from the market.

During their fourth and final year (senior), having gained professional experience, actively participated in extra-curricular activities, and attended Professional Development Workshops, the student is now ready to prepare a professional CV to be submitted to potential employers. On-campus Career Fairs offer an opportunity for a student to interact with Human Resources Managers from some of the leading companies in the world. It will be up to the student, through his or her impressive CV, positive outlook, and confident attitude to impress these companies enough so they would eventually offer employment. In addition to the annual Career Fair, the AUD Career Services Office maintains an ongoing database of full time, part time, freelance and internship opportunities to which all students can apply.

Health

1. What will happen if my student has an emergency health problem at night?
Emergency procedures are in place. University health services personnel are on call 24 hrs. a day, seven days a week.

2. My student is allergic to insect bites. What should he or she do?
Students who have a history of allergies or serious illnesses/conditions must contact the university Health Center when they first start at AUD. They must present a doctor's certificate explaining their case and the prescribed treatment.

3. Is my student covered by any medical insurance in the university?
Only AUD-sponsored students are covered by the AUD insurance plan.

4. What should my student do if he or she is struggling with personal or emotional problems?
AUD's Personal Counselor is available to work with students to help identify and diagnose issues. The Counselor provides support and guidance to students experiencing personal problems. She also provides referrals to area specialists for students who need additional support and long-term treatment.

5. How do you define People of Determination?
People of determination are:
- Students who have a physical or mental impairment that limits one or more major life activities.
- Students with medical issues requiring special and immediate intervention, require an imperative first aid, or medical action, and/or follow a long term treatment plan.

People of determination cases could be:
- **Physical, i.e.:** Diabetes, Epilepsy, Crohn's disease, G6PD, Cancer, Heart Problems, Asthma, and/or any kind of Disability…
- **Mental, i.e.:** Depression, Bipolar Disorder, Anxiety Disorders, Asperger's Syndrome, and others.
- **Learning Disability, i.e.:** Dyslexia, ADHD/ADD, Dyscalculia, Dysgraphia, and others.

6. How can, the Health Center Director accommodate academically, my student diagnosed with special medical conditions?
- Students with Health History requiring special and immediate intervention should provide the Health Center, with a medical report on his/her condition signed by a doctor.
- The Health Center Director will meet with the student to evaluate the level of support the student needs, based on a medical report stating the medical case (Physical or Mental) and the special accommodations requested. Upon completion of the intake and assessment with the student, the *People of Determination Form* will be completed by the Health Center Director.
- The student will sign the *People of Determination Form* 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).
- A copy of the *People of Determination Form* will be provided for the students' instructors, and additional copies will remain in the Health Center and with the Personal Counselor, as needed. ***All copies of all forms, and all documentation will be kept in locked files in order to maintain confidentiality.***

Housing

1. What if I don't hear from my student who is residing on campus?
Feel free to contact the Housing Manager with any question or concern regarding your children. Please call 04-3183133 during office hours or the HOTLINE 04-3183500 in case of an emergency.

2. What if my student doesn't get along with his or her roommate?
Of course, AUD encourages housing students to make every effort to get along with their roommates. It's part of learning to live in a pluralistic world. Sometimes, however, irreconcilable mismatches need to be addressed. *Room and Roommates Change Request Forms* are available at the Housing Manager's office. Students must complete these forms if they wish to change their roommate. Every attempt will be made to accommodate students' requests. Beginning the second week of classes, students are allowed to change rooms on a space-available basis. All room changes must be initiated in the Housing Division.

3. What supervision is provided for my student?

24-hour security is available seven days a week. Security guards report to the administration on a daily basis.

4. What dining/catering service is provided to students who are residing on campus?

On the ground floor of each residence hall, there is a fully equipped kitchen. In the Student Center, there is a food court and a cafeteria. The cafeteria opens daily from 8:00 a.m. until 10:00 p.m. It offers hot meals including breakfast, lunch, and dinner at approximately AED25 per meal (students pay separately for each meal).

5. What other amenities are available?

Other amenities are the sports facilities which include a swimming pool, tennis, volleyball, and basketball courts, plus a running track. Pay phones are available for student use inside the Housing Residence. The installation and monthly expense of a private telephone in the housing rooms are at the discretion and responsibility of each individual student.

6. Can my student be dismissed from the housings?

Conduct in AUD housing is evaluated and monitored by a point system for violations of housing rules. A student is dismissed from AUD housing when they have accumulated the number of points warranting dismissal. This point system is described in the Student Housing Kit. Students may not apply for re-admission to the housing before the end of one calendar year from dismissal. Students dismissed due to a violation of UAE law are not eligible for readmission. All requests for re-admission must be addressed to the President of the university.

A FINAL WORD

AUD prides itself on being a student-focused Institution. If you have any further questions, do not hesitate to contact the Office of Student Affairs.

Please let us know if we have missed any important information that you as parents would like to know. Any suggestions, additions, or comments can be addressed to

Mrs. Sara L. Montero
Dean of Student Affairs
Phone: +971 4 318 3580
Fax: +971 4 318 3400
Email: slmontero@aud.edu

The author is indebted to colleagues from the following universities. The AUD Parent Handbook was inspired by and adapted from similar publications at:
American Intercontinental University
Drexel University
Iowa State Parents Association Website
Penn State University – Abington Campus
Purdue University

The American University in Dubai
Office of Student Affairs
Fall 2019

IMPORTANT CONTACTS

AUD Main Number	+ 971 4 399 9000
Academic Support	+ 971 4 318 3581
Admissions	+ 971 4 318 3171 >75
Career Services	+ 971 4 318 3582
Dean of Student Affairs	+971 4 318 3580
Director of Central Services	+ 971 4 318 3122
Communications Office	+971 4 318 3107/108
Facilities Manager	+ 971 4 318 3123
Financial Services	+ 971 4 318 3151
Director of Health Center	+ 971 4 318 3200
Personal Counselor	+ 971 4 318 3138
Registrar's Office	+ 971 4 318 3191-92
Security Office	+ 971 4 318 3500
Student Activities Coordinators	+ 971 4 318 3135-6
Student Affairs	+ 971 4 318 3134
Student Housing	
Male Residence Halls	+ 971 4 318 3510
Female Residence Halls	+ 971 4 318 3520
Student Housing Manager	+ 971 4 318 3133

STUDENT INFORMATION FORM

Class Schedule – Semester

Department	Course Number	Location

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						

Residence Hall

My Child		Roommate	
Room no.		Name	
Phone no.		Phone no.	
Email		Email	
Mobile		Mobile	

AUD | AMERICAN UNIVERSITY IN DUBAI

P. O. Box 28282, Dubai – UAE
Tel: +971 4 399 9000
Fax: +971 4 399 8899
www.aud.edu