

American University of Technology

Student Manual

2023–2024

The contents of this handbook do not create a contract between any individual and the University. The contents of the handbook are subject to change from time to time at the sole discretion of the University, and students will be updated regarding any policy and regulation changes.

Contents

1.	Introduction	5
2.	Notes for New Students	6
3.	General Terms	7
3.1.	Academic Year	7
3.2.	Academic Credit Hours	7
3.3.	"Program" and "Major"	7
3.4.	Declaration of Program/Major	7
3.5.	Academic Advisers	8
4.	Attendance	8
4.1.	Classes and Laboratories	8
4.2.	Examinations and Quizzes	9
5.	Categories of Students	9
	Full-Time Students	9
5.1.	Auditing Courses	10
5.2.	Course Loads	10
5.3.	Withdrawal from Courses	10
6.	Exam Rules and Student Conduct.....	11
6.1.	Exam Rules.....	11
6.2.	Academic Student Conduct.....	12
6.2.1.	Misconduct	12
6.2.2.	Cheating.....	12
6.2.3.	Cheating in Assignments	13
6.2.4.	Violations of Examinations' Regulations	13
6.2.5.	Plagiarism.....	13
6.2.6.	Falsification of Documents	13
6.2.7.	Impersonation	13
6.3.	Dean's Warnings	13
6.4.	Academic Honesty and Plagiarism	13
6.5.	Class Attendance	14
7.	Student Evaluation.....	14
7.1.	Probation	14
7.1.1.	Placement on Academic Probation	14
7.1.2.	Removal of Probation	14
7.2.	Repeating Courses	15
7.3.	Dismissal and Readmission	15
7.4.	Dean's Honor List	16
7.5.	Graduation Requirements	16
8.	Grading System	17
8.1.	Grade Point Average (GPA)	17
8.1.1.	A (distinguished)	17
8.1.2.	B (Very Good)	17
8.1.3.	C (Average)	17
8.1.4.	D (Weak)	17

8.1.5	F (Failure).....	18
8.1.6	Grade - R	18
8.1.7	I (Incomplete)	18
8.1.8	W (Withdrawal).....	18
8.1.9	PR (In Progress)	18
8.1.10	P (Pass).....	18
8.2.	Grade Changes.....	18
8.3.	Grade Appeal.....	18
8.4.	Disclosure of Student Records.....	19
9.	General Education Requirements.....	19
10.	Related Academic Information	21
10.1.	Student Health Requirements	21
10.2.	Library	21
10.3.	Computer Labs, Internet Access, and Email	22
10.4.	Research Integrity	22
11.	Office of Student Affairs	22
11.1.	Objectives	23
11.2.	Clubs and Societies.....	23
11.3.	Services	23
11.4.	Student Organizations.....	23
11.5.	Counseling Center	23
11.6.	Student FacilitiesError! Bookmark not defined.	24
12.	Other University Services.....	24
12.1.	Food Services	24
12.2.	Facilities for the Disabled.....	24
12.3.	Security and Safety	24
13.	UNIVERSITY POILICIES.....	25
13.1.	Academic Freedom.....	25
13.1.1.	Freedom in the Classroom	25
13.1.2.	Freedom of Inquiry and Expression.....	25
13.1.3.	Freedom of Association	25
13.2.	Academic Integrity	26
13.3.	Policy on Discrimination and Harassment	26
13.4.	Policy on Smoking.....	26
13.5.	Policy on Posting Materials on Campus	27
13.6.	Policy on Access to campus.....	27
14.	STUDENT CODE OF CONDUCT.....	27
14.1.	Student Code of Conduct.....	27
14.1.1.	Preamble	27
14.1.2.	Jurisdiction	28
14.2.	Non-Academic Misconduct	28
14.2.1.	Disruption/Obstruction	28
14.2.2.	Distribution of Unauthorized Published Material	29
14.2.3.	Theft	29

14.2.4. Destruction of Property/Endangering Public Safety	29
14.2.5. Mental or Physical Harm	29
14.2.6. Possession of Dangerous Weapons or Materials.....	30
14.2.7. Discrimination and Harassment	30
14.2.8. Smoking and Alcohol	30
14.2.9. Inappropriate Sexual Behavior	30
14.2.10. Use of Computers	30
14.2.11. Inappropriate Conduct in the AUT Libraries.....	30
15. Disciplinary Actions	31
15.1. Academic Misconduct	31
15.2. Non-Academic Misconduct	31
15.3. List of Primary Disciplinary Actions	32
15.4. Range Of Actions	32
15.4.1. Warning	32
15.4.2. Reprimand	32
15.4.3. Dean’s Warning.....	32
15.4.4. Suspension.....	32
15.4.5. Expulsion.....	33
16. Complaint Procedure	33
17. Formal Hearing by the University	33
17.1. Disciplinary Committee.....	33
17.2. Appeal Procedure	33

1. Introduction

The American University of Technology (AUT) is a private university that encourages freedom of thought and expression and seeks to graduate students committed to creative and critical thinking, life-long learning, personal integrity, civic responsibility, and leadership.

The AUT is a community of scholars dedicated to research, academic excellence, the pursuit and cultivation of learning, and to serve the community.

Every member of the University, be it faculty, staff, or student, is expected to treat others with dignity and respect; to honor the rights and property of others; to take responsibility for individual and group behavior; and to act as a responsible citizen in the larger society.

Violation of university policies and regulations may become a matter for action within the University code of conduct and the system of student discipline.

This Student Manual is the official statement of University policies, rules and regulations, and the expected standards of student conduct. Academic units and administrative offices may have additional policies and guidelines that may provide more detailed information, if needed.

Academic rules and regulations are unified across all University Faculties and departments. Cases that are not spelled out clearly can be addressed through a petitioning system outlined in the university procedures.

AUT believes that students have the obligation, as students and as members of the AUT community, to fully understand and adopt all policies, rules and regulations as well as the consequences for breaking the rules.

2. Notes for New Students

As a new student at the AUT, you are recommended to adhere to the following steps

- Attend the orientation period, it is usually scheduled right before the beginning of the semester.
- Provide the Office of Student Affairs (OSA) with a copy of your national ID card or passport, if you have not done already so, and pick up your student identification card (ID). This allows you to check out library books, take exams, and carry on with your student life, in addition to other AUT privileges.
- Find out the name of your Academic Advisor and schedule a meeting with him/her as soon as you can. Your adviser will be accessing your academic plan and help you in selecting the courses you should take during your first semester, and even in higher semesters.
- The courses textbooks will be announced in the course syllabi. Wait until you have registered the course and you are informed by the courses' instructors about the selected textbooks, than have them purchased.
- Be aware of the Drop and Add dates. You may NOT be able to drop and/or add any classes after this date.
- Be aware of the date of the last day to withdraw from courses. You may not be able to withdraw from any course after this date.
- You are strongly encouraged to join one or more of the students clubs, student organization, or sports team.
- Visit the AUT Office of Student Affairs/or its website to follow up on students activities.
- Attend a Career Development Workshop and explore the many options to begin planning your path to a successful career.
- Be aware of what is new at AUT. Check the various notice boards located around the campus and electronic notices from AUT officers, on the website, and via social media.

3. General Terms

3.1. Academic Year

The American University of Technology (AUT) defines the academic year as a period of time in which a full-time student is expected to complete two regular semesters (Fall, Spring) of instructional time, and for certain programs a summer term as well.

AUT's Academic Calendar operates on the semester basis with each semester consisting of 15 weeks of scheduled classes plus a 16th week for study/make-up classes and final examinations. The summer sessions are optional and fall outside the regular academic year for most programs.

3.2. Academic Credit Hours

One unit of academic credit is generally awarded for each scheduled class hour (clock hour) per week; e.g., three hours of academic credit is equivalent to approximately three hours in the classroom per week. Therefore, the student receives approximately 45 hours of instruction during one semester. Summer sessions entail a higher number of weekly hours, but the same number of hours per credit. The relationship between hours spent in labs or studios and credit hours varies according to the discipline/course and is stated in the Course Descriptions section.

3.3. "Program" and "Major"

According to AUT catalogue, "major" means a specialization within an undergraduate program. The number of credit hours required by each program is clearly stated in the appropriate sections of the university catalogue.

3.4. Declaration of Program/Major

A student may choose more than one major within a degree program. Any course listed under more than one major may be used to satisfy the requirements of each major under which it is listed. This reduces the credit-hour burden for students pursuing double or triple majors, while essentially preserving the specialization represented by each major. Credit hours are not, however, applied more than once in the calculation of total hours earned.

Students may change their program of study or transfer to another major at any time with the approval of the Dean or Chair of the new program. Students are advised to discuss changes/transfer issues with their advisors, and the appropriate Dean or Chair as these may cause a delay in graduation. Formal notification of an unapproved change is forwarded to the student in writing by the office of the Registrar. All approved changes of major/transfer shall be reflected in the students' degree audits in the term following the approval of the changes.

All course work and other requirements for undergraduate degrees must be completed no later than **seven calendar years** from the date of initial admission to the program. Active as well as inactive terms, during which the student was not registered in any courses, will all be counted in determining adherence to this time limit.

3.5. Academic Advisers

Each enrolled student, freshman and sophomore, will be assigned an academic adviser who must approve the student's study plan/schedule each semester and follow up on the student's progress. Names of advisees and their respective advisers are made available by the university to all students in due time. Student facing academic difficulties should seek first the help of his/her adviser. Students are required to meet with their advisers regularly.

The adviser will work with his/her advisees on:

- Selecting courses at the beginning of every semester.
- Making changes in schedule after registration (before & during drop and add period).
- Answering any academic or administrative question and referring students to other supportive university services (financial aid, counseling, tutors to improve study skills, etc...) as deemed necessary.
- Monitoring the academic performance of his/her students and advising them on all academic matters.
- Making sure all graduation requirements are met in due time.
- Understanding and following University policies and procedures.
- Selecting a major and/or a minor.

N.B

It is important to know that the adviser shall not make any decisions for the student, but he/she will rather be there to discuss their study plans and monitor their academic performance.

4. Attendance

4.1. Classes and Laboratories

- Students are expected to attend all their classes, laboratories, or required fieldwork. All missed laboratory or fieldwork sessions must be made-up. A student is responsible for the work done, and for any announcements that are made during his/her absence.
- Students who, during a semester, miss more than 20% (one-fifth) of the sessions of any course are dropped from the course if the faculty member has stated in the syllabus that attendance will be taken.
- Students who withdraw or are forced to drop a course receive a grade of W.
- A student cannot withdraw, or be withdrawn, from a course after the declared deadline for course withdrawal unless approved by the appropriate Faculty committee.
- Without prior approval of the appropriate Faculty committee, a student cannot withdraw, or be forced to withdraw, from a course at any time if this results in dropping the student's load below 12 credits.

4.2. Examinations and Quizzes

Students who miss an announced examination or quiz must present an excuse considered valid by the instructor of the course during the week after the exam date to arrange for a make-up. In the case of final examination, the course instructor will put a grade “I” for the student and should then require the student to take a make-up examination **during the first month of the new regular semester.**

Medical reports and/or qualified professional opinions are usually accepted. Should there be a question about the validity of any excuse presented by the student, the matter should be referred to the appropriate Faculty committee and inform the Student Affairs Office.

5. Categories of Students

Students generally fall into one of the following categories:

- full time students,
- part- time students,

a. Full- Time Students

The average load of a full-time undergraduate student is 15 credits per semester. With the approval of the advisor, and in special cases, a student may be allowed to register for more than 15 credits. The minimum load of a full-time student is 12 credits. The full-time load for graduate students is 9 credits per semester.

For the required number of credits for summer time, refer to the summer session section for each Faculty.

To receive an enrollment certificate, the student must be registered for at least 12 credits during the fall or spring ~~semesters~~

The maximum load for registration for an undergraduate student during each of the fall and spring semesters is 18 credits, and 9 credits in a summer session.

b. Part- time Students

The category of **part-time students** is restricted to the following students:

- AUT staff members who are working toward a degree.
- Enrolled students who need less than 12 credits to complete their undergraduate degree.
- Those who are granted permission by the Board of Deans for health reasons, financial reasons, or due to family problems that may influence academic performance of the student.

5.1. Auditing Courses

Students or individuals who wish to attend selected classes without receiving credit may apply as **auditors**. Applications to audit courses are available at the Registrar's office.

The applicant should:

- secure eligibility from the admissions office.
- secure approval from the instructor of the course.
- receive approval from the dean of the Faculty offering the course.
- pay the tuition charge at the Finance Office.
- register as an auditor at the Office of the Registrar.

Applicants are not eligible to audit laboratory, studio, or seminar courses.

Since the permission to audit a course is on a space- availability basis, applicants are not permitted to register as auditors until after registration of regular students is completed.

The University does not grant academic credit for such work. Audit credits do not appear on transcripts.

5.2. Course Loads

To be enrolled as a full-timer, a student must carry a minimum load of 12 credits per semester. The normal academic load for **undergraduate students** at the university is **15 credit hours per semester and 9 credit hours for summer term**. Students wishing to carry additional hours may do so with the permission of their Advisor. Overloads are permitted only for students in good academic standing (i.e., carrying a minimum 3.00 GPA; and occasionally, depending on the courses comprising the student's proposed schedule, a higher GPA may be required. Also, overload is allowed if a student requires more than 15 credits to fulfill the graduation requirements.

If a full-time student wishes, or is forced, to reduce his/her load to fewer than 12 credits, the issue must first be referred to the appropriate Faculty committee and let the Student Affairs Office know.

The credit load in a regular term of a student who continues to be on probation beyond one semester or is placed on three non-consecutive probations shall neither be fewer than 12 nor more than 13 credit hours.

5.3. Withdrawal from Courses

A student may withdraw from courses, down to a minimum of 12 credits, before the withdrawal deadline (normally not later than 10 weeks, or (five weeks in the summer term, from the start of the semester). A student cannot withdraw, or be withdrawn, from a course after the announced deadline unless approved by the Faculty appropriate Committee.

Students cannot withdraw, or be forced to withdraw, from a course at any time if this results in the student being registered for less than 12 credits without the prior approval of the Faculty appropriate committee.

Students who withdraw or are forced to drop a course will receive a grade of “W”.

6. Rules for Exams and Student Conduct

6.1. Exam Rules

Rules for quizzes and midterms are set by the course instructors. For final examinations, seating arrangements are posted prior to the examination session. During all exams, the following rules shall apply:

- a. Examinees are not permitted to read the examination questions before the head proctor announces the start of the exam, or to continue writing after the head proctor has announced the end of the exam.
- b. For closed-book exams, no books or papers other than the examination booklets may be used or placed on the exam table.
- c. All booklets must be handed in at the end of the examination time.
- d. No communication of any kind among examinees is permitted during an exam.
- e. Cellular phones and/or wireless devices **must strictly be prohibited** inside the exam room.
- f. Examinees who need assistance during examination should seek the help of a proctor.
- g. Unless given permission by the head proctor, the examinees who leave the room for any reason will not be allowed to return and will receive credit only for that part of the examination that was undertaken.
- h. Students arriving late are allowed to join the exam, provided that no students have left the examination room. In this case, no additional time will be granted.

Final Exam Procedures for Students:

- Students shall check the final Exam schedule issued by the Registrar, collect from it the relevant information about the date, time of the exam day and room number where his/her exams are to be held.
- Students are advised to come to campus ahead of time and familiarize themselves with the location of the exam rooms. All exams will take place on time.
- Make sure to clear up all deferred payments before the exam date. Students must get their clearances 2 days prior to their exam from the Business Office. Our regulations do not allow a student who did not pay all due fees to sit for the final exam.
- Make sure to bring your ID card with you to the exam room.

- Students sign in on the roster sheet posted on the exam room door.
- Due to COVID hazards, and if deemed necessary by the administration, students may not be allowed to enter the exam room without a mask which is to be kept on throughout the exam period. Accordingly, students are advised to carry masks during the exams period.
- All bags and mobile phones must be kept at home, in the car or in front of the exam room, on each one's own responsibility. No bags or mobiles are allowed in during the exams. Mobiles must be switched off.
- The proctor will check all clearances prior to starting the exam.
- Once the student completes he/her exam, he/she shall return all exam material (answer sheet, question sheet, scratch paper with their name on all materials) to the instructor/proctor.
- Students can check their grades on Power Campus provided they are financially clear.
- Students who miss the final exam will be given "I" incomplete grade. All medical reports are not permitted during the Final Exam Period. Exception may be given only to hospitalized students or positive PCR test (with proof sent to the department prior to Final Exam date). The student should present the valid excuse during one week after the date of the final exam. If approved, the course instructor will arrange a make- up exam within one month after the start of the next regular term.

6.2. Academic Student Conduct

A student who commits cheating and misconduct will be subject to disciplinary actions.

6.2.1. Misconduct

Misconduct behavior includes offensive behavior directed at academic personnel, non-academic personnel, or other students, and damage or defacement of university property. Serious violations shall be reported to the Dean, who may transmit the case to the Office of Student Affairs (OSA) for consideration. The OSA shall recommend to the Dean the appropriate disciplinary action to be taken.

The disciplinary action to be taken in each of these violations ranges from a single Dean's warning to expulsion from the university. The student subject to disciplinary action may appeal to the committee.

6.2.2. Cheating

Cases related to cheating shall be reported to the Dean's office by the head proctor of the exam, who may transmit the case to the Office of Student Affairs for consideration. The disciplinary committee shall recommend to the Dean the appropriate disciplinary action to be taken. The student subject to disciplinary action may appeal to the committee.

6.2.3. Cheating in Assignments

Cheating in assignments stands for misrepresentation of a student's own work. The instructor concerned shall handle such cases. The penalty for such cases may be a Dean's Warning and a grade of zero on the assignment.

6.2.4. Violations of Examinations' Regulations

In all cases of violation, the student shall receive a grade of zero on the exam, a Dean's Warning, and be suspended from the Faculty for up to one academic year. In case of repetition of such acts, the student shall be expelled from the University.

6.2.5. Plagiarism

Plagiarism is the act of appropriating material from sources other than the student's own. Plagiarism in papers, reports, or homework will therefore be penalized as in violations of examination regulations.

6.2.6. Falsification of Documents

For any willful and clear act of falsification of any document requested or issued by the Faculty, the student, based on the recommendation of the OSA, shall be suspended from the Faculty for a specified period, or expelled from the university. For any willful and clear act of falsification of any document submitted for admission to the university, the applicant shall be barred from admission to AUT at any future date. In such cases the Admissions Office shall decide upon the penalty in consultation with the OSA.

6.2.7. Impersonation

A student found to have impersonated others in university examinations, or to have been admitted to the University as a result of impersonation, shall be expelled from the university. An applicant to the university found to have impersonated others, or to have been impersonated by others, in university examinations shall be barred from admission to the university at any future date.

Dean's Warnings

Cases of misconduct in and outside the classrooms shall be handled by the OSA and Disciplinary committees, and may result in issuing "Dean's Warning"

A student who receives a Dean's Warning shall not be placed on the Dean's Honor List. A student who accumulates two Deans' Warnings during one academic year or three cumulative Dean's Warnings shall be expelled from the university. The student may petition the Dean to have the Dean's Warning removed after not being subject to any other disciplinary action for at least two regular terms following the term in which the first Dean's Warning was issued. If approved, the Dean's warning will be removed from his/her record.

6.3. Academic Honesty and Plagiarism

It is contrary to justice, to academic integrity, and to the spirit of intellectual inquiry to submit the statements or ideas of work of others as one's own. Doing so is plagiarism or cheating, offenses punishable under the University's disciplinary system. These offenses undercut the distinctive moral and intellectual character of the University.

Proper acknowledgment of another's ideas, whether by direct quotation or paraphrase, is expected. In particular, if any written or electronic source is consulted and material is used from that source, directly or indirectly, the source should be identified by author, title, and page number, or by website and date accessed.

6.4. Class Attendance

Students are expected to attend all classes and laboratory sessions on regular basis and on time. The maximum number of absence hours permitted in a course, whether authorized or not, is three (3) hours per credit, or 20% of the course sessions. For example, a student is allowed to be absent up to 9 hours per semester in a 3-credit course without directly jeopardizing his/her grade in the course. If a student's number of absence hours in a course exceeds the maximum allowed limit then the student will automatically be withdrawn from the course.

7. Student Evaluation

7.1. Probation

7.1.1. Placement on Academic Probation

A student is placed on academic probation if the student's overall average is less than 2.00 at the end of the 2nd regular semester or if the semester average is less than 2.00 in any subsequent semester, excluding the summer term.

For evaluation purposes, the minimum number of credits at the end of the 2nd regular semester should be 24 cr. including all repeated courses and 12 cr. in each subsequent semester. Credits taken during a summer term are counted towards the semester average of the next regular semester. If the number of credits taken in any single regular semester is less than 12 cr., for approved reasons, credits taken during that semester are counted towards the semester average of the next regular semester.

Credits for incomplete (I) courses will be included in the semester in which the incomplete courses were taken. The evaluation for that semester will be carried out as soon as the grades for the incomplete courses have been finalized.

Students placed on probation for the first time (P1) are not allowed to register more than 13 credits. A student on probation will not be permitted to register for more than 7 credits during a summer term.

7.1.2. Removal of Probation

Probation is removed when the student attains a semester average of 2.00 or more in any regular semester following the probation. Probation must be removed within two regular semesters, excluding summer, after the student is placed on probation, or when the student completes her graduation requirements.

7.2. Repeating Courses

A student who fails a required course must repeat the course at the earliest opportunity. No course may be registered more than three times. When a course is repeated, the highest grade is considered in the calculation of the cumulative average. All course grades, however, will remain a part of a student's permanent record. A student may repeat any course for which a grade of less than 70 was obtained after getting the approval of the department.

7.3. Dismissal and Readmission

A student will be dismissed from the Faculty or University for any of the following reasons:

- If the student's overall grade point average is less than "1.50" at the end of the 2nd regular semester.
- If the student fails to clear academic probation within two regular semesters, excluding the summer term, after being put on probation.
- If the student is placed on academic probation for a total of four regular semesters.
- If the student is deemed unworthy by the university to continue for professional or ethical reasons.

Reactivation and Readmission of AUT Students (New)

- AUT students in good standing who opted to withdraw from their program shall be granted **reactivation** to their former Faculty if the period between the end of the term of withdrawal and the beginning of the term for which reactivation is requested is not more than four regular terms (two academic years). Students should fill the reactivation form, available on the Registrar's Office, and have it submitted to the Dean of the relevant Faculty at least 2 weeks prior to the beginning of the term.
- Students who have left the University for more than two years must apply for **readmission** by filling the relevant form available at the Registrar's Office. The filled form must be submitted to the Dean of the relevant Faculty for approval.
- Students who have left their Faculty while on probation shall remain on probation for one term after **reactivation or readmission** and are required to take 12 or 13 credits. If students fail to remove the probation at the end of that term, they are placed on strict probation, and if they fail to remove the strict probation, they will be dropped from the Faculty.

If dismissal was decided for disciplinary reasons, the consideration for his/her re-admission depends on the nature of the offence that led to the dismissal from AUT. An interview is required before a student is granted re-admission, and student will eventually be placed on probation.

Exceptions may be made for students who left the University for personal or health reasons. Transfer credit will be considered after departmental evaluation of a student's course work.

7.4. Dean's Honor List

To be placed on the Dean's Honor List, a student must:

- be carrying at least 12 credits in the term,
- not be on probation,
- have passed all courses and attained an overall grade point average of 3.50,
- did not withdraw from any course during the semester,
- not have been subjected to any disciplinary action within the University during the semester, and
- be deemed worthy by the Dean to be on the Honor List.

7.5. Graduation Requirements

To be eligible for graduation, a student must have:

- satisfied promotion requirements throughout the program,
- attained a minimum cumulative course average of 2.0,
- attained major courses average of 2.5.
- met the residence requirements, and
- Satisfied the Faculty as to the adequacy of the student's professional development and conduct.

To graduate with distinction a student must have an average of 3.50 or higher in all work of his/her final academic semesters, including summers: (two summer sessions are equivalent to one semester) during which 60 credits or more have been completed at AUT and be recommended by the department for distinction

To graduate with high distinction a student must have an average of 3.80 or higher in all work of his/her final academic semesters, including summers: (two summer sessions are equivalent to one semester) during which 60 credits or more have been completed at AUT and must be recommended by the department for high distinction

8. Grading System

The grading system of the AUT is outlined in the following table:

Letter Code	Description	Average points
A	Distinguished	4.00
A-	Excellent	3.70
B+	Superior	3.30
B	Very Good	3.00
B-	Good	2.70
C+	Satisfactory	2.30
C	Average	2.00
D	Conditional Failure	1.70
F	Failing	0.00
I	Incomplete	n/a
W	Withdrawal	n/a
PR	In Progress	n/a
P	Pass	n/a

8.1. Grade Point Average (GPA)

Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course by the credit hour value of the course. For example, a 3 credit course with a grade of B (credit value of 3) would earn nine quality points.. The GPA is then calculated by dividing the total earned quality points by the total attempted credits. All AUT students have the capability to access their grades on-line.

The grades reflect the outcomes of students' work.

8.1.1. A (distinguished)

This grade is awarded for outstanding academic performance and the demonstration of exceptional mastery of the subject matter of the course.

8.1.2. B (Very Good)

These grades signify above average academic achievement as evidenced by work that exceeds the minimum expectations for passing the course.

8.1.3. C (Average)

This grade designates an average academic achievement at the level required for passing the course.

8.1.4. D (Weak)

This grade designates weak academic achievement at the level required for passing the course.

Note that + or – following a grade indicates somewhat better or less good performance than that reflected by the definition provided.

8.1.5. F (Failure)

This grade indicates failure to meet the minimum requirements for satisfactory completion of the course. It carries no quality points, and the course must be repeated and passed before credit is granted.

8.1.6. Grade - R

An “R” appearing next to a grade indicates that the course was repeated due to a failure grade (F) obtained the first time the student took the course. When a student repeats a course, a new grade is assigned for the retaking of the course in the semester or term in which it was retaken. When repeating a course due to failure or to improve a grade, the higher grade is included in the average computation.

8.1.7. I (Incomplete)

This grade is issued for extenuating non- academic circumstances that prevent the student from completing all course requirements on time. The student with the incomplete coursework must petition the Dean within two weeks after the set date of the final exam; and must complete the course requirements within a month of the start of the next regular term, otherwise, the Incomplete (I) will be changed automatically to a grade of F.

8.1.8. W (Withdrawal)

Students who withdraw, or forced to be withdrawn, officially from courses before the last day of withdrawal, will receive a grade of W.

8.1.9. PR (In Progress)

This symbol is submitted in lieu of a grade for courses that run for more than one semester or when a thesis is still in progress at the end of the first term of registration for the thesis, and in subsequent terms within the time limit for completion, until the thesis is completed, submitted, evaluated and a final grade (P or F) is assigned.

8.1.10. P (Pass)

This symbol designates satisfactory completion of a special course, training courses, internship, and thesis. It is not used in computing the academic average if a student.

8.2. Grade Changes

All grade changes must be processed within one month subsequent to the issuance of the grade. Faculty members must complete a Grade Change Form, together with evidence supporting the change and the revised grade breakdown. The Form must be signed by the Chairperson of the concerned department and the Dean of the Faculty before it is sent back to the Registrar’s Office for implementation.

8.3. Grade Appeal

Students have the right to appeal a grade and request a reconsideration of the assigned grade; however, they must provide sufficient, tangible evidence to support their request for a reconsidering the assigned grade.

8.4. Disclosure of Student Records

The University may disclose routine information without prior written consent from the student. This information is of a directory nature and includes only the following items: student's name, degrees received, major field(s) of study, awards received, and participation in officially recognized activities and sports.

With the exceptions specified below, the University releases other information, including information from academic records, only upon written consent from the student. This consent must specify the information that is to be disclosed, state the purpose of the disclosure, and provide the names and addresses of the individuals or institutions to whom disclosure is to be made. However, the University may disclose information, including information on academic records, without prior written consent of the student in the following cases:

- upon the request of officers of other educational institutions where the student seeks to enroll (in such cases the student is given, upon his/her request, a copy of the information sent to the institution),
- as necessary to academic officers, academic advisers, and faculty members within the University,
- to parents of a dependent student,
- in compliance with a judicial order, and
- To financial aid services in connection with financial aid for which the student has applied or which the student has received.

9. General Education Requirements

AUT is committed to offering its students a broad undergraduate liberal arts education that enables them to acquire the analytical skills and habits of life-long learning that they will need to compete successfully in the twenty-first century. The General Education distribution requirements are intended to expose students to a range of intellectual experiences during their stay at AUT. Students will be given the opportunity to make choices and to question and test what they believe are their career goals and their intellectual interests.

The General Education Requirements (GER), also known as the “University Requirements”, is a set of courses totaling 26 credits that must be completed as a part of each undergraduate student degree program.

Note that:

- (1) Substitution of courses is not allowed and
- (2) Degree programs may restrict their majors to certain courses in the designated Groups.

General Education Requirements			26 credits	
Code	Course #	Title	Cr	Prerequisites
Group A: Language and Communication (12 credits)				
ENG	200	English Writing Skills	3	Placement
ENG	203	English Communication I	3	
ENG	204	English Communication II	3	ENG203
COM	210	Communication & Presentation Skills	3	ENG203
Group B: General Business & Humanities (7 credits)				
*ENT	301	*Start-up Business Entrepreneurship (For Business Majoring students ONLY)	3	
BUS	201	Foundations in Business	3	
HUM	212	AUT Cultural Plus	1	
HUM	318	Human Rights	3	ENG 203
Group C: Arts & Social Sciences (3 credits)				
ART	205	Arts Contemporary	3	
HUM	210	Arts Appreciation	3	
HUM	211	Music Appreciation	3	
POL	202	Globalization and Political Change	3	ENG 203
SOC	202	Society and Gender ,Justice	3	ENG 203
Group D: Mathematics, Science and Technology (3 credits)				
HLT	210	Health and Wellness	3	
NTR	201	Introduction to Nutrition	3	ENG 203
Group E: Health and Physical Education (1 credits)				
PED	Physical Education	1	

In this aspect, you are recommended to visit the AUT Registrar's website where a complete course list of English Communication Skills, Arabic Communication Skills, Natural Science, Humanities, Social Science, and Quantitative Thought are listed and updated.

Students who are exempted from Arabic are required to take a Humanity or a Language course instead, unless their Faculty requires otherwise. Students who cannot fulfill the Arabic Communications Skills requirement will be asked to sit for an Arabic Placement Test. According to the result, appropriate courses will be taken by students.

10. Related Academic Information

10.1. Student Health Requirements

As part of the registration procedures, every undergraduate student must enroll in one of two health insurance plans by visiting the *Office of Student Affairs (OSA)* and completing the necessary paperwork.

Undergraduate students who fail to come to the OSA prior to the semester deadline and complete insurance enrollment documents will automatically be placed on Plan I.

Plan I is compulsory for AUT sponsored undergraduate students but optional for those who are covered by private insurance (proof of coverage must be submitted to the OSA). Plan II is compulsory for all undergraduate students who are not enrolled in Plan I.

10.2. Library

The AUT Library's collection is rapidly expanding and is comprised of materials which support both the curriculum and the general information needs of the University. The majority of the library's holdings are in English. There are, however, materials available in Arabic. The library is student-oriented and provides quiet study areas and access to computers. By using the library electronic resources, students and faculty have access to a number of on-line periodical indexes, full text journals and magazines.

The Library holds over 1,500 books, organized and divided by subject into the following subjects: Computer, News Media Journalism, Psychology, Ethics, Religion, Sociology, Political Science, Chemistry & Allied Sciences, Life Sciences and Biology, Medical Sciences, Engineering & Allied Operations, Hospitality Management, Management & Auxiliary Services, Chemical Engineering, Manufacture for Specific Uses, The Arts: Fine And Decorative Arts, Architecture, Decorative Art, Graphic Arts, Photography and Photographers, Recreational & Performing Arts, Literature & Rhetoric, Literature & Fiction, Geography and History.

The AUT Library, is a state-of-the-art facility, provides collections, services and programs to support the curricular and research needs of the university community. The majority of the library's rapidly growing physical collection of many reference books in English; however, there are also materials available in Arabic.

An online catalog system can be used to search for library materials from any location on or off campus. Using the library website, students and faculty can access e-books, online databases, full-text journals and other digital resources. Library facilities include the Information Commons, group study tables, quiet study areas and media viewing rooms.

The library works in conjunction with all parts of the university to provide academic resources for all classes taught at AUT.

10.3. Computer Labs, Internet Access, and Email

The Information Technology Department (IT) provides services such as email accounts, online courseware, wireless and local area networks, and telephone services. We keep up with emerging technologies and evaluate opportunities to improve current university operations, adopting new hardware, software and systems when appropriate. It is our goal to provide secure local and remote access to university programs and services.

All AUT classrooms are networked and equipped with data projectors and other technology that let our faculty members and students engage in learning with digital and online content. Wireless network access is available in all academic premises on campus.

10.4. Research Integrity

All members of the AUT community share responsibility for promoting and maintaining high ethical standards when proposing, conducting, reviewing, and reporting research output and relevant publications. AUT believes that research integrity is essential to the advancement of scientific knowledge; to the preservation of public confidence in that process; and to the credibility of the University, its researchers, and their collaborators.

11. Office of Student Affairs

The Office of Student Affairs (OSA) strives to provide the ideal academic, educational and social environment for all AUT students. The department's Counselors, Student Activities Coordinators, and Advisors work closely with the students to students renovate their skills and exploit their personal abilities to their best benefits. The OSA aims at widening the students' vision and helping them become constructive and responsible.

The OSA has been established to integrate into the mission of the AUT, by providing opportunities to students that enrich and broaden their educational experience.

OSA is committed to promote personal development and psychological well-being to students through social, physical, cultural, professional and intellectual activities that would complement their academic life. This holistic approach aims at enabling the students to live, learn, and practice the values of tolerance, civic and moral responsibility, inclusiveness, and excellence in learning and leadership, that represent the mission of AUT.

The vision of the OSA is to manage high quality services and programs in the region that promote student participation in civic, athletic, and social activities, creating productive citizens for the future.

11.1. Objectives

The OSA aims at providing opportunities for student development through co-curricular activities.

The AUT is an institution of higher learning in the tradition of the liberal arts universities, a tradition focusing on educating the whole person, not the intellect alone. **Education does not end in the classroom.**

All students are encouraged, whatever their fields of specialization, to develop their unique personal as well as their academic potential through taking a variety of elective courses in the arts and other fields and through participating in a wide variety of co-curricular activities from debating to dancing, from singing in the choir to volunteering, and from painting to poetry.

11.2. Clubs and Societies

Opportunities for students to participate in co-curricular activities, generally organized under the auspices of student- governed societies or clubs, are numerous. Societies sponsor events, lectures, debates, and publications relevant to an academic discipline, department, or program while clubs provide opportunities to meet with others to pursue common recreational, social, sports, or cultural interests. Membership is open to all registered students.

11.3. Services

The OSA provides the following services:

- Academic, educational, career and personal guidance.
- Student problem resolution and/or counseling.
- Supervision and approval of student financial grants and aids.
- Supervision of all non-academic student activities.
- Supervision of the student council's elections and the various student clubs.
- Participation in enhancing the university's image in the media through continuous interactions with local and international communities.

11.4. Student Organizations

Student organizations play a key role in students' success and enjoyment. Students can benefit a lot from joining student organizations, where they will have the opportunity to meet new people and develop friendships, contribute to the community, gain experience, develop leadership skills, and most of all, to have fun.

Students at AUT are encouraged to join any of the student societies on campus. They also are encouraged to establish their own societies for the purposes of fostering understanding, unity and cordial relationships amongst themselves.

11.5. Counseling Center

Adjusting to university life can be a difficult transition and a very stressful experience for many students. Personal difficulties, whether of a recent or long-standing nature, can hinder academic success and seriously affect a student's quality of life and well-being.

Personal counseling is offered to AUT students to help them identify and address their issues and problems. This could include anxiety, depression, grief, substance abuse, eating disorders. There are no restrictions as to what can be discussed in counseling.

The counseling center provides assistance to students with study related issues such as test anxiety and time management.

Counseling is free and confidential and the office is open during regular working hours.

The AUT Career and Placement Services provides guidance and **job opportunities** to AUT students, graduates, and alumni for their lifelong career development needs. Assistance is provided through interest and skill assessment, career information, résumé and cover letter preparation, interviewing practice, salary negotiations, and job-hunting skills.

11.6. Students Facilities

The University offers a wide range of sports, athletics, and recreational programs. The University Sport Center will invigorate athletic life at AUT.

The OSA coordinates an extensive work-study program that provides employment opportunities on campus for eligible full-time undergraduate and graduate students. Any full-time student in good academic standing may apply for open positions at the Office of Student Affairs.

12. Other University Services

12.1. Food Services

The University provides students as well as faculty and staff with a modern, cafeteria-style food service on the campus served at the main cafeteria, and at many places of the university. These facilities provide a variety of hot and cold food and refreshments for students and their guests.

12.2. Facilities for the Disabled

Some parking lots have been assigned and dedicated for persons with special needs. They are located on different AUT sites. These areas are designated for Special Permit holders.

12.3. Security and Safety

On-campus security is handled through the Office of Protection. The Office is open 24 hours a day and may be called for any emergency such as personal security, theft, burglary, or assault. Any lost items can be found in the Office of Student Affairs. An AUT ID card is necessary for entry to campus.

The Physical Plant Department assures that university operations and conditions are provided for personal safety and the protection of university assets. The office helps students and organizers of activities carry out these events safely. For this reason and in order to facilitate execution of an event, **it is important to inform the OSA of planned activities as early as possible so that Physical Plant Department can help assure safety.** Early consultation with the OSA will help avoid delays and last minute changes. The office also handles emergencies involving hazardous materials such as chemicals, radioactive or bio-hazardous material spills, and toxic gas releases. The office provides fire and safety training for students so they can help monitor events.

The office is open during normal working hours. After working hours, the Office of Protection should be contacted.

13. UNIVERSITY POLICIES

13.1. Academic Freedom

13.1.1. Freedom in the Classroom

Students are responsible for learning the content of the courses in which they enroll though they should be free to take reasoned exception to the data or views offered in any course of study and Reserve judgment about matters of opinion.

Students are responsible for complying with standards of academic performance required by each course in which they are enrolled. Such standards shall be communicated clearly in writing on or before the first meeting of each course. Students should have protection against prejudiced, arbitrary, and capricious academic evaluation.

13.1.2. Freedom of Inquiry and Expression

Students and various clubs are free to examine and discuss questions and issues of interest to them and to express their opinions whether in public or private. Such freedom does not, however, permit student groups to disrupt the orderly processes of the educational environment, nor does it permit the expression of ideas in ways which violate civil or criminal law, blatantly disregard the truth, threaten, demean, or libel others. In expressing their views, students and their official organizations should make clear that such views are not necessarily those of the University.

13.1.3. Freedom of Association

In general, students are free to form clubs and societies that appeal to the interest of a variety of students. Students are not, however, permitted to form clubs or societies that represent, advance the interests of, or proselytize on behalf of particular political, sectarian, or religious entities. Student clubs and societies must be open for membership to all AUT students in good standing. Clubs and societies must be sanctioned by the University after meeting all the requirements established by the Office of Student Affairs. All student organizations have bylaws defining their rights and obligations.

13.2. Academic Integrity

Academic integrity and honesty are central components of a student's education. Ethical conduct maintained in an academic context will be taken eventually into a student's professional career. Anything less than total commitment to honesty undermines the efforts of the entire academic community. Students, faculty, and staff are responsible for insuring the academic integrity of the University.

13.3. Policy on Discrimination and Harassment

The AUT strives to provide all the members of the university community with a work and academic environment in which its members treat one another with respect, and one which is free from discrimination and harassment of all kinds.

The University will not tolerate any type of discrimination or harassment toward or on the part of any person related to the University. The University will investigate all allegations of discrimination and harassment, and, if the allegation is proven, any person found responsible for having discriminated against, or harassed another, will be subject to disciplinary action.

The president of the University shall designate the individuals and/or committees to whom complaints of discrimination and harassment should be reported. The president shall also act as the ultimate judge upon the appeal of a decision rendered by an individual or a committee appointed to investigate allegations of discrimination and harassment.

13.4. Policy on Smoking

Smoking is not permitted anywhere on the University's property, except for designated locations. Smoking is prohibited in all university buildings and outdoor.

Improper disposal of smoking materials is a fire hazard. Persons smoking in designated areas, where smoking is permitted, are required to ensure that smoking materials are disposed of in a tidy and safe manner.

Cigarette butts are to be disposed of in the receptacles provided in the designated smoking areas and not on the ground or thrown into the wooded or landscaped areas.

The sale, distribution, or advertisement of tobacco products is prohibited in university facilities and public areas. Financial contributions from tobacco companies to AUT activities such as sports and cultural events are also prohibited.

All persons on AUT premises are required to abide by this policy. Campus Protection personnel are authorized to monitor compliance with the policy among visitors, students, staff, and faculty. Protection personnel will request anyone in violation of the policy to comply immediately failing which protection personnel may ask the offenders to supply their names and ID numbers. Protection personnel will then report the offenders to the OSA, the staff member's supervisor, the faculty member's dean, or the provost

Persons who are found to have repetitively breached the policy will be subject to disciplinary action in accordance with the Student Code of Conduct, the Faculty Manual, or the Non Academic Staff Manual.

Moreover, the unlawful manufacturing, distribution, dispensing, possession, or use of controlled substances is strictly prohibited on campus and appropriate disciplinary action will be taken against those found in violation of these prohibitions.

13.5. Policy on Posting Materials on Campus

All materials to be posted on designated areas by students on campus must first be authorized and stamped at the OSA.

13.6. Policy on Access to campus

Students with IDs are permitted to enter the campus. Registered full-time and part-time students can obtain their IDs annually through the regular registration process.

The validity of this category of ID is for one year, and a new photo and ID should be issued every year by the ID Center. Visitors must obtain temporary campus passes issued by the Office of Protection.

14. STUDENT CODE OF CONDUCT

14.1. Student Code of Conduct

14.1.1. Preamble

The American University of Technology expects that all faculty, staff, and students embrace and exemplify the values of AUT as defined in general university policies regarding ethical standards of behavior.

AUT has a long and distinguished tradition of seeking to instill in students high academic and ethical principles. The University expects students to adhere to norms of academic integrity that accord with those of accepted international scholarly practice and professional ethics. Students should speak and act with due regard to the rights, dignity, and freedom of others, whether within the academic context of the classroom and laboratory, or within the context of co-curricular life and social and recreational events. AUT encourages the free exchange of ideas and opinions, but it does not tolerate any form of discrimination or harassment against members of the university community, breach of academic integrity, or infringement of ethical standards of conduct. These principles and values are expressed in AUT's mission statement.

By applying for and accepting admission to AUT, students accept its regulations and acknowledge the right of the University to take disciplinary action for conduct judged to be in violation of the applicable university rules and regulations, and in particular of the Student Code of Conduct.

14.1.2. Jurisdiction

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the instructor of the course in which the violation occurred. If necessary, the case will subsequently be reviewed by the OSA or the Disciplinary Committee. The dean of the Faculty in which the student is enrolled is responsible for implementing the sanctions recommended by the Committee.

Misconduct that is clearly non-academic falls under the jurisdiction of the Office of Student Affairs, who will take the necessary action in consultation with the dean(s) of the Faculty to which the student belongs. AUT holds all students responsible for actions occurring on campus and university-authorized events.

14.2. Non-Academic Misconduct

The following are examples of actions deemed in violation of the Student Code of Conduct; they are not intended to define misconduct in exhaustive or exclusive terms. Any student who violates the principles described in the preamble to this document shall be subject to disciplinary action in accordance with the Student Code of Conduct.

14.2.1. Disruption/Obstruction

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space, excluding residences on campus, but they must notify and consult with the OSA before doing so. The nature of the event and any publicity accompanying it must be reviewed by the OSA to assure that neither Lebanese law, nor university policies and norms are being violated.

In cases where student-sponsored events, including protests, sit-ins, and demonstrations are, after such consultation, not approved by the OSA, or, if needed by the Board of Deans or the president, it may become necessary for the OSA to take disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

Disrupting or obstructing the normal educational process or any university function or activity by student demonstrations, sit-ins, or strikes is strictly prohibited. This includes, but is not limited to disrupting classes, library operations, seminars, exhibitions, meetings, ceremonial events, or examinations; impeding or preventing others from attending such events; falsely activating a disaster alarm; or making a threat.

Under no circumstances are any members of the university family to be intimidated or threatened in the execution of their normal duties and responsibilities. That means that students and faculty who wish to hold or attend classes or to go to their offices or places of study shall not be prevented from doing so. Also, non-academic staff and administrators shall not be prevented from going to their places of work.

14.2.2. Distribution of Unauthorized Published Material

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the OSA. The campus protection office will remove from display any such unauthorized material.

14.2.3. Theft

Stealing on campus or at a university-authorized event off campus, including unauthorized use of university equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

14.2.4. Destruction of Property/Endangering Public Safety

Students are expected to protect university property and to respect the safety of others. Any violations of these principles, which include, but are not restricted to, the following, are subject to disciplinary procedure:

- a. Engaging in vandalism or other intentional damage (such as spray painting or graffiti) to property on campus or at university-authorized events off campus.
- b. Littering, such as disposing of waste (empty bottles, cigarette butts, food containers, etc.) in other than designated places on campus.
- c. Unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices.
- d. Taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible.
- e. Appropriating, or attempting to appropriate or possess, private property, without the consent of the owner or person legally responsible.
- f. Unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

14.2.5. Mental or Physical Harm

Acts that inflict mental or physical harm are prohibited, including the following:

- a. Engaging in physical aggression including, but not limited to, assault.
- b. Engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at university-authorized events off campus; endangering or tending to endanger the safety, health, or life of any person.
- c. Engaging in behavior that creates a substantial risk of, or results in, injury to others, such as committing arson or causing a riot.

- d. Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a university authorized event off campus.
- e. Engaging in any activity that endangers the health and safety of an individual or demeans an individual in conduct of an unbecoming or humiliating nature, or in any way that detracts from an individual's academic pursuits.

14.2.6. Possession of Dangerous Weapons or Materials

Students must not distribute, possess, store, or use, on campus or at a university-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm.

Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons. Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotics or hallucinogenic, on campus, or at any university-authorized event off campus.

14.2.7. Discrimination and Harassment

Students are not allowed to discriminate on the basis of race, gender, age, religion, national origin, sexuality, ethnic origin, marital status, and mental or physical disability. Nor shall they harass, intimidate, insult, or threaten others whether verbally, in writing, or through electronic means.

Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures, is prohibited (Refer to the University Policy Against Discrimination and Harassment).

14.2.8. Smoking and Alcohol

The consumption of alcohol on campus by students is not permitted. Smoking is not permitted in university buildings other than private residences and those areas within the campus, as may be designated from time to time by the Office of Student Affairs (Refer to the University Policy on Smoking).

14.2.9. Inappropriate Sexual Behavior

Publicly engaging in sexual behavior is prohibited as deemed by Lebanese law.

14.2.10. Use of Computers

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses, and unethical use of AUT access is prohibited (Refer to the University Policy on the Use of Computers).

14.2.11. Inappropriate Conduct in the AUT Libraries

Any action that impedes the safe and effective use by all patrons of the AUT Libraries for the purpose of study, research, reading and other intellectual pursuits is prohibited (Refer to the University Policy on Appropriate Conduct in Libraries).

15. Disciplinary Actions

Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

15.1. Academic Misconduct

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible.

When the instructor has taken the initial disciplinary action, he or she should send a letter to the office of the dean of the Faculty in which the incident occurred, informing him/her of the incident and the initial action he/she has taken. A copy of the letter will be placed in the student's file, and another copy forwarded to the student's adviser for follow-up.

AUT has full trust in the integrity of its students. However, in case any student is caught cheating in any manner or form, the following procedure will be followed:

- The head proctor will ask the student to provide his/her ID, for few minutes, to record down the incident.
- If any paper slips, or any object used for cheating, are found, these have to be attached to the report.
- Student shall be allowed to complete the exam.
- If the caught student refuses to hand in the ID, he/she shall be asked to leave the room. Also, if the caught student is allowed to continue the exam, and was caught again in act of cheating, he/she will be asked to leave the room.
- The report, filled and signed by the head proctor, will be forwarded to the chairperson, and eventually to the Disciplinary committee to follow up and take action based on a report from the head proctor.

Other cases of misconduct such as shouting or disrupting the flow of the exam in class shall be also reported following the same procedure as above. If the misconduct continues afterwards, the student shall be asked to leave the room.

15.2. Non-Academic Misconduct

Violations of a non-academic nature are the responsibility of the OSA, in consultation with the dean of the Faculty in which the student is enrolled and, as necessary, the chief of campus protection. Students should know that the laws of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution.

15.3. List of Primary Disciplinary Actions

All disciplinary actions listed below will be recorded in the student's permanent record at the Registrar's Office. Only suspension and expulsion will become part of the student's official transcript of record. Records of the University Disciplinary Committee decisions, including charges and sanctions, will be maintained as part of the confidential records in the office of the respective dean, for a period of up to four years after the student graduates or ceases to be a student.

15.4. Range Of Actions

15.4.1. Warning

This may be oral or written. It is a statement that the student has inadvertently violated a university regulation. The warning will be documented and recorded. Examples: littering and smoking in prohibited areas

15.4.2. Reprimand

This will be in writing. It is a statement that the student has violated a university regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the university community.

Examples: inadvertent plagiarism - failure to cite sources appropriately, and inappropriate physical contact.

15.4.3. Dean's Warning

This will be in writing. Only **two** dean's warnings are allowed in a student's academic career at AUT. It is recommended that any violation of university regulations after the second dean's warning results in consideration of suspension. Dean's warnings are normally accompanied by secondary disciplinary actions. If the student refrains from further actions of misconduct, he/she may petition the dean to remove the warning from the transcript. Examples: plagiarism, academic dishonesty, disruption-obstruction, in-class disruption, mental or physical harm, discrimination and harassment.

15.4.4. Suspension

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). A student, who commits flagrant acts such as assaults, theft, and destruction of property, will be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University.

At the end of the suspension period, the student may be readmitted to the University, only upon the recommendation of the University Disciplinary Committee.

15.4.5. Expulsion

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances, and upon the recommendation of the University Disciplinary Committee, will an expelled student be readmitted to the University.

Examples: academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.

15.5. Complaint Procedure

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any university official. Academic violations shall be forwarded to the dean of the Faculty in which the violation occurred. Non-academic violations shall be referred to the OSA. Violations that may require suspension or expulsion will be referred by the concerned dean to the University Disciplinary Committee.

16. Formal Hearing by the University

16.1. Disciplinary Committee

The University Disciplinary Committee will deal with alleged violations in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal.

The University Disciplinary Committee shall inform the student of the charge in writing. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses. In determining penalties, the committee may take into consideration the student's cumulative discipline record.

The University Disciplinary Committee's decision shall be final.

16.2. Appeal Procedure

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations.

If any of the following apply, a student may appeal to the dean of the Faculty regarding faculty or departmental decisions, or to the University Disciplinary Committee against disciplinary action taken by the Office of Student Affairs and/or the dean of Faculty to which the student belongs:

1. Procedural error
2. New evidence
3. Unsupported conclusion
4. Disproportionate sanctions

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed. The University Disciplinary Committee's decision shall be final.

